Exclusion of Sick Children Policy and Procedures - ECC

Policy Statement
Toronto Early Learning & Child Care Services (TELCCS) Emergency Child Care is committed to providing a safe and healthy environment for children, families and employees. TELCCS will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

Purpose
To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and Children's Services regarding the exclusion of sick children in TELCCS Emergency Child Care Centres.

Application
This policy applies to all employees, students, community members and any others persons engaged in business with TELCCS Emergency Child Care.

Procedures
As required by the Child Care and Early Years Act, TELCCS must separate children of ill health and contact parents/guardians to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, child care employees will ensure the following:

- Ill children will be separated from all other children to the designated exclusion room, and will be supervised and monitored by a staff until they are picked up from care by a parent/guardian. How to exclude steps below must be followed.
- Symptoms of illness will be recorded in the child's daily record and in a daily log
- The parent/guardian of the ill child will be notified of the child's symptoms and of the need to pick the child up immediately; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).

If you suspect a child has symptoms of a reportable communicable disease (refer to TELCCS Guidelines for Common Communicable Diseases), please report these immediately to TPH's Communicable Disease Surveillance Unit (416-392-2489).

When to exclude
A sick child must be excluded when they have any signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness.
• Follow the steps below on How to exclude a child with COVID-19 symptoms if symptoms are considered to be COVID-19 related (refer to most recent health screening checklist)
• Follow the steps on How to exclude a child with non-COVID-19 symptoms below if symptoms are not COVID-19 related (refer to most recent health screening checklist)

How to exclude a child with COVID-19 symptoms
• One staff will supervise the child in a designated room with a hand washing sink and/or hand sanitizer available
• Notify parents/caregivers of the sick child for pick up
• Only one staff should be in the designated exclusion room and attempt physical distancing. Staff must wear a mask and gloves. Eye protection must be worn if physical distancing of 6ft / 2m cannot be maintained and there is anticipation of contact with bodily fluids. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands
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• If possible, a mask should be placed on the ill child, but only if the child is able to understand that they cannot touch it, and if the child is over the age of 3
• Increase ventilation in the designated exclusion room if possible (e.g., open windows)
• Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues
• Clean and disinfect the area immediately after the child has been sent home
• While cleaning and disinfecting wear PPE (mask and gloves)
• If the child’s symptoms are consistent with COVID-19, staff and children who were exposed to the ill child should be identified as a close contact and will continue to be cohorted. Toronto Public Health will provide any further direction on testing and isolation of close contacts.
  o Staff should self-monitor and children should be monitored for symptoms for the next 14 days. During this period they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e., long-term care homes)
• Supervisors will inform parents/guardians of children who were exposed to the ill child, and advise that they should monitor their child for symptoms
• Children who are being managed by Toronto Public Health should follow their instructions to determine when to return to the child care centre.
• ECC’s must refer to Procedure for Suspected or Positive COVID-19 cases in Emergency Child Care for detailed steps

How to exclude a Child with non COVID-19 symptoms
• One staff will supervise the child in a designated room with a hand washing sink and/or hand sanitizer available
• Notify parents/caregivers of the sick child for pick up
• Only one staff should be in the designated exclusion room and attempt physical distancing. Staff must wear a mask and gloves. Eye protection must be worn if physical distancing of 6ft / 2m cannot be maintained and there is anticipation of contact with bodily fluids. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands

• Increase ventilation in the designated exclusion room if possible (e.g., open windows)

• Clean and disinfect the area immediately after the child has been sent home

• While cleaning and disinfecting wear PPE (mask and gloves)

**Surveillance**

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

• Observe children for illness upon arrival (screening procedure in place for ECCs)

• Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach ache, head ache etc.)

• Record the date and time that the symptoms occur

• Record the room the child attends (e.g., room number/description)

• Record attendances and absences

**Returning from exclusion due to illness**

Staff/children who are being managed by TPH (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from TPH to determine when to return to the facility. Refer to the Procedure for Suspected or Positive Covid-19 cases in ECC.

If not advised by TPH, staff/children will not be permitted back to the facility for a minimum of 14 days from symptoms onset, unless they have been tested and results are found to be negative for COVID-19. Those who test negative for COVID 19 must be excluded for 24 hours after symptom resolution. Those who test positive for COVID19 must be excluded from the Emergency Child Care for 14 days after the onset of symptoms and clearance has been received from Toronto Public Health.

**Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a TELCCS emergency child care centre, and at any time where a change is made.

Revised: May 25, 2020