

Outbreak Management for COVID-19 Related Symptoms

(Revised November 9, 2020)

POLICY

To protect the health and well-being of children and staff within ABC Montessori, all children will be monitored while in care for emerging signs or symptoms of any illness, including COVID-19. Children or staff who become ill while at school must return home as soon as possible. The Supervisor must initiate the centre's illness management policies, including the following measures related to outbreak management for COVID-19.

Definition of an outbreak in a child care setting: 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 been infected in the childcare setting.

Outbreaks should be declared in collaboration between the school and the local public health unit to ensure an outbreak number is provided.

Staff, parents/guardians, and children who are symptomatic or have been advised to self-isolate by the local public health unit, must not attend the program. Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of public health.

PROCEDURES

Health Checks for Children in Care

Staff must ensure that all children in care are monitored for illness, with a temperature taken as necessary, including for the following signs and symptoms of COVID-19:

- New or worsening fever (temperature $\geq 37.8^{\circ}\text{C}$) and/or chills
- New or worsening cough
- Shortness of breath or difficulty breathing
- Decrease or loss of sense of taste or smell

- Lethargy (lack of energy) or difficulty feeding (if an infant and no other diagnosis)
- **Any** of the following symptoms:

○ Sore throat	○ Headaches	○ Diarrhea
○ Difficulty swallowing	○ Unexplained fatigue/malaise/muscle aches	○ Nausea/vomiting
○ Chills	○ Croup (respiratory infection resulting in barking cough and difficulty breathing)	○ Runny nose without other known cause
○ Rash		○ Nasal congestion without other known cause

Staff must ensure that hand hygiene is performed before and after each health check with each child. Staff are only required to conduct and document the health check or take a temperature if symptoms are noted. Staff must document any symptoms observed on the child's [Illness Tracking Form](#).

Children Who Display COVID-19-Related Symptoms During Care

If **ANY ONE** of the symptoms related to COVID-19 are present in a child, the child must be immediately excluded from the school and sent home. When a child can return to school depends on the symptoms, number of symptoms and local health authority guidance. See symptom categories below to determine course of action.

Symptom category 1

Does the child have any new or worsening - *Not related to other known causes or medical conditions.

- fever and/or chills;
- cough;
- shortness of breath;
- decrease or loss of smell of taste?

If child has any of the above symptoms,

- Child should stay home to isolate immediately and be tested for COVID-19.
- Parents should contact their child's health care provider if unsure testing or another treatment is needed.
- Child cannot return to school until receiving a negative COVID-19 test result or alternate diagnosis from a health care provider and symptoms have resolved and child does not have a fever.
- **If the child has siblings who attend the same school, all siblings should also be excluded.**

Symptom category 2

Does the child have any new or worsening - *Not related to other known causes or medical conditions.

- sore throat;
- stuffy nose and/or runny nose;
- headache;
- nausea, vomiting, and/or diarrhea;
- fatigue, lethargy, muscle aches or malaise?

If child has only one of the symptoms included under category 2,

- The child should stay home for 24 hours from when the symptom started.
- If the symptom is improving after 24 hours, child may return to school/child care when they feel well enough to do so. A negative COVID-19 test is not required to return.
- **If the child has siblings who attend the same school, they should also be excluded In cases**

where COVID-19 testing is recommended.

- If the symptom persists (e.g. stays the same) or worsens, parents should contact their child's health care provider for further advice or assessment, including if the child needs a COVID-19 test or other treatment. Child cannot return to school until symptom improves.
 - *A persistent symptom is a symptom that stays the same or does not improve.*
 - *If a child has persistent mild symptoms (e.g. runny noses) from a pre-existing/alternate medical condition that does not completely resolve or there is another explanation for the symptom (e.g. runny nose from cold weather), then they may return to child care.*

If child has two or more of the symptoms included under category 2

- The child should stay home to isolate immediately and be tested for COVID-19.
- Parents should contact their child's health care provider if unsure testing or another treatment is needed.
- Child cannot return to school until receiving a negative COVID-19 test result or alternate diagnosis from a health care provider and symptoms have resolved and child does not have a fever.
- **If the child has siblings who attend the same school, all siblings should also be excluded.**

Question: If a child develops a runny nose and tests negative for COVID-19, do they need to get tested again if they get another runny nose or another symptom a few days later?

If the runny nose or other symptom is a result of another known cause or pre-existing/alternate medical condition, then the child does not need to get tested again. However, if there is no known cause of the symptoms, the child should get tested again, particularly if the symptom persists, worsens or other symptoms appear. Please note that COVID-19 tests only indicate if COVID-19 has been identified in an individual at the time of testing. A negative test result on one day does not mean that an individual cannot test positive the next day.

Staff are required to:

- Isolate the child with symptoms immediately from other children and staff into a separate room. If a separate room is not available, the sick child should be kept separated from others at a minimum distance of 2 meters in a supervised area until they can go home.
- The child should be supervised by only one staff person until the child leaves while maintaining a physical distance of 2-meters if possible.
- Ensure the child wears a surgical/procedural mask (if tolerated) to cover the child's nose and mouth. Masks should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance.
- The staff caring for the ill child should wear a surgical/procedural mask, eye protection (i.e. safety glasses, goggles or face shield), gloves and gown and not interact with others. Hands must be washed before and after taking off a mask. Staff must be trained in the proper use of PPE.
- In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands. Disposable gloves should be used when there is close contact with the child. Staff must ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves.

The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.

- Respiratory etiquette should also be practiced while the child is waiting to be picked up. Tissues should be provided to the child and disposed of properly after use in a lined, covered garbage container. Staff should avoid contact with the child's respiratory secretions.
- Increase ventilation if possible (e.g., open windows).
- Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all toys after the child leaves the centre.
- Staff will notify the parent/guardian to arrange for immediate pick-up of the child (and siblings if applicable). If a parent cannot be reached, an emergency contact person will be contacted to pick up the child.
- Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the [Illness Tracking Form](#).
- Once the child has been picked up, the Supervisor will identify any contaminated areas and ensure that any rooms/areas and any surfaces and materials that the child had contact with and any surfaces within 2 metres of the ill child are thoroughly cleaned and disinfected as soon as reasonably possible. All items used by the child that cannot be cleaned (e.g. paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- Contaminated areas will be cleaned and disinfected as per the "Cleaning and Disinfecting" protocols described in the ABC Montessori "General Sanitary Practices and Physical Distancing Measures to Prevent the Spread of COVID-19 Policy."
- The child should be excluded from school and self-isolate for 14 days (depending on symptoms) from the start of symptoms and be tested for COVID-19 or receives an alternate diagnosis from a health care provider before returning to school. If testing is refused and medical assessment by a health care provider is not sought, the Supervisor will advise the parent/guardian to contact Peel Public Health for an assessment and for advice on next steps.
 - **If tested negative**, and free of symptoms for 24 hours, the child must pass re-entry screening (refer to **COVID-19 Re-Entry Screening Form for Previously Ill Individuals**) to return to school.
 - **If tested positive**, Peel Public Health will provide direction on when the child can return to school.
- Communication protocols to update and inform necessary stakeholders within the school community while maintaining confidentiality of the ill individual should be initiated.
- Report to the local public health unit and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the [Municipal Freedom of Information and Protection of Privacy Act](#).
- Regular school operation can continue unless directed otherwise by the local public health unit.

Staff Who Display COVID-19-Related Symptoms While at Work

Any staff person who presents with symptoms of COVID-19 including fever, new or worsening cough or shortness of breath and other symptoms as described in the **COVID-19 Active Screening Form for Staff** must not return to the school. If a staff person becomes ill while at the school:

- Staff should isolate themselves as quickly as possible until they are able to leave the school and wear a surgical/procedural mask covering the nose and mouth and eye protection.
- COVID-19 testing will be required for any staff experiencing symptoms before returning to work.
- The Supervisor will advise the staff to get tested and self-isolate. The staff person must contact Peel Public Health for an assessment and for advice on next steps.
- Staff must remain off work and self-isolate for 14 days from the start of symptoms (unless tested negative). If the staff person tests negative, they should not return to work until free of symptoms for 24 hours.
- **If staff person tests negative for COVID-19**, and is free of symptoms for 24 hours, s/he must pass re-entry screening (refer to **COVID-19 Re-Entry Screening Form for Previously Ill Individuals**) to return to work.
- If the staff person declines testing and their health care provider has not recommended testing, they may return to work 24 hours after their symptoms resolve.
- **If staff person tests positive**, Peel Public Health will provide direction on when s/he can return to work.

Peel Public Health does not need to be routinely notified when an individual does not pass active screening and is not permitted to attend child care, or when a child/staff/LHCC provider/household member becomes ill.

The scenarios where Peel Public Health should be notified are when:

- The child care Service Provider becomes aware of a positive case of COVID-19 but has not been contacted by Peel Public Health.
- When child care site experiences an unusual amount of staff and/or children who become sick at the child care site including non-COVID related illnesses
- When child care site experiences an unusual occurrence such as a flood, fire, sewage back-up.

Instructions for a Child or Staff with Confirmed COVID-19 Illness

What happens if there is a positive case of COVID-19 in a child care grouping/classroom or home child care setting?

If there is a confirmed positive case of COVID-19 in a child care grouping/classroom, the children and educators in the classroom must go home. This does not mean that the entire centre will be automatically closed, and Service Providers should follow Peel Public Health direction. Siblings of the isolated classroom may continue to attend child care if they are not symptomatic. Siblings of the positive case must remain isolated at home until cleared by Public Health to return.

If the Supervisor is notified that a staff person or child has tested positive for COVID-19, the following steps will be taken:

- Continue to exclude the confirmed case from the school until further notice.
- Supervisor will call Peel Public Health to discuss the situation and necessary measures to be taken. Public Health will provide advice and steps necessary to prevent a large outbreak.
- Provide Peel Public Health with the most current [Illness Tracking Form](#).
- Notify cleaning staff to increase cleaning and disinfection practices. Refer to the **General Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of COVID-19 Policy**.
- Use a disinfectant with a Drug Identification Number (DIN), check expiry date, and follow manufacturer's instructions.
- If using bleach, for the appropriate concentration of bleach and water, refer to the **Disinfection Chart for Child Care Centres** found in **Appendix 1.6** of this document.
In consultation with Peel Public Health, child care centres must consider 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 been infected in the childcare setting.
- Outbreaks should be declared in collaboration between the centre and Peel Public Health.
- Consult with Peel Public Health to prepare and provide fact sheets and letters to parents/guardians and staff about the situation and the response measures taken by the school.

Ministry of Education

- **As of November 4, 2020**, child care licensees are required to submit serious occurrences for a confirmed case of COVID-19 (a positive COVID-19 test result).
- A Serious Occurrence is required to be submitted under the category “**confirmed case of COVID-19**” when one of the following individuals has a **confirmed** case of COVID-19.
 - (i) a **child who receives child care** at a home child care premises or child care centre,
 - (ii) a home child care **provider**,
 - (iii) a person who is **ordinarily a resident of a home child care premises** (e.g. the home provider’s child, the home provider’s spouse etc
 - (iv) a person who is **regularly at a home child care premises** (e.g. the home provider’s friend who visits the premises once a week etc
 - (v) a **home child care visitor**,
 - (vi) a **staff** member at a child care centre
 - (vii) a **student** at a home child care premises or child care centre

Should additional individuals at the school develop a confirmed case, licensees must either:

- Revise the open serious occurrence report to include the additional cases; or,
- Submit a new serious occurrence report if the first has been closed ready.

While licensees are no longer required to report a serious occurrence for suspected cases; if the local public health unit determines that a full or partial closure is required (i.e., program room, home premises or entire child care centre must remain closed for a period of time), a serious occurrence report must be submitted under the “Unplanned Disruption of Service” category.

What is the difference between a 10-day and a 14-day isolation period?

- The 10-day isolation period refers to a symptomatic individual. If someone with mild to moderate COVID-19 symptoms chooses not to get tested for COVID-19, they must **self-isolate for 10 days from the start of their symptoms**.
- The 14-day isolation period refers to any individual who has had close contact with a symptomatic individual. When close contact has occurred, it can take up to 14 days for symptoms to appear. Any individuals, including household contacts, must **self-isolate for 14 days** from the last time they had close contact with the symptomatic individual.

Please see the last page of the revised screening forms for information on when the 14-day isolation period applies (for example, when someone is a close contact of a confirmed case of COVID-19).

If a household member (e.g. parent) of a child tests positive for COVID-19, is the group/home/classroom required to close if the child has not been tested?

A child who is identified as a close contact of someone who has tested positive for COVID-19 would be directed to self-isolate for 14 days after their last exposure to the COVID-19 case. The child is required to be tested if any COVID-19 symptom develops.

The classroom/LHCC site would close only if the child has tested positive for COVID-19.

Occupational Health and Safety for Staff

- When the Supervisor is notified that a staff person has tested positive for COVID-19, they should consult with Peel Public Health to determine when the staff can return to work. Staff should also report to their Employee Health/Occupational Health and Safety department prior to returning to work.
- If the staff person's illness is determined to be work-related – in accordance with the *Occupational Health and Safety Act* and its regulations – the Supervisor must provide a written notice within four days of being advised that the staff person has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff with respect to an occupational illness, including an occupational infection, to the:
 - Ministry of Labour;

Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of the illness.

- Child care centres should establish an infectious disease preparedness and response plan, which should consider and address levels of risk associated with the workplace and job tasks within the child care centre and any office staff. This includes how the child care centre will operate during and throughout the recovery phase following the pandemic including sanitization of the workplace, equipment and resources, how employees report illness, how to ensure physical distancing and how work will be scheduled.

Closure of the Child Care Centre

The decision to close the child care centre will depend on several factors and will be determined on a case-by-case basis in consultation with Peel Public Health. Case scenarios could include, but are not limited to a case with an ill staff person with exposure to multiple children, or two or more cases within the child care centre.

Appendix 1.6 – Disinfection Chart for Child Care Centres

Disinfection Chart for Child Care Centres

Make disinfecting solutions using household bleach (5.25%)

Kitchen		Child Care Surfaces	Blood and Body Fluids
100 PPM*	200 PPM*	500 PPM*	5000 PPM*
Sanitizer used for dishwashing.	Sanitizer used for utensils which are too large to be washed in a sink or dishwasher.	Intermediate level disinfectant used for toys, diapering stations, water play stations, pet cages, and high touch surfaces within the centre.	High level disinfectant used for items and surfaces that become contaminated with blood, body fluids, feces, and vomit foulings.
Mix ½ tsp of bleach with 4 cups of water or 2 ml of bleach with 1 litre of water	Mix 1 tsp of bleach with 4 cups of water or 4 ml of bleach with 1 litre of water	Mix 2 tsp of bleach with 4 cups of water or 10 ml of bleach with 1 litre of water	Mix ½ cup of bleach with 4 cups of water or 125 ml of bleach with 1 litre of water
Contact Time 45 seconds	Contact Time 45 seconds	Contact Time 2 minutes	Contact Time 2 minutes

* Concentration is approximate due to simplification of mixing recipe.

Additional Notes:

- Clean all surfaces and items with soap and water before disinfecting.
- Make a new bleach solution daily.
- Prepare bleach solution with room temperature water to reduce odour.
- Label all disinfectant and cleaning product bottles.
- Use the stream setting on spray bottles to reduce inhalation hazards.
- Do not mix bleach solutions with any other cleaning products.
- Store all disinfectants and cleaning products in a location inaccessible to children.
- Avoid using disinfectants and cleaning products within close proximity to children.

Peel Public Health Contact Information

For Reports of Illness

Contact: 905-799-7700, Caledon 905-584-2216

Call Centre Business Hours:

- **8:30 a.m. – 4:30 p.m., Monday to Friday**
- **Please Note:** from 8:30 a.m. – 9:00 a.m. you may encounter a delay during this time.
- To report a positive COVID-19 case after hours or on the weekend, please contact Peel Public Health at 905-799-7700.

When calling to report illness, please indicate that you are a **licensed child care centre**.

For Other Questions

For other public health-related questions about the COVID-19 Enhanced Health and Safety Protocols:

Contact: 905-791-7800, Toll-free: 1-888-919-7800

Business Hours: 8:30 a.m. – 4:30 p.m., Monday to Friday

COVID-19 Assessment Centres

For more information on COVID-19 Assessment Centres including testing criteria, hours of operation and procedures, please visit the Provincial website: <https://covid-19.ontario.ca/assessment-centre-locations/>

Please Note:

- Since the hours and testing criteria/eligibility of Assessment Centres may change, please contact the Assessment Centre or visit their website to confirm.
- Not all Assessment Centres will test babies/small children.
- **In Mississauga**, children **under the age of 1** can only be tested in the emergency departments at Mississauga Hospital and Credit Valley Hospital.
- **In Brampton and Caledon**, children **2 years of age or under** can only be tested in the emergency departments at Brampton Civic Hospital and Headwaters Health Care Centre.

<u>Mississauga</u>	<u>Brampton</u>
<u>Trillium Health Partners Assessment Centres</u> Mississauga Hospital Clinical Administrative Building 15 Bronte College Court Mississauga, ON J4Y 0K7 Credit Valley Hospital Valley House 2200 Erin Mills Parkway Mississauga, ON L5M 7S4	<u>South Fletcher's Sportsplex</u> 500 Ray Lawson Blvd Brampton, ON L6Y 5B3 North parking lot <u>Caledon</u> <u>Headwaters Health Care Centre</u> (Hard-sided tent located at the top parking lot) 140 Rolling Hills Drive Orangeville, ON L9W 4X8

This policy and procedures will be reviewed by all employees prior to commencing employment at ABC Montessori, prior to the beginning of a new school year and any time changes are made.

I, _____ confirm that the Outbreak Management for COVID-19
Employee name

Related Symptoms was reviewed with me on _____ By _____
Date of Review Reviewed by