	PROGRAM POLICIES	COVID-19 OUTBREAKS –	SUBJECT	COVID-19
	SANITARY PROCEDURES AND PRACTICES		DATE	December 2020
			PAGE	1 of 2

Policy

A COVID-19 outbreak may be declared by public health when, within a 14-day period, there are two or more confirmed COVID-19 cases in children, staff or visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before and after school care cohort), where at least one case could have reasonably been acquired within the centre.

Staff must refer to Outbreak Control in the Health Department Wee Care manual

Procedures

When a centre is in COVID-19 outbreak, the supervisor or designate must notify the Program Manager.

The Health Department will devise a plan to manage the outbreak. This includes:

- Determining whether to close particular child care rooms, cohorts or full closure of the centre.
- Determining if children and/or staff need to be sent home.
- Determining who to contact and inform of the outbreak. If the centre is in a shared space at a school, the supervisor must contact the principal or vice principal to advise of the outbreak.

As per the Serious Occurrences policy, a report must be filed to the Ministry of Education for any confirmed COVID-19 cases of a child, staff or student.


Parents must be notified by means of a letter and an appropriate information sheet that is posted on the entrance door unless otherwise notified by Public Health. Notification and information may be handed out to parents upon request.

Infection Control

Staff must refer to Outbreak Control in the Health Department Wee Care manual.

The following steps should be taken in the event of a COVID-19 outbreak:

- Suspend:
 - All individual sensory play.
 - All use of natural items (e.g., twigs, leaves, pinecones, rocks).
- Increase washing/sanitizing and surface cleaning/disinfection throughout, regardless of scheduled cleaning.
- Anyone experiencing symptoms of illness should be excluded from the centre. This includes staff, parents, children, volunteers and students.

	PROGRAM POLICIES	COVID-19 OUTBREAKS –	SUBJECT	COVID-19
	SANITARY PROCEDURES AND PRACTICES		DATE	December 2020
			PAGE	2 of 2

Surveillance and Monitoring

Information should be recorded on the Routine Illness Surveillance Form; a copy is in the Wee Care Manual along with other relevant documents.

Cross Reference

Serious Occurrences 2-300-302
 General Sanitary Precautions 3-200-202