

Exclusion of Sick Children Policy and Procedures

Policy Statement

Jackman Community Daycare (JDC) is committed to providing a safe and healthy environment for children, families and employees. JCD will take every reasonable precaution to prevent the risk of communicable diseases at Jackman.

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 at Jackman Community Daycare

Application

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

Procedures

As required by the Child Care and Early Years Act, JCD 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
- Symptoms of illness will be recorded on the child's attendance and in a daily log as per the CCEYA
- 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 and within 1 hour; 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.

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

When to exclude

Childcare employees should exclude a sick child when the child has any signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness.

Exclusion Examples include:

- If the child has one or more of the following symptoms fever, cough, runny nose or red eyes, sore throat or difficulty swallowing, loss of taste or smell, nausea, diarrhea, vomiting, muscle aches and tiredness or shortness of breath
- Symptoms defined as greater than normal would be if a child has diarrhea consistent with teething, and an additional symptom presents itself, such as lethargy

How to exclude and reporting obligations

- It is recommended that child care staff and children with symptoms of COVID-19 attend an [assessment centre](#) for testing as soon as possible, and to [self-isolate](#) at home until their result is available. Call Toronto Public Health: 416-338-7600
- If a child becomes ill with symptoms while in care, immediately separate them from the rest of their group in a designated room and supervise the child until they are picked-up.
- Supervise the child in a designated room with a hand washing sink and/or hand sanitizer available. There may be times when the sick child stays in the daycare room and the other children are relocated outside or to the gym.
- Notify parents/caregivers of the sick child to pick up within 1 hour
- Only one staff should be in the designated exclusion room and attempt physical distancing. If physical distancing cannot be avoided, staff should wear a mask, face shield and gloves. In addition, staff should perform hand hygiene and attempt to not touch their face
- A mask and face shield should be placed on the ill child, but only if the child is able to tolerate it
- Provide tissues to the ill child to help support respiratory etiquette.
- 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
- Staff and children who were in the same room with the ill child will be continue to be grouped together and not mixed with other care groups for 14 days
- Staff should self-monitor for symptoms for the next 14 days. During this period they should avoid contact with vulnerable persons or settings where there are vulnerable persons.
- Staff will inform parents/guardians of children who were in the same room of possible exposure, and 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
- Child care staff and children exposed to a **confirmed case of COVID-19** must be excluded from the child care setting for 14 days. 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 must self-isolate for 14 days and should get [tested](#) as soon as any symptoms develop.
- If asymptomatic, individuals who have been exposed are 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.
- Child care staff and children who are being managed by Toronto Public Health (TPH) (e.g. confirmed or probable cases of COVID-19, close contacts of cases) must follow TPH instructions to determine when to return to the child care centre/home:
 - Clearance tests are not required for staff or children to return to the child care centre; however, staff must show any test results to management.

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
- 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
- Alert the Supervisor or any trends or more than to illnesses

Steps for taking temperatures

1. When a child is acting unwell, staff should take the child's temperature and document results in logbook.
 - Use of infrared temperature sensor (no contact)
 1. Before using, ensure that the handle has been disinfected (Accell – 1 minute or bleach and water solution – 2 minutes)
 2. Staff must complete hand hygiene (handwashing or hand sanitizing)
 3. Take temperature
 4. Results if temperature is equal or greater than 37.8 degrees Celsius
 - a. exclude from site and/or proceed to quarantine room for pick up
 5. Disinfect thermometer handle (spray Accell wait 1 minute or bleach 2 minutes)

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. If not advised by TPH, staff/children will not be permitted back to the facility for a minimum of 14 days from symptoms onset; they must not have a fever and their symptoms must be improving. Past the 14 days mark they must be 48 hours symptom free at a minimum.

Report cases and outbreaks

Child care centres must immediately report the following to TPH by contacting the surveillance unit at **416-392-7411** during work hours (8:30am to 4:30pm, Monday to Friday) or **3-1-1** after hours:

- Clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48-hour period).
- Cases of COVID-19 among staff or child attendees that are laboratory-confirmed or probable (symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19).

Any confirmed cases of Covid-19 of a child or staff at JCD is a serious occurrence and must be reported to the Ministry of Education using the CCLS website.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to returning to work at JCD and any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off Form; a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020

Approved by: Health & Safety Team and JCD Management

Date Approved: July 6, 2020

Date Revised September 1, 2020