

# **Burlington Montessori Preschool**

## **COVID - 19 Exclusion Policy**

### **Policy**

Burlington Montessori Preschool is committed to providing a safe and healthy environment for children, families and employees. BMP will take every reasonable precaution to prevent the risk of communicable diseases within all our locations including a screening tool upon arrival (Appendix A).

### **Purpose**

To ensure that all staff are aware of and adhere to the directive established by Halton Region Public Health, and Children's Services Division regarding the exclusion of sick staff and/or children attending the BMP.

### **Application**

This policy applies to all employees, parents/guardians, children and any others persons engaged in business with BMP.

### **Legislative Authority/ Regulations/ Guidelines**

[Child Care and Early Years Act](#)

[Operational Guidance During COVID-19 Outbreak](#)

[Halton Region Child Care Health Resource](#)

[Halton Region Health Department](#)

[COVID-19 Emergency Child Care Guidance: Emergency Childcare Centres \(March 2020\)](#)

[COVID-19 Reference Document for Symptoms](#)

## Procedure

NOTE: Children and staff must not attend the program if they are sick, even if symptoms resemble a mild cold or allergy.

As required by the *Child Care and Early Years Act, 2014* (CCEYA), child care employees must separate children of ill health and contact parents/guardians to pick up their child immediately.

**When children are ill and/or exhibit COVID-19 related symptoms, staff will ensure the following:**

- Ill or symptomatic child will be separated into the designated exclusion room, and be removed from other children to be monitored by a staff until parent/guardian pick up
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA
- The parent/guardian of the ill child will be notified to pick up their child immediately; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3)

If you suspect a child has symptoms of a reportable communicable disease, (refer to Halton Child Care Health Resource), please report these immediately to Halton Region Public Health at 905-825-6000.

## When to exclude

Staff and children should be excluded when there are signs and/or symptoms that are greater than normal, or if a child is unable to participate in regular programming because of illness.

**Common symptoms of COVID-19 include:**

- Fever (temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of breath (dyspnea)

**Other symptoms of COVID-19 can include:**

- Sore throat
  - Runny nose or sneezing
  - Nasal congestion
  - Hoarse voice
  - Difficulty swallowing
  - New olfactory or taste disorder(s)
  - Nausea/vomiting, diarrhea, abdominal pain

## How to Exclude

- Supervise the child in a designated room with a hand washing sink and hand sanitizer available
- Notify parents/caregivers of the sick child for pick up immediately
- Only one staff should be in the designated room and attempt physical distancing from the ill child maintaining a distance of 2 meters. If physical distancing of 2 meters cannot be maintained, staff should wear a surgical/procedure mask, eye protection and gloves and should perform hand hygiene and attempt to not touch their face with unwashed hands. The ill child should also wear a surgical/procedure mask if it is tolerated and the child is above the age of two
- Staff should not interact with others while waiting with the ill child.
- Staff should avoid contact with the child's respiratory secretions.
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Clean and disinfect the area immediately after the child has been sent home  
Items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days
- Children with symptoms should be tested
- Staff and children who were in the same room with the ill child will be cohorted and Halton Region Public Health will provide further direction on testing and isolation of these individuals
- Contact Halton Region Public Health to notify of a potential case and seek input regarding the information that should be shared with parents of children in the child care centre
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the child care centre for 14 days
- Children or staff who have been in contact with a probable COVID-19 case should be monitored for symptoms and cohorted until test results, if any, have been completed or until directed by Halton Region Public Health
- Staff awaiting test results, who are asymptomatic, may continue to work unless they are a close contact of a case.

## Reporting

The directions outlined below will be followed for any **probable and/or confirmed** cases of COVID-19 for the following individuals:

- a child enrolled at a Halton Region child care centre
- a parent/guardian of a child enrolled at a Halton Region Child Care Centre
- a staff of the licensee currently working at a Halton Region child care centre

### When becoming aware of any probable and/or confirmed cases of COVID-19 for any of the above individuals:

- Notify the local **Public Health** unit immediately and follow **all** direction provided;
- Follow Halton Region Public Health's advice with respect to the appropriate process for notifying parents with children enrolled at the child care centre;
- Notify **Halton Region, Manager of Direct Child Care Services**; and **Director of Children's Services**
- Follow the regular **Serious Occurrence (SO)** reporting requirements (including submitting a SO report in the Child Care Licensing System and posting the SO notification form).

### Testing for COVID-19

- Symptomatic staff and children should be referred for testing. Testing of asymptomatic person should only be performed as directed by Halton Region Public Health as part of outbreak management.
- Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution
- 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 Halton Region Public Health
- Asymptomatic contacts of a confirmed case may consider going for testing for COVID-19 within 14 days from their last exposure. If they test negative and become symptomatic after the negative test, they should be re-tested.
- Asymptomatic contacts must remain in self isolation for 14 days from their last exposure to the case, even if they get a negative test result.
- Staff who test positive for COVID-19 inform their supervisor of the positive test result; the supervisor submits a Parklane On-line Report of the positive test result
- Outbreaks should be declared in collaboration with the child care centre and Halton Region Public Health

**NOTE:** Child care staff who are tested as part of the surveillance screening are not required to self-isolate and may return to work as long as they pass the daily screening for the workplace.

## Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in preventing and reducing illness. Staff must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Active screening is required for anyone entering the childcare centre. Anyone who fail screening criteria will not be allowed into the childcare centre
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach ache, head ache) on Halton Emergency Child Care Entrance Screen
- Record the date and time that the symptoms occur
- Keep all screening records on site
- Record the room the child attends (e.g., room number/description)
- Record attendances and absences

## Returning from Exclusion Due to Illness

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

**NOTE:** A Serious Occurrence is generated through the Child Care Licensing System to report all probable or confirmed cases of COVID-19 for anyone attending or regularly present at the Emergency Child Care Centre including a child, staff or parent/guardian

## Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment at Burlington Montessori Preschool