

PROGRAM POLICIES  MEDICAL AND HEALTH REQUIREMENTS	DAILY ACTIVE SCREEN/ HEALTH CHECK COVID-19	SUBJECT	COVID-19
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## POLICY

All individuals including children attending child care, staff, parents/guardians and visitors must be actively screened each day and the information documented and kept on premises. Parents/guardians are to be informed of this process at registration.

## PROCEDURES

Prior to active health screening at your location, staff must complete training on how to properly wear PPE and complete the screening process.

Before screening set up is required, please complete the following:

- Provide parents/guardians/staff/visitors with the electronic daily screen and process for completion and submission (if electronic screening is in place).
- Ensure the Active Screening Poster is visible on the exterior door, as well as the sign indicating only one parent/caregiver and the child(ren) being dropped off may enter the active screening area at a time.
- Signage and marking on the ground to direct families can be utilized.
- Parents should not go past the screening area, if possible.
- Identify/set up the location and staffing of the screening table (if screening and temperature checks takes place in person):
  - Please place the screening table at foyer entrance, visually blocking entrance into the centre.
  - Ensure hand sanitizer of at least 70% alcohol content is visible to clients/staff in front of or at the screening table. Dispensers should not be in locations that can be accessed by young children.
  - Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened.

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- Staff to use appropriate PPE for when social distancing of at least 2 metres or a physical barrier is in place – surgical mask, face shield and gloves
- If social distancing cannot be maintained, staff are to use appropriate PPE – Surgical masks, gloves, gowns, face shields/goggles
- Refer to the [Public Health Ontario information sheet](#) for how to properly wear and take off PPE

### Electronic Screening Procedure

**Every parent/caregiver, child, staff and essential visitor must be actively screened prior to arrival at the centre.**

- Parents/guardians/staff/essential visitors are to be provided with the electronic daily screening form and instructions on how to complete and submit daily to the centre
- Centre will review each completed electronic screen and file forms on premises
- Staff will verbally confirm with each parent/guardian/visitor at drop off that the screen has been completed and that all questions were responded to with “No”
- Any screen that has a “YES” to any of the questions or parent/guardian/staff/visitor has not or refuses to complete all questions in the electronic screen will result in the child/staff/essential visitor being asked to not attend the program.
- In incidents of ill health, the parent/guardian/staff/essential visitors will be directed to review the COVID self-assessment tool on the Ministry of Health website or the Durham Public Health website to determine if further care is required.

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### In Person Screening Procedure

Every staff, parent/caregiver, child and any essential visitor must be actively screened in the foyer of the centre. Staff must follow the screening checklist for each person and record the outcomes.

- Greet everyone in screening area of the early learning and child care centre with a friendly, calm manner.
  - If more than ONE parent/caregiver tries to enter the screening area with the child(ren), ask that one parent wait in the car or outside as we are reducing the number of people who are entering the screening area.
  - Once screening is complete staff will take child into the facility. Parent/caregivers should not go past the screening area as much as possible. Supervisor can deem if there is a need for the parent/caregiver to enter.
- Request that both parent/caregiver and child(ren) use hand sanitizer.
  - “Good morning/afternoon/evening. As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for everyone. The screening is to support the safety and well-being of staff, children and families and will include recording your answers to a number of questions and then ask that you take your own temperature.”
  - “At this time, I am going to ask you our COVID-19 active screening checklist questions for the staff/parent/caregiver and all children entering the facility.
- Staff must refuse to allow anyone who answers YES or refuses to answer any of the COVID-19 screening questions. This also includes not accepting any child

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whose parent/caregiver has answered YES or refuses to answer to any of the COVID-19 screening questions.

- If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the building.
- Staff will also do a visual check of anyone entering the facility. Where a child or adult is obviously ill, vomiting, diarrhea, fever, runny nose, sore throat, staff must refuse entry into the facility to promote health and wellness at the centre.
  - “Thank you for your patience. Unfortunately based on these answers/signs of illness, I’m not able to let you enter the child care centre. Please review the COVID self-assessment tool on the Ministry of Health website or the Durham Public Health website to determine if further care is required”.
- The staff will ask parent to take their own temperature and that of their child and show staff the results in between each temperature taking. Staff are to record the results on the tracking sheet.
  - A bin will be on the table with the thermometer in it – Parent/caregiver will be directed to take the thermometer from the bin, perform temperature readings and place it back in the bin after use.
  - Staff will disinfect the thermometer and bin by using disinfectant spray or wipe.
  - Staff must follow directions for contact time of disinfectant.
  - Staff will wipe down thermometer after contact time for use by next family.
  - Thermometer will be place back in the bin.
  - Record temperature in comment section of child care surveillance form. A temperature is considered 37.8 C or 100 F or higher
- The parent/caregiver, child(ren) and essential visitors pass by answering NO to all the questions, having no temperature and being visibly in good health

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- The first staff in the facility will complete the active screening procedure and document the answers and their temperature.
- The first staff will then actively screen the second staff entering the building.
- Staff will take their own temperatures and show active screener temperature.
- Thermometer to be disinfected between each staff use using same method above.
- The supervisor or designate will assign the active screening schedule for each day.
- Staff who are experiencing any of the symptoms or who answers YES to any of the questions on the active screening sheets are expected to stay at home and report their absence to their supervisor. Staff will follow direction from Public Health Department or medical clearance to return to work as per human resources policies.
- The screening poster and Surveillance form will be updated as advised by the Medical Officer of Health.
- Documentation of the information received during active screen must be recorded on the active surveillance form.
- Essential Visitor logs with sign in and out times will be completed – recording name, company contact information, time of arrival/departure.
- A reminder note for all staff to review the active screen sheet will be entered in the Daily Communication Log.
- The Supervisor or designate is responsible for ensuring that this information is managed and recorded as required.

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