

Procedures for suspected or positive COVID-19 cases in TELCCS - COVID-19

Purpose

The purpose of this procedure is to take all reasonable precautions in the protection of staff, children and families when there is a positive or suspected COVID-19 case at a TELCCS location in alignment with Ministry of Education and Toronto Public Health COVID-19 Guidance. 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 has symptoms or tests positive for COVID-19.

Application

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

Procedure

When there is a suspected or positive case of COVID-19 in a TELCCS location, the following procedures must be followed.

1. Suspected COVID-19 Cases

Children with Symptoms

When a child presents with COVID-19 symptom(s), follow the chart below. Ensure you contact TCS Health and Safety with any questions, concerns or for guidance.

Table 1

Symptom(s)	Exclusion	Next Steps
Fever and/or chills, cough, shortness of breath, decrease or less of smell or taste, sore throat, stuffy nose and/or runny nose, headache, nausea, vomiting and/or diarrhea, fatigue, lethargy, muscle aches or malaise	If the child has ONE of the symptoms they will be excluded from the centre	The child must stay home and self-isolate, get tested for COVID-19, or contact the child's health care provider for further advice or assessment, or be excluded from care for 10 days.

Staff with Symptoms

When a staff presents with COVID-19 symptom(s), follow the chart below. Ensure you contact TCS Health and Safety with any questions, concerns or for guidance.

Table 2

Symptom(s)	Exclusion	Next Steps
Fever, cough, shortness of breath, sore throat, difficulty swallowing, runny or stuffy/congested nose, pink eye, headache that's unusual or long lasting, digestive issues like nausea/vomiting, diarrhea, stomach pain, muscle aches that are unusual or long lasting, extreme tiredness that is unusual, falling down often (for older people)	If a staff, student or essential visitor has ONE of the symptoms they will be excluded from the centre	The person must stay home and self-isolate, get tested for COVID-19, or contact their health care provider for further advice or assessment, or be excluded from care for 10 days.

Procedures for Symptomatic Children or Staff

If a child or staff has been excluded due to symptoms related to COVID-19 (suspected COVID-19 case)

- The supervisor will inform the Program Manager immediately
- The supervisor will inform TCS Health and Safety (TCS H&S) and follow their direction
- Provide names and contact information for the child or staff member who is being excluded to TCS H&S
- Ensure that close contacts (staff and children who are in the same room) continued to be cohorted and monitored for symptoms
- Supervisors must inform parents/guardians of children and staff who were exposed to the ill child 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 should not work in other child care settings, i.e., not transfer locations
- Symptomatic staff and children will be excluded and referred to their health care provider or for testing
- TCS H&S can provide a TPH referral letter for testing upon request
- Supervisor will notify the Joint Health and Safety Committee of the suspected case

Procedures for Children with a Symptomatic Sibling/Child in the Household

If a child has been excluded due to their sibling/child in the household with symptoms related to COVID-19 (suspected COVID-19 case)

- The supervisor will inform the Program Manager immediately
- The supervisor will inform TCS Health and Safety (TCS H&S) and follow their direction

- Provide names and contact information for the child or staff member who is being excluded to TCS H&S

Procedure for close contacts of suspected COVID-19 cases

Children or staff who have been in contact with a suspected COVID-19 case should be identified as a close contact, monitored for symptoms and cohorted. Toronto Public Health (TPH) will provide any further direction on testing and isolation of these close contacts, if required. During this period they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e., long-term care homes)

Returning to the Child Care Centre for Symptomatic Children/Staff

Children/Staff with a Negative COVID-19 Test Result

- The child/staff can return to the child care if their symptoms have been improving for at least 24 hours, they are well enough to participate in program activities, and they pass screening.

Children/Staff who are not tested- Alternative diagnosis

- The child/staff who have an alternative diagnosis from a health care provider that is not related to COVID-19 can return to the child care once their symptoms have been improving for at least 24 hours, or for a longer period if recommended by the health care provider.

Children/Staff who are symptomatic, not tested for COVID-19 and did not receive an alternate diagnosis

- The child/staff must self-isolate for 10 days from symptom(s) onset. They may return to the child care after 10 days if they do not have a fever (without taking medication), and their symptoms have been improving for at least 24 hours.

Children who are NOT symptomatic, but have a sibling/child in their household who is symptomatic

- The child will not be permitted into the child care until the symptomatic sibling/child in the household either:
 - Receives a negative COVID-19 test
 - Receives an alternate diagnosis from a health care provider
 - If the symptomatic sibling is not tested, the symptomatic sibling, and non-symptomatic child in care self-isolates for 10 days from when symptoms started (only if the symptomatic child IS NOT a close contact of a positive COVID-19 case)
 - If the symptomatic sibling is a close contact of a positive case - The symptomatic sibling isolates for 10 days from when symptoms started, and the non-symptomatic child in care self-isolates for 14 days (if the symptomatic child IS a close contact of a positive COVID-19 case)

2. Positive COVID-19 Cases

Procedure and Reporting of a Positive Cases of COVID-19 in children and/or staff

In all cases of a positive COVID-19 case in a TELCCS location, once a positive test result has been received, the following steps must be taken:

Supervisor:

- Inform Program Manager immediately
- Inform TCS Health and Safety (TCS H&S) and follow their direction
- Provide tracking / surveillance line list to TCS H&S
- Provide names and contact information for families and staff who are being excluded to TCS H&S
 - TCS H&S will provide parameters on who should be excluded
- Consult with TCS H&S and Program Manager on key messages.
- Send out any communication provided by TCS H&S. TCS H&S 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
- Ensure incident occurrence(s) and WSIB reporting is completed with Program Manager:
 - People Equity Services' Disability Management will contact the Ministry of Labour, Joint health and safety committee/ representative and the union.
 - Notice of injury will be provided to the Joint Health and Safety Committee
- Ensure Serious Occurrence in CCLS is completed and/or updated. Serious Occurrence is to be done only after discussion with Program Manager.
- Supervisor will communicate with families a confirmed case and/or confirmed outbreak through the following:
 - Provide the appropriate letters from TCS H&S and TPH. TCS H&S and TPH will guide which letters go to families
 - Provide phone/in person (physically distanced) communication with families while not sharing personal health information of the positive case(s)
 - Continue communication with families throughout the isolation period (e.g., answer questions, provide additional information as necessary)

Program Manager:

- Inform Director, TELCCS. Director will inform the General Manager, Toronto Children's Services
- Will support the Supervisor with Serious Occurrence reporting

TCS Health and Safety:

- Report the case to Toronto Public Health and request guidance

- Provide Supervisor/Program Manager 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
 - 4 TPH information documents
- Contact Asset Management to request deep cleaning of centre
- Report the case to Local 79, if applicable
- Report the case to the school board, if applicable
- Provide mental health and wellness resources and support to the child care centre

Staff Person

- The employee must inform their supervisor/ program manager and self-isolate immediately.
- The employee will cooperate with management and Toronto Public Health to identify close contacts and follow the direction from Toronto Public Health and their supervisor /program manager

Child

- The parent should inform the centre supervisor immediately
- The child will be managed by Toronto Public Health

Procedure for close contacts of positive COVID-19 cases

Children/Staff who are close contacts of someone with COVID-19

- The child/staff who have been in close contact with a person with COVID-19 must stay home and self-isolate for 14 days from their last date of exposure.
- All staff and children who are identified as close contacts of a positive case will be excluded from the child care centre for 14 days, unless indicated otherwise by Toronto Public Health
 - These individuals must self-isolate at home and monitor for symptoms for the next 14 days
 - Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop
 - If asymptomatic, individuals who have been exposed are also encouraged to get tested any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative.
- Staff and children who are being managed by Toronto Public Health must follow TPH instructions to determine when to return to the child care centre

Household members or close contacts of a staff or child with COVID-19:

- The staff or family who is a close contact of a positive COVID-19 case attending a TELCCS location should inform the supervisor immediately
- Toronto Public Health will be contacting the individual to assist with the isolation period for the family

- The staff member or child will be required to isolate and will be excluded from the child care centre for a minimum of 14 days to monitor for symptoms, unless indicated otherwise by TPH
- Staff and children who are cohorted/grouped with the staff or child who is a close contact, do not need to isolate and may continue in care, but should be monitored for signs and symptoms of illness
- Close contacts of cases must follow TPH instructions to determine when to return to the child care centre
- Supervisor must report the return to the child care centre date for the child and/or staff to TCS H&S

Returning to the Child Care after testing Positive

Children or Staff with a Laboratory Confirmed Positive COVID-19 Test Result

- The child/staff must stay home and self-isolate for 10 days from the onset of symptoms. They can return to the child care centre after 10 days if they do not have a fever (without the use of medication), and their symptoms have been improving for at least 24 hours.
- If the child/staff is asymptomatic they must stay home and self-isolate for 10 days, from the day the test was done, unless advised otherwise.
- Household members of the child/staff of the person who tested positive should self-isolate and follow direction from the local public health unit.
- Supervisor must report the return to the child care centre date for the child and/or staff to TCS H&S
 - Staff return to work date must be provided to People Equity Services' Disability Management
- Clearance tests are not required for children or staff to return to the child care centre.
- Ensure families complete the [TELCCS COVID-19 Return to Care Confirmation](#) form; also complete the form, when a non-symptomatic child in care returns from exclusion based on a symptomatic sibling/child in the household.

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 23, 2020