

Park Lawn Preschool Inc.	Health and Safety <b>COVID-19 Suspected or Positive COVID-19 Case Procedure</b>	Approved: 22 July 2020 R. Cairns/ S. Allman
Policy Number(s):	PLP HS 219 G	

### **Purpose**

The purpose of this procedure is to take all reasonable precautions in the protection of the staff, child and families when there is a positive or suspected COVID-19 case at a PLP Inc. location. There are established processes in regards to communication, reporting and business continuity when a staff, child or close contact of a child or staff member tests positive for COVID-19.

### **Application**

This procedure applies to all employees, students, and any others persons engaged in business with PLP Inc.

### **Procedure**

When there is a suspected or positive case of COVID-19 in a PLP Inc. location, the following procedures must be followed.

### **Attendance Records**

Park Lawn Preschool Inc.'s centres maintain attendance records of all individuals entering the child care centre. Attendance records are maintained electronically and includes the name, contact information, date, approximate time of arrival and departure of each individual. These records are maintained daily and are available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak. As required, records should be made available to public health within 24 hours of a confirmed COVID-19 case or outbreak.

### **Outbreak Management**

- Toronto Public Health may declare an outbreak when within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link where at least one case could have reasonably acquired their infection in the child care setting.
- Toronto Public Health will work with PLP Inc. to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.
- If an outbreak is declared, Toronto public health will determine next steps; including full or partial closure of the child care centre.
- If a full or partial closure is determined by Toronto Public Health, a revision must be made to the existing Serious Occurrence report for a **confirmed** COVID-19 case to include information about the closure.

## **Communication plan in the event of a case/outbreak**

When there is a confirmed case of COVID-19, Park Lawn Preschool Inc. must immediately report to Toronto Public Health completing [TPH COVID-10 Notification Form for Child Care Settings](#) and to the Ministry of Education by filing a Serious Occurrence Report.

Toronto Public Health will provide further advice about information that should be shared with other staff, parents/guardians and other stakeholders (e.g. school boards) in the event there is a case or outbreak of COVID-19 in the setting.

Families will be informed electronically, i.e. HiMama or email. In the event we are unable to notify a family electronically or may have a language barrier, we will contact them by telephone to advise of the confirmed case of COVID-19 at the centre.

Staff will be informed electronically, i.e. text, Whtasapp, or email.

### **A. Suspected COVID-19 Cases**

Children or staff who have been in contact with a suspected COVID-19 case should be identified as a close contact, monitored for symptoms and cohorted. Toronto Public Health (TPH) will provide any further direction on testing and isolation of these close contacts. During this period they should avoid contact with vulnerable persons or settings where there are vulnerable persons (for example, long-term care homes).

#### **Symptomatic Staff**

Staff exhibiting new or worsening COVID-19 related symptoms will be excluded from the child care centre and referred for testing. While awaiting test results, symptomatic staff will be directed to stay at home and self-isolate.

#### **COVID-19 Symptoms**

- fever or chills
- cough
- difficulty breathing or shortness of breath
- sore throat, trouble swallowing
- runny/stuffy nose
- pink eye
- decrease or loss of taste of smell
- nausea, vomiting, diarrhea
- not feeling well, extreme tiredness, sore muscles.

If the test results are NEGATIVE, staff can return to child care if all the following apply:

- you do not have a fever (without using medication)
- it has been at least 24 hours since your symptoms started improving
- you were not in close physical contact with someone who currently has COVID-19

If the test results are POSITIVE, refer to *Positive Cases of COVID-19* procedures below.

### **Symptomatic Child**

Refer to *PLP HS219 COVID-19 Exclusion of Sick Children Policy and Procedure* for more details.

#### **Does the child have any of the following new or worsening symptoms?**

- Fever
- Cough
- Difficulty Breathing
- Loss of Taste or Smell
- Sore throat, painful swallowing
- Stuffy/Runny Nose
- headache
- Nausea, vomiting, diarrhea
- Feeling unwell, muscle aches, feeling tired

#### ***If yes to any of the above:***

- Child must stay home/self-isolate and get tested OR
- Contact a health care provider.

#### **Return to care for children with symptoms who tested for COVID-19**

- If an ill child who has not been exposed to someone with COVID-19 has a negative test result, they can return to child care 24 hours after their symptoms start improving, the child is well enough to participate in program activities and they pass screening.

#### **Return to care for staff and children with symptoms who are NOT tested for COVID-19**

***For staff or children who do not go for testing and DO NOT have an alternative diagnosis (i.e. a new or worsening symptom not related to an existing medical condition):***

- The parent/guardian should ensure that the symptomatic child self-isolates for **10 days** from the date their symptom(s) started, and contact a health care provider for further advice or assessment, including if the child needs a COVID-19 test or other treatment.
- The child may return to child care after 10 days if they do not have a fever (without taking medication), their symptoms are improving for 24 hours and the individual is well enough to participate in program activities.
- Anyone in the household who attends the child care must self-isolate for 14 days.

#### ***For staff or children who receive an alternate diagnosis:***

- If a health care provider has diagnosed a condition that isn't related to COVID-19, you can return to child care 24 hours after their symptoms improve.
  - Must not be a cold or respiratory illness.
  - Household members do not need to stay home.

- ★ A Return to Child Care Confirmation Form will need to be completed to confirm the individual is well and may return to child care.

- CHILD - [Return to Child Care Confirmation Form](#) to be completed by parent/guardian
- STAFF - [Return to Child Care Confirmation Form](#) to be completed by staff

**If a staff/child has been excluded due to symptoms related to COVID-19 (suspected COVID-19 case)**

- The supervisor/assistant supervisor will inform the Operations Manager immediately
- Ensure that close contacts (staff and children who are in the same room) are cohorted and monitored for symptoms.
- Supervisors must inform parents/guardians of children and staff who were exposed to the ill person, and advise that they should monitor for symptoms. They must also be advised to avoid contact with vulnerable persons or settings where there are vulnerable persons.
- Child care staff must not work in other child care settings.
- Symptomatic staff will be referred for testing.
- Ensure the tracking form is updated with new cases.
- Serious Occurrence Reports are no longer required for suspected cases.

**B. Confirmed Cases of COVID-19**

In all cases of a positive COVID-19 case in a PLP Inc. centre, once a positive test result has been received, the following steps must be taken:

**Steps when staff member or child test positive for COVID-19:**

**Staff or Post-Secondary Student**

In the event a child care staff/student has a confirmed case of COVID-19:

- The employee should inform their supervisor/ Operations Manager immediately and self-isolate immediately.
- The employee will cooperate with management and Toronto Public Health to identify close contacts and follow the direction from Toronto Public Health and their supervisor /Operations Manager.
- All other staff and families affected shall receive communication from the Supervisor. The supervisor will send out communications, as applicable.
- Child care staff/students and children must stay home and self-isolate for 10 days from the day their symptoms first appeared or as directed by a Public Health Unit.
- They may return to the child care setting after 10 days if they do not have a fever (without use of medication) and their symptoms have been improving for 24 hours or longer.
- Staff and children who are being managed by Toronto Public Health must follow TPH instructions to determine when to return to the child care centre
- Supervisor must report the staff's return to work date to Operations Manager
- Clearance tests are not required for staff to return to the child care centre

**Child**

In the event a child has a confirmed case COVID-19:

- The parent should inform the centre supervisor immediately
- The child will be managed by Toronto Public Health.

- The child must stay home and self-isolate for 10 days from the day their symptoms first appeared.
- They may return to the child care after 10 days if they do not have a fever (without use of medication) and their symptoms have been improving for 24 hours or longer.
- Children and their families must follow TPH instructions to determine when to return to the child care centre
- Supervisor must report the child's return date to the child care centre to Operations Manager
- A clearance test is not required to return to the child care centre

### **Supervisor:**

- Inform Operations Manager immediately
  - Start contact tracing and identify staff/children or cohorts that are close contacts.
  - Provide tracking / surveillance records and determine if the staff or child was in the centre 48 hours prior to and including the day of onset of symptoms (for contact tracing).
- Immediately report laboratory-confirmed cases in children, staff, ECE students that attend the child care setting to Toronto Public Health by completing the [Toronto Public Health \(TPH\) COVID-19 Notification Form for Child Care Settings](#).
  - Provide Name, Date of Birth, Contact information of person with a positive COVID-19 case.
- Additional support can be accessed by calling TPH at 416-338-7600 during work hours (8:30 a.m. to 4:30 p.m., Monday to Friday) or 3-1-1 after hours or by emailing [publichealth@toronto.ca](mailto:publichealth@toronto.ca).
- Provide names and contact information for families and staff who are being excluded to TPH.
- Close cohort if necessary or as instructed by TPH
- Consult with Operations Manager on key messages.
- Send out any communication provided by the Operations Manager who will provide letters for the following groups:
  - Families of children who are direct contacts with a confirmed COVID-19 case
  - Staff who are direct contacts with a confirmed COVID-19 case
  - All other families and staff who are not direct contacts with a confirmed COVID-19 case and are not being excluded from the child care
- Send out any communications provided by Toronto Public Health to affected staff, families or cohorts.
- Ensure WSIB reporting is completed with Operations Manager.
- Ensure Serious Occurrence Report is completed and/or updated in CCLS.
  - A Serious Occurrence is required to be filed in the event a child, staff or post-secondary placement student tests positive.
  - In the event Toronto Public Health determines that a full or partial closure of the centre is required (i.e. classroom or entire child care must remain closed for a period of time), a serious occurrence report must be submitted under the “Unplanned Disruption of Service” category.
- Inform Toronto Children’s Services Consultant of the positive case.
- Inform School Principal of the positive case and to arrange for deep cleaning of affected areas.

**Serious Occurrence:** A Report must be made if a Staff, Child, or Parent has a confirmed case of COVID-19 or a suspected case (ie. **exhibiting 1 or more symptoms AND the individual has been tested, or has indicated that they will be tested for COVID-19.**)

**Operations Manager or Head Office Designate:**

- Will inform the Board of Directors
- Contact/Follow up with Toronto Public Health as needed
- Review TPH communication letters to staff, families and cohorts.
- Close cohort if necessary or as instructed by TPH
- Provide Supervisor/Assistant Supervisor with the following:
  - Letter for direct exposure of ill persons- Family
  - Letter for direct exposure of ill persons- Staff
  - Letter for families for confirmed COVID- 19 case
- Will support Supervisor/Assistant Supervisor with Serious Occurrence reporting
- Ensure WSIB (FORM 7) reports are filed.
- Contact the School Principal or other authorized agency to request deep cleaning of centre.
- Follow up to ensure Serious Occurrence Report is completed and/or updated in CCLS.
  - A Serious Occurrence is required to be filed in the event a child,staff or post-secondary placement student tests positive.
- In the event Toronto Public Health determines that a full or partial closure of the centre is required (i.e. classroom or entire child care must remain closed for a period of time), a serious occurrence report must be submitted under the “Unplanned Disruption of Service” category.
- If the staff member’s illness is determined to be work-related, in accordance with the *Occupational Health and Safety Act (OHSA)* or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness:
  - Complete Verbal Report to Ministry of Labour, Training and Skills Development (Health and Safety Contact Centre 1-877-202-0008)
  - Submit written notice to +MLTSDocillness.notices@ontario.ca within four (4) days of being advised that a staff member has an occupational illness. Follow written report requirements under *Regulation 851 - Industrial Establishments subsection 5(2)(c-j)*

**C. CLOSE CONTACTS OF SOMEONE WITH POSITIVE COVID-19**

Child care staff/students and children exposed to a confirmed case of COVID-19 must be excluded from the child care setting for 14 days from the day of their last exposure:

- Staff and children who are in the same cohort/classroom as an individual who has a confirmed case of COVID-19 is considered to be a close contact.
- Staff and children who have been identified as being in close contact with a confirmed case of COVID-19 must inform the Centre Supervisor or Operations Manager immediately.

- These individuals must self-isolate at home and monitor for symptoms for the next 14 days.
- Individuals who have been exposed to a confirmed case of COVID-19 should get tested.
- Staff and children who were exposed to a confirmed case of COVID-19 will need to continue to self-isolate for 14 days even if their test is NEGATIVE.
- Close contacts of cases must follow TPH instructions to determine when to return to the child care centre
- Supervisor must report the return to work/child care centre date to the Operations Manager

**Procedure Review**

This procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a PLP Inc. centre, and at anytime where a change is made.

**Link(s) to Posters / Resources:**

[TPH Screening Questionnaire for Child Care Centres](#)

[TPH Screening Poster for Child Care Centres](#)

[TPH COVID-19 Notification Form for Child Care Settings](#)

[TPH How to Self Isolate](#)

[Park Lawn Preschool Inc. Return to Child Care Confirmation Form](#)

**CHANGE LOG**

POL #	REV #	Date	Summary of Changes	Revised By	Approved By
PLP HS 219G	1	2020-08-15	Serious Occurrence update (2 or more symptoms)	S. Allman	N/A
PLP HS 219G	2	2020-08-20	determine if the staff or child was in the centre 48 hours prior to and including the day of onset of symptoms.	B. Leung	N/A
PLP HS 219G	3	2020-08-20	Serious Occurrence update (reverted back to 1 or more symptoms)	S. Allman	N/A
PLP HS 219G	4	2020-10-14	TPH Guidance Document Update - Positive Cases 10 days self-isolation. Revised screening for children. New reporting tool of positive cases. Return to child care confirmation form.	B. Leung/S. Allman	N/A
PLP HS 219G	5	2020-11-09	MOE Guidance Update - Removed SO reporting for suspected case SO Report for full or partial closure Attendance Records	B. Leung	N/A

			Outbreak Management Communication Plan		
PLP HS219G	6	2021-02-16	TPH Screening Update Child - all symptoms need to be excluded.	B. Leung	N/A
PLP HS219G	7	2021-02-25	Staff - Alternate diagnosis and attestation	B. Leung	N/A