



Outbreak Control Package for Child Care Centres

Updated November 22 , 2023

The information in this package reflects guidance current as of November 22, 2023. As the guidance may have changed for child care settings, please consult with the Ministry of Health, Ministry of Education, or a Public Health Inspector for current direction.

Part 1 – Consultation

Facility:

Address:

Phone Number:

Fax Number:

Facility Contact:

Position:

Outbreak Consultation

Consultation Date:

Time:

am pm

Reported by:

Position:

Notification received by:

DHCL Date:

Investigating ID PHI:

Area PHI notified: yes no n/a

Population at Risk

Number of ill children	Total children at risk	Number of ill staff	Total staff at risk

Note: Staff includes part-time staff, volunteers, etc.

Outbreak Assessment

Contact the Health Department immediately when there are two or more children/staff who are linked cases and experiencing symptoms of illness.

Respiratory outbreak

A respiratory outbreak is suspected when there are two linked cases and an outbreak may be declared when additional cases occur within a **72-hour** period.

Enteric outbreak

An enteric outbreak will be declared when there are two linked "cases" within a **48-hour** period

Note: a "case" would be any child or staff experiencing 2 or more episodes of vomiting and/or diarrhea within a 24-hour period.

A Public Health Inspector (PHI) will be assigned to manage the outbreak (or suspect outbreak).

Date of first case: _____ Time: _____ am pm

Date of most recent case: _____ Time: _____ am pm

Laboratory results: yes no unknown/pending

If yes, results: _____ Date specimen(s) submitted: _____

Case Definition

Based upon the above symptoms, the **case definition** is:

Any person who attends or works at the facility and develops **or** is experiencing one or more of the following symptoms starting from _____ (onset date):

Note: The case definition may change as new information is gathered.

Type of illness: Respiratory Enteric Non-reportable

Respiratory outbreak declared Date: _____

Symptomatic children/staff are to follow direction for exclusion and assessment as per the [Ontario screening tool](https://www.ontario.ca/self-assessment/) (<https://www.ontario.ca/self-assessment/>). Exclusion times may be longer than those set out in the screening tool depending on the symptoms present and/or if the centre is in outbreak.

Enteric outbreak declared Date: _____

Children/staff with any enteric symptoms must remain home until at least **48 hours symptom-free and no fever**. The assigned inspector will assess whether exceptions apply.

Assessing food-borne illness:

- Is food suspected as being the cause of illness? yes no not sure
- Referral made to area PHI for kitchen inspection/follow-up, if food is suspected.
- Inquire whether food samples or leftovers, served 72 hours prior to onset, are available.

Note: If food is available, it must be kept on hold, under refrigeration, until the centre is advised they are no longer required. **Do not serve leftovers.**

2. Complete the requisition form that comes with the enteric outbreak kit and place in outer pouch of specimen bag (do not store directly with vials):

- Case's name
- Date of birth
- Date stool was collected
- Onset date (date that child/staff first started experiencing symptoms of illness)
- Outbreak number (Health Inspector will provide) **2230-** -
- Health Card Number is not needed

Fill both vials with stool (feces) up to the line indicated on the side of the vial.

Scraping feces from a diaper, clothing, or off the floor is acceptable. If there is not enough stool to fill both vials, fill the white one first, or if food poisoning is suspected, then fill the green vial first.

Enteric Outbreak Kits

Vial	Test	Directions
White cap	Viral and Toxin e.g. Norovirus	Add stool to line indicated. Replace cap tightly.
Green cap	Bacterial e.g. Salmonella	Using the spoon provided, collect two to three spoonfuls of stool, touching areas of blood, mucus, and pus. Mix well into transport media. Replace cap tightly to prevent leaks.

Note: Small amounts of specimen can be collected for each vial when two to three spoonfuls are not available.

Return vials to specimen bag, refrigerate immediately, and store away from food. **Do not freeze.** Wash your hands after collecting stool and handling stool kits.

3. Contact the assigned inspector for pick up. They will notify the child care centre of the lab results when received.

Note: Nasal or throat swabs are not to be performed at the child care centre.

Part 2 – Responsibilities and Outbreak Control Measures

Responsibilities of Supervisor/Person in Charge

- General coordination of the outbreak management process with the Health Department and staff.
- Review all [Routine Illness Surveillance Form\(s\)](#) and transfer the outbreak cases to the [Outbreak Line Listing Form](#) which will now be used daily to track the outbreak. Send the line listing form to the assigned inspector.

Routine Illness Surveillance Form – <https://www.durham.ca/en/health-and-wellness/resources/Documents/OperatingaChildCareCentre/duhev238illnesssurveillance.pdf>

Outbreak Line Listing Form – <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.durham.ca%2Fen%2Fhealth-and-wellness%2Fresources%2FDocuments%2FOperatingaChildCareCentre%2FCCC-Outbreak-Line-List-Template.xlsx&wdOrigin=BROWSELINK>

- Audit staff to ensure that outbreak control measures are implemented properly.
- Communication to staff and parents/guardians.

How to Use the Outbreak Line Listing Form

The outbreak line listing form is a tool that allows the Health Department to evaluate the progress of the outbreak, including the number of new cases that occur each day.

- List ill **staff** and **children** on **separate** line lists that satisfy the case definition (full names not required, use initials only).
- List all cases **chronologically** according to onset date.
- Do not record a case more than once.
- Record those that may be linked to the outbreak but are not present (e.g. sick child/staff at home or hospitalized).
- Record those that have an alternative diagnosis by a healthcare provider (diagnosis to be added to comments section).
- Send the line list form as soon as outbreak is declared or as directed by the inspector.
Date received:
- Update the line list(s) **daily** and email to the assigned inspector managing the outbreak daily, ensuring that all personal/confidential information is removed.

Note: The [Outbreak Line Listing Form](#) can be found in the Wee Care Manual and online at durham.ca

Outbreak Control Measures

The following infection prevention and control (IPAC) measures are to be posted and implemented immediately (as applicable) and until the outbreak is declared over. Certain measures are required during non-outbreak situations and would continue after the outbreak is declared over.

Communication/documentation

- Advise all staff and parents/guardians of the outbreak. The facility must post an [outbreak control sign](#) at all entrances advising of the outbreak.

Outbreak control sign - <https://www.durham.ca/en/health-and-wellness/resources/Documents/IllnessInfectionDisease/DUHEV417VisitationRestrictionEN.pdf>

Screening

- All individuals entering the centre must self-screen every day before arriving using the self-assessment [screening tool](https://www.ontario.ca/self-assessment/) (<https://www.ontario.ca/self-assessment/>). Those who fail screening are not permitted into the centre and must be excluded as per direction provided by the screening tool.

Symptomatic individuals

Symptomatic children must be immediately separated from others in a supervised area until they can go home.

For exclusion requirements related to COVID-19, please see [Appendix 1: Case Definitions and Disease Specific Information](#) (https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_case_definition.pdf)

PPE

- Wear gloves when contact with blood and/or body substances (e.g. diarrhea, vomitus) is likely.

Equipment/toy usage and restrictions

- Group sensory activities (i.e., water, sand, food) and the use of natural and plush/absorbent items are not permitted.
- Mouthed toys should be cleaned and disinfected immediately after the child is finished using them.
- Sunscreen should not be shared. Staff may apply sunscreen and should practice hand hygiene (e.g. washing hands before and after application).
- Label soothers, bottles, sippy cups, etc with child's name to discourage accidental sharing.

Food provision

- Family style meals are permitted to operate provided that food handlers use adequate food handling and safety practices.
 - Utensils should be used to serve food.
 - No food provided by families/outside of the regular meal provision of the program (with exceptions).
- Children should not prepare or provide food that will be shared with others.

Cleaning and disinfection

- Clean and disinfect the space and equipment used by a sick child, as soon as possible, after the child has left the area/been picked up. Use disposable cleaning equipment, such as disposable wipes, where possible.
- Ensure proper diapering procedures are being followed (refer to the [Diapering Procedure](#) poster) and designate cleaners/disinfectants for use only at the diaper table. (<https://www.durham.ca/en/health-and-wellness/resources/Documents/OperatingaChildCareCentre/DUHEV087-DiaperingProcedureEN.pdf>)
- Contaminated items belonging to an ill child (including soiled clothing) must be sent home in a securely tied plastic bag for cleaning/laundry. Soiled items must not be rinsed or washed at the centre.
- Increase the frequency of environmental cleaning and disinfection, especially high-touch surfaces, a minimum of twice daily (e.g. diaper change surfaces, toilet fixtures, sinks, faucets, countertops, toys, floor mats, tables, doorknobs, phones, keyboards, touch screens, computers, etc).
- Surfaces must be cleaned (detergent, warm water, applying friction) and rinsed **prior** to disinfection. Refer to the information sheet on [Cleaning and Disinfection in Child Care Centres](#) (<https://www.durham.ca/en/health-and-wellness/resources/Documents/OperatingaChildCareCentre/DUHEV198CleaningDisinfectionEN.pdf>)
- Reusable cloths, used to clean and disinfect surfaces, shall be used once, then laundered prior to reuse.
- Ensure manufacturer's instructions for cleaners and disinfectants are followed (e.g. dilution, contact time) and check expiry dates.
- If using bleach solutions, prepare daily as per the [Cleaning and Disinfection in Child Care Centres](#) poster. During outbreaks, use a higher-level solution (5000 ppm = 10 milliliters bleach plus 90 milliliters of water, with 10 minute contact time)
- Sleeping equipment (e.g. cots, mats, cribs) and linens (e.g. cot/crib sheets, blankets) must be cleaned and disinfected/laundered daily and immediately when visibly soiled or contaminated.
- Personal belongings should be labeled and kept in the child's cubby/designated area (e.g. backpack, hats, mittens, etc). Non-essential personal items (e.g. toys) should be minimized. Designate a space outside the centre to securely store strollers so that parents do not need to enter the centre.

Restricting Movement of Staff and Children to Prevent Transmission

- Movement of supervisors and/or designates, staff, and students on educational placement between child care locations is not permitted. The movement of staff and placement students between licensed age groups/rooms is to be restricted where possible to minimize potential for transmission.
- No new admissions of children are permitted.
- Movement and transitioning of children between licensed age groups/rooms is not permitted.

Hand hygiene

- Increase the frequency of hand hygiene among children and staff, making sure that proper steps are followed (refer to [Handwashing poster](#) and [Hand Sanitizers poster](#)). Hand hygiene is handwashing or the use of hand sanitizer, depending upon the situation.

Handwashing poster - <https://www.durham.ca/en/health-and-wellness/resources/Documents/HealthyLiving/DUHEV280handwashingEN.pdf>

Hand Sanitizers poster - <https://www.durham.ca/en/health-and-wellness/resources/Documents/HealthyLiving/DUHEV294HandSanitizerEN.pdf>

- Hand sanitizer is permitted as long as hands are not visibly soiled. The use of hand sanitizers on infants and toddlers is not recommended.
- Handwashing is required for the following:
 - after toilet use
 - after diaper changing (staff and children)
 - after contact with blood or body substances (e.g. mucous, vomit, feces)
 - before preparing and serving food
 - before and after eating snacks and meals
 - before feeding children
 - whenever hands are visibly soiled
- Provide 60 to 90 percent alcohol-based hand rub (ABHR), or other [Health Canada approved hand sanitizer](#), in each room and screening station, stored out of children's reach. 70 to 90 percent solution is preferred and recommended during enteric outbreaks. (<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>)

Staff training

- Ensure staff are trained on IPAC policies and procedures, including:
 - instructions on how to properly use PPE,
 - how to properly clean and disinfect the space and equipment,
 - how to ensure daily screening is completed,
 - how to keep daily attendance records,
 - what to do when someone becomes sick, including how and when to report.
- All staff are encouraged to complete our [IPAC Online Training Modules](#) (<https://www.durham.ca/en/doing-business/operating-a-child-care-centre.aspx#About-the-learning-module>)