

Procedures for Suspected or Positive COVID-19 Cases in HCC – COVID-19

Purpose

The purpose of this procedure is to take all reasonable precautions in the protection of the child and families, provider and residents and visitors when there is a positive or suspected COVID-19 case at a Toronto Early Learning & Child Care Services (TELCCS) Toronto Home Child Care (HCC). There are established processes in regards to communication, reporting and business continuity when a provider, child or close contact of a child or provider tests positive for COVID-19.

Application

This policy applies to all providers, residents, visitors, families and any others persons engaged in business with TELCCS-HCC.

Procedure

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

Suspected COVID-19 Cases

Symptomatic adults and children will be excluded from the HCC and referred for testing. While awaiting test results, symptomatic adults and children will be directed to stay at home and self-isolate.

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

Those who test negative for COVID-19 must be excluded for 24 hours after symptom resolution. If there is a positive COVID-19 case, refer to Positive Cases of COVID-19 procedures below.

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

- the HCC supervisor will inform the Program Manager immediately
- the supervisor will inform Toronto Children's Services' Health and Safety (TCS- H&S) and follow their direction
 - provide names and contact information for the child or adult who is being excluded to TCS-H&S

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- ensure that close contacts (provider and children who are in the same room) are monitored for symptoms
- supervisor must inform parents/guardians of children and providers 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
- TCS-H&S will contact the TPH surveillance unit at 416-392-7411 and advise them any clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48-hour period)
- child care providers must not work in other child care settings
- symptomatic staff and children will be referred for testing
 - contact TCS-H&S for referral letter
- supervisor is to ensure Serious Occurrence Report in the Child Care Licensing System (CCLS) is completed. Serious Occurrence is to be done only after discussion with Program Manager.

Positive Cases of COVID-19

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

HCC 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 adults who are being excluded to TCH-H&S
 - TCH-H&S will provide parameters on who should be excluded
- consult with TCH-H&S and Program Manager on key messages
- send out any communication provided by TCH-H&S to the families
- ensure incident occurrence(s) and WSIB reporting is completed, with Program Manager support, for any involved home visitors
 - People Equity Services' Disability Management will contact the Ministry of Labour, Joint Health and Safety Committee/Representative and the Union for home visitors.
 - notice of injury will be provided to the Joint Health and Safety Committee for home visitors.
- ensure Serious Occurrence in CCLS is completed and/or updated. Serious Occurrence is to be done only after discussion with Program Manager.

Program Manager:

- inform the Director of Toronto Early Learning & Child Care Services. Director will inform General Manager of Toronto Children's Services
- will support HCC Supervisor with Serious Occurrence reporting

TCS Health and Safety:

- contact TPH and report the outbreak/request guidance
- provide Supervisor/Program Manager with the following:
 - letter for direct exposure of ill persons - Families
 - letter for direct exposure of ill persons - Providers & residents

Steps when provider, children or household / close contacts test positive for COVID-19:

Providers

In the event a provider tests positive for COVID-19,

- the provider should inform the Agency supervisor immediately and self-isolate immediately
- the provider will cooperate with the Agency and TPH to identify close contacts and follow the direction from TPH and the Agency supervisor
- all other residents and families affected shall receive communication from the Supervisor. The supervisor will send out communications, as applicable
- all providers and children who are in the same home who has tested positive will be excluded from the home for 14 days, unless indicated otherwise by TPH
 - 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
- Provider and children who are being managed by TPH must follow TPH instructions to determine when to return to the child care home
- Supervisor must report home visitors the return to work date to TCH-H&S and People Equity Services' Disability Management
- Clearance tests are not required for children or adults to return to the HCC

Child

In the event a child tests positive for COVID-19,

- the parent should inform the Agency supervisor immediately
- the child will be managed by TPH
- all adults and children who are in the same home as the child who has tested positive will be excluded for 14 days, unless indicated otherwise by TPH
 - 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

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- 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
- children and their families must follow TPH instructions to determine when to return to the child care home
- THCC Supervisor must report the child's return date to the HCC to TCS H&S
- a clearance test is not required to return to the child care home

Household / Close Contacts of Children or Provider

In the event that a household member or close contact of a child or provider tests positive for COVID-19,

- the provider or family who is a close contact of a positive COVID-19 case attending a HCC should inform the Agency supervisor immediately
- TPH will contact the individual to assist with the isolation period for the family
- the adult or child will be required to isolate and will be excluded from the HCC for a minimum of 14 days to monitor for symptoms, unless indicated otherwise by TPH
- close contacts of cases must follow TPH instructions to determine when to return to the child care home
- supervisor must report the return to child care home date to TCS-H&S

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all providers & visitors before admitting children in a TELCCS home, and at any time where a change is made.

Revised July 7, 2020