

# 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. The Daycare is using the stage in the GPR for this purpose.
- 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.

## 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. Staff should follow the most up to date information from the Ministry of Health and Toronto Public Health.

Exclusion Examples include:

- A. If a child has ONE of the following symptoms: fever >37,8C; cough, difficulty breathing, loss of taste or smell, sore throat/painful swallowing, stuffy/running nose, headache, nausea/vomiting/diarrhea, feeling unwell/muscle aches/tired – the child must stay home, self-isolate for 10 days, and get tested or contact their health care provider.
- B. If a child's sibling, or children in the same household has one or more of the above symptoms, they should also stay home, self-isolate and follow instructions from public health.
- C. If the child has been in close contact with a person who has Covid-19, the child will need to self-isolate for 14 days, even if they don't have symptoms. If the child has or develops symptoms, their household members will need to stay home and self-isolate until Covid-19 is ruled out.

- D. If the child has traveled outside of Canada, they must self-isolate for 14 days. Their household members do not need to self-isolate if they have not travelled, if they don't have symptoms of Covid-19, and they are not a close contact of a positive case.

If a child does not have symptoms of Covid-19 he/she may attend the childcare if they do not have a sibling with symptoms (B), if they are not a close contact (C) or have not travelled outside of Canada (D).

If the child attendee has symptoms and has an alternative diagnosis, siblings do not need to self-isolate. If the child has symptoms and tests negative for Covid-19, the child and their sibling can return to childcare.

If the child has symptoms, does not go for testing and is not a close contact of a positive case, the child and their siblings must self-isolate for 10 days.

If the child has symptoms, does not go for testing AND is a close contact of a positive case, the child must self-isolate for 10 days from when symptoms started. Their siblings should self-isolate for 14 days as this is how long it can take for symptoms to appear.

If the child has symptoms and tests positive for Covid-19, the child must self-isolate for 10 days and the siblings must self-isolate for 14 days.

Adults in the home, including parents, will have to self-monitor for symptoms, but may go to work as long as the adult does not have symptoms and the child is not a close contact of someone with Covid-19 and has not tested positive.

### **Child who Tests Positive for Covid-19**

Children must stay home and self-isolate for 10 days, starting from the day the symptoms first appear. Children may return to care after 10 days if they do not have a fever (without medicine), and their symptoms have been improving for at least 24 hours. Children without symptoms still have to stay home and self-isolate for 10 days, from the day of the test. All household members should stay home, self-isolate and follow public health advice.

### **Children with an Alternative medical diagnosis who are not tested for Covid-19**

Children with symptoms, but who have been given an alternative diagnosis by a health care professional (not related to Covid-19), may return to care if their symptoms have been improving for 24 hours. Family members without symptoms should self-monitor and may go to school or work. A cold or respiratory infection is NOT considered an alternative diagnosis, and the individual should be tested for Covid-19.

### **Evaluating Children who present symptoms during screening or in care**

Symptoms (e.g. runny nose, congestion) may be evaluated by child care staff (in consultation with the Supervisor or Executive Director) to determine if isolation and exclusion is required. The following information may be considered when evaluating a child's symptoms:

- Daily screening results
- Information provided by parents about the child's baseline health and other known underlying conditions (allergies, anxiety, asthma).
- Daily observations made by staff that care for the child (e.g. identifying a new or

worsening cough, or differentiation between a runny nose that is persistent as opposed to one that subsides and is likely caused from returning inside from the cold).

- Alternative assessments by a physician or health care practitioner regarding symptoms (if applicable).
- If unsure, staff must err on the side of caution and follow Covid-19 protocols above for a child with symptoms.

## 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 or take the City of Toronto's on-line Self-Assessment tool.
- 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.
- 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 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.
- Individuals with a laboratory confirmed positive Covid-19 test must stay home and self-isolate for 10 days from the day of their test. They may return to the child care centre after 10 days if they do not have fever (without medication) and their symptoms have been improving for 24 hours or longer.
- 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
    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 area 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 10 days from symptoms onset; they must not have a fever and their symptoms must be improving for at least 24 hours.

If a child or staff has a negative test result, they may return provided their symptoms have been improving for 24 hours and they are well enough to participate in program activities and they can pass the screening.

Children with an alternative diagnosis from a health care provider that is NOT related to Covid-19 can return to the childcare setting once their symptoms have been improving for 24 hours.

Families should present the ***Returning to Child Care Confirmation Form*** at drop-off on their child's first day back after an illness. Toronto Public Health is not recommending or requiring medical notes for a child to return to the child care setting.

Parents are encouraged to speak to their employer about these exclusions & requirements to discuss possible work arrangements in the event that a child becomes ill and is isolated and/or excluded from care.

## **Report cases and outbreaks**

Child care centres must immediately report the following to TPH:

- Laboratory confirmed case of COVID-19 among staff or child attendees.  
Complete the online Toronto Public Health (TPH) *Covid-19 Notification Form for Child Care Settings*

Additional support can be accessed by calling TPH at 416-337-7600 from 8:30-4:30 or 311 after hours or by emailing [publichealth@toronto.ca](mailto:publichealth@toronto.ca)

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

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