

# **Procedures for Suspected or Positive COVID-19 Cases**

## **Policy**

*Promised Future, Inc., is committed to providing a safe and healthy environment for children, families and employees. Promised Future will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.*

## **Purpose**

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

**All employees, students and any other persons that enter the premise and engage in the programs must adhere to the following procedures.**

## **Procedures for Suspected or Positive Covid-19 cases**

When there is a suspected or positive case of COVID-19 of any employee, children or close contact of children or anyone that has entered the program in Promised Future, Inc., Program, the following procedures must be followed:

### **Suspected COVID–19 Cases**

If a staff member becomes ill while at work, they are required to leave work and go for COVID-19 testing. Promised Future will provide a disposable mask and gloves for the staff to wear when leaving the centre. Staff are advised to remain at home until they are known to be COVID-19 negative and 24 hours symptom free.

Symptomatic employees/children (with two or more symptoms) will be excluded from the program and referred for testing. While awaiting test results, symptomatic employees and children will be directed to self- isolate.

Children or employees who have been in contact with a suspected COVID-19 case should be identified as a close contact, monitored for symptoms and cohorted. York Region Public Health 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 (i.e., long-term care homes)

Those who test negative for COVID-19, must be excluded for 24 hours **after** symptom resolution.

If a child or Employees has been excluded due to symptoms related to Suspected COVID-19 case:

- The Supervisor or Designate will inform Public Health
  - Provide names and contact information for the child or employee who is being excluded. York Region Public Health will provide guidance on information that should be shared with other parents/guardians of children in the child care Centre.
- Ensure that close contacts (Employees and children in the same room) are cohorted and monitored for symptoms
- Symptomatic Employees and children will be referred for testing
- Supervisor/Director is to ensure a Serious Occurrence is submitted in CCLS and completed.

### **Positive Cases of COVID-19**

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

- The Supervisor will contact York Region Public Health and report the outbreak/request guidance.
- Promised Future may be requested, by Public Health, to provide tracking / surveillance line list, as well as names and contact information for families and employees who are being excluded. Public health will provide parameters on who should be excluded.
- The Supervisor will consult with Public Health in regards to a communication letter to be sent out to:
  - Families of children who are direct contacts with a confirmed COVID-19 case
  - Employees who are direct contacts with a confirmed COVID-19 case
  - All other families and Employees who are not direct contracts with a confirmed COVID- 19 case and are not being excluded from Promised Future.
- The Supervisor/Director will ensure the following groups are contacted and any relevant documentation is completed and provided:
  - Ministry of Education (must be informed prior to receiving Serious Occurrence)
  - Ministry of Labour
  - Joint health and safety committee/ representative.
- Ensure Serious Occurrence in CCLS is completed and/or updated by Supervisor as soon as possible.
- Deep cleaning of the Centre will be arranged by Promised Future, Inc. immediately.

## **Steps when Employees, children or household / close contacts test positive for COVID-19:**

In the event a childcare **employee** tests positive for COVID-19:

- The employee should inform their supervisor/designate immediately and self- isolate immediately.
- The employee will cooperate with Promised Future, Inc., and the York Region Public Health to identify close contacts and follow the direction from Public Health and the Supervisor.
- All other employees and families affected shall receive communication from the Supervisor.
- All employees and children who are in the same room/cohort as the employee, as well as any siblings in the cohort, who has tested positive will be excluded from the program for 14 days, unless indicated otherwise by Public Health.
- Prior to returning to work, the employee must provide a letter from their case contact at Public Health confirming their approval to return to work

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

- The parent should inform the supervisor immediately
- The child will be managed by York Region Public Health
- Prior to returning to Promised Future, the family must provide a letter from their case contact at York Region Public Health confirming the child's approval to return to the Centre.
- Any siblings of the child in Promised Future's program will also be excluded.
- All Employees 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 Public Health.

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

The employee or family who is a close contact of a positive COVID-19 case attending Promised Future should inform the supervisor immediately.

- York Region Public Health Case and Contact team will be contacting the individual to assist with the isolation period for the family.
- The Employee or child (and any siblings) will be required to isolate and will be excluded from Promised Future Programs for a minimum of 14 days to monitor for symptoms, unless indicated otherwise by Public Health.
- Before a child or Employees can return to care, Child Care Centre will require a letter from York Region Public Health confirming they can return. This can be requested through the Case and Contact team who manages their case.

### **Returning from exclusion due to suspected Case of Covid 19**

Employee/children who are being managed by York Region Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from York Region Public Health to determine when to return to the facility.

If not advised by York Region Public Health, Employee/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.

### **Policy and Procedure Review**

*This policy and procedure will be reviewed and signed off by all employees before commencing employment and at any time where a change is required*