



**Pandemic Planning - Coronavirus**  
**Policy for Parents**  
**Reporting Illness & Travelling Outside the Algoma District**

**If a family reports illness by telephone:**

- (i) The family will be informed that they must not bring their child to the Child Care Centre and,
  - (ii) Will be advised to contact COVID Assessment Centre at 705-759-3434 ext. 7152 and follow their direction which can include getting tested for COVID
  - (iii) Information will be documented in the Program's COVID Log, noting the child's condition and any staff and/or children/visitors the child has been in contact with
  - (iv) A report will be made to Algoma Public Health and a Serious Occurrence will be filed if required
  - (v) Algoma Public Health will be contacted for further direction in regards to cohorts
  - (vi) Staff will arrange as may be applicable for the area the child was in, near or around and the toys the child used be cleaned and disinfected; inside and outside (playground)
  - (vii) If a child's (or someone in their household) laboratory test is positive for COVID Algoma Public Health will provide further direction to be follow immediately, up to including Program closure

**Families who have children who are exhibiting symptoms, or anyone living in the same household as the child who is exhibiting symptoms, MUST call in and MUST NOT present to attend the Program. If a family/child(ren) presents to the Program exhibiting symptoms of illness:**

- ◆ The family/child's condition will be identified by their response to the Screening Questions for Child Care Centres as per Appendices II in Policy 2.5.6
- ◆ The Site Supervisor/Program Coordinator will immediately make arrangements for the family/child to leave the premises
- ◆ Family will be advised to contact the COVID Assessment Centre at 705-759-3434 ext. 7152 and follow their direction which can include getting tested for COVID
- ◆ Information will be documented in the Program's COVID Log, noting the family/child's condition and any staff and/or children/visitors the family/child has been in contact with
- ◆ Algoma Public Health will be contacted to report the illness and a Serious Occurrence will be filed if required
- ◆ Algoma Public Health will be contacted to give further direction in regards to cohorts and close contacts
- ◆ Staff will arrange as may be applicable for the area the child was in, near or around and

- any toys the child used be cleaned and disinfected; inside and outside
- ◆ If a child or member of the same household of the child's laboratory test is positive for COVID Algoma Public Health will provide further direction to be followed immediately, up to including Program closure

**If the child exhibits symptoms while attending the Program:**

- ◆ The employee or someone who observes that the child is exhibiting symptoms of COVID at work will contact the Site Supervisor/Program Coordinator
- ◆ The parent/guardian or emergency contact will be contacted immediately to make arrangements for the child to leave the program
- ◆ The child will be brought to the designated isolation room while staff waits with the child until they can be picked up. Staff will wear a mask and eye protection while in the isolation room with the child and will change clothes immediately after the child is picked up
- ◆ Family will be advised to contact the COVID Assessment Centre at 705-759-3434 ext. 7152 and follow their direction which can include getting tested for COVID
- ◆ Information will be documented in the Program's COVID Log, noting the child's condition and any staff and/or children/visitors the employee has been in contact with
- ◆ Algoma Public Health will be contacted to report the illness and a Serious Occurrence will be filed if required
- ◆ "*Close contacts*" of the child should be advised that they may have been infected and asked to self- monitor for symptoms. Direction from Algoma Public Health will be followed in regards to cohorts and close contacts
- ◆ Staff will arrange as may be applicable for the area the child was in, near or around and the toys the child used be cleaned and disinfected; inside and outside (playground)
- ◆ If a child or family member in the same household of the child laboratory test is positive for COVID Algoma Public Health will provide further direction to be followed immediately up to and including Program closure

**Families who have traveled outside the Algoma District:**

- If a child or someone in their household has travelled outside the Algoma district staff will continue to document their mode of transportation and location of travel, and receive this information through our screening process. Ideally families need to let Child Care Algoma know their location of travel and mode of transportation prior to travelling so we can inquire with Algoma Public Health, and provide them with further direction as to whether they can return to the Program immediately upon returning, or if they will have to self isolate or receive a negative COVID test result to return (depending on the person(s) in question). If a family arrives to the Program and answers yes to any of the screening questions including the travel outside of Algoma District question, they will be sent home and will be given further instructions as soon as a decision is made whether they can return the next day or if there are next steps required.
- If a child or anyone in their household is planning to travel outside the Algoma District to a location in Ontario in **Stage 3**, they will let the Site Supervisor/Coordinator know the

relevant information. Algoma Public Health will be contacted **before** the travel date and asked to contact us if anything changes for that location. Families will be notified of the decision.

If a child or anyone in their household is planning to travel outside the Algoma District to a location in Ontario in **Stage 2**, they will let the Site Supervisor/Coordinator know the relevant information. Algoma Public Health will be contacted **before and after** the family returns. Families will be informed prior to leaving, that they may need to self isolate upon returning as this may influence their decision as to whether they want to move forward with the travel.

- All inquiries to Algoma Public Health will be logged, with the name of the child/family, date and time, the location in question for travel, and the guidance and information received by Algoma Public Health. These logs will be kept on file for future reference if needed.
- If Algoma Public Health advises a location in Ontario a child or member of their household travelled to is **low risk** then they can return to the program immediately, if a Algoma Public Health advises a location in Ontario a child or member of their household travelled to is **high risk** they must self-isolate for 14 days and/or wait for a negative COVID test.

All questions in regards to travel and risk assessments completed by Child Care Algoma and Algoma Public Health will include considerations such as:

Where did you travel to? (e.g. area with low numbers of cases versus areas with many active/new cases)

What was the nature of the visit? (e.g. medical visit, social visit to large gathering, grocery shopping)

Did you practice physical distancing? Did you wear a mask if you couldn't?

Did you go straight home?

Did you practice good hand hygiene?

- Families, children and people in their household choose to travel at their own risk. At any time the information Child Care Algoma provides families with, as to whether they can return immediately to the Program, can change if an outbreak occurs in their location of travel and they may be directed to self isolate or receive a negative COVID test result before they are able to return (depending on the person(s) in question).
- The legal requirement for travel outside of Canada is to self-isolate for 14 days. This is mandatory and will not be determined on a risk assessment approach.
- All persons accessing the premises must **enter through the main entrance** and **will complete a Screening Questionnaire** as shown in **Appendices II** in Policy 2.5.6 (subject to change). This will be supervised by the designated screener for that day. Any person(s) who answers 'Yes' to any of the screening questions will not be allowed past the screening area. Nonessential persons will not be permitted entry.

- Documentation of all persons (employees / essential visitors) will be kept on file, which will include: their name, date and time of visit, contact information, temperature and whether they answered no to all surveillance questions.