

Procedures for Suspected or Positive COVID-19 Cases in TELCCS - COVID-19

Purpose

The purpose of this procedure is to take all reasonable precautions in the protection of the staff, child and families when there is a positive or suspected COVID-19 case at a TELCCS location. There are established processes in regards to communication, reporting and business continuity when a staff, child or close contact of a child or staff member tests positive for COVID-19.

Application

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

Procedure

When there is a suspected or positive case of COVID-19 in a TELCCS location, the following procedures must be followed:

Suspected COVID-19 Cases

Symptomatic staff and children will be excluded from the child care centre and referred for testing. While awaiting test results, symptomatic staff and children will be directed to stay at home and self-isolate.

Children or staff who have been in contact with a suspected COVID-19 case should be identified as a close contact, monitored for symptoms and cohorted. Toronto Public Health (TPH) will provide any further direction on testing and isolation of these close contacts. During this period they should avoid contact with vulnerable persons or settings where there are vulnerable persons (for example, long-term care homes)

Those who test negative for COVID-19 must be excluded for 24 hours after symptom resolution. If there is a positive COVID-19 case, refer to *Positive cases of COVID-19* procedures below.

If a child or staff has been excluded due to symptoms related to COVID-19 (suspected COVID-19 case)

- The supervisor will inform the Program Manager immediately
- The supervisor will inform TCS Health and Safety (TCS H&S) and follow their direction.
 - Provide names and contact information for the child or staff member who is being excluded to TCS H&S
- Ensure that close contacts (staff and children who are in the same room) are cohorted and monitored for symptoms

- Supervisors must inform parents/guardians of children and staff who were exposed to the ill child, and advise that they should monitor for symptoms. They must also be advised to avoid contact with vulnerable persons or settings where there are vulnerable persons.
- TCS H&S will contact the Toronto Public Health surveillance unit at 416-392-7411 and advise them any clusters of suspected cases (for example, two or more children or staff with COVID-19 symptoms within a 48-hour period).
- Child care staff must not work in other child care settings.
- Symptomatic staff and children will be referred for testing.
 - Contact TCS H&S for referral letter
- Supervisor will notify the Joint Health and Safety Committee will be informed of the suspected case
- Supervisor is to ensure Serious Occurrence in CCLS is completed. Serious Occurrence is to be done only after discussion with Program Manager.

Positive Cases of COVID-19

In all cases of a positive COVID-19 case in a TELCCS location, once a positive test result has been received, the following steps must be taken:

Supervisor:

- Inform Program Manager immediately
- Inform TCS Health and Safety (TCS H&S) and follow their direction
- Provide tracking / surveillance line list to TCS H&S
- Provide names and contact information for families and staff who are being excluded to TCS H&S
 - TCS H&S will provide parameters on who should be excluded
- Consult with TCS H&S and Program Manager on key messages.
- Send out any communication provided by TCS H&S. TCS H&S will provide letters for the following groups:
 - Families of children who are direct contacts with a confirmed COVID-19 case
 - Staff who are direct contacts with a confirmed COVID-19 case
 - All other families and staff who are not direct contacts with a confirmed COVID-19 case and are not being excluded from the child care
- Ensure incident occurrence(s) and WSIB reporting is completed with Program Manager support.
 - People Equity Services' Disability Management will contact the Ministry of Labour, Joint health and safety committee/ representative and the union.
 - Notice of injury will be provided to the Joint Health and Safety Committee
- Ensure Serious Occurrence in CCLS is completed and/or updated. Serious Occurrence is to be done only after discussion with Program Manager.

Program Manager:

- Inform Director, Toronto Early Learning and Child Care Services. Director will inform General Manager, Toronto Children's Services
- Will support Supervisor with Serious Occurrence reporting
- Contact Asset Management to request deep cleaning of centre

TCS Health and Safety:

- Contact Toronto Public Health and report the outbreak/request guidance
- Provide Supervisor/Program Manager with the following:
 - Letter for direct exposure of ill persons- Family
 - Letter for direct exposure of ill persons- Staff
 - Letter for families for confirmed COVID- 19 case
 - 4 TPH information documents

Steps when staff members, children or household / close contacts test positive for COVID-19:

Staff Member

In the event a child care staff tests positive for COVID-19:

- The employee should inform their supervisor/ program manager immediately and self-isolate immediately.
- The employee will cooperate with management and Toronto Public Health to identify close contacts and follow the direction from Toronto Public Health and their supervisor /program manager.
- All other staff and families affected shall receive communication from the Supervisor. The supervisor will send out communications, as applicable.
- All staff and children who are in the same room as the staff member who has tested positive will be excluded from the centre for 14 days, unless indicated otherwise by Toronto Public Health
 - 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 also 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.
- Staff and children who are being managed by Toronto Public Health must follow TPH instructions to determine when to return to the child care centre
- Supervisor must report staffs the return to work date to TCS H&S and People Equity Services' Disability Management
- Clearance tests are not required for staff to return to the child care centre.

Child

In the event a child tests positive for COVID-19:

- The parent should inform the centre supervisor immediately
- The child will be managed by Toronto Public Health.

- All staff and children who are in the same room as the child who has tested positive will be excluded for 14 days, unless indicated otherwise by Toronto Public Health
 - 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 also 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
- Children and their families must follow TPH instructions to determine when to return to the child care centre
- Supervisor must report the child's return date to the child care centre to TCS H&S
- A clearance test is not required to return to the child care centre

Household / Close contacts of Children or Staff

In the event that a household member or close contact of a child or staff tests positive for COVID-19:

- The staff or family who is a close contact of a positive COVID-19 case attending a TELCCS location should inform the supervisor immediately
- Toronto Public Health (TPH) Case and Contact team will be contacting the individual to assist with the isolation period for the family.
- The staff member or child will be required to isolate and will be excluded from the child care centre for a minimum of 14 days to monitor for symptoms, unless indicated otherwise by TPH
- Close contacts of cases must follow TPH instructions to determine when to return to the child care centre
- Supervisor must report the return to work/child care centre date to TCS H&S

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 location, and at any time where a change is made.

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