



Mailing Address:
P.O. Box 897
Hamilton, ON L8N 3P6
www.hamilton.ca

Public Health Services, EW&CDC
110 King Street West, 2nd Floor, Hamilton, ON L8P 4S6
Phone: (905) 546-2063 Fax: (905) 546-4078

Hamilton

City of Hamilton – COVID-19 Child Care Centre Operation Reporting Requirements

Updated September 2021

Child care centre licensees have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. There are separate reporting requirements for the Ministry of Education and City of Hamilton Public Health, as outlined below.

Operators must ensure that staff are aware of the current reporting requirements.

Note: Ill individuals should be excluded as per City of Hamilton COVID-19 Responding to COVID-19 Symptoms document.

Reporting Serious Occurrences to the Ministry of Education

- Child care licensees are no longer required to report suspected cases of COVID-19 to the Ministry as serious occurrences.
- Child care licensees are required to submit serious occurrences to the Ministry of Education for confirmed cases of COVID-19 only.
- A serious occurrence is required to be submitted when one of the following individuals has a **confirmed** case of COVID-19:
 - (i) a **child who receives child care** at a home child care premises or child care centre,
 - (ii) a home child care **provider**,
 - (iii) a person who is **ordinarily a resident of a home child care premises** (eg. the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
 - (iv) a person who is **regularly at a home child care premises** (eg. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
 - (v) a **home child care visitor**,or
 - (vii) a **staff** member at a child care centre
 - (viii) a **student** at a home child care premises or child care centre,
- While licensees are no longer required to report a serious occurrence for suspected cases; if the local public health unit determines that a full or partial closure is required (i.e., program room, home premises or entire child care centre must remain closed for a period of time), a serious occurrence report must be submitted under the "Unplanned Disruption of Service" category. Please also note there are requirements of employers to let workers know if they may have been exposed in the workplace. Please see the guide on developing a COVID-19 workplace safety plan for more information.

- Should additional individuals at the child care program develop a confirmed case, licensees must either: Revise the open serious occurrence report to include the additional cases; or, submit a new serious occurrence report if the first has been closed already.
- Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless the local public health unit advises otherwise.

Reporting to City of Hamilton Public Health

- Notification to Public Health of a child or staff failing a screening is no longer required. Any individuals that do not pass the screening procedures will be asked to return home and self-isolate. *See the provincial [COVID-19 screening tool](#) for symptom screening, monitoring and isolation procedures*
- Child care licensees must contact Hamilton Public Health Services to report:
 - Clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48-hour period).
 - Cases of COVID-19 among staff, essential visitors or child attendees that are laboratory-confirmed or probable (i.e. symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19, or, travelled to an affected area in the 14 days prior to symptom onset.)
- Public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children. Notification should be provided by calling the COVID-19 hotline, 905-974-9848 option 6.

Reporting to City of Hamilton Children's Services and Neighbourhood Development

All positive cases of COVID-19 for children and staff in both licensed child care and EarlyON programs must be reported. Please contact Alexandra Madjercic at alex.madjercic@hamilton.ca or (905) 546-2424 ext. 3091.