

CATEGORY: Emergency Management	DATE: November 2016
SUBJECT: Pandemic Plan	REVIEWED: August 2026
APPROVED BY: 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 prevent and reduce the spread of communicable diseases and will follow 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 communicable diseases and outbreaks, including public health emergencies and pandemics.

SCOPE

This policy applies to all children, families, employees, students, volunteers, and visitors participating in CICC programs.

DEFINITIONS

- **Communicable Disease** means an infectious disease that can be transmitted from one person to another.
- **Outbreak** means an increase in illness above the expected level within the childcare setting or the occurrence of unusual or severe illness, as determined in consultation with Toronto Public Health.
- **Pandemic** means a disease outbreak occurring over a wide geographic area and affecting a significant proportion of the population, as declared or identified by appropriate public health authorities.

RESPONSIBILITIES

Executive Director

The Executive Director is responsible for:

- ensuring CICC complies with applicable legislation and public health requirements;
- ensuring appropriate emergency and communicable disease procedures are maintained;
- supporting decisions regarding program modifications or temporary closure where required; and
- ensuring communication with stakeholders during significant health emergencies.

Centre Manager

The Centre Manager is responsible for:

- monitoring illness trends within the program;
- consulting with Toronto Public Health when an outbreak or significant health concern is suspected;

- implementing public health recommendations;
- ensuring required documentation is completed;
- communicating required information to families and employees; and
- ensuring infection prevention and control procedures are followed.

Employees, Students, and Volunteers

All employees, students, and volunteers are responsible for:

- following infection prevention and control procedures;
- reporting symptoms of illness promptly;
- staying home when ill in accordance with CICC and public health requirements;
- practicing appropriate hand hygiene and respiratory etiquette; and
- supporting public health measures implemented by CICC.

PROCEDURES

1. Illness Monitoring and Reporting

CICC shall monitor illness patterns among children, employees, students, and volunteers.

Families shall notify CICC when a child is absent due to illness and provide information regarding symptoms when requested.

Employees, students, and volunteers shall report illness symptoms to their supervisor.

Where illness patterns suggest a possible outbreak, CICC shall consult Toronto Public Health.

2. Suspected or Confirmed Outbreak

When an outbreak is suspected or confirmed, CICC shall:

- notify Toronto Public Health as required;
- follow all public health direction and recommendations;
- maintain required illness and outbreak records;
- monitor affected individuals;
- communicate necessary information to families and employees;
- implement additional infection prevention and control measures; and
- exclude individuals who are ill in accordance with public health guidance.

3. Infection Prevention and Control Measures

CICC may implement additional measures during periods of increased illness or public health emergencies, including:

- increased cleaning and disinfecting of high-touch surfaces;
- enhanced hand hygiene practices;
- reinforcement of respiratory etiquette;
- temporary modification or suspension of activities that may increase transmission risk;
- limiting visitors or activities where appropriate; and
- increased monitoring of illness symptoms.

4. Children Who Become Ill at CICC

If a child becomes ill while attending CICC:

- the child will be separated from other children while maintaining supervision;
- a staff member will remain with the child until pickup;
- parents/guardians or emergency contacts will be contacted; and
- the child will be excluded until return requirements are met.

5. Employee Illness

Employees, students, and volunteers who are ill must notify their supervisor and remain away from the workplace when required.

Return-to-work requirements will follow CICC procedures and current public health guidance.

6. Pandemic Response

During a pandemic or significant public health emergency, CICC will:

- follow direction from Toronto Public Health and other applicable authorities;
- implement appropriate infection prevention and control measures;
- communicate updates to families, employees, students, and volunteers;
- modify program operations where required; and
- implement temporary changes to services, staffing, or operations where necessary to protect health and safety.

7. Communication

CICC will communicate relevant health information and operational changes to:

- children and families;
- employees;
- students and volunteers; and
- other stakeholders as appropriate.

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

8. Home Visits and Community Services

For programs involving home visits or community-based services, employees shall follow applicable public health guidance before and during visits.

Services may be modified, postponed, or delivered through alternate methods where necessary to reduce health risks.

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