



Policies and Procedures

Section: Operations

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POLICY

This Policy is being implemented to ensure the health and well-being of children and staff within the child care centres, during COVID 19. Child Care Services will adhere to all guidelines and will monitor the care of children for emerging signs or symptoms of any illness, including COVID19. Children and/or staff who become ill while at the centre must self-isolate at home. The Program Director will initiate the centre's illness management policies, related to outbreak management for COVID-19.

PURPOSE

To ensure that all employees are aware of and adhere to the directive established by Public Health and PLASP regarding the management and reporting of communicable and infectious diseases and outbreaks in PLASP programs.

SCOPE

This policy applies to all PLASP employees.

Screening for Symptoms

- Every person arriving at the child care centre will be actively screened daily PRIOR to entering the centre. The screening information will be documented on the appropriate **COVID-19 Active Screening Forms** to facilitate contact tracing by Public Health in the event of a confirmed COVID-19 case or outbreak. Screeners will take appropriate precautions when screening as described in the procedures below.
- Individuals who do not pass the screening are not permitted to attend the program and must stay home.
- A failed screen does not need to be reported to the local public health unit.
- An ill individual who has a known alternative diagnosis provided by a health care provider may return to the before and after school program if they do not have a fever and their symptoms have been improving for at least 24 hours.
- Signs will be posted at entrances to the program or school to remind staff, parents/caregivers, and visitors of screening requirements.
- In the event that an individual is not screened prior to arriving at the program, active (inperson) screening will be available when necessary.
- If an individual is screened at the child care program, screeners will take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 metres from those being screened.
- A process will be in place to ensure those waiting in line are physically distanced from one another.
- Alcohol-based hand rub containing 60% to 90% alcohol content will be placed at all screening stations and entrances and exits. Dispensers will not be in locations that can be accessed by young children.
- Please see below for more details. it.
- Staff are encouraged to consult the [Province's COVID-19 website](#) for information and resources on COVID-19 symptoms, protections, and seeking health care.

There will be no volunteers, students or non-essential visitors permitted to enter the child care setting. Essential visitors who will be permitted may include professionals delivering supports for children with special needs, Ministry staff and other public officials such as the fire marshal, public health inspectors, etc. Essential visitors will be required to meet all daily active screening requirements prior to entering the centre.

Individuals who were previously ill, have been symptom free for 24 hours, and have tested negative for COVID-19 must complete additional screening using the **COVID-19 Re-entry Screening Form for Previously Ill Individuals PRIOR** to also completing the daily active screening process. These individuals are not required to provide the child care centre Supervisor with a copy of the negative COVID-19 test result.

SCREENING TOOL

Staff have been trained on conducting the screening using the **COVID-19 Active Screening Forms for Staff, Children, Essential Visitors and Vendors** as well as using the **COVID19 Re-entry Screening Form for Previously Ill Individuals** in situations where previously ill individuals who have tested negative are returning to the centre.

Attendance Records

- In addition to attendance records for children, PLASP staff will maintain daily records of anyone entering the premises.
- These records will include all individuals who enter the premises (e.g., staff, cleaners, people doing maintenance work, people providing supports for children with special needs).
- Records will be kept on the premises and, along with name and contact information, will include an approximate time of arrival and time of departure for each individual.
- Records will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak (i.e., records can be made available to public health within 24 hours of a confirmed COVID-19 case or outbreak).

Health Checks for Children in Care

Staff will ensure that all children in care are monitored for illness, monitoring for the following signs and symptoms of COVID-19:

Question 1:

Does your child(ren) have a new or worsening cough or shortness of breath, fever and/or chills; decrease or loss of smell or taste?

Question 2:

Does your child(ren) have any new or worsening sore throat; stuffy nose and/or runny nose; headache; nausea, vomiting, and/or diarrhea; fatigue, lethargy, muscle aches or malaise?

Question 3:

Did your child(ren) travel outside Canada in the last 14 days?

Question 4:

Have your child(ren) been identified as a close contact of someone who is confirmed as having COVID-19 by your local public health unit?

Question 5:

Have your child(ren) been directed by a health care provider, including a public health official, to isolate?

Question 6:

Did your child(ren) have close contact with anyone including household members) with COVID-19 symptoms in the last 14 days who has not been tested or awaiting COVID-19 test results?

Staff will ensure that hand hygiene is performed before and after each health check with each child. Staff must document any symptoms observed on the child's [Illness Tracking Form](#).

Expectations for adults in a PLASP program:

- All staff and providers are required to wear medical masks and eye protection (e.g. face shield or goggles) while inside the program, including hallways and staff rooms (unless eating – but time with masks off should be limited and physical distance should be maintained).
- All other adults (i.e. parents/guardians and visitors) are required to wear a face covering or non-medical mask while inside the premises (see information about the use of face coverings on the provincial [COVID-19 website](#)).
- The use of masks is not required outdoors if physical distancing of a least 2-metres can be maintained between individuals.

Expectations for children:

- All children in grades 4 and above are required to wear a non-medical mask or face covering while inside, including in hallways.
- Students in Kindergarten to Grade 3 are encouraged, but not required to wear nonmedical masks or face coverings in indoor spaces including in hallways (unless otherwise directed by local public health unit/school board policies).
- The use of masks is not required outdoors if physical distancing of a least 2-metres can be maintained between individuals.
- See the [provincial COVID-19 website](#) or the [Public Health Ontario factsheet on how to wear a mask](#) for more information about masks.
- Parents/guardians are responsible for providing their child(ren) with a non-medical mask(s) or face covering each day and should be reminded that if children are wearing masks, they will require a way to store their mask when not in use.
- Masks should be replaced when they become damp or visibly soiled.
- Refer to [Public Health Ontario resources](#) for how to properly put on and take off masks and eye protection, and how to properly store them when not in use. You may also wish to view a [video](#) on how to properly put on and take off masks and eye protection.
- Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exemptions for

medical conditions, etc. Refer to the [Government of Ontario's Guidance on Face Coverings and Face Masks](#) for more information on who should not wear a mask.

- PLASP will consider ways to support nutrition breaks/mask breaks in a safe manner (i.e., a space where staff can maintain at least 2 metres to remove masks and eat).
- The use of medical masks and eye protection is for the safety of staff and the children in their care. This is very important when working with young children who may not be wearing face coverings.
- Staff will perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub when hands are visibly soiled. Refer to Public Health Ontario's [How to Wash Your Hands fact sheet](#).

Children Who Display COVID-19 Related Symptoms During Care

If **ANY ONE** of the symptoms related to COVID-19 are present in a child, the child must be immediately isolated and sent home. If the child has siblings who attend the same centre, all siblings must also be isolated. Staff are required to:

- Isolate the child with symptoms immediately from other children and staff into a designated isolation room (e.g. sick room).
- Move the cohort of children who were in the program room with the symptomatic child to the vacant program room and immediately clean and disinfect the impacted room.
- Increase ventilation in the isolation room if possible (e.g., open windows).
- Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all toys after the child leaves the centre.
While waiting for the child to be taken home, the child must be supervised by one staff person until the child leaves while maintaining a physical distance of 2 meters, if possible.
- Ensure the child wears a surgical-type or non-medical face mask, (if tolerated) to cover the child's nose and mouth. Cloth face coverings should not be placed on children under the age of 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. The staff caring for the child should also wear a face mask. Hands must be washed before and after taking off a mask.
- In addition, staff must perform hand hygiene and attempt to not touch their face with unwashed hands. Disposable gloves may be used when there is close contact with the child. Staff must ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves. The most important measures are proper hand hygiene and maintaining a 2 meter distance as much as possible.
- Respiratory etiquette should be practiced while the child is waiting to be picked up. Tissues will be provided to the child and disposed of properly after use in a lined, covered garbage container.
- Staff to notify the parent/guardian to arrange for immediate pick-up of the child. If a parent cannot be reached, an emergency contact person will be contacted to pick up the child.
- Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the [Illness Tracking Form](#).

- Once the child has been picked up, the Supervisor will ensure that the isolation room (i.e. room where child was separated) and any other surfaces that the child had contact with are thoroughly cleaned and disinfected.
- The child should be excluded from the centre and self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before returning to the centre. The Supervisor will provide the parent/guardian with contact information for Peel Public Health (905 799-7700) or Toronto Public Health (416 338-7600) for direction.
- If tested negative, and free of symptoms for 24 hours, the child must pass re-entry screening (refer to COVID-19 Re-Entry Screening Form for Previously Ill Children/Staff) to return to the centre.
- If tested positive, Public Health will provide direction on when the child can return to the centre.
- Alternatively, a medical note from a physician stating that either the child is fit to return to the centre or is free from communicable disease may be provided to access child care.

Staff Who Display COVID-19 Related Symptoms While at Work

Any staff person who presents symptoms of COVID-19 including fever, new or worsening cough or shortness of breath and other symptoms as described in the **COVID-19 Active Screening Form for Staff** must stay home. In the event that a staff person becomes ill while at the centre:

- Staff should isolate themselves as quickly as possible until they are able to leave the centre and wear a surgical-type or non-medical face mask covering the nose and mouth.
- COVID-19 testing will be required for any staff experiencing symptoms before returning to work. The Program Director will provide the staff person with contact information for Public Health and a referral letter for COVID-19 priority testing.
- Staff must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed. If the staff person tests negative, they should not return to work until free of symptoms for 24 hours.
- **If the staff tests negative for COVID-19**, and is free of symptoms for 24 hours, s/he must pass re-entry screening (refer to **COVID-19 Re-Entry Screening Form for Previously Ill Children/Staff**) to return to work.
- **If the staff tests positive**, Peel Public Health will provide direction on when s/he can return to work.

1. Changes to serious occurrence reporting for COVID-19 related matters

Effective **November 9, 2020**, child care licensees will only be required to report a serious occurrence for COVID-19 related matters for:

- a) **Confirmed COVID-19 cases**; or
- b) **Closures ordered by your local Public Health Unit** (i.e., where a closure is ordered for a centre, program room/s or provider's home due to a **confirmed** or a **suspected** COVID-19 case(s)).

To support these changes, the serious occurrence categories related to COVID-19 have been updated in the Child Care Licensing System (CCLS):

Confirmed COVID-19 cases

For a Confirmed Case of COVID-19 with **no** Related Public Health Ordered Closure

- Submit a serious occurrence in CCLS under “Confirmed COVID-19” category

For a Confirmed Case of COVID-19 **with** a Public Health Ordered Closure

- Submit a serious occurrence in CCLS under ‘Confirmed COVID-19’ category, including information about the closure in the fields provided; or
- Where there is a confirmed case and a closure is subsequently ordered by Public Health while the serious occurrence under “Confirmed COVID-19” category is still open, please revise the existing serious occurrence to include the closure information in the fields provided; or
- Where a closure is ordered by public health **after** the serious occurrence has been closed, submit a **new** serious occurrence for an “Unplanned Disruption of Service” with the subcategory of “Public Health Ordered Closure” (as per information below).

PLEASE NOTE: Where there is an open serious occurrence for a confirmed case of COVID-19, should a second individual develop a confirmed case, please **do not submit a new/additional serious occurrence for the new confirmed case.**

Instead, licensees must **revise the existing/open serious occurrence report to add the information related to the new confirmed case.**

Closures Ordered by your Local Public Health Unit

- Where public health orders a closure with **no** confirmed COVID-19 case, submit a serious occurrence in CCLS under ‘Unplanned Disruption of Service’ with the subcategory of ‘Public Health Ordered Closure’
- Where there is an existing/open serious occurrence in CCLS under ‘Unplanned Disruption of Service’ with the subcategory of ‘Public Health Ordered Closure’ and an individual develops a confirmed case of COVID-19, submit a new serious occurrence in CCLS under the ‘Confirmed COVID-19’ category

2. Existing Serious Occurrences reported for COVID-19 Matters Prior to November 9, 2020

Existing Serious Occurrences for Confirmed Cases

Where there is an open serious occurrence for a previously reported confirmed case of COVID-19, this serious occurrence **will remain open** until it is resolved.

Existing Serious Occurrences for Suspected Cases

Where there is an open serious occurrence for a previously reported **suspected case**:

- If this suspected case did **not** result in a **public health ordered closure**, this serious occurrence **will be closed in CCLS by the ministry**.
- If this suspected case resulted in **voluntary closure by the licensee**, this serious occurrence **will be closed in CCLS by the ministry**.
- If this suspected case resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.

3. Changes to individuals to be reported for confirmed COVID-19 cases

Please note that there has been a change to the list of individuals that a serious occurrence must be reported for with respect to confirmed cases of COVID-19.

Moving forward, a serious occurrence is **not** required for a **parent of a child** with a confirmed case of COVID-19.

Below is the current list of individuals with a confirmed case of COVID-19 for whom a serious occurrence report is required:

- i. a **child who receives child care** at a home child care premises or child care centre,
- ii. a home child care **provider**,
- iii. a person who is **ordinarily a resident of a home child care premises** (e.g. the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- iv. a person who is **regularly at a home child care premises** (eg. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
- v. a **home child care visitor**,
- vi. a **staff** member at a child care centre
- vii. a **student** at a home child care premises or child care centre,

Existing Serious Occurrences for Parents with Confirmed or Suspected Cases of COVID-19:

Where there is an open serious occurrence for a previously reported **confirmed or suspected case of COVID-19 for a parent of a child**:

- If this case did **not** result in a **public health ordered closure**, this serious **will be closed in CCLS by the ministry**.
- If this case resulted in **voluntary closure by the licensee**, this serious occurrence **will be closed in CCLS by the ministry**.
- If this case has resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.

PLASP Head Office will submit confirmed cases to:

- **Peel Public Health Department**
E-mail COVIDschool exposures@peelregion.ca

Early Years Division
E-mail earlyyearssystemdivision@peelregion.ca
- **Toronto Public Health Survey**
<https://s.tpsurvey.chkmkt.com?e=207897&h=532FC3825EA96E3&l=en>
- **PLASP's Health, Safety & Wellness Specialist**
 - Submit an Incident Report to Josie Fontana (josiefontana@plasp.com) to ensure that cases are monitored and reporting requirements to the Ministry of Labour, Joint Health & Safety Committee/H & S Representative and WSIB, as applicable, can be initiated.

Occupational Health and Safety for Staff

- When the Program Director is notified that a staff person has tested positive for COVID-19, they should advise their Area Manager, PLASP's Health, Safety & Wellness Specialist and consult with Public Health to determine when the staff can return to work. Staff should also report to Health, Safety & Wellness Specialist (Josie Fontana – josiefontana@plasp.com) prior to returning to work.
- If the staff person's illness is determined to be work-related – in accordance with the Occupational Health and Safety Act and its regulations – the PLASP's Health, Safety & Wellness Specialist must provide a written notice within four days of being advised that the staff person has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by, or on behalf of, the staff with respect to an occupational illness, including an occupational infection, to the:
 - Ministry of Labour; and
 - Joint health and safety committee (or health and safety representative)

- Any instances of occupationally acquired infection shall be reported by PLASP's Health, Safety & Wellness Specialist to WSIB within 72 hours of receiving notification of the illness.

Cleaning and Disinfecting PLASP Programs

Following PLASP and Public Health schedule of sanitizing and cleaning procedures, all frequently touched surfaces will be cleaned and disinfected at least twice a day (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops).

Equipment and Toy Usage and Restrictions

- Only toys and equipment which are made of materials that can be cleaned and disinfected are permitted in the centre.
- Toys and equipment will be cleaned and disinfected in between each use and only one group at a time will access the shared space/equipment.
- Mouthed toys will be cleaned and disinfected immediately after the child is finished using it.
- Child care staff will provide designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they will be cleaned and disinfected prior to being shared.
- Sensory materials (e.g., playdough, water, sand, etc.) will be provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.
- Outdoor play structures can only be used by one cohort at a time and after each use the cohort will focus on proper hand hygiene.

Outbreak Management

PLASP will and follow all health protocols when an outbreak is declared by Public Health.

Where an outbreak is declared by the local public health unit when :

- within a 14-day period, where 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, and public health closes a particular child care room(s) or cohorts or an entire child care setting:
- Where public health unit determines that partial or full closure of the child care setting is required,

The respective PLASP program will notify the head office of the confirmed case(s)

Public health will be notified in compliance with protocols.

A serious occurrence will be filed or a revision to the existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

Child Drop off and Pick up

There will be a designated PLASP staff to accept the children at the designated entrance to screen and accept each child from the parent/guardian in the Before School Program or Early Learning Centre and at the end of the day, each child will be escorted to the designated entrance to deliver the child to the parent/guardian. Personal belongings will be labeled and kept in the child's cubby/designated area. (e.g., backpack, hats and mittens, etc.).

Staff Shifts

Staff shifts are scheduled to minimize risk with respect to the coronavirus by taking breaks on site and remaining with the same cohort for 7 days.

Virtual Communication

PLASP will follow health protocols set out by Public Health through telephone and/or video conferencing, conduct virtual staff training and/or meetings and virtual communication with families.

Physical Distancing Protocols

Following health protocols, physical distancing measures are implemented by creating more open spaces in each room, reducing the number of children allowed in each cohort and by posting signs to direct traffic within the centre.

Closure of an Early Learning and Child Care Centre, School age Program or Co-hort

The decision to close a centre, school age program or co-hort will depend on several factors and will be determined on a case by-case basis in consultation with Public Health. Case scenarios could include, but are not limited to, a case with an ill staff person with exposure to multiple children, or two or more cases within the centre.

Communication to Parents

In the event of a confirmed case in a PLASP centre or program, PLASP will contact the appropriate Public Health unit and will follow their direction. In addition, PLASP will call all families who would be affected by this confirmed case to immediately go to the centre/program to pick up their child and will send an email to each family which will include direction for the family to follow from Public Health.