

Licensee The Governing Council of The Salvation Army in Canada	Last Updated July 2, 2020 Original Date: April 1, 2020
Policy Title COVID-19 Outbreak Management for COVID Related Symptoms	Pages 1 of 6

POLICY STATEMENT

To protect the health and well-being of children and staff within the Child Care Centre, all children should be monitored while in care for emerging signs and symptoms of any illness, including COVID-19. Children or staff who become ill while attending the Child Care Centre 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.

PROCEDURES

Health Checks for Children in Care

Staff must ensure that all children in care are monitored for illness, with a temperature taken 3-5 times per day (arrival/am snack, lunch, after nap/pm snack, late afternoon). Staff will monitor for the following symptoms of COVID-19:

- Fever (temperature $\geq 37.8^{\circ}\text{C}$)
- New or worsening cough or shortness of breath
- Lethargy (lack of energy) or difficulty feeding (if an infant and no other diagnosis)

And any of the following symptoms:

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| ○ Sore throat | ○ Headaches | ○ Diarrhea |
| ○ Difficulty swallowing | ○ Unexplained fatigue/malaise/ muscle aches | ○ Nausea/vomiting |
| ○ Pink eye (conjunctivitis) | ○ Abdominal pain | ○ Decrease or loss of sense of taste or smell |
| ○ 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. If thermometers with single use tips are used, the tips must be discarded after each use. Thermometers must be cleaned with 70% alcohol wipes with a one-minute contact time between use.

Staff are required to document the health check.

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 child care centre and sent home. If the child has siblings who attend the same child care centre, all siblings must also be excluded.

Staff are required to:

- Isolate the child with symptoms immediately from other children and staff into a designated isolation room (e.g. sick room). Please note: If they have a sibling, he/she will also be removed to the Isolation room and provided with a mask.
- Move the cohort of children who were in the program room with the symptomatic child to the vacant program room or playground and immediately clean and disinfect the impacted room.
- The child will be supervised by only one staff person (a staff who has been in contact with the child) until the child leaves, while maintaining a physical distance of 2-meters if possible.
- Ensure the child wears a surgical-type or non-medical face mask to cover the child's nose and mouth. Cloth face coverings 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 child should also wear 1) a disposable isolation gown 2) a mask 3) shield or eye protection and 4) gloves. Hands must be washed before and after taking off a mask. A cloth scarf (e.g. made of cotton) may also be used.
- In addition, staff should perform hand hygiene before putting on PPE and after removing PPE. 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.
- Increase ventilation in the isolation room 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.
- The Supervisor/Designate 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/Designate will ensure that the isolation room (i.e. room where child was separated to) and any other surfaces that the child had contact with are thoroughly cleaned and disinfected.
- The child will be excluded from child care and self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before returning to child care. The Supervisor/Designate will provide the parent/guardian with contact information for Public Health for information on symptoms, getting tested and self isolation.

- **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 Children/Staff**) to return to child care.
- **If tested positive**, Public Health will provide direction on when the child can return to child care.
- Alternatively, a medical note from a physician stating that either the child is fit to return to the child care centre or is free from communicable disease may be provided to access child care.

Order for putting on PPE

- 1) Isolation Gown
- 2) Mask
- 3) Shield if needed
- 4) Gloves

Order for removing PPE

- 1) Gloves
- 2) Gown
- 3) Shield if used
- 4) Mask

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 centre. In the event that a staff person becomes ill while at the child care centre:

- Staff should isolate themselves as quickly as possible until they are able to leave the centre and wear a surgical-type or non-medical face mask covering the nose and mouth.
- COVID-19 testing will be required for any staff experiencing symptoms before returning to work. The Supervisor/Designate will provide the staff person with contact information for Public Health for information on symptoms, getting tested and self isolation.
- 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 Children/Staff**) to return to work.
- **If staff person tests positive**, Public Health will provide direction on when s/he can return to work.

When a child or staff person becomes ill, the Supervisor/Designate will report the illness to:

- **The SA Director of Child Care Services**

The DCCS will provide direction to the Supervisor/Designate. The DCCS will report the illness to:

- Divisional Secretary for Social Services
- Divisional Secretary for Public Relations
- The Church Corps Officer/Pastor/Designate

- **Public Health**

- The Supervisor/Designate will contact Public Health to notify them of a potential COVID-19 case and seek advice regarding the information that should be shared with staff and parents/guardians of children enrolled at the child care centre.
- Other children and staff in the centre who had close contact with a child or staff person who became ill should be grouped together. Public Health will provide any further direction on testing and isolation of close contacts.
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the child care setting for 14 days.
- Because the child care centre is located in a shared setting, church, ask Public Health's advice on notifying others using the space of the suspected illness.

- **Ministry of Education**

- Notify the Child Care Quality Assurance and Licensing Branch Regional Manager.
- Follow the regular Serious Occurrence (SO) reporting requirements (including submitting a SO report in CCLS and posting the SO notification form).

- **Early Years and Child Care Services Division (Region of Peel or City of Toronto)**

- Notify Service Manager that Serious Occurrence filed with Ministry of Education.

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

If the Supervisor/Designate is notified that a staff person or child has tested positive for COVID-19, he/she will contact TSA Director of Child Care Services, and the following steps will be taken:

- Continue to exclude the person with the confirmed case from the centre until further notice.
- The SA Director of Child Care Services or designate will contact Public Health Health to discuss the situation and necessary measures to be taken. The DCCS will share this information with the Supervisor/Designate and the church Corps Officer/pastors.
- Public Health will provide advice and the steps necessary to control the outbreak.
- Provide Public Health with the most current [Illness Tracking Form](#)
- The Supervisor/Designate will update the Serious Occurrence and will post the Serious Occurrence notification form at the entrance to the child care centre.
- Staff will increase cleaning and disinfection practices. Refer to the **General Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of**

COVID-19.

- A disinfectant with a Drug Identification Number (DIN) or bleach and water will be used (check expiry date, and follow manufacturer's instructions).
- For the appropriate concentration of bleach and water, refer to the **Disinfection Chart for Child Care Centres**
- In consultation with Public Health, child care centers must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff person or child as a confirmed COVID-19 outbreak. Outbreaks should be declared in collaboration between the center and Public Health.
- Consult with 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 child care centre.

Occupational Health and Safety for Staff

- When a centre is notified that a staff person has tested positive for COVID-19, TSA Director of Child Care Services will consult with 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 or designate 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;
 - Joint health and safety committee (or health and safety representative); and
- The Supervisor/Designate will report instances of occupationally acquired infection to WSIB within 72 hours of receiving notification of the illness.

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 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.

Required Forms

- Illness Tracking Form

NON-COMPLIANCE REVIEW

If any staff member does not follow **The Salvation Army COVID-19 Outbreak Management for COVID Related Symptoms Policy** using the criteria outlined above, it will be considered a serious breach of

employment. A breach of this policy could result in disciplinary action up to and including automatic dismissal.

POLICY REVIEW

All staff members will read, review and understand the **COVID-19** Outbreak Management for COVID Related Symptoms Policy prior to beginning work and annually thereafter. The staff member and Supervisor or designated person will sign a written record of the review.

DISCLAIMER

Our centre will be consistent with our process for the monitoring and contravention of all Policies & Procedures.

Policy & Procedures created in consultation with The Region of Peel and The City of Toronto