

**Massey Centre**

**Early Learning Centre COVID –19 Isolation and Exclusion for Ill Children and Staff Policy and Procedure**

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5. **Introduction**
	1. The Massey Centre’s Early Learning Centre (ELC) has created an isolation room for any staff, children, parents/guardians or essential visitors who may present at our screening station with any COVID-19 symptoms
6. **Policy**
	1. All ELC staff, children, parents/guardians or essential visitors with COVID-19 symptoms will be isolated. Centre staff will recommend that anyone with COVID-19 symptoms visit an assessment centre for testing as soon as possible and self-isolate at home until the results are available.
7. **Procedures**
	1. The ELC isolation room is located in the lower level of the ELC building in the Boardroom. This room will be set up with full supplies of PPE, a cot, toys, tissues, cleaning and hand sanitation supplies and touchless waste receptacle.
	2. Open any outside window/s to increase air circulation in the area if possible.
	3. Children who are ill (displaying any symptoms of COVID 19) will:
8. be taken to the isolation room by a staff member from that cohort.
9. be given a mask if the child is over the age of two years old and they can use it properly and not take it on and off.
10. be with staff who will stay with them in the isolation room until parents/guardians pick them up.
11. have staff in isolation room with full PPE, who will attend to their needs and closely monitor them while trying to practice physical distancing if possible.
	1. ELC child care staff will notify the Supervisor or Manager of Community Services or designate immediately if a child is ill.
	2. Staff with ill child in the isolation room, will have to clean the room after use and Supervisor and or designate will arrange to have the room further cleaned and disinfected.
	3. Supervisor or Manager or designate will contact the child’s parents/guardians or emergency contact person immediately.
	4. Supervisor will recommend to parents/guardians that their child attend an Assessment Center as soon as possible, and to isolate until the test results are available. Supervisor will give a resource of testing site locations.
	5. Cohort of ill child will be monitored for illness and must stay together. Supervisor/designate will inform parents/guardians in that cohort to advise them to monitor their children for symptoms.
	6. Supervisor will be in regular contact with parents/guardians of any sick children for updates.
	7. Any child or staff that were exposed to a confirmed case of COVID –19 must self-isolate for 14 days.
	8. Any child or staff exposed to a confirmed case of COVID-19 should get tested as soon as possible regardless if they have symptoms or not and isolate for 14 days regardless of negative test results.
	9. Staff will also have to self-monitor for symptoms and must not work or in other child care settings and are advised not to be in contact with venerable persons or settings where there are vulnerable people.
	10. ELC will be in contact with Toronto Public Health to seek advice regarding when a child can return to the program.
	11. Clearance tests are not required for staff or children to return to the ELC.
	12. Staff can leave work immediately or can stay in the isolation room until transportation can be arranged.
	13. Staff are to report to their Supervisor prior to returning to work.
12. **Acknowledgment and Agreement**

I, , acknowledge that I have read and understand the ELC COVID 19 Isolation and Exclusion of Ill Child and Staff Policy and Procedures of Massey Centre. I agree to adhere to this policy in whole. I understand that if I violate the rules set forth in this policy, I may face disciplinary actions, up to and including termination of employment.

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| **Full Name** *Please Print* |
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