



## 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 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 an asymptomatic household member.

### **How to exclude steps below must be followed**

- 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 the most recent health screening checklist). [COVID-19 Screening Tool – Version 3.](#)

### **Symptoms of COVID – 19 – For Children**

#### **Question 1: Active Screening Tool**

- Fever and/or chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (Dyspnea, out of breath, unable to breathe deeply, wheezing, that is worse than usual if chronically short of breath)
- Decrease or loss of smell or taste (New olfactory or taste disorder)

#### **Question 2: Active Screening Tool**

- Sore throat (Painful swallowing or difficulty swallowing)
- Stuffy nose and/or runny nose (Nasal congestion and/or rhinorrhea)
- 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)

### **Symptoms of COVID – 19 – For Adults**

- Fever and/chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (not related to other known causes or conditions – e.g. seasonal allergies, acid reflux)
- Difficulty swallowing (Painful swallowing, not related to other known causes or conditions)
- Decrease or loss of smell or taste (New olfactory or taste disorder)
- Sore throat (painful swallowing or difficulty swallowing)
- Stuffy nose and/or runny nose (nasal congestion and/or rhinorrhea)
- Headache (New or persistent, unusual, unexplained, or long-lasting)
- Nausea, vomiting, and/or diarrhea (e.g. irritable bowel syndrome, menstrual cramps)



- Extreme tiredness that is unusual (Fatigue, lack of energy – e.g. depression, insomnia, thyroid dysfunction)
- Muscle aches that are unusual or long-lasting (e.g. sudden injury, fibromyalgia)
- Pink eye (conjunctivitis)
- Falling down often (Elderly)

**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.*

**Note** *Runny nose; if a child is experiencing a runny nose, the child should be kept home and should be monitored for their symptoms. When the child feels better, they can return back to the childcare centre. No COVID-19 testing is needed. If the child's symptoms worsen and/or develops other symptoms, the parent/guardian should contact their health care provider for further advice. Mild symptoms known to persist in young children may be ongoing at the time of returning to childcare if other symptoms have been resolved.*

If the child has developed any of the above symptoms, the child must be isolated immediately from the other children in a separate room, if available, and supervised at all times.

The parent must be notified to arrange for the pick-up of the child. If the parent is not reached, an emergency contact person will be contacted to pick up the child.

Every effort must be made to keep the child comfortable until someone arrives to take him or her home.

Staff must document the situation in the Daily Communication Log and notify the Supervisor or designate immediately to ensure that this information is managed and recorded in the child's file on the Symptoms of Ill Health and report the incident to the Health Department, as necessary/appropriate.

Contact your 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.

**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.

### **Procedures of Ill Child(ren)/ Exclusion of Ill Child(ren)**

- If the individual responds "Yes" to Question 1 on the screening tool, they are to self-isolate and only leave the house if they will be getting tested or seeking medical attention.
  - ❖ Contact childcare centre to inform the supervisor
  - ❖ Speak with a doctor/health care provider to receive advice or an assessment, including to see if a COVID-19 test needs to be completed.
  - ❖ Siblings and household members without any symptoms may continue to attend childcare/work.
- If the individual responds "Yes" to Questions 2 for one of the symptoms, the individual will need to self-isolate for 24 hours. They should not leave unless they are being tested or seeking medical attention.
  - ❖ Contact childcare centre to inform the supervisor
  - ❖ After 24 hours if your symptom is improving, they can return to childcare when they are feeling well enough to do so. They do not need to get tested.
  - ❖ Siblings and household members without any symptoms may continue to attend childcare/work.
- If the individual responds "Yes" to two or more of the symptoms to Question 2, they should self-isolate and not leave except to get tested or for a medical emergency.
  - ❖ Contact the childcare to let the supervisor know of the results.
  - ❖ Speak with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.
  - ❖ Siblings and household members without symptoms may go to childcare.
- If the individual responds "Yes" to Question 3, 4, 5, or 6, the individual will need to self-isolate for 14 days. They should not leave unless they are being tested or seeking medical attention.
  - ❖ Contact the childcare to inform the supervisor of results
  - ❖ Speak with a doctor/health care provider to receive advice or an assessment, including if you need a COVID-19 test.

### **Procedures of Exclusion of Ill Staff**

- If the individual responds "Yes" to any of the symptoms included under question 1:
  - ❖ Contact the school/childcare to let them know about the result.
  - ❖ Self-isolate at home and not leave except to get tested or seek medical attention
  - ❖ Speak with a doctor/health care provider to get advice or an assessment, including if you need a COVID-19 test.
  - ❖ Household members without symptoms may go to school/childcare/work.



- If the individual answered "Yes" to questions 2 or 4:
  - ❖ Contact the school/childcare to let them know about this result.
  - ❖ Self-isolate for 14 days and not leave except to get tested or seek medical attention
  - ❖ Follow the advice from Public Health; you may return to school/childcare only after you have been cleared by your local Public Health Unit.
  - ❖ Household members without symptoms may continue to go to school/childcare/work.
- If the individual has answered "Yes" to question 3:
  - ❖ Contact the school/childcare to let them know about the result
  - ❖ Self-isolate for 14 days and not leave except to get tested or to seek medical attention.
  - ❖ Speak with a doctor/health care provider to get advice or an assessment, including if the individual needs to get a COVID-19 test.
  - ❖ You may return to school/childcare only when you have been cleared by your local Public Health Unit, regardless of the test result.
- If the individual has answered "Yes" to question 5:
  - ❖ Contact the school/childcare to let them know about the result
  - ❖ Self-isolate for 14 days and not leave except to get tested or to seek medical attention.
  - ❖ Visit an assessment centre to get a COVID-19 test, speak to a doctor/healthcare provider for more advice.

**Note:** Check your local Public Health Unit's website or call to see if they have different rules based on local risk.

### **Returning from Exclusion due to Illness from Testing**

- 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.

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 the testing and isolation of these close contacts.*

**If a child demonstrates symptoms of ill health, a sibling should be excluded:**

- If a child develops symptoms and their self-screening indicates they should stay home, but their sibling(s) do not have symptoms, the siblings do not need to self-isolate while the other child tests positive for COVID-19

Check your local Public Health unit's website or call to see if those without symptoms should go to school/childcare. Some Public Health Units have different rules based on local risk.

**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.

### **An outbreak may be declared by the local public health unit when:**

Within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.

- The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the childcare setting is required.
- If the public health unit determines that partial or full closure of the childcare setting is required, the licensee must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure

### **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 the 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**

- Follow Preschool Canada Serious Occurrence Policy – Policy updated on November 9, 2020.
- Follow your local Public Health Unit for more details about reporting and managing illness.

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](mailto: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 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 November 10, 2020**