Management and Reporting of Communicable Diseases Policy and Procedure

Created: March 15, 2016
Revised: October 17, 2017, May 5, 2020, March 19, 2025, November 11, 2026
Reference: Toronto Public Health Guidance Document 2017, 2019 Child Care and Early Years Act, 2014(CCEYA)
Approved by Board of Directors: November 15, 2017, May 8, 2025 (highlighted revisions)

Policy

Our response to the management and reporting of communicable diseases and exclusion of ill children and staff/students and volunteers is crucial to our success in limiting current and future illness. Our ability to successfully manage communicable diseases relies on our ability to be vigilant in our observation of the children for signs and symptoms of infections, and to notify Toronto Public Health of any reportable communicable diseases confirmed or suspected at the centre. We must also ensure adherence to our exclusion policy and procedure and instruct our educators and families to the Communicable Disease Information and reporting documents.

Definitions

Communicable disease: Illness caused by microorganisms that are transmitted from an infected person or animal to another person or animal.

Procedures for Common Communicable Diseases and Exclusion

All educators, staff, students and volunteers will review this policy upon hiring/unpaid placement and annually thereafter, or when changes are made. All educators, staff, students and volunteers will be required to adhere to the following guidelines.

Signs and symptoms of potential communicable diseases

- Severe irritability
- Lethargy
- Runny nose
- Cough
- Difficulty breathing
- Vomiting
- Diarrhea
- Change in skin colour
- Rash- in all case where an undiagnosed rash is present – a doctor's note is required before returning to daycare
- Fever- 38 degree Celsius by an ear thermometer

Reporting Procedure

Timely reporting of communicable diseases is essential for their control. If you suspect or have confirmation of specified reportable communicable diseases, you must report them to Supervisor. The Supervisor is then required to report the illness or suspected illness to Toronto Public Health.

Contact
Communicable Disease Surveillance Unit
Phone: 416-392-7411, After hours: 3-1-1
Fax: 416-392-0047
Address: 277 Victoria St, 10th floor, Toronto, ON, M5B1W2

Please note: For the below procedures, if a medical practitioner recommends an exclusion period longer then stated, then staff must follow the medical practitioner's guidance. This should be provided via medical certificate/note or via hospital discharge orders/report if applicable.

Reportable- updated April 2025

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
Chickenpox (Varicella-Zoster virus)	Generalized, itchy rash: Crops of small red spots turn into fluid-filled blisters that crust as they resolve. Other systemic symptoms such as fever.	Airborne: Spreads easily from person-to-person through the air (coughing/sneezing). Contact: Direct contact with the fluid from the blisters or respiratory secretions.	1 to 2 days before the rash develops and until crusting of all lesions (usually 5 days).	Yes, if child has a fever and until fever naturally subsidies without medication. Child should be able to partake in all daycare activities prior to returning
Diarrheal Disease Also known as gastroenteritis	Abnormal loose or frequent stools. Nausea, vomiting, abdominal pain or cramps, mucous, blood or pus in stool. Other symptoms fever	Contact: Direct contact with stool of infected person or animal (contaminated hand to mouth). Indirect contact with contaminated food, water or other objects or surfaces contaminated with stool.	For duration of diarrhea.	Yes -48 hours symptom free However, where a disease of Public Health Significance is reported to the childcare. Contact Toronto Public Health for further direction
Gastroenteritis Outbreak Caused by commonly by viruses such as norovirus and rotavirus. Can be	Gastroenteritis Outbreak case definition: Two or more cases with signs and symptoms	Contact: Direct contact with stool of infected person or animal (contaminated hand to mouth).	For duration of diarrhea.	

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
caused by foodborne bacterial and viral organisms	compatible with infectious gastroenteritis in a specific room within 48 hours	Indirect contact with contaminated food, water or other objects or surfaces contaminated with stool.		Yes – until child or staff are 48 hours symptom free. Consult Toronto Public Health if an outbreak is suspected
Measles Also known as Rubeola, Red Measles (Morbillivirus) Caused by the Measles Virus	High fever, cough, aches and pains runny nose, red eyes for 3 to 7 days before rash starts. Rash begins on face as small red spots, which enlarge and clump together and spreads down body. Small white spots may appear inside of mouth	Airborne: Spread easily from person-to-person through the air (Highly contagious). Contact: Direct contact with respiratory secretions of an infected person.	4 days before onset of rash until 4 days after onset of rash.	Yes - Until 4 days after beginning of the rash and when the child is able to participate.
MPOX	Fever (1-5 days before rash), headache, muscle/back aches Swollen lymph nodes Chills, tiredness, cough or sore throat(sometimes) Runny nose, rash	Historically human infections have occurred from the exposure to infected animals Spread from skin-to-skin contact with lesions, blisters or rash Or Contact with fabrics and surfaces used by someone who has the virus		TPH will provide guidance on when the individual can return
Mumps (Rubulavirus) Also known as infectious parotitis Caused by the Mumps virus	Symptoms usually start 12-25 days after exposure, most commonly 16-18 days. Swollen and tender glands at the jaw line on one or both sides of the face. May include fever, muscle	Spreads from person to person during face-to-face contact and direct contact with saliva or respiratory droplets from the nose or throat of the infected persons Mumps is spread through coughing, sneezing, sharing drinks,	7 days before to 9 days after onset of swelling. Most infections between 2 days before the onset of swelling to 5	Yes - 5 days after onset of swelling or symptom onset if swelling is not present

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
	aches, loss of appetite headache, swollen testes and respiratory symptoms (especially for children aged five and under.)	kissing or any surface that has been contaminated with the virus	days after the onset of swelling	
Pertussis Also known as Whooping Cough Caused by Bordetella pertussis	Symptoms can start 6-20 days after exposure, usually 9-10 days Usually begins like a common cold with runny nose and cough. Cough becomes frequent and severe and may result in a high-pitch whoop sound. Loss of breath or vomiting after coughing bouts may occur. A gradual recovery period will follow, which may take weeks to months	Spreads from direct contact with respiratory secretions of infected person via droplets through coughing and sneezing.	Highly infectious in the early stages of runny nose and cough to 3 weeks after onset of whooping cough (paroxysms), if not treated. Or after 5 days of treatment.	Toronto Public Health will provide guidance on when the individual can return.
Rubella Also known as German Measles Caused by the Rubella Virus	Characterized by a **red rash** which starts on the face, low-grade fever, headache, malaise, runny nose, red eyes and swelling of the glands in the neck and behind the ears. Raised, red, pinpoint rash that starts on the face and spreads downwards Usually uncomplicated illness in children.	Spreads through direct or droplet contact with respiratory secretions of an infected person.	7 days before until at least 4 days after onset of rash.	Yes -7 days after onset of rash.

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Hepatitis A Caused by the Hepatitis A virus	Most infants and young children infected with hepatitis A have no symptoms or mild symptoms. Fever, fatigue, loss of appetite, nausea, vomiting, abdominal pain and jaundice (yellowing of the skin and eyes) dark urine	Direct contact with stool of infected person (contaminated hand to mouth) Indirect contact with contaminated food, water or other objects	2 weeks before until 2 weeks after onset of symptoms, or 1 week after the onset of jaundice	Yes-should not return to a child care facility or school until 1 week after the illness started.

Non-Reportable

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
Common Cold Caused by Rhinoviruses	Runny nose, sneezing, sore throat, cough, fever, headache, decrease of appetite and lack of energy. Most colds last for 7 to 10 days.	**Direct contact**—such as kissing, touching or holding hands—with an infected person. If you have a virus, you will have germs in your nose, mouth, eyes and on your hands. By touching other people, you can pass on the virus. **Indirect contact** means touching something—a toy, doorknob or a used tissue—that has been touched by an infected person and now has germs on it. Some germs, including those that cause colds and diarrhea, can stay on surfaces for many hours. **Through the air** when a person coughs or sneezes. Droplets from the cough or sneeze can	Highest during the first 2 to 3 days of symptoms and until 7 to 10 days after onset of symptoms.	minimum 24 hours if your child has a fever and symptom is improving No - If child feels well enough to participate without the use over the counter medication, which provides temporary symptom relief (i.e., Advil, Tylenol). Children with colds can still play outside

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		reach another person's nose or mouth.		Ear temperature of over 38 degrees Celsius is considered a fever.
Hand, Foot & Mouth Disease (nonpolio enteroviruses)	Fever, small, painful ulcers in the mouth, a skin rash that looks like red spots, often with small blisters on top, that appear on the hands (palms) and feet (soles), buttocks and sometimes other places on the body, Headache, sore throat, loss of appetite, lack of energy, vomiting and/or diarrhea Blisters are not itch and may persist for 7 to 10 days	Hand, foot and mouth disease is most contagious during the first week of illness. It spreads through contact with an infected person's saliva or stool. Germs can get on a person's hands or other objects and then spread into someone's mouth, causing infection. The virus can be found in a person's stool for up to 4 weeks after the start of the illness. Hand, foot and mouth disease is not spread by animals. Handwashing is the best way to prevent the spread of infection.	For duration of illness and up to several weeks after onset of illness.	Yes- Child must stay home if they have symptoms.
Impetigo Caused by: Streptococcus pyogenes or Staphylococcus aureus	Usually appears around the mouth, nose or on skin that isn't covered by clothes. The rash can start as a cluster of red bumps or blisters. Eventually the blisters may ooze or be covered with a honey-coloured crust.	**Direct contact**: Impetigo can spread when someone touches an impetigo rash. **Indirect contact**: The germs can get on bed sheets, towels or clothing that have been in contact with someone's skin. Then another person can pick	From onset of rash until 1 day after start of treatment.	Yes - Until 24 hours after treatment has been initiated. Lesions on exposed skin should be covered.

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
	Many germs live under this crust. Sometimes the infection can become serious. If this happens, your child may have fever, pain, swelling, and may feel weak.	up the germs from touching those objects.		
Fifth Disease Also known as "Slapped Cheek" erythema infectiosum Caused by Parvovirus B19	Usually appears as a very red rash on a child's cheeks, giving a "slapped cheek" look. Because of this, fifth disease is often referred to as "slapped cheek" disease. Low-grade fever (102°F [38.9°C]), headache, and mild cold-like symptoms (a stuffy or runny nose). Symptoms may also include an upset stomach (nausea and diarrhea). After 1 to 4 days, a red, lace-like rash appears, first on the torso and arms, and then spreads to the rest of the body. It can be quite itchy. The rash may last from 1 to 3 weeks. During that time, the	This virus spreads the same as most cold viruses: By touching the hands of someone who has the infection and then touching your mouth, nose or eyes. By touching an object (such as a toy or a bottle) that has been touched by someone who has the infection and then touching your mouth, nose or eyes. By coming in contact with the virus in the air, after an infected person has coughed or sneezed. The virus is most contagious a few days before the rash starts. Once the rash appears, it is less likely that your	During the week prior to the rash. Not infectious once rash appears	No - If child feels well enough to participate and there is no fever, nausea or diarrhea

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	rash may come and go. It can be worse with changes in temperature, exposure to sun, and exercise.	child can pass it to anyone else. If a pregnant woman becomes infected, there is a small risk that her unborn child will be infected.		
Conjunctivitis Also known as Pink Eye Caused by Bacteria nontypable Haemophilus influenzae and S. pneumoniae) Viral (adenoviruses)	**Purulent pinkeye**, with a pink or red eyeball, white or yellow discharge, sticky or red eyelids and eye discomfort, is usually caused by bacteria. It is treated with antibiotics (eye drops or ointment), which stop the illness from spreading to others. **Non-purulent pinkeye**, where the eyeball is pink or red but the discharge is clear or watery, has only mild or no discomfort. It is usually caused by a virus or other irritant (such as an allergy or exposure to a chemical like the chlorine in a pool). An antibiotic drop will not work for this type of pinkeye	**Direct contact**: when a child with pinkeye touches the discharge from their eye and then touches another child. **Indirect contact**: when an object that is contaminated with the virus, such as a tissue, is touched or touches another person's eyes. **Droplet**: when pinkeye is caused by a common cold, droplets from a sneeze or cough can also spread it.	Bacterial: Infectious until 24 hours of appropriate antibiotic treatment. Viral: Infectious if there is eye discharge.	Yes- viral pinkeye, they can return to child care once they have seen a doctor/pharmasist and have been provided a note of clearance Yes- bacterial pinkeye and is taking antibiotics, they should stay home from child care or school until they've had the antibiotics for 24 hours.

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
Ringworm Also known as Tinea Corporis (various types of fungi) Caused by various types of fungi	A rash that may have a ring shape with a raised edge. It can have scaly patches that are quite itchy and flaky. They can happen on the scalp, body, groin or feet. When the scalp is infected, there is often an area of baldness. Fungal infections on the feet are also known as "athlete's foot". They are usually very itchy and cause skin cracking between the toes.	The fungus sticks to the fingers or gets under fingernails when someone with ringworm touches or scratches the rash. Fungi grow in moist, warm areas, such as locker rooms and swimming pools, then spreads when a person touches someone else or through contact with infected items like combs, unwashed clothing or shower and pool surfaces. It's also possible to become infected from contact with animals, like cats and dogs	As long as rash is untreated or uncovered.	Yes- until after treatment has started.
Scarlet Fever Caused by Streptococcus pyogenes	Sore throat, fever, swollen tender neck glands with widespread bright red rash covering the entire body. Commonly seen on neck, chest, underarms, elbow, groin and inner thigh, tongue (strawberry tongue). Typically, rash does not involve face, but there may be flushed checks. Rash feels like sandpaper.	**Direct contact**: When someone comes into contact with an infected person's saliva (spit), nose or sore on the skin. **Indirect contact**: When germs in the nose and throat of an infected person spread through the air—as droplets from a cough or sneeze.	Until 24 hours after appropriate antibiotic treatment started. In untreated cases, 10 to 21 days.	Yes - Until 24 hours after antibiotic treatment has started and the child is able to participate in activities.

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
Strep Throat Caused by Streptococcus pyogenes	Sore throat, fever and swollen tender neck glands.	**Direct contact**: When someone comes into contact with an infected person's saliva (spit), nose or sore on the skin. **Indirect contact**: When germs in the nose and throat of an infected person spread through the air—as droplets from a cough or sneeze	Until 24 hours after appropriate antibiotic treatment started. In untreated cases, 10 to 21 days	Yes - Until 24 hours after antibiotic treatment has started and the child is able to participate in activities.
Molluscum Contagiosum Caused by Molluscum contagiosum virus (pox virus)	Tiny "pinpoints" appear on the skin 1 to 6 months after exposure to the virus. These turn into pinkish-white bumps that are smooth and shiny, have a dip in the middle and have a milky-white cheesy-like material inside. Bumps can appear anywhere on your child's body. Most children get 1 to 20 bumps, but some can have hundreds. They may become itchy, sore, red, and/or swollen	Not spread easily from person to person and outbreaks are rare. It can spread by direct (skin-to-skin) contact with bumps, or indirect contact (e.g., bedding contaminated with material from the bumps, sharing of towels). Scratching can spread the infection from one part of the body to another. Once the bumps are gone, the virus is gone and you cannot spread it to others.	As long as bumps are present and uncovered	Doctor's note required to confirm that it is molluscum, Once confirmed your child can continue to attend child care.
Non-Reportable Disease				
Disease	**Signs & Symptoms**	**Transmission**	**Infectious Period**	**Exclude?**
Head Lice Caused by as Pediculosis capitis (Pediculus humanus capitis	Itchy scalp, nits (whitish-grey egg shells) attached to hair shafts, scratching marks or lesions like a rash, live lice.	Contact: Direct contact head-to-head (live lice). Indirect contact by sharing hats, hair brushes, headphones, helmets, etc.	As long as live nits or live lice are present	Yes – Until appropriate treatment has been administered.

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
Pinworms Caused by Enterobius vermicularis Enterobius vermicularis is a nematode or roundworm	Pinworms are tiny, white, thread-like worms that live in the rectum. The worms crawl out of the anus (bum) at night and lay their eggs on nearby skin. Some children get very itchy around the anus and vagina, especially at night. If the infection is bad, your child can lose sleep and become cranky.	**Directly**: An infected person who scratches the itchy area can get pinworm eggs on the fingers or under the fingernails. If that person touches another person's mouth, they will spread pinworms. **Indirectly**: Eggs can get from an infected person onto objects, such as toys, toilet seats or baths, clothes or bedding. By sharing these objects, other people can pick up the eggs on their hands and then put them into their mouth. Eggs can live for up to 2 weeks outside the body, on clothing, bedding or other objects.	Until treatment is completed.	No - Re-infection from contaminated hands is common, therefore reinforce hand washing.
Scabies Caused: Sarcoptes scabiei, is a mite	A rash that has small, red, raised spots. Itchiness is usually worse at night. The rash typically appears between the fingers, in the groin area, between toes or around the wrists or elbows, but can be found anywhere on the body.	Spreads by close contact with someone's skin, such as when people share a bed. It often spreads within a household. Short contact, like shaking hands or a hug, usually will not spread scabies. It is occasionally spread from someone's clothes or personal items like bedding or clothing.	Until treated, usually after 1 or 2 courses of treatment, a week apart.	Yes - Exclude until 24 hours after the first course of treatment has been given.

Disease	Signs & Symptoms	Transmission	Infectious Period	Exclude?
	In babies and young children, the rash can appear on the head, face, neck, chest, abdomen, and back. It looks like white, curvy, thread-like lines, tiny red bumps or scratch marks.	The mites that cause scabies can live off skin for up to 3 days.		

Policy and Procedure Review

The **Management and Reporting of Communicable Disease Policy and Procedure** will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care's **Management and Reporting of Communicable Disease Policy and Procedure.** I understand it is my responsibility to read, understand, and comply with the **Management and Reporting of Communicable Disease Policy and Procedure.**

I understand that if I have questions, at any time, regarding the **Management and Reporting of Communicable Disease Policy and Procedure,** I will consult with my immediate supervisor.

Please read the **Management and Reporting of Communicable Disease Policy and Procedure** carefully to ensure that you understand the policy before signing this document

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