



Exclusion of Children and Staff Who Become Ill Policy and Procedures

Policy Statement

To ensure the health and well-being of children and staff within the Preschool Canada Guelph facility. Staff and children who become ill while attending the program will be immediately isolated and required to leave the program. Staff must consistently assess the health of children. Our goal is to limit the chances of a communicable disease within the centre.

Purpose

To ensure that all employees are aware of Wellington-Dufferin-Guelph Public Health regulations regarding the exclusion of sick children in all our locations.

Application

This policy applies to all employees, parents/guardians, community members and any other persons engaged in business with Preschool Canada.

Procedures

As required by the Child Care and Early Years Act, children who are ill should be separated from others and parents/guardians should be contacted to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, our childcare employees will ensure the following:

- Children and staff should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the [Ministry of Health's COVID-19 website](#).
- Ill children will be separated from all other children to the designated exclusion room. They will be supervised and monitored by a staff until they are picked up from our childcare Centre by a parent/guardian.
- Staff who become ill will be asked to leave the centre immediately.
- If a household member (including siblings) of a child who attends childcare has symptoms, that child, given that they remain symptom-free, can still attend childcare – they will not be denied entry into the childcare facility because of a symptomatic household member.

How to exclude steps below must be followed.

Symptoms to look for include but are not limited to:

- Fever, cough, shortness of breath, sore throat, runny nose, nasal congestions, headache, and a general feeling of being unwell.
- Staff/childcare providers, parents and guardians and children must not attend the program if they are sick, even if symptoms resemble a mild cold, unless if it's a known cause or condition.

- Symptoms of illness will be recorded in the child's daily record and 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).
- Report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act.

Contact the local public health unit to report a child suspected to have COVID-19. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff and children.

If you suspect a child has symptoms of a reportable communicable disease, refer to Guidelines for Common Communicable Diseases in Wellington-Dufferin-Guelph Region. Please report these immediately to Public Health in your region 519-822-2715 ext. 4753

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.
- Follow the steps below on how to exclude a child with COVID-19 symptoms (refer to most recent health screening checklist). [COVID-19 Screening Tool](#)

Symptoms of COVID-19

- Fever or chills (temperature 37.8 C/100.0 F or greater)
- Cough (more than usual if chronic), this includes croup, barking cough or whistling noise when breathing.
- Shortness of breath (Dyspnea, out of breath, wheezing, unable to breath or worse than normal if chronic)
- Decrease or loss of smell or taste
- Sore throat (painful or difficulty swallowing)
- Stuffy nose/runny nose
- Headache (new or persistent, unusual, unexplained or long lasting)
- Nausea, vomiting and/or diarrhea
- Fatigue, lethargy, muscle aches or malaise (the feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants)

Note: *All the symptoms stated above need to be not related to other known causes or conditions for a child(ren) to be exempt from the childcare centre. Please read below for more information.*

How to exclude a child with COVID-19 symptoms:

- One staff will supervise the child in a designated room with a handwashing sink and/or hand sanitizer available.
- Notify parents/caregivers of the sick child for pick up.
- Only one staff should be in the designated exclusion room and attempt physical distancing. Staff must wear a mask, face shield, gown, and gloves. In addition, staff should 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 2.
- Increase ventilation in the designated exclusion room if possible (e.g., open windows).
- 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. While cleaning and disinfecting, ensure you are properly wearing PPE (mask and gloves).
- All items used by the sick person should be cleaned and disinfected.
 - All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 14 days.
 - Symptomatic individuals should be referred for testing.
 - Other staff and children who were present while a child/staff became ill should be identified as close contact. Public Health will provide further direction on testing and isolation on these close contacts.
 - Notify Public Health of confirmed COVID-19 cases.

Returning from exclusion due to illness

- Staff/children who are being managed by Wellington-Dufferin-Guelph Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from the Health Department to determine when to return to the facility. Confirmation from the Health Department will be required.
- After developing symptoms, in general, children should no longer have a fever and their symptoms improving to be able to return

Ill individuals **who test negative** must be excluded until:

- It has been at least 24 hours since symptoms began **AND**
- The individual does not have a fever (without using medication).
- Siblings (or other household members) of the child may attend childcare if they pass the COVID-19 screening tool.

Documented proof of the negative test is not required to return.

NOTE: Mild symptoms known to persist in young children (e.g., runny nose) may be ongoing at the time of return IF other symptoms have been resolved.

Ill individuals **who test positive** must be excluded until:

- The individual has isolated for 14 days after the onset of symptoms **AND**
- They do not have a fever (without using medication) **AND**
- It has been at least 72 hours since their symptoms have started improving.

Note: *If your child has been identified as needing a test and everyone else in the family is well, no testing of other family members is needed. If your child tests positive for COVID-19, the local public health unit will contact you/your child and make a plan for additional testing of all close contacts.*

Ill individuals who **were not tested** must be excluded for 14 days unless **ALL** the following:

- A health care provider diagnosed them with another illness **AND**
- They do not have a fever (without using medication) **AND**
- It has been at least 24 hours since their symptoms started improving
- Documented proof of testing is not required to return.
- Siblings (or other household members) of the child may attend childcare as long as they have no symptoms and are able to pass the COVID-19 screening tool. They should self-monitor and/or be monitored by their parent/guardian for symptoms. They should isolate immediately if they begin to show symptoms.

Ill individuals who only exhibit **one symptom** (that is not related to a known cause or condition); sore throat, stuffy/runny nose, headache, nausea/vomiting/diarrhea, fatigue/muscle aches, must be excluded for **24 hours** and signs of symptoms are improving. No COVID-19 testing is needed.

Ill children who exhibit **two or more symptoms** (that is not related to a known cause or condition); sore throat, stuffy/runny nose, headache, nausea/vomiting/diarrhea, fatigue/muscle aches, must be excluded and isolate immediately and follow direction from a health care provider to determine if testing is required. They may return when:

- A health care provider is diagnosed them with another illness
- They do not have a fever (without using medication)
- It has been at least 24 hours from start of symptoms
- Documented proof of testing is not required to return

Refer to the *Childhood Illness Reference Guide for Schools and Child Care Centres* for direction on exclusion requirements if the child has been diagnosed with an infectious disease other than COVID- 19

Close contacts of these individuals should **self-monitor for 14 days from last contact*

Note: *Children and staff in the centre at the time while a child or staff became ill should be identified as a close contact and cohorted (i.e., grouped together). WDGPH will provide any further direction on testing and isolation of these close contacts.*

Staff Illness

- Any staff person who suspects that they have an infectious disease should follow precautions and should not attend the childcare program if they are not well, particularly if their symptoms include any outlined in the COVID-19 screening. Staff must pass the active screen process to work at the site. If a staff member becomes ill while at the centre they should, if possible, isolate themselves immediately until they are able to leave.
- A staff person who presents with symptoms of ill health must notify their supervisor. Staff are advised to be tested and immediately self-isolate. The Health Department will be notified, and staff will follow the direction of public health.
- A staff member's illness that is determined to be work-related must complete the appropriate internal documentation required by the centre.
- Staff who have been sent home due to ill health, not COVID related must not return to the centre until they are **24 hours** symptom-free.

Monitoring the Center

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.

Ensure the monitoring procedure 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, headache, 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.

Serious Occurrence Reporting

- Where a child, parent, staff or home childcare provider is suspected (i.e., has symptoms and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a Serious Occurrence. This includes COVID-19 confirmed or suspected cases for a child, staff, parent/guardian. Suspected cases are deemed as a person having **one or more symptom** and has or **will be tested**.
- Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a Serious Occurrence.

Childcare centres must consider a single, symptomatic, laboratory-confirmed case of COVID19 in a staff member or child as a confirmed COVID-19 outbreak in consultation with the local public health unit. Outbreaks should be declared in collaboration between the centre and WDGPH to ensure an outbreak number is provided.

Reporting of Confirmed Cases

Childcare providers and operators are instructed to contact WDGPH Intake at 1-800-265-7293 or 519-822-2715, Ext. 4753 Or email: PHI.Intake@wdgpublichealth.ca

- For inquiries, questions or concerns related to COVID-19 and childcare centres.
- For reporting confirmed COVID-19 cases.
- For public health inspection-related information.

Parents and families are directed to call the COVID-19 Call Centre at 1-800-265-7293 or 519-822-2715, Ext. 7006

Testing Requirements

Refer to page 9 of the [provincial testing guidance](#) for updated information regarding the requirement for routine testing in a childcare setting. See the protocols when a child or a staff becomes sick for information on testing in the event of a suspected case.

Transportation for Before and After School Programs

- If the before and after school program is located off school premises, every effort should be made to minimize interactions between children from different core day groups during transportation to the program.
- All school-aged children are required to wear a non-medical or cloth masks during transportation.

Please refer to [Checklist for Before and After School Programs](#) from Wellington-Dufferin-Guelph Public Health.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and at any time where a change is made.

Updated on October 5th 2020