

Exclusion of Sick Children/Staff Policy and Procedures – COVID-19

Policy Statement

Toronto Early Learning & Child Care Services (TELCCS) 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 and staff in TELCCS locations.

Application

This policy applies to all employees, students, and any other persons engaged in business with TELCCS.

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 isolation 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 Management of Common Communicable Diseases Policy and Procedure – COVID-19), please report these immediately to TPH's Communicable Disease Surveillance Unit (416-392-7411).

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.

- Refer to the [TELCCS – COVID-19- Child Screening form](#) for the list of up to date symptoms for exclusion
- 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 isolation 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 isolation room and attempt physical distancing.
- Staff must wear a medical mask, gloves and eye protection. Refer to Personal Protective Equipment Policy and Procedure – COVID-19 for specific instructions
- Staff must perform hand hygiene and attempt to not touch their face with unwashed hands
- 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 two
- Increase ventilation in the designated isolation room if possible (e.g., open windows if it is safe to do so)
- 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, including all items used by the ill child
- While cleaning and disinfecting wear PPE (medical mask, eye protection 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.
 - 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.
- Staff must refer to 'Procedure for Suspected or Positive COVID-19 cases - COVID-19' for detailed steps

How to exclude a Child with non COVID-19 symptoms

Refer to the Management of Common Communicable Diseases Policy and Procedures- COVID-19 for non-COVID-19 signs and symptoms.

- One staff will supervise the child in a designated isolation 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 isolation room and attempt physical distancing. Staff must wear a medical mask, eye protection and gloves. Staff must perform hand hygiene and attempt to not touch their face with unwashed hands
- Increase ventilation in the designated isolation room if possible (e.g., open windows)
- Clean and disinfect the area immediately after the child has been sent home, including all items used by the ill child
- While cleaning and disinfecting wear PPE (medical mask, eye protection and gloves)

Excluding an Ill Staff

- If a staff presents symptoms of illness while at work, they will be directed to leave the child care centre and go home.
- Refer to the [TELCCS – COVID-19- Staff Screening form](#) for the list of up to date symptoms for exclusion
- If symptom(s) are consistent with COVID-19, please follow 'Procedure for Suspected or Positive Covid-19 cases – COVID-19'.

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 child care centre)
- 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. Follow-up with all individuals to determine the reason for any unplanned absences and determine if the absence is due to illness and note any symptoms

Refer to the 'Procedure for Suspected or Positive Covid-19 cases – COVID-19' for exclusion parameters and returning a child/staff to the child care. Refer to Management of Communicable Diseases- COVID-19 for exclusion parameters and returning a child/staff to the child care for non-COVID-19 illnesses.

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 location, and at any time where a change is made.

Revised: December 3, 2020