



Policy Name: **COVID-19 Isolation & Response Protocol**

Type: Program Date Revised: August 31, 2020

Date Issued: June 25, 2020 Supersedes: July 15, 2020

POLICY: COVID-19 Isolation & Response Protocol

1. Owl Child Care Services of Ontario (hereafter referred to as ‘Owl’) proactively strives to reduce the prevalence and spread of infectious disease and/or illness within the child care centre. This policy specifically addresses isolation requirements for children or employees who display symptoms of COVID-19 after they have been admitted into the building.
2. When a child or employee develops symptoms of ill health, including COVID-19-related symptoms, the individual must be isolated, with appropriate supervision where applicable, in a separate area or office until such time that they can depart or be picked up by a parent.
3. Any employee providing direct care to an ill child must have access to personal protective equipment (PPE).
4. The supervisor will contact Region of Waterloo Public Health (hereafter referred to as PH) to notify them of a potential case and seek direction.
5. Unless otherwise directed by PH, a symptomatic employee, parent or child will be directed to contact PH and follow exclusion guidelines as follows:
 - 5.1. If only one symptom, **and** individual has had no close unprotected contact with a confirmed case of COVID, the child, parent and/or staff is advised to contact their family doctor for an assessment.
 - If the doctor confirms, in writing, that their symptoms are not COVID-related and testing is not required, the individual may present a doctor’s note and return once they are 48-hours symptom free.
 - If the doctor refers the individual for testing, the individual is advised to self-isolate for 14 days or can return once they provide confirmation of a negative test result and are 24-hours symptom free.
 - 5.2. If two or more symptoms, **or** the individual has had known unprotected contact with a confirmed case of COVID, the individual should be advised that they cannot return to program until they have completed 14 days of self-isolation, **or** can provide confirmation of a negative test result and are 24-hours symptom free.
6. All those who have been in close contact with a suspected case of COVID-19 will be contacted upon PH direction.
7. Disinfecting of both the classroom space and isolation space will be completed as per the COVID-19 Infection Control policy and procedures before employees or children are allowed to use that space again.



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2. DEFINITIONS:

- 2.1. Close Contact: means within 2m or 6 ft of another individual
- 2.2. Unprotected close contact: means within 2 m/6 ft and without a mask or other PPE.
- 2.3. *Self-monitor*: means to monitor symptoms for 14-days, you may go about your day but are required to avoid crowded public places where you cannot easily physically distance from others. If you develop symptoms, move to self-isolation and contact Public Health.
 - Fact Sheet: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>
- 2.4. *Self-isolate*: means to stay at home. Do not use public transit or taxis, do not go to work, school or other public spaces. Avoid contact with others, including visitors (unless essential (such as home care). Avoid close contact with others, if possible in the same household to minimize the risk of them getting sick.
 - Fact Sheet: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>

3. RELATED DOCUMENTS:

- 3.1. COVID-19 Isolation & Response procedures
- 3.2. Isolation Flowchart
- 3.3. COVID-19 Response Scenarios
- 3.4. Self-Monitor Fact Sheet
- 3.5. Self-Isolate Fact Sheet

Executive Director	Date
Director of Operations	Date



Policy Reference: **COVID-19 Isolation & Response**

Date Issued: July 3, 2020

Date Revised: August 31, 2020

Supersedes: July 15, 2020

1. PROCEDURE: Isolation re: Child Illness with COVID-19 Symptoms

- 1.1. Any child who develops symptoms of ill health, including symptoms of ill health related to COVID-19, must leave the child care program.
 - See attachment for COVID-19 symptoms from MOH Reference Document
- 1.2. The centre supervisor will be notified by the educator that the child is displaying symptoms of ill health.
 - The supervisor will notify the parents that child must be picked up.
 - If the child is in a before or after school program, the supervisor will notify the applicable school board, as appropriate.
- 1.3. Symptomatic children are immediately separated from others in a designated isolation room or area until they can go home.
 - If the child is in a room/area with other family members from the same household only, the child will not need to be removed from the program room. Efforts will be made to encourage the child to maintain physical distancing from other children and child care teachers.
 - Where a separate isolation room is not available, the symptomatic individual should be isolated in a separate area within the program room. This area must be marked off to ensure other children do not come within 2m/6ft of the area. Where possible, a physical barrier will be used.
 - An educator from the program room will accompany the child and provide supervision at all times.
- 1.4. If willing and above age 2, the child will don a mask.
 - Every effort will be made to keep the child comfortable until someone arrives to take them home.
- 1.5. The educator providing supervision will wash hands and then:
 - If not already worn, don a medical mask, face shield and gloves.
 - should maintain 2m (6 ft) distance, if possible,
 - avoid contact with the child's respiratory secretions,
 - may wish to use a lab coat or blanket as physical barrier if close contact with the child is needed, and
 - perform meticulous hand hygiene.
- 1.6. Hygiene and respiratory etiquette should be practiced by the child and employee while the child is waiting to be picked up.
 - Tissues shall be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.



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- 1.7. Contaminated articles belonging to the symptomatic child (including soiled clothing) are sent home immediately for cleaning. Do not rinse or launder at the centre. Instead, roll and place items separately in a plastic bag, taking care not to contaminate the surrounding environment.
- 1.8. Upon pick up the supervisor will notify the parent that their child with symptoms – and any siblings - must be excluded from child care centre per the following PH guidance:
 - If only one symptom, **and** individual has had no close unprotected contact with a confirmed case of COVID, the child, parent and/or staff is advised to contact their family doctor for an assessment.
 - If the doctor confirms, in writing, that their symptoms are not COVID-related and testing is not required, the individual may present a doctor's note and return once they are 48-hours symptom free.
 - If the doctor refers the individual for testing, the individual is advised to self-isolate for 14 days or can return once they provide confirmation of a negative test result and are 24-hours symptom free.
 - If two or more symptoms, **or** the individual has had known unprotected contact with a confirmed case of COVID, the individual should be advised that they cannot return to program until they have completed 14 days of self-isolation, **or** can provide confirmation of a negative test result and are 24-hours symptom free.
- 1.9. Once the child and siblings have been picked up, the educator will remove and dispose of appropriate PPE, according to the [Public Health Ontario Don/Doffing PPE Fact Sheet](#)
- 1.10. Reusable PPE (e.g., lab coat, gown, face shield) shall be laundered or disinfected immediately.
- 1.11. The supervisor will ensure that the isolation room/area is cleaned and disinfected as follows:
 - If not done right away, post a sign that the isolation room/area is closed for cleaning and not to enter.
 - Clean and disinfect, with virox, sabre or another approved product, the room/area and any items touched by the symptomatic child after they have been picked up.
 - In a WCDSB school site, if applicable, mark an X on the isolation room checklist indicating it has been used. This notifies the custodian that it requires disinfecting which will be completed that evening.
 - In the WRDSB, the educators should notify the custodian, if possible. If you cannot reach him or her, the YDP supervisory team will follow up via email.



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- Items that cannot be disinfected appropriately will be disposed of or quarantined in a sealed area or container for a minimum of 7 days.
 - This includes books or cardboard puzzles, fabric furniture that was not protected with sheets or blankets before use, etc.
- Contaminated items belonging to the ill child (or employee), including any soiled clothing, are to be sent home with the child immediately.
 - Place items in a securely tied plastic bag and send home with the child.
 - Do not rinse or wash soiled items at the centre.

2. PROCEDURE: Staff Illness

2.1. Any employee who develops symptoms of ill health, including symptoms of ill health related to COVID-19, must ensure they are wearing a mask and leave the child care program.

- See attachment for COVID-19 symptoms from MOH Reference Document

2.2. The employee shall inform their supervisor who will

2.3. arrange for coverage for the ill employee

2.4. The supervisor will notify the employee that they must be excluded from child care centre per the following PH guidance:

- If only one symptom, **and** individual has had no close unprotected contact with a confirmed case of COVID, the child, parent and/or staff is advised to contact their family doctor for an assessment.
 - If the doctor confirms, in writing, that their symptoms are not COVID-related and testing is not required, the individual may present a doctor's note and return once they are 48-hours symptom free.
 - If the doctor refers the individual for testing, the individual is advised to self-isolate for 14 days or can return once they provide confirmation of a negative test result and are 24-hours symptom free.
- If two or more symptoms, **or** the individual has had known unprotected contact with a confirmed case of COVID, the individual should be advised that they cannot return to program until they have completed 14 days of self-isolation, **or** can provide confirmation of a negative test result and are 24-hours symptom free.

3. PROCEDURES: Child or Employee Illness (Not COVID-Related)

3.1. For illnesses not COVID-19 related, (e.g., after surgery or other diagnosed illness that is deemed not COVID) children and employees must be 48 hours' symptom-free before returning.



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- 3.2. Such symptoms should be noted as part of the usual, pre-COVID, daily health check and, if applicable, be entered on a line listing for enteric outbreak.
- 3.3. If they are new symptoms, proceed as per 2.4 above, seeking confirmation via a doctor's note.

4. PROCEDURES: Reporting Child or Employee Illness with COVID-19 Symptoms

- 4.1. The supervisor will report all symptoms of COVID-19 for children, parents and staff to Public Health using their online form available at:
<https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>
- 4.2. Questions or requests for direction and/or follow up can be made by contacting Public Health at 519-575-4400 or via email at ccmccovid@regionofwaterloo.ca.
- 4.3. The following information will be shared with Public Health:
 - Child Care Centre Name
 - Room Name
 - Child's or Employee's Name
 - Names of people (employees and other children) that have been in close contact (*as defined*) up to 48 hours prior to symptoms
- 4.4. The supervisor will notify senior management of a suspected case. Senior management will assist in communication with families and next steps.
- 4.5. If the individual presented with 1 or more symptoms and was referred to testing, the supervisor will file a Serious Occurrence (SO) in CCLS and post the SO notification form in the centre.
 - See the Serious Occurrence policy and procedures for more details.
- 4.6. The supervisor will complete an Employee Incident Report for an educator or employee that has a confirmed case of COVID-19.
- 4.7. The supervisor will file a report with the Ministry of Labour for an occupational illness related to a confirmed employee case of COVID-19.

5. Procedures: Communication re Close Contact with Symptomatic Individual

- 5.1. The supervisor will reference the attached COVID-19 Response Scenarios provided by PH to determine the type of communication required when an individual exhibits symptoms and/or is referred to testing.
 - This varies depending on if the symptomatic individual has a known exposure to a confirmed case of COVID-19 or not.
- 5.2. Based on the scenario, when applicable, the supervisor will contact parents of children and/or employees who have been in close unprotected contact (that is within 2m/6ft up to 48 hours before symptom onset) with a confirmed case of



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COVID-19, with instructions to begin self-monitoring or, where indicated, self-isolating, for 14 days, unless directed otherwise by PH.

- Children or employees that become symptomatic during this monitoring or isolating period are advised to notify the child care centre and PH to seek further direction.
 - Additional notifications made to the supervisor of symptomatic children or employees while self-monitoring in response to a confirmed case will be reported to PH and may require an update to an existing serious occurrence or a new serious occurrence.
- 5.3. Children who test positive for COVID-19 may not return until they have received a negative COVID-19 test and are 24-hours symptom free and have been cleared by PH.
- 5.4. Children who are self-isolating may return to the centre following 14 days of isolation if they are not displaying any symptoms or upon presentation of a doctor’s note confirming any symptoms are not COVID-related and it is safe to return.
- 5.5. Absence of cough is not required for those known to have chronic cough or who are experiencing reactive airways post-infection. If symptoms or fever are persisting, individuals should follow-up with their primary care provider or Telehealth.

6. ATTACHMENTS:

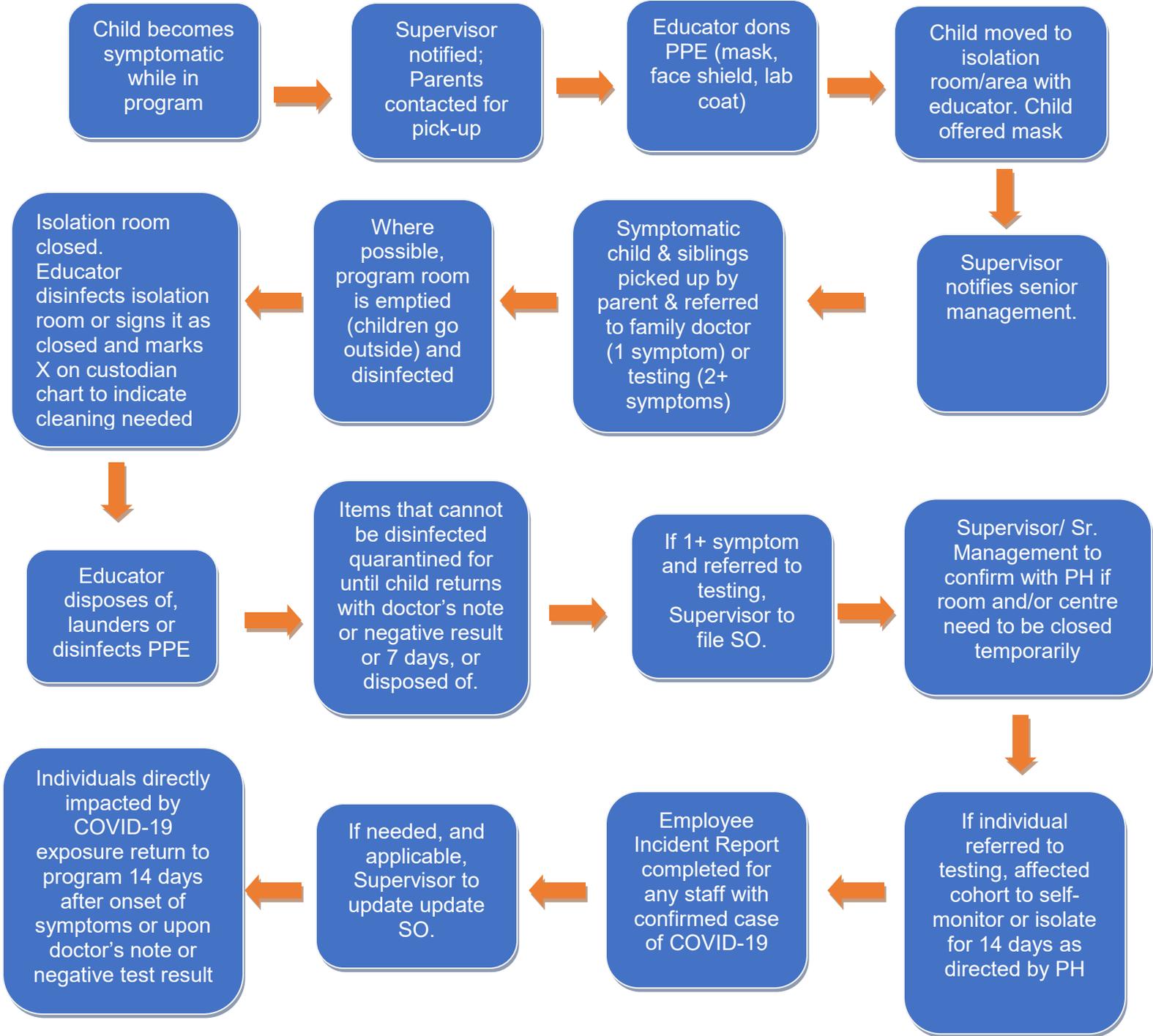
- 6.1. Isolation Flow Chart
- 6.2. COVID-19 Response Scenarios
- 6.3. COVID-19 Infection Control policy and procedures
- 6.4. ROW Health and Safety Infection Control Fact Sheet
- 6.5. ROW Health and Safety Cleaning PPE Fact Sheet.

_____ Executive Director	_____ Date
_____ Director of Operations	_____ Date



COVID-19 Isolation Flowchart

Attachment to COVID-19 Isolation & COVID Response Plan



Self-monitor: means monitor yourself for 14-days. You can go about your day but avoid crowded places and increase physical space when near others.

Self-isolate: stay at home and monitor yourself and children for 14-days. Avoid contact with other people to help prevent the spread of disease within your home and community. Testing is recommended.



Attachment to COVID-19 Isolation & Response Plan

The following is from the Region of Waterloo Public Health Guidance for Child Care Re-opening.

Case Details	Isolation/monitoring recommendation	Exclusion Guidelines
Symptomatic child/staff undergoing testing with NO KNOWN exposure to confirmed COVID case	<ul style="list-style-type: none"> Child or staff member self-isolates and get tested Any one who was in close contact, staff and other children should self-monitor 	<ul style="list-style-type: none"> Negative test result + 24 hours symptom free. Positive test result? 14 days after onset of symptoms, and/or clearance given by Public Health
Symptomatic child/ Staff undergoing testing with KNOWN exposure to confirmed COVID case	<ul style="list-style-type: none"> Child or staff self-isolate and get tested All close contacts (children, parent, staff) need to self-isolate. If able to cohort where other groups of children and staff did not have contact, such as no shared lunch area, shared facilities or play areas, these areas can remain open. If there are shared spaces, shared facilities and there is close contact, then centre must close. 	<ul style="list-style-type: none"> In a situation where child has had known exposure to a confirmed COVID case, Public Health will provide direct guidance.
Case Details	Isolation/monitoring recommendation	Exclusion Guidelines
Confirmed COVID case child/staff	<ul style="list-style-type: none"> All close contacts (children, parent, staff) need to self-isolate. If able to cohort where other groups of children and staff did not have contact, such as no shared lunch area, shared facilities or play areas, these areas can remain open. If there are shared spaces, shared facilities and there is close contact with staff and other children, then the center will need to be closed. 	<ul style="list-style-type: none"> Exclude for 14 days after onset of symptoms (or from positive test date, if asymptomatic) and/or clearance has been given by Public Health.

Definitions:

Self-monitor:

- monitor symptoms for 14-days, you may go about your day but are required to avoid crowded public places where you cannot easily physically distance from others. If you develop symptoms, move to self-isolation and contact Public Health.
- Fact Sheet: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>

Self-isolate:

- Stay at home. Do not use public transit or taxis, do not go to work, school or other public spaces. Avoid contact with others, including visitors (unless essential (such as home care). Avoid close contact with others, if possible in the same household to minimize the risk of them getting sick.
- Fact Sheet: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>

Coronavirus Disease 2019 (COVID-19)

How to Self-Isolate

You must isolate yourself from others if you have COVID-19 symptoms or may have been exposed to COVID-19. If you start to feel worse, contact your health care provider or Telehealth (1-866-797-0000).

Stay home

- Do not use public transportation, taxis or rideshares.
- Do not go to work, school or other public places.



Avoid contact with others

- No visitors unless essential (e.g., care providers).
- Stay away from seniors and people with chronic medical conditions (e.g., diabetes, lung problems, immune deficiency).
- As much as possible, stay in a separate room from other people in your home and use a separate bathroom if you have one.
- Make sure that shared rooms have good airflow (e.g., open windows).
- If these steps are not possible, keep a distance of at least two metres from others at all times.



Keep your distance

- If you are in a room with other people, keep a distance of at least two metres and wear a mask that covers your nose and mouth.
- If you cannot wear a mask, people should wear a mask when they are in the same room as you.



Wash your hands

- Wash your hands often with soap and water.
- Dry your hands with a paper towel or with cloth towel that no one else will share.
- Use an alcohol-based hand sanitizer if soap and water are not available.



Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket and wash your hands. Lining the wastebasket with a plastic bag makes waste disposal safer.
- Clean your hands after emptying the wastebasket.



Wear a mask over your nose and mouth

- Wear a mask if you must leave your house to see a health care provider.
- Wear a mask when you are within two metres of other people, or stay in a separate room.
- If you do not have a mask, maintain two meters distance from people and cover your cough and sneezes. See our [Physical Distancing](#) fact sheet.



What should I do if I develop symptoms?

- Complete the [COVID-19 Self-Assessment](#).
- Contact Telehealth (1-866-797-0000) or your health care provider.
- Anyone with whom you had close physical contact (e.g., in your household) in the two days before your symptoms started or after symptoms started should also self-isolate. If you have questions about this, call your [local public health unit](#).
- Isolate for 14 days beginning when your symptoms started.
- After 14 days, you can stop isolating if you no longer have a fever and your symptoms have improved, but you should continue with [physical distancing measures](#).
- If you are still unwell at 14 days, contact Telehealth or your health care provider.

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: ontario.ca/coronavirus.

The information in this document is current as of April 10, 2020.

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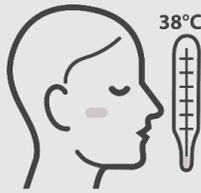
Coronavirus Disease 2019 (COVID-19)

How to self-monitor

Follow the advice that you have received from your health care provider.

If you have questions, or you start to feel worse, contact your health care provider, Telehealth (1-866-797-0000) or your public health unit.

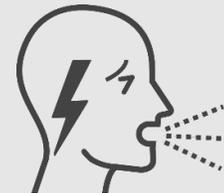
Monitor for symptoms for 14 days after exposure



Fever



Cough



Difficulty breathing

Avoid public spaces

- Avoid crowded public spaces and places where you cannot easily separate yourself from others if you become ill.

What to do if you develop these or any other symptoms

- Self-isolate immediately and contact your public health unit and your health care provider.
- To self-isolate you will need:
 - Instructions on [how to self-isolate](#)
 - Soap, water and/or alcohol-based hand sanitizer to clean your hands
- When you visit your health care provider, avoid using public transportation such as subways, taxis and shared rides. If unavoidable, wear a mask and keep a two metre distance from others or use the back seat if in a car.

Contact your public health unit:

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: ontario.ca/coronavirus