



Management of Gastrointestinal Outbreaks Policy and Procedures

Created: March 15, 2016

Revised: October 17, 2017, Feb 22, 2018, October 30, 2018, May 6, 2020, February 23, 2023

Reference: Toronto Public Health Guidance Document 2017, 2019

Approved by Board of Directors: November 15, 2017

Policy

The intent of our outbreak management policy and procedure is to define a clear understanding of what is considered an outbreak, how it is communicated to parents and staff/students and volunteers and the procedures to follow to reduce the spread of the illness. Orde Daycare has developed and will maintain written policies and procedures for responding to infectious disease outbreak to minimize and reduce the exposure to other children, families and staff of Orde Daycare.

Procedure Review

All staff, students and volunteers will review this policy and procedure upon hiring/unpaid placement and annually thereafter, or when changes have been made.

1. Identifying an outbreak:

The supervisor will:

1. Review surveillance data from children`s attendance sheets, communication books and daily logs
2. Identify any similar symptoms in other programs or staff
3. Review recent staff /student/volunteer absenteeism
4. Consider other possible reasons for symptoms (medication or diet changes)

2. Symptoms of gastrointestinal illness can be defined as:

- Vomiting
- Diarrhea
- Abdominal pain
- Headache
- Fever, chills and/or myalgia

It can also include viruses –

- Viruses- Norovirus, Rotavirus or Adenovirus
- Bacteria- E. coli, Salmonella, Campylobacter, Shigella, C. Difficile
- Parasites, such as Cryptosporidium, Giardia or Amoeba

A case (child or staff) of gastrointestinal illness can be defined as:

- Two or more episodes of diarrhea within a 24-hour period or
- Two or more episodes of vomiting within a 24-hour period



- **One or more episodes of diarrhea AND one or more episodes of vomiting within a 24-hour period**

An outbreak of gastroenteritis will be called if there are 2 or more people (children or staff) with the same symptoms, in the same room WITHIN 48 HOURS

3. Reporting a Suspected Outbreak

The supervisor **must** call TPH when there is a **suspected outbreak** of gastroenteritis/**reportable disease**

- Communicable Disease Surveillance Unit (CDSU) @ 416 392 7411 (Monday to Friday 8:30 a.m. to 4:30 p.m.)
- After hours 311
- Fill out the Reportable Disease notification form (<https://www.toronto.ca/wp-content/uploads/2018/04/9695-tph-reportable-disease-form-may-2018.pdf>)
And attached
- Fill out the TPH Enteric Outbreak Reporting Form
<https://s.tphsurvey.chkmt.com/?e=243986&h=79644BB33560BED&l=en>
And attached

The following information will be requested by TPH:

- Date and time of the first case
- Date and time of the most recent case
- **Total number of children and staff per room**
- Total number of ill children and employees per room
- Signs or complaints of symptoms of illness and the numbers of cases (i.e., diarrhea, vomiting)

TPH will review this information and determine whether an outbreak must be declared. When an outbreak is declared, you will receive an Outbreak Number that must be written on all outbreak documentation (i.e., line list, stool kit submission form).

In many cases a public health inspector may also be assigned to conduct an on-site visit to review IPAC measures, confirm outbreak control measures are in place and provide consultation and education.

4. Initial Measures for programs/rooms experiencing the outbreak

- Exclude all ill staff and children until they are symptom free of vomiting and/or diarrhea for 48 hours
- Parents/Family members should be called to arrange an early pick up of ill child
- Isolate children from others while they are waiting to be picked up by a designated staff member
- During an outbreak children and staff should be assigned to a dedicated room (cohorting) limit the movement of staff from room to room as much as possible
- Suspend use of gross motor room or gym
- Avoid sensory play (water, sand, play dough, cooking activities)
- Suspend self serving of food items at the snack and lunch time routines
- Remove washable fabric toys
- Suspend visits by outside groups or visits to other locations
- Suspend tours



- Inform parents of all new admissions of outbreak
- Supervisor to review hand washing, toileting and diapering routines with staff, including the proper use of gloves

5. Routine Practices

- Such as hand hygiene, respiratory etiquette, cleaning and disinfection must always be followed when there is a potential risk of exposure to bodily fluids
- PPE must be worn during activities in which staff are exposed to infection. By way of example staff must wear appropriate PPE when they are required to handle soiled items, such as diapers, when they clean and disinfect objects that have been contaminated by bodily fluids such as vomit, or when providing care to a child experiencing symptoms of illness

6. Enhanced Cleaning and Disinfecting

- Clean and disinfect common areas, high touch surfaces and toys more frequently
- During an outbreak, or if suspecting an outbreak, ensure the pre-mixed Optimum 33 disinfectant is used as the primary source of disinfection, and increase the contact time for disinfecting to two minutes

7. Hand Hygiene

- Supervise infants and young children when performing hand hygiene to ensure it is done properly
- Review and reinforce hand hygiene policies with staff/students/ volunteers/visitors and ensure proper supplies are available
- Increase hand hygiene when an outbreak has been called

8. Communication

- Posting the letter/outbreak notification sign provided by Toronto Public Health at all entrances that indicates what actions are necessary should the child or staff member become symptomatic
- Noting the outbreak in the staff communication book in the staff room
- Contact ill staff and parents of ill children who are at home during the time of the outbreak was declared, to inform them of the outbreak and to determine if they are experiencing the same signs and symptoms of the current outbreak. If they are these names must be added to the line list.
- The supervisor will also inform the supervisor at our other site.
- If the supervisor is told that a worker has an occupational illness or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board, the employer must notify a director of the Ministry of Labour, the Joint Health and Safety committee (or health and safety representative) and the union, within four days. This notice must be in writing and must contain any prescribed information [section 52(2)]. The duty to notify applies not only to current workers but also to former ones [section 52(3)].



9. Maintaining a Line List

A line list is a table that summarizes information about staff and children associated with the outbreak

- Information on ill children and staff should be collected, reviewed and documented each on the line list
- Maintain one line list for staff and one for children
- A case is only listed once during the outbreak
- New cases are added to the existing line list that meets the case definition
- Cases should be listed in chronological order of when symptoms began or illness started
- Update line list on a daily basis if new information is received and forward to TPH representative
- Supervisors may be required to contact families and staff members who are absent to gather and confirm information

Toronto Public Health must be notified when:

- Orde Day Care becomes aware of positive result of a stool specimen
- Spread of the illness to another group/room/cohort
- Change in symptoms
- Hospitalization/death of a child or staff member
- Parent concerns/difficult questions
- Media interest/concern

10. Sampling

Specimen sampling is used to identify the cause to the outbreak- this could include food or stool samples. TPH will supply stool sampling kits and instructions are available. Food specimens will be taken by TPH.

During a gastrointestinal outbreak, save any left over food if available for analysis. The food should be dated and kept in the refrigerator. All menus must be made available

If an organism is identified in a stool sample and only one stool sample was submitted, parental consent to share this information with the child care will be secured before this information is shared with the child care center. If multiple samples are secured, the centre will be notified of the results
Parental consent must be provided before a stool sample is submitted to TPH. Stool sample results are provided to the parent

11. Declaring the Outbreak Over

The end of an outbreak of gastroenteritis must be declared by TPH. Generally, the outbreak is declared over 5 days from the onset of symptoms in the last case. This may change depending in the identification of a specific infection causing the outbreak.

A declared outbreak must be reported to the Ministry of Education through CSIS as a Serious Occurrence within 24 hours of the declaration if it causes a disruption of service to the centre or program.

The Supervisor

- Must inform the families of the daycare by posting a written notice supplied by TPH indicating the Outbreak has been declared over.
- inform staff to return to regular disinfecting procedures and contact times



ORDE DAY CARE'S STAFF MANUAL – POLICY AND PROCEDURE HANDBOOK

- update Centre record of illness log
- inform staff to return to providing communal sensory and cooking activities
- inform staff to return to children self serving food items
- ensure staff have documented illness on Record of Illness forms for each affected child/ren

Procedure Review

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Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: