

CIRCULAR

Date: May 28, 2021

CIRCULAR NUMBER: 2021-19 - COVID-19

Replaces: Circular 2020-22 Incident Reporting and Notification of changes to programs or services and Appendix A: Coronavirus (COVID-19) Early Learning and Child Care Practice Guidance (September 2020)

To: Early Learning and Child Care Centres and Home-based Child Care Providers

Subject: COVID-19 Incident Reporting – Revised Procedure and Form

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date Immediately

Timely reporting of COVID-19 cases by licensed early learning and child care facilities has provided crucial information throughout the pandemic, allowing us to monitor trends. For information on the legislation that authorizes the Early Learning and Child Care (ELCC) Program to collect health information, see Attachment 1.

The ELCC Program has revised the notification guidelines and has changed the incident reporting form for positive COVID-19 cases (see Attachment 2). The attached document replaces the attachment to Circular 2020-22 and Appendix A in *COVID-19 Incident Reporting Form in Coronavirus (COVID-19) Early Learning and Child Care Practice Guidance* (September 2020).

Please use the attached form to notify the ELCC Program only after public health officials have been in contact with your facility regarding a confirmed positive COVID-19 case. The case may involve staff, children in your care, or family members of staff/children in your care, and for home-based providers, other residents of the household.

A *COVID-19 Incident Reporting* form only needs to be submitted once public health has confirmed a case in your facility, directed individuals identified as close contacts to self-isolate, directed the closure of a cohort, and/or ordered the temporary closure of your facility. **Please note: If your facility closes prior to receiving direction to do so from public health, notify your Child Care Coordinator by phone or email as quickly as possible.**

Email the completed form to cdcinfo@gov.mb.ca with the subject line: **COVID-19 Incident Reporting: Facility Name and Facility Number.**

Definitions

- **Communicable Period**

The communicable period for COVID-19 begins:

- 48 hours before onset of any symptom (cough, runny nose, sore throat, headache, diarrhea, fever, aches, loss of smell, etc.)

OR

- 48 hours before date and time of COVID-19 test, if no symptoms

- **Close Contact**

- A close contact is any individual who has been in close physical proximity (less than two metres or six feet) to a confirmed COVID-19 case for more than a cumulative period of 10 minutes over the course of a day.
- Individuals who provided care for the confirmed COVID-19 case or had direct contact with the confirmed case's infectious body fluids without the use of personal protective equipment (PPE).*
- All household members are considered close contacts.
- An individual who had close face-to-face interactions (for example, hugging, sharing of food or personal items, etc.) with a confirmed COVID-19 case, even if the interactions were less than a cumulative period of ten minutes without the use of required PPE.*

* This includes people wearing a non-medical mask.

If there is a confirmed positive COVID-19 case connected to your facility:

- Public health officials will provide additional guidance, including ensuring that appropriate supports are in place to coordinate the response.
- Public health actions and directions are based on the specific circumstances and may include, but are not limited to:
 - case investigation, which involves interviewing the affected individual to determine where they may have been exposed or acquired the virus, when they were potentially infectious to others and identifying potential close contacts;
 - contact tracing, which involves identifying close contacts of a positive case and contacting those individuals;
 - requesting records that identify cohorts/groups of staff/adults and children in the child care setting for a specified time frame;
 - testing of staff/adults and children who may have been exposed to a positive case;
 - requiring enhanced environmental cleaning; and
 - assessing the need for facility closure (Please note that facility closure is not required unless directed by public health).

- Individuals and children’s families will only be contacted by public health officials for contact tracing purposes if public health concludes that there was a risk of exposure to children and/or staff/adults in the facility.
- Public health officials will advise whether you need to share information about the COVID-19 case with staff/adults and/or children’s families. If you are uncertain, please clarify with public health directly as to whether the information should be provided to staff/adults and/or children’s families.

It is critical to keep up-to-date contact information for families and staff as well as accurate attendance records for children and staff to facilitate contact tracing. Child care facilities are expected to work with public health officials to ensure a prompt response to confirmed positive cases who may have been exposed to COVID-19 in your facility or may have been present in your facility during the communicable period.

For the latest provincial public health information on COVID-19, please regularly visit the Manitoba government’s website at: www.manitoba.ca/covid19.

We appreciate the sector’s continued adherence to the fundamentals and personal protective equipment requirements, which has kept the number of positive cases related to licensed ELCC facilities extremely low.

Thank you for your continued cooperation in keeping staff/adults, children and families in your facility healthy and safe.

Early Learning and Child Care Program

Attachment 1: Legislative Authority for the ELCC Program to Collect Health Information

Attachment 2: COVID-19 Incident Reporting Form - Revised May 2021