



Testing and Exclusion of Sick Children or Employees Policy and Procedures

Purpose

To ensure that all employees and families are aware of and adhere to Discovery Early Learning & Care's policy in regarding to the exclusion of sick employees and children in our programs.

Policy

Discovery Early Learning & Care is committed to providing a safe and healthy environment for children, families and employees. Discovery Early Learning & Care will take every reasonable precaution to prevent the risk of communicable diseases within our programs. This policy applies to all employees, families and children. This policy and procedure will be reviewed and signed off by all employees prior to commencing employment and annually thereafter and at any time where a change is made.

Testing for COVID-19

1. Symptomatic employees and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by PHSD as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can also be found in the 'COVID-19 Reference Documents for Symptoms' on the Ministry of Health COVID-19 Website.
 - Those who test negative for COVID-19 must be excluded until 24 hours after symptoms resolution. – if there are enteric symptoms such as vomiting and diarrhea, the exclusion would be 48 hours post-resolution of symptoms as the concern here is Norovirus after symptoms resolution. If there is no vomiting and/or diarrhea, the exclusion of 24 hours applies.

- Those who test positive for COVID-19 must be excluded from the child care centre for 14 days after the onset of symptoms and clearance has been received from PHSD.
 - PHSD will advise Discovery Early Learning & Care of test results and further direction.
2. Discovery Early Learning & Care must consider a single, symptomatic, laboratory confirmed case of COVID-19 in an employee or child as a confirmed COVID-19 outbreak in consultation with PHSD. Outbreaks should be declared in collaboration between the centre and PHSD to ensure an outbreak number is provided.
 3. Children or employees who have been in contact with a suspected COVID-19 case should be monitored for symptoms and remain cohorted until laboratory tests, if any, have been completed or until directed by Public Health Sudbury and Districts.
 4. Employees awaiting test results, who are asymptomatic, may continue to work unless there is reason to believe they would be considered a case (e.g. potential exposure to an ill or positive care or household contact). Employees should also monitor for symptoms while waiting for test results. If they become symptomatic, they should be excluded from work procedures.

As required by the Child Care and Early Years Act, Discovery Early Learning & Care must separate children of ill health and contact parents/guardians to take the child home immediately.

If a child or employee begins to experience symptoms of COVID-19 while attending or working in child care, the following recommendations will be followed:

- Symptomatic children must be immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to that child should maintain a distance of at least 2 metres, wear a mask and face shield. Children over 2 years of age are also encouraged to wear a mask during this isolation period until parent/guardian picks up. Following active surveillance, any child with the following is considered symptomatic:
 - Fever (temperature of 37.8 degrees Celsius / 100 degree Fahrenheit or higher)
 - New or worsening cough

- Shortness of breath
- Sore throat
- Difficulty swallowing
- Decrease or loss of sense of taste or smell
- Runny nose/nasal congestion without other known cause
- For young children sluggishness or lack of appetite (if no other diagnosis).

Or the following atypical new or worsening symptoms:

- Unexplained fatigue, malaise, muscle aches
 - Delirium (acutely altered mental status or inattention)
 - Unexplained or increase numbers of falls
 - Chills
 - Headaches
 - Pink eye (conjunctivitis).
 - Nausea/Vomiting
 - Diarrhea
 - Abdominal Pain
- If a 2-metre distance cannot be maintained from the ill child, at minimum employees are required to wear a mask, face shield and have a barrier to protect their clothing (blanket) in order to prevent/limit virus transmission to those providing care.
 - Contact PHSD at **705 522 9200 extension 301** to notify them of a potential case and seek advice regarding the information that should be shared with the other parents/guardians of children in the programs. A Serious Occurrence must be submitted to the Ministry of Education for each child or employee. City of Greater Sudbury Children Services Division will also be informed.
 - While contacting PHSD, at a minimum the child who is over 2 years old and the employee will wear a mask, and any other PPE appropriate for the circumstance.
 - Hand hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
 - Tissues should be provided to the child for proper respiratory etiquette, along with proper disposal of the tissues.
 - Environmental cleaning of the space the child was separated from should be conducted once the child has been picked up. Items that cannot be cleaned and disinfected should be removed and stored in a sealed container for a minimum of 7 days.
 - Siblings of the sick child are also to be picked up and excluded. Children of an ill employee should also be sent home and excluded from care.

If you suspect a child has symptoms of another reportable communicable disease (Please refer to Reporting Communicable Diseases in the Ounce of Prevention Binder), please report these immediately to PHSD 705-522-9200 as is normal protocol.

Returning from Exclusion Due to Illness

Employees and children who are being managed by PHSD (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from PHSD to determine when to return to Discovery Early Learning & Care's programs.

Occupational Health & Safety

If the care provider's illness is determined to be work-related: In accordance with the Occupational Health and Safety Act and its regulations, an employer must provide a written notice within four days of being advised that a worker 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 worker with respect to an occupational illness, including an occupational infection, to the:

- a. Ministry of Labour;
- b. Joint Health and Safety Committee (or health and safety representative);

Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness.

If an employee has to be tested for COVID-19 and sent home from their child care program the Program Supervisor will follow all necessary reporting procedures. The employee will remain off work with pay until the results have been shared.

If the results return with a negative result, the employee will remain off work for the required period of time (24 – 48 hours as directed by PHSD after symptoms) with pay.

If the results return with a positive results, the employee will remain off work until redirection by PHSD with a minimum of 14 days. This employee could be placed on a sick leave / EI depending on circumstances / WSIB. Other alternate options would be discussed on an individual basis.

If a cohort has been deemed to have a confirmed case of COVID-19, the cohort will be closed for a minimum of 14 days as directed by PHSD and employees will be paid.

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