



Suspected or Positive COVID-19 Cases: Procedure

Purpose

This procedure outlines the reasonable precautions to be taken to protect the health and safety of the children, their families, staff and the community when there is a suspected or confirmed case of COVID-19 in Phoenix Child Centre. We have established comprehensive processes for communicating and reporting when a child, staff and or close contact of either tests positive for COVID-19.

Scope

This policy applies to all employees, students and any other persons engaged in business with Phoenix Child Centre.

Procedure

When there is a suspected case of COVID-19 at Phoenix C.C. the following procedure will be followed:

Asymptomatic Testing

Testing persons who are asymptomatic should only be performed as directed by Toronto Public Health as a part of case/contact and outbreak management.

Suspected COVID-19 Cases

A single symptomatic, laboratory confirmed case of COVID-19 in a staff member or child must be considered a confirmed COVID outbreak in consultation with Toronto Public Health.

Symptomatic children and or staff will be immediately excluded from the centre and referred to a COVID testing sight. While awaiting test results, those with symptoms will be directed to self-isolate.

Children or staff who have been in contact with a known or suspected case of COVID will be identified as a close contact and monitored closely for symptoms

and cohorted (kept with other's exposed). During this time close contacts should avoid vulnerable people or setting that have vulnerable sectors.

Those that test negative for COVID-19 will be asked to stay home for 24 hours after their symptoms subside.

Presumptive Positive COVID Case

Symptomatic children and staff will be sent for testing at a COVID-19 assessment centre.

1. The Director/designate will inform Toronto Public Health surveillance unit (416 392 – 7411) and provide names and contact information for the child and or staff who is being excluded.
2. Ensure that close contacts in the centre are cohorted and monitored for symptoms.
3. The Director/designate will follow any further direction from Toronto Public Health
4. The Director/designate will inform the Board of Directors
5. The Director /designate will complete Serious Occurrence reporting on CCLS

Confirmed Positive Case of COVID-19

In all cases of a confirmed positive test result the child or staff member will follow the direction of Public Health officials. In addition, the following steps must be taken:

Director

- Inform Toronto Public health immediately and provide tracking line list and contact information for the child or staff that has tested positive
- Provide names and contact information for families and staff who are being excluded to Toronto Public Health
- Toronto Public Health will provide parameters for those that will be excluded
- Report a serious occurrence in CCLS
- Choose a main liaison who will communicate with Public Health and any other health agencies that require information.

When Toronto Public Health has been informed Phoenix Child Centre will follow their direction and distribute information provided to the centre to all concerned parties.

Steps when Staff, Children or Household Close Contacts test Positive for COVID-19 while at home.

In the event that a staff member of Phoenix Child Centre test positive for COVID:

Staff

- Employees will inform the Director of the centre immediately and self-isolate
- Employees will cooperate with the centre and Toronto Public Health to identify close contacts and follow direction from both parties
- All other staff will receive communication from the Director as soon as information is available
- All staff and children who were in the same room as the positive case will self isolate at home for a 14 day period, unless otherwise directed by Toronto Public Health
- Prior to returning to work, a letter must be provided by their case contact at Toronto Public Health confirming a return to work clearance.

Child

- The parent will inform Phoenix Child Centre immediately
- The children will be managed by Toronto Public Health and must provide contact and tracing information
- Prior to returning to Phoenix C. C., the family must provide a letter from their case contact at TPH confirming approval to return to the centre
- All staff and children in the same room as the positive child will self-isolate at home for 14 days, unless directed otherwise by TPH.

Household Close Contacts

- The staff or family that is in close contact of a positive COVID-19 case will inform the Director immediately
- Toronto Public Health (TPH) case and contact team will contact the individual in question and assist with isolation protocols for the family

- The child must self-isolate at home for a period of 14 days to monitor for symptoms, unless otherwise indicated by TPH
- Before returning to care, Phoenix will require a letter from TPH confirming they are safe to return, unless otherwise indicated by TPH

This policy reviewed and signed by all Phoenix Child Centre staff,/students before employment/placement begins or resumes or any time a change has been made.

Date	Revision	Effective
June 17/20	New	July 6/20
July 24/20	Asymptomatic Testing COVID Outbreak	July 24/20