



Illness Reporting

4. COVID-19 Illness Reporting

Date: October 5, 2020

CATEGORY: Health and Safety

REVISED: November 24, 2020

Purpose

The purpose of this policy is to provide clear direction for EarlyON Service Providers when reporting an occurrence of illness in an EarlyON participant or staff, as per the Ministry of Education *Operational Guidance During COVID-19 Outbreak: EarlyON Re-Opening*. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

Policy

Communities Together for Children EarlyON will ensure that all reporting requirements as described in this policy are met, and that all guidance provided by Public Health on COVID-19 related matters is followed.

Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by the local public health unit will not be permitted to enter the EarlyON premises and should stay at home (this includes children, parents/caregivers, staff, students, and other essential visitors).

Procedure

In the event that an individual begins to show signs/symptoms consistent with COVID-19 while in attendance in program:

- The ill individual will be immediately separated from others in a separate room, where possible, and leave the EarlyON premises as soon as possible.
- Anyone providing care to the ill individual will maintain as much physical distance as possible. The person providing care will wear a medical mask and eye protection, and be trained on proper use of PPE, including donning and doffing. If tolerated, the ill individual should also wear a medical mask.
- Hand hygiene and respiratory etiquette will be practiced while the ill individual is waiting to leave or be picked up.
- Cleaning of all areas the ill individual was in will be conducted as soon as reasonably possible after the ill individual leaves

- Symptomatic individuals and/or their parent/guardian will be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19 as appropriate, or as advised by their medical provider.
- Communication protocols to update and inform necessary stakeholders while maintaining confidentiality of the ill individual will be initiated (e.g. service system manager, if located in a school contact the school). Note, suspected cases of COVID-19 do not need to be reported to the ministry.
- Persons who test positive may not return to the EarlyON setting until they are cleared by the local public health unit. Note, that individuals do not need to provide a medical note or proof of negative result to return to the program.
- Regular EarlyON operation can continue unless directed otherwise by the local public health unit.
- The local public health unit will provide any further direction on testing and isolation of those who are identified as potential close contacts, if necessary. In most instances testing and isolation would only be recommended for contacts of a confirmed COVID-19 case.
- The individual will be asked to:
 - Stay home, isolate and:
 - Contact Communities Together for Children EarlyON program to let them know about this result.
 - Contact the Assessment Centre at the Thunder Bay Regional Health Sciences Centre (807) 935-8100 for testing. With a negative result you can return to a pre-registered Communities Together for Children EarlyON program after 24 hr symptom free.
 - OR
 - Contact your Health Care provider – If they provide an alternative diagnosis for the symptoms or do not recommend COVID testing you can return to a pre-registered Communities Together for Children EarlyON program after 24 hr symptom free.
 - OR
 - If you do not have a test done or have not seen a Health Care provider for an assessment you may return to a Communities Together for Children EarlyON pre-registered program 14 days after symptoms first appeared and after 24 hr symptom free.

Staff:

Staff who test positive for COVID-19 may not return to the EarlyON setting until they are cleared by the local public health unit. Note, that individuals do not need to provide a medical note or proof of negative result to return to the program.

Staff who are symptomatic/have a suspected case of COVID-19 and staff who are presenting with new or worsening symptoms will be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19 as appropriate, or as advised by their medical provider.

In the event that the closure of an EarlyON program, room or centre is required due to COVID-19:

Closure would be determined by a risk assessment done by the health unit

Only where a staff, child, parent/caregiver, or essential visitor has a confirmed case of COVID-19 (i.e. a positive COVID-19 test result) and/or program closure, programs must:

- Report this to the Early Years Programs Officer [\(cc \[Louise.Piercey@tbdssab.ca\]\(mailto:Louise.Piercey@tbdssab.ca\)\)](mailto:Kim.Figliomeni@tbdssab.ca) through a Serious Occurrence Form.
- Include the following information:
 - Name and address of EarlyON Centre;
 - Name of school board, if located in a school;
 - Name of school, if located in a school;
 - Who tested positive (i.e. child, parent/caregiver, staff, student, essential visitor);
 - Whether the centre closed (full or partial) and the date of the closure; and
 - Optional: Short description of the situation.

Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff, parents/caregivers, children and essential visitors and the declaration of an outbreak and closure of rooms and/or entire EarlyON setting.

If the public health unit determines that partial or full closure of the EarlyON setting is required, CMSMs/DSSABs must update the ministry through their Early Years Advisor.

Note: CMSM/DSSABs are no longer required to report suspected cases of COVID-19 to the ministry.

Policy and Procedure Review

- Communities Together for Children EarlyON will ensure that all staff have reviewed this policy and procedure prior to commencing work at the EarlyON Program and maintain a record to this effect.
- Communities Together for Children EarlyON will review this policy monthly and recognize that this policy may be amended as needed in response to continually evolving circumstances during the COVID-19 pandemic.
- Communities Together for Children will confirm with the TBDSSAB that this policy/procedure is being followed by ensuring all staff has reviewed the policy and any amendments and signed an attestation.