

Positive COVID-19 policy and procedures

The purpose of these policies is to describe how Dow's Lake Daycare will respond in the event of a child or staff member testing positive for COVID-19. This document will also outline procedures to communicate effectively, transparently, and in a timely manner with parents and staff about immediate and follow-on responses to a positive case

The expected outcomes of these policies are to:

- Provide predictability in the child care response to a positive case of COVID-19;
- Minimize the risk of children and staff contracting COVID-19 at the child care center once a case has been identified;
- Ensure parents and staff are informed at regular intervals with information relevant to them

The child care affirms that if there is a COVID-19 infection at the center no staff member, child, or family will be punished, blamed, or stigmatized in any way.

Closure and Re-Opening

If a child or a staff member associated with the Dow's Lake Daycare tests positive for COVID-19 the child care centre will implement the following policies:

- *Closure of the child care center:* The entire child care will close for at least one full day after the positive test result. This closure will occur regardless of the initial recommendation from Ottawa Public Health (OPH).
 - If a positive test results becomes known during child care hours, the center will call all parent whose child are attending that day and ask for them to come pick up them up as soon as possible.
- *Re-Opening of the child care center:* The Board of Directors will make a decision, via an emergency meeting, on when and how to reopen the center with consideration for the guidance and recommendation from OPH. If OPH permits it, the Board may decide that cohort (s) not directly affected may reopen following the 1-day closure, while directly affected cohort may remain closed. In the absence of specific direct form OPH following a positive case, the daycare will remain closed.

Note: This policy has been put in place through our most recent experience and from another centre in the city. It was observed that the instructions may change from the initial contact with OPH and the receipt of an OPH investigator recommendation due to the evolving nature of the assessment. In light of this, it was determined that a best practice is to provide adequate time for a fulsome OPH recommendation to be developed and provided, and then act upon these final recommendations.

Closing the entire center pre-emptively prevents any further transmission while waiting for more information from OPH's investigator. It also ensures a thorough assessment of the situation can be completed and appropriate measures can be implemented with confidence.

Communicating with Parents and Staff

We recognize that communication during a COVID-19 case and closure is critical to inform parents and staff, and allow everyone to make informed decision about their health. Therefore, our approach to communications is guided by three principle:

1. *Timeline* – We will aim to communicate sooner rather than later, even if not all information is not yet known.
 2. *Transparency* – We will endeavor to share fulsome information (excluding personal or identifying information) relevant to the case.
 3. *Protection of Personal information* – We will make every effort to avoid disclosing personal information or any information that might identify an individual. Individual privacy protection always comes first, and this may mean that communication will be less precise than we would like.
- As soon as a positive COVID-19 test result of a child or staff member associated with Dow's Lake Daycare becomes known, either from a parent, staff member or directly from OPH, an email will be sent out. The first email will inform you about
 - the immediate closure and the child care for at least one full day
 - in which Cohort the positive COVID-19 result is reported from
 - copy of our Positive COVID-19 policy and procedure
 - The "close contacts" of the positive COVID-19 case (children and staff) will be identified by OPH and Dow's Lake Daycare. These contacts will be notified and given further instructions by an OPH letter.
 - An emergency Board meeting will be called within 24 hours to address any immediate questions or issue. If it takes longer than 24 hours after closure to receive the OPH case investigator report and recommendations. The board will have a second meeting to discuss their next step.
 - Parents and staff will be updated as quickly and regularly as possible via emails about new information from OPH or any new child or staff that are showing a suspected COVID-19 symptom.