

	PROGRAM POLICIES	<b>DAILY ACTIVE SCREEN/ HEALTH CHECK COVID-19</b>	SUBJECT	COVID-19
	MEDICAL AND HEALTH REQUIREMENTS		DATE	November 2020
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**POLICY**

All individuals entering child care must be screened daily. Whenever possible, individuals should self-screen each day before arrival to the centre. This includes staff, children and essential visitors. Parents/guardians are to be informed of this process at registration. Where an individual has not completed a self-screen prior to arrival at the centre, active screening must be completed in person.

**TERMINOLOGY**

Essential visitor: An individual representing special needs resourcing agencies, the Ministry of Education, the Children’s Services Division, the Durham Region Health Department, essential maintenance workers, catering personnel, students completing post-secondary educational placements, and public officials (e.g., fire marshal). Hereafter may be referred to as “visitor.”

**PROCEDURES**

**Self-screening Procedure**

- Provide parents/guardians/staff/visitors with the electronic daily screen and process for completion and submission (if electronic screening is in place).
- Every child, staff and essential visitor must complete a self-screen prior to arrival at the centre. All individuals should be encouraged to self-screen prior to arrival.
- Greet everyone in the screening area of the 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.

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**Disclaimer:** This document is a sample template that has been prepared to assist operators in understanding the minimum requirement for Health and Safety policies and practices related to offering child care services in the Region of Durham. The information in this sample template has been reviewed by the Health Department, as the Medical Officer of Health. It is the responsibility of the operator to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations or the Local Medical Officer of Health’s authority to enforce Health related regulations. Health Department staff will continue to enforce legislation, regulations and Health department requirements based on the facts as they may find them at the time of any inspection or investigation. It is the responsibility of the operator to ensure compliance with all applicable legislation and guidance documents. If the operator requires assistance with respect to the interpretation of the legislation, guidance documents and their application, the operator may wish to consult legal counsel.

- Request that the parent/guardian/visitor and child(ren) use 60 to 90% alcohol-based hand rub.
- Staff will also do a visual check on anyone entering the facility. Where a child or adult is obviously ill (e.g. vomiting, diarrhea, fever) staff must refuse entry into the centre.
- Confirm with each parent/guardian/visitor that the electronic screening has been completed and passed for each person entering the centre.
- Children/staff/visitors who do not pass the screening should follow guidance provided in the *COVID-19 Screening Tool for Children, Staff, and Essential Visitors in Durham Region Licensed Child Care* according to the symptom(s) or situation to determine if further care is required. Parents should also follow this guidance to determine when their child may return to care.
- If the electronic screening has not been completed, follow the procedure for in-person active screening.

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

- 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 to ensure physical distancing is achieved (i.e., 2 metres or 6 feet apart).
- 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):
  - Place the screening table at foyer entrance, visually blocking entrance into the centre.
  - Ensure hand rub of at least 60 to 90% alcohol content is visible to clients/staff in front of or at the screening table along with [signage](#) demonstrating appropriate use. 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.
  - If a barrier for screening is not available, staff are to use appropriate PPE (medical mask, face shield or goggles).
  - Refer to the Public Health Ontario [website](#) for how to properly wear and take off PPE.

### **In-person active screening procedure**

In-person active screening is required if self-screening has not been conducted prior to arriving at the Centre. Staff must ask the required screening questions for each person entering the Centre.

- Advise parent/guardian/visitor that screening for potential risks of COVID-19 must be conducted prior to anyone entering the centre to support the safety and well-being of staff, children and families.

- In-person active screening can be done either electronically or by using a copy of the COVID-19 Screening Tool for Children, Staff and Essential Visitors in Durham Region Licensed Child Care; a tool developed to align with the Durham Region Health Department requirements for COVID-19 and child care.
- Staff must refuse to allow entry to anyone who answers **yes** or refuses to answer any of the COVID-19 screening questions.
- Anyone who is being screened must be asked to take their own temperature or that of their child.
  - 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 reading on their child(ren) 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 placed back in the bin.
- Child(ren) and essential visitors pass by answering **no** to all the questions, having no temperature and being visibly in good health.
- Staff should complete self-screening prior to arriving at the centre. If electronic screening is not used for staff, in-person screening must be completed prior to entering the Centre. The first staff member will complete the active screening procedure and the actively screen the second staff entering the building.
- Staff will take their own temperatures and show active screener the result.
- The thermometer is 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 answer **yes** to any of the screening questions are expected to stay at home and report their absence to their supervisor. Staff should follow the guidance provided by the Durham Region Health Department in *COVID-19 Screening Tool for Children, Staff, and Essential Visitors in Durham Region Licensed Child Care* according to the symptom(s) or situation to determine if further care is required. Staff should also consult with their supervisor prior to returning to work to determine if medical clearance is required.

## Documentation

- The screening poster will be updated as advised by the Medical Officer of Health.
- Essential visitor logs with sign in and out times must be completed – recording name, company contact information, time of arrival and time of departure.
- Staff attendance must be documented with approximate arrival and departure time to help facilitate contact tracing.
- Centres are responsible for ensuring information is managed and recorded where necessary.