

# **Exclusion of Sick Children Policy and Procedures**

## **Policy Statement**

Toronto Early Learning & Child Care Services (TELCCS) Emergency Child Care is committed to providing a safe and healthy environment for children, families and employees. TELCCS will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

## **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 in TELCCS Emergency Child Care Centres.

## **Application**

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

## **Procedures**

As required by the Child Care and Early Years Act, TELCCS 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 in the child's daily record 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; 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).

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

## **When to exclude**

Child care 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.

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### Exclusion Examples:

- If the child has one or more of the following symptoms fever, cough, 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

- Supervise the child in a designated room with a hand washing 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. If physical distancing cannot be avoided, staff should wear a mask 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
- 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 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 (i.e., long-term care homes)
- 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

### 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

### 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.

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**Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a TELCCS emergency child care centre, and at any time where a change is made.