

Park Lawn Preschool Inc.	Health and Safety COVID-19 Suspected or Positive COVID-19 Case Procedure	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 child attendees, employees, students, and any other 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.

Definition

Fully vaccinated: means 14 days or more after getting a second dose of a COVID-19 vaccine series or as defined by the Ontario Ministry of Health. They may not need to self-isolate as long as they don't have symptoms.

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 include 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 10-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.
- If a full or partial closure is determined, 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

Park Lawn Preschool Inc. will inform staff and families when we have been notified of a confirmed COVID-19 case by both PCR or Rapid Antigen Tests.

Park Lawn Preschool Inc. will inform staff and families in the event there is a case or outbreak of COVID-19 in the setting.

- Park Lawn Preschool Inc. will work together with Toronto Public Health to determine if a class, cohort or a school should be closed for a period of time. Parents, students and staff will be notified immediately.

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, WhatsApp or email.

Communication with stakeholders (i.e. principals, school board liaisons, building management) may be performed in person, electronically by email or by phone.

Posters and signs will be placed at all entrances instructing staff, students, visitors and families not to enter if they are sick.

A. Suspected COVID-19 Cases

When a staff or child presents with COVID-19 symptom(s), they will be excluded from the child care centre following Toronto Public Health's screening isolation times.

PCR tests or RATs may be used when a child or staff is exhibiting the following symptoms, they must self-isolate immediately.

COVID-19 Symptoms

A)

- fever > 38.7°C and/or chills; OR
- cough; or
- difficulty breathing; or
- decrease or loss of taste/smell; or

B) Two* or more of:

- sore throat
- headache
- feeling very tired
- runny nose/nasal congestion
- muscle aches/joint pain
- nausea, vomiting or diarrhea (gastrointestinal symptoms)

All household members of the symptomatic individual, regardless of vaccination status, should isolate while the symptomatic individual is isolating.

* Where an individual has only **one of the symptoms listed under B)** above, the individual should isolate until symptoms are improving for 24 hours (or 48 hours if gastrointestinal) and household members are not required to isolate.

Negative COVID-19 Test

PCR

Individuals who test negative on a PCR test must stay home until their symptoms have been improving for 24 hours (48 hours if gastrointestinal symptoms).

RAT

If two consecutive RATs, separated by 24-48 hours are both negative, the symptomatic individual should isolate until symptoms are improving for at least 24 hours (or 48 hours if gastrointestinal symptoms). And only if:

- 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

All household members must self-isolate for the duration of time the person with symptoms is isolating.

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

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 must be completed to confirm the individual is well and may return to child care.

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

Supervisors and Managers should refer to Child care operators should refer to the current [COVID-19 Decision Tool](#).

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:

- Inform the centre supervisor and self-isolate immediately.
- The impacted individual (or parents) will assist the centre supervisor or PLP manager to identify close contacts and follow the guidance provided.
- All other staff and families affected shall receive communication from the Supervisor. The supervisor will send out communications, as applicable.
- Individuals must isolate for the isolation time set out by Toronto Public Health and until symptoms are improving for 24 hours (or 48 hours if nausea, vomiting or diarrhea).

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 the required days by Toronto Public Health from the day their symptoms first appeared.
- They may return to the child care once their isolation period ends and their symptoms have been improving for 24 hours or longer.
- 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
- 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.
- 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.
- Serious Occurrence Report is no longer required for Positive COVID-19 Cases
 - 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.
 - In the event PLP voluntarily closes the centre or cohort, 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.

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 the 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 follow the guidelines provided by Toronto Public Health:

- ★ Refer to Toronto Public Health [COVID-19 Decision Tool](#).
- Staff and children who are in the same cohort/classroom as an individual who has a confirmed case of COVID-19 may be considered to be a close contact.
 - specific individuals within cohorts may be identified by the case as close contacts based on their prolonged, unprotected, close interactions with the positive case.
- 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.
- **Fully vaccinated staff and children** with 2 doses of vaccine, and it has been more than 2 weeks since the last dose, and the close contact does not have symptoms, they do not need

to self-isolate. They should still go for testing if recommended. If they develop symptoms they must self-isolate immediately and get tested.

- Individuals in the same cohort are not considered to be close contact.

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](#)

[COVID-19 Decision Tool for Child Care Attendees, Staff, and Visitors](#)

[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 Outbreak Management Communication Plan	B. Leung	N/A
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
PLP HS219G	8	2021-08-24	TPH Guidance Update Close Contacts Return to care with symptoms	B. Leung	N/A

PLP HS219G	9	Jan 12, 2022	TPh Update close contacts Return to care Decision Tool	B. Leung	N/A
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