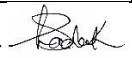


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| <b>CATEGORY:</b> Health & Safety Policies and Procedures                                                                                | <b>DATE:</b> July 2017       |
| <b>SUBJECT:</b> Management of Outbreaks                                                                                                 | <b>REVIEWED:</b> August 2026 |
| <b>APPROVED BY:</b> Shemina Ladak, Executive Director  |                              |

### **Policy Statement**

Centennial Infant and Child Centre (CICC) is committed to providing a safe and healthy environment for children, families, employees, students, volunteers, and visitors.

CICC will take reasonable precautions to reduce the risk of infectious disease transmission and will follow applicable requirements and guidance issued by Toronto Public Health (TPH), the Ministry of Health, and other applicable authorities.

### **Purpose**

The purpose of this policy is to establish procedures for the prevention, identification, reporting, and management of infectious disease outbreaks within CICC.

### **Scope**

This policy applies to all employees, students, volunteers, children, families, and visitors at CICC.

### **Definitions**

- Outbreak; an increase in illness above the expected level within a childcare setting, as determined in consultation with Toronto Public Health.
- Communicable Disease; an infectious disease that can be transmitted from one person to another.

### **Responsibilities**

#### ***Centre Manager***

The Centre Manager is responsible for:

- monitoring illness patterns among children, employees, students, and volunteers;
- consulting with Toronto Public Health when an outbreak is suspected;
- implementing infection prevention and control measures;
- ensuring required documentation is maintained;
- communicating outbreak information and control measures to families and employees; and
- ensuring staff follow public health direction.

#### ***Employees, Students, and Volunteers***

All employees, students, and volunteers are responsible for:

- following infection prevention and control procedures;
- reporting symptoms of illness promptly;
- maintaining proper hand hygiene and sanitation practices;

- following exclusion requirements when ill; and
- cooperating with outbreak management procedures.

## **Procedure**

### ***1. Identifying a Suspected Outbreak***

The Centre Manager shall monitor illness trends and assess whether an outbreak may be occurring.

Indicators may include:

- multiple individuals experiencing similar symptoms;
- increased absenteeism due to illness;
- illness affecting the same classroom or group; or
- illness patterns outside expected levels.

Where an outbreak is suspected, CICC shall consult with Toronto Public Health for direction.

### ***2. Reporting a Suspected Outbreak***

When an outbreak is suspected, CICC shall provide Toronto Public Health with requested information, including:

- date of first illness;
- date of most recent illness;
- number of children and staff affected;
- symptoms reported;
- affected rooms or groups; and
- infection control measures already implemented.

Toronto Public Health will determine whether an outbreak is declared and provide further direction.

### ***3. Outbreak Management***

When an outbreak is declared, CICC shall:

- follow all directions and recommendations provided by Toronto Public Health;
- maintain required outbreak documentation;
- provide requested information to Toronto Public Health;
- track cases and update records as required;
- communicate outbreak information and control measures to families and employees;
- exclude ill children, employees, students, and volunteers in accordance with public health guidance; and
- implement additional infection prevention and control measures as required.

### ***4. Infection Prevention and Control Measures***

During an outbreak, CICC may implement additional measures, including:

- reinforcing hand hygiene practices;
- increasing cleaning and disinfecting of high-touch surfaces and shared materials;
- limiting activities that may increase transmission risk;
- reviewing diapering and toileting procedures;
- restricting non-essential visitors or activities;

- maintaining appropriate separation of affected groups where possible; and
- following any additional measures directed by Toronto Public Health.

### **5. Documentation**

CICC shall maintain outbreak documentation as required by Toronto Public Health and applicable legislation.

Documentation may include:

- illness tracking records;
- outbreak line lists;
- communication records;
- public health correspondence; and
- any other required records.

### **6. Communication**

The Centre Manager shall ensure appropriate communication regarding outbreaks and control measures is provided to:

- employees;
- students and volunteers;
- parents and guardians; and
- visitors, where appropriate.

Communications shall respect confidentiality and shall not identify individuals who are ill.

### **7. Exclusion and Return to Care**

Children, employees, students, and volunteers who are ill shall be excluded from the childcare setting in accordance with CICC's illness exclusion procedures and public health requirements.

Individuals may return when they meet applicable return-to-care or return-to-work requirements, including any disease-specific requirements provided by Toronto Public Health.

### **8. Declaring an Outbreak Over**

An outbreak will be considered over when Toronto Public Health determines that outbreak criteria are no longer met and provides direction that outbreak measures may end.

### **References**

- *Child Care and Early Years Act, 2014* (Ontario)
- *Ontario Regulation 137/15: General*
- *Health Protection and Promotion Act* (Ontario)
- Toronto Public Health Communicable Disease Guidance