



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 EarlyON Operation

Illness Exclusion and Reporting Requirements

Updated November 2020

Children/visitors/staff attending EarlyON programs should follow the most current COVID-19 screening tool from the Ministry of Health (<https://covid-19.ontario.ca/self-assessment/>). Please see the City of Hamilton EarlyON Screening document for more information.

If an individual becomes ill while in an Indoor or Outdoor EarlyON setting:

- The ill individual is immediately separated from others in a separate room, where possible, and leave the EarlyON premises as soon as possible.
- Anyone providing care to the ill individual should maintain as much physical distance as possible. If physical distancing is not possible the person providing care should wear a medical mask and eye protection, and be trained on proper use of PPE, including donning and doffing. If tolerated, the ill individual should also wear a medical mask.
- Hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to leave or be picked up.
- Cleaning of all areas the ill individual was in should be conducted as soon as reasonably possible after the ill individual leaves.
- Symptomatic individuals and/or their parent/guardian should be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19 as appropriate, or as advised by their medical provider.
- Communication protocols to update and inform necessary stakeholders while maintaining confidentiality of the ill individual should be initiated (refer to the Reporting section below).
- Persons who test positive may not return to the EarlyON setting until they are cleared by the local public health unit. Note, that individuals do not need to provide a medical note or proof of negative result to return to the program.
- Regular EarlyON operation can continue unless directed otherwise by the local public health unit.
- The local public health unit will provide any further direction on testing and isolation of those who are identified as potential close contacts, if necessary. In most instances testing and isolation would only be recommended for contacts of a confirmed COVID-19 case.

Exclusion

- Symptomatic children/visitors/staff will need to be excluded from all EarlyON programs for a minimum of 24 hours depending on the symptoms and whether they are tested or not. Please refer to the provincial screening tool and/or the Hamilton Public Health Services Symptomatic Child at Home Decision Guide for more details.
- Ill children/visitors/staff with COVID-19 tests pending must be excluded and self-isolate until the test results are known. Families should be asked to cancel their reservations for all other sites until they are able to attend.

Return to Work for Symptomatic Persons or Confirmed Cases

Providers must have written policies and procedures outlining the return to work policy for staff who test positive for COVID-19 as well as policies for staff who are symptomatic/have a suspected case of COVID-19.

Staff who are presenting with new or worsening symptoms should be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19 as appropriate, or as advised by their medical provider.

End of Exclusion

- For a child/visitor/staff who test negative:

You can attend an EarlyON Centre if all the following apply:

- You do not have a fever (without using medication)
- It has been at least 24 hours since your symptoms started improving
- You were not in close physical contact with someone who currently has COVID-19

- For a child/visitor/staff who test positive:

- You must be excluded from all EarlyON locations for a minimum of 10 days after the onset of symptoms and clearance has been received from the local public health unit. Household and close contacts should also self-isolate for 10-days.

Note: A medical note or proof of a negative test is not required for a return.

Outbreak Management

An outbreak may be declared by the local public health unit when: within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, parents/caregivers, staff or other essential visitors with an epidemiological link (e.g. cases in the same room, cases that are part of the same EarlyON program cohort) where at least one case could have been reasonably acquired their infection in the EarlyON setting.

- The local public health unit will work with the provider to determine whether epidemiological links exist between cases and whether transmission may have occurred in the EarlyON setting.

- If the local public health unit declares an outbreak, they will direct appropriate next steps, which could include a partial or full closure of the EarlyON Centre.

Reporting

EarlyON Centre providers 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 Hamilton Public Health and Hamilton Children's Services and Neighborhood Development division, as below.

Public Health Reporting

EarlyON operators must contact Hamilton Public Health Services to report:

- Clusters of suspected cases (e.g. two or more children, caregivers, visitors or staff with COVID-19 symptoms within a 48-hour period). Note: Clusters of suspected cases that require reporting to Public Health are only those where the individuals are excluded from programming for more than 24 hours because they have **1 or more symptoms**.
- Cases of COVID-19 among staff or attendees that are laboratory-confirmed or probable (i.e. symptoms occurring among a staff or attendee 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 visitors. Notification should be provided by calling the COVID-19 hotline, 905-974-9848 option 6.

Operators must be prepared to provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the Municipal Freedom of Information and Protection of Privacy Act.

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

Previously, EarlyON operators were required to report both suspected and confirmed cases of COVID-19 in EarlyON Centres to the City of Hamilton CSND division using the serious incident report (SIR) form. Currently, only where a staff, child, parent/caregiver, or essential visitor has a confirmed case of COVID-19 (i.e. a positive COVID-19 test result) and/or program closure, EarlyON operators must report this to the City using the (SIR) form.

- A serious incident report (SIR) is required to be submitted to the City when there is a program closure and/or a child, caregiver, visitor or staff has a **confirmed** case of COVID-19 as indicated by a positive test result.
- The EarlyON operator must submit a SIR to the City within 24 hours of becoming aware of the confirmed case(s).

- The EarlyON operator must submit a SIR **and** contact Alex Madjercic at Alex.Madjercic@hamilton.ca or (905) 546-2424 ext. 3091 to advise of the situation. Alex will work directly with EarlyON operators to support them through next steps.

The serious incident report is available online at: <https://www.hamilton.ca/operating-business/earlyon-child-and-family-centre-service-providers/earlyon-child-and-family-2>

Data Reporting Requirements

The ministry has yet to provide specific information on the collection of data elements for 2020, however EarlyON operators should continue to collect and report on EarlyON data for in-person programs per the existing processes or as otherwise advised.

Data in EYSIS may now be entered in the appropriate category: indoor, outdoor or virtual.