



Health Screening Policy and Procedure-COVID-19

Created: June 9, 2020,

Revised July 17, 2020, July 23, 2020, August 31, 2020, September 29, 2020, October 19, 2020, December 18, 2020

Reference: Toronto Public Health Covid-19 Guidance for Child Care Settings, December 4, 2020 October 8, 2020, August 28 2020, Ministry of Education Operational Guidance During Covid-19 Outbreak Version 4, November 2020, Version 3, August, 2020, Reopening Childcare Risk Assessment, Toronto Public Health Pandemic Plan –March 2020 A Planning Guide for Day Nurseries March 23, 2020

Approved by Board of Directors: July 22, 2020

Policy

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and the Ministry of Education the centre will undertake a Health Screening and Assessment of all children, staff and essential visitors to Orde Day Care prior to entry into the centre.

Staff will be trained on how to utilize the screening tool. **Everyone must be screened prior to entering the childcare centre.** Precautions will include the daily health screening of all children, staff, and essential visitors. Staff must follow the screening checklist for each person and record the outcome (pass or fail) on the health screening form on a new sheet each day or **review the online submission for the screening results. Temperatures of those who perform the online screening will be noted on a separate sheet for record keeping purposes by the screener each morning.**

Purpose

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health and well being of the children in our care. The safety and wellness of our staff is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health directives evolves.

Health Screening is an obligatory requirement of all employees and children prior to entering the child care centre. Health screenings are conducted to manage the risk to our children, families and staff and to mitigate these hazards wherever possible.

All completed screening forms for children and staff must be kept in a binder/online folder/box and secured by the Supervisor for future reference should there be a confirmed case of Covid-19. The completed screening forms/online folder/box must be kept on premise **for 30 days after the date the record is made.**

All new families will be informed of this policy and procedure prior to enrolling.

Parent/Child Online and In person Screening Tool



It is recommended that parents check their child/children's temperature before coming to the childcare centre each morning. An online screening assessment is sent to the parents' email address each morning to complete prior to coming into the centre. Families with multiple children are required to check each child before arriving and put all children's names in the screening survey. Families whose children attend both Satellite and Orde must complete one form for each location the child attends, as the information is specific to the location.

New January 4, 2021

The daily health screening will move to in person until further notice, as the preferred method of screening from the Ministry of Education.

- For Reference, normal temperatures are:
 - Mouth: 35.5-37.5 C (95.9-99.5 F)
 - Underarm: 36.5-37.5 C (97.7-99.5 F)
 - **Non contact Infrared Thermometer (under 37.3 is normal) (99.14 F)**
 - Ear (not recommended in infants): 35.8-38.0 C (96.4-100.4 F)
 -

When assessing symptoms, the focus should be on evaluating if these symptoms are new, worsening or different from the baseline health of the child/staff

Symptoms associated with chronic health conditions are related to other known causes/conditions should not be considered unless new, different or worsening.

After developing symptoms, in general children should no longer have a fever and their symptoms improving in order to return to the childcare. Mild symptoms known to persist in young children (e.g. runny nose, or mild cough that may persist following infections) may be ongoing at time of return to childcare if other symptoms have resolved

Children will be screened for the following symptoms

- a. Fever
- b. cough
- c. shortness of breath or difficulty breathing
- d. decrease or loss of smell or taste
- a. sore throat or painful swallowing
- b. stuffy nose, runny nose
- c. headache
- d. nausea, vomiting and/or diarrhea
- e. feeling unwell, fatigue, lethargy, muscle aches or malaise

3. Is there a child or sibling in your household who has one or more of the above symptoms?

4. Has the child travelled outside of Canada in the last 14 days?

5. Has the child been identified as a close contact of someone who is confirmed as having COVID-19 by your local public health unit (or from the COVID-19 alert app if they have their own phone)?



5. Has the child been told to stay home and self isolate?

6. Has your child been given fever reducing medication in the last five hours?

If a parent answers yes to any of the symptoms

- a. should stay home and isolate immediately
- b. follow public health advice

Child can return to daycare once a negative COVID-19 test result has been received or the isolation period of 14 days has been met

Parents are required to complete an attestation form prior to their child returning from childcare.

Child Screening Procedure

- Health screening staff must always wear appropriate PPE: Gloves, Masks, and Eye protection, goggles, safety glasses or medical shield
- Screeners should take appropriate precautions when screening, including maintaining physical distancing of at least 6ft/ 2 metres from others
- Health screening questions are for the parent/guardian to answer on their child's behalf.
- All children will be screened prior to child/ren entering the childcare centre with questions related to COVID-19 Symptoms and/or possible exposure to a confirmed case every day.
- Parents/guardians are not permitted past the health screening designated area. Only one parent /guardian is permitted into the screening area
- We ask that young children at the Satellite site be brought in a stroller, to allow ease of transition for the child into the program (Valeria Savtchouk TPH (416) (338-8417)
- Only when necessary for the health and safety of the child and staff will the parent accompany the child to the door of the classroom or be allowed in the hallway
- Parents must avoid contact with anyone in the hallway and keep a distance of 2 meters/6 feet from others
- A staff escort will bring the child to the classroom at the beginning of the day and bring them outside to the parent at the end of the day
- Parents should arrive at least 15 minutes prior to the center closing for the day to ensure there is enough time to pick up your child from their classroom before the centre closes.
- When possible, we request only one parent drop off child/ren to assist with quicker screening wait times and to avoid increased exposure
- Families will be required to physically distance themselves from other families when waiting
- Markers have been placed in each playground and indoor waiting area, parents and children must respect these distance markers
- Children over the age of 2 years (unless not recommended by the manufacturer) will be required to use hand sanitizer upon entry to the centre



- Children under the age of 2 years will be required to wash their hands immediately at the first available sink upon entry with the assistance of a staff member.
- Screening staff will take the temperature of each child. If the child has a temperature or any symptoms listed on the screening form or refuses to answer the screening questions, the child will not be permitted to stay at the childcare centre.
 - Ensure that door handles, and any other surfaces the **affected** individual has touched are disinfected immediately.
- Personal protective equipment must be worn while disinfecting with hand hygiene performed before and after glove use.
- If a child develops symptoms after being accepted into care, they will be isolated under the supervision of a Supervisor. The child's parent or emergency contact person will be contacted for immediate pick-up.
- Parents are requested to ensure that they are able to pick up their child **within an hour** should they begin to show signs or symptoms of the illness.
- If parents are unable, we will require you to send an alternate person and provide us with their name. Staff will ask for identification upon arrival from the individual if they are unknown to the staff member.

Before and After School Programs:

- Children that are received into care are only required to be screened once daily (i.e. screened in the morning) Children are not required to be screened again when they return in the afternoon.
- Parents whose children only attend the pm program can submit the screening form online or in the morning prior to the child attending daycare in the afternoon

Staff Screening Procedure:

For staff, an individual health assessment from the daycare is sent to your email each morning and should be completed at home whenever possible. Perform a screen on yourself prior to going to work. **If you answer yes to any of the questions, do not come to work and contact the Supervisor immediately by phone or text.**

- Health screening staff must always wear appropriate PPE: Gloves, Masks, Eye protection Refer to Protective Personal Equipment Policy and Procedure COVID-19 for further information on required PPE.
- Screeners should take appropriate precautions when screening, including maintaining physical distancing of at least 6 feet / 2 metres from others.
- Staff will be screened upon entering the childcare centre with questions related to the to COVID-19 Symptoms and/or possible exposure to a confirmed case every **day if they have not completed the online screening.**
- Screeners will screen/take temperature of all staff prior to entering the building. Staff are expected to wait outside or inside the building on the designated markers to maintain physical distance
- Staff are not allowed entry into their classroom or anywhere else in the centre until they have passed the screening/temperature taking and have been cleared to enter the building



- Staff will sanitize their hands upon entry to the classroom and every time they return
- If the staff member has a temperature or any symptoms listed, they will not be allowed to enter the building for any reason and will be required to go home.
- Staff will be provided resources and directed to contact Toronto Public Health or Telehealth Ontario at 1-866-797-0000 (24-7), or their own health care provider to determine if further care is required.
- Program Supervisor and/or Executive Director will be notified and will follow up later in the day with the staff member sent home
- Staff should continue to self-monitor themselves and monitor the children in care throughout their shift. Any symptoms must immediately be reported to the Supervisor and or Executive Director
- Program staff must actively screen for symptoms and take the temperature of the children in their care before lunch each day **or upon arrival to the pm program for the b and a program** and note the temperature on the room attendance board and the time the temperature was taken.
- If a fever is present repeat the temperature check to ensure that the reading is correct **with the ear thermometer**
- If a child develops symptoms this must be recorded in the child's record of illness sheet
- Any pre-existing conditions that present similar symptoms as COVID-19, such as asthma or seasonal allergies, must be pre-disclosed prior to returning to work
- **The online screening tool will be reviewed by the morning/afternoon screener to ensure completion of the screening**
- **Any child who has not completed the screening tool and we are unaware of the reasons for the absence will be contacted to verify the reason for the absence**
- **All staff who are absent will be asked if they are away due to COVID-19 related symptoms**

Monitoring Essential Visitors for Symptoms

- Non- essential visitors will not be allowed in the centre. Ministry of Education staff or other public officials will be allowed to enter and inspect the centre at any reasonable time, and must be screened before entry
- Before entering the childcare centre, essential visitors will be screened upon entering the centre to confirm that they have no symptoms consistent with COVID-19 and are not required to self isolate.
- All visitors must sanitize their hands prior to entry
- Visitors with any symptoms will not be allowed entry in the building.
- No tours of the centre will be conducted at this time

Health Screening Training

- All staff must complete the health screening training prior to reopening or employment with the centre
- The Supervisor will physically demonstrate the procedure for all staff



- Staff will be required to model this demonstration
- All staff will review the online training video of the screening procedure prior to working with children

Health Screening Area

- The screening area will be set up prior to opening of the centre and available on a go forward basis for the duration of the pandemic.
- The screening area will be set up at entrance of the school at both locations
- A posting on the outside and inside of door will indicate that this is a screening entrance with a brief description of the screening process
- A poster of the screening tool will be posted on all entrance doors
- The screening area will be open for screening till 10:00 a.m. and after 3:00 p.m.
- Parents/Staff are required to ring the buzzer for entry or call the daycare line (Orde Site 416 598 3412; Satellite 416 591 0040) to inform us that you are outside if you **come outside** of these hours.
- The screening area should be conducted outside whenever possible, but in inclement weather it can be done just inside the doorway at Orde or in the foyer at the Satellite site
- Ensure visual guides are visible to assist with physical distancing in the event that a lineup forms while parents and their children and staff are waiting to be screened prior to entering the building.
- Only one parent and child or one staff will be allowed into the screening area at one time
- Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened.
- The screening area must be disinfected during and after each session
- Any furniture that is used at the entrance must be removed when not in use to comply with fire codes

The screening area will include the following:

- Table or some form of physical barrier between the screener and the staff/parent and child
- Hand sanitizer with a 70-90% alcohol concentration
- Screening forms
- Infrared Distance Thermometer
- PPE
- Face shield/**safety glasses/goggles** for the runner and screener
- **Attestation forms to return to daycare**
- Posting on entrance doors that indicate all individuals must be screened prior to entry
- Physical distancing markers for indoor and outdoors

Refer to Protective Personal Equipment Policy and Procedures for further information on required PPE.

Questions for Staff and Families

- Greet everyone with a friendly, calm manner.



- Request that only ONE parent/guardian enters the screening area with the child, and request that they both use hand sanitizer. Children over the age of 2 years (unless not recommended by the manufacturer) will be required to use hand sanitizer upon entry to the centre
- Greet the parent/staff/essential visitor with “good morning we are conducting active screening for potential risks of COVID-19 for everyone that enters the centre. The screening will ensure the safety and well-being of staff, children, and families”
- Ask the questions on the most recent Health Screening Checklist or confirm that the family has completed the online screening form.
- Parents and staff receive a confirmation email once they complete the online screening for themselves or child
- Record the parent/staff response to this information on the child/staff individual health screening checklist for the day
- If the child was absent due to COVID-19 related symptoms please ask parent to complete the Attestation form for Childcare
- Staff must complete hand hygiene and have appropriate PPE on (refer to screening procedure above).
- “We are required to take your child’s temperature. The thermometer has been disinfected, and gloves will be worn”.
- Take temperature, record, remove gloves, and complete hand hygiene (hand washing or hand sanitizing). Disinfect the thermometer and wait the appropriate contact time for the disinfectant.

How to Respond

- If the individual (parent, staff, essential visitor) answers no to all health-related questions, and the child does not have a fever (37.4 °C and above), they have passed the screening and can enter the building.
- “Thank you for your patience. Your child/staff/visitor is cleared to enter the childcare centre”
- If the individual answers **YES** to any of the health screening questions, refuses to answer, and/or has a fever of (37.4 °C and above), they have failed the screening and cannot enter the centre.
- “Thank you for your patience. Unfortunately based on these answers, I’m not able to let you enter the centre. Please review the self-assessment tool on the Ministry of Health website or the Toronto Public Health Website to determine if further care is required”.
- If response is for a staff member, advise that the Supervisor and Executive Director will be notified and will follow up later in the day.
- Ensure that door handles, and any other surfaces the individual touched are disinfected immediately. Personal protective equipment, a mask and gloves, must be worn for this, with hand hygiene performed before and after putting gloves and mask on and taking them off

Policy and Procedure Review:



This 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 **Health Screening Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Health Screening Policy and Procedures**. I understand that if I have questions, at any time, regarding the policy and procedure, I will consult with my immediate supervisor.

Please read the **Health Screening 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: |

Child Screening Form – revised October 1, 2020 Ministry of Health

| | | |
|----------------|-------|-------|
| Name of child: | Room: | Date: |
|----------------|-------|-------|

All questions below answered with a YES will deny admittance to the daycare.



| | | | |
|----|---|-----|----|
| 1. | <p>Does the child have any one of the following new or worsening symptoms?</p> <ol style="list-style-type: none"> 1. Fever/feverish/chills (temp greater than 37.8 or greater with ear, oral thermometer 37.4 C with infrared thermometer) 2. Cough, or worsening chronic cough, including croup (more than usual if chronic) 3. Shortness of breath (dyspnea, out of breath, unable to breathe deeply, wheeze, worse than usual if chronically out of breath) 4. Decrease or loss of sense of taste or smell (new olfactory or taste disorder) 5. Sore throat (painful swallowing or difficulty swallowing) 6. Stuffy and or runny nose/nasal congestion without other known cause? 7. Headache that is new and persistent, unusual, unexplained, or long lasting? 8. Nausea/vomiting and/ or diarrhea not related to other known causes or conditions. 9. Fatigue/malaise/muscle aches/lethargy (general feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants) not related to know causes or conditions. | YES | NO |
| 2. | Has the child travelled outside of Canada, within the last 14 days? | YES | NO |
| 3. | Has your child been identified as a close contact of someone who is confirmed as having COVID-19 by your local public health unit (or from the COVID-19 app if they have their own phone)? | YES | NO |
| 4. | Has your child been directed by a health care provider including a public health official to self isolate? | | |
| 4. | Has the child been given fever reducing medication in the last 5 hours? | YES | NO |
| 5. | <p>We require you to pick up your child if they are ill within 1 hour of calling. Is this a problem? If so, please provide the name of the person we may call if you cannot make this time line: If no person is available child will not be allowed into the daycare.</p> | YES | NO |

Temperature readings will be taken and recorded on this form by our staff prior to a child's entry into our program and throughout the day.

| | | |
|--|----------------|-------|
| Child's Temperature Reading (Note: Fever is 37.4 C and above using infrared) | Staff Initials | Date: |
|--|----------------|-------|

Staff/Visitor Health Screening Form – revised Oct 19, 2020

| | | |
|---|-------------------|---------------------|
| Name of Staff: | Shift: | Room: |
| Name of Visitor: Cell: Organization/Reason for Visit: | Time in/Time out: | Rooms/Area visited: |

Any of the questions below that are answered with a yes will deny admittance into the daycare.



CIRCLE ONE

| | | | |
|----|--|-----|----|
| 1. | Does you have any of the following new or worsening symptoms or signs: 1. Fever or chills 2. Cough 3. Sore throat trouble swallowing 4. Runny nose/stuffy nose or nasal congestion 5. Decrease or loss of sense of taste or smell, 6. Nausea/vomiting, diarrhea, abdominal pain, 7. Not feeling well, extreme tiredness, sore muscles | YES | NO |
| 2. | Have you travelled outside of Canada within the last 14 days? | YES | NO |
| 3. | Have you tested positive for COVID-19 or had close contact with a confirmed case of COVID-19? | YES | NO |
| 4. | Have you taken a fever reducing medication in the last 5 hours? | YES | NO |

Temperature readings will be taken and recorded on this form by our staff prior to a child's entry into our program and throughout the day.

| | |
|---|----------------|
| Staff's Temperature Reading (Note: Fever is 37.4°C & above using infrared thermometer) Entry: _____ Mid day: _____ | Staff Initials |
| Visitor's Temperature Reading: _____ | Staff Initials |
| Date Completed (yyyy-mm-dd) | |

Please be advised that all staff, visitors and children must be screened before they come into the daycare premise.

Instructions:

The staff who reviews the screening in the am and pm must ensure that all children who are enrolled at Orde Day Care have either :

- a. done the online screening



- b. completed the in person screening
- c. been called to complete the online screening over the phone- a form must be completed over the phone with the parent
- d. inform us as to why their child/ren are absent

Please ensure that if there are two or more children in the family the online screening has both children's names indicated on the form. If there is only one name, then the parent must be called to complete the second screening over the phone using a paper copy, or ask the parent the screening questions and add the other child's name to the online form and put your initials beside their online answers to confirm who contacted the parent and made the changes to the form.

If a parent puts their name instead of the child's on the online screening please call the parent to confirm that the online screening that was completed was with the child's health in mind. Then change the online screening form with the child's name and your initials to confirm that the parent was spoken to. If ever unsure please complete the paper screening form over the phone with the parent.

If you do not connect with the parent when you call because they have not completed the screening or left a message as to why the child is absent please let the staff in the child's room know, so that they will have the child come down to the office until we can reach the parent (FDK and SCHOOL AGE only)

Please verbally inform the staff who will receive this child or send them a quick text or email to inform them that you were unable to reach the parent. **Please also inform a supervisor if screening for a child has not been completed or the child is absent.**

Children are not to be allowed into the daycare unless we have either a paper or online version of the screening form.

Please ensure that you are using the most recent version of the paper screening form for the child and the staff which was distributed and updated in October.

Please note that if a child has one of the listed symptoms then they are to be excluded from child care for a minimum of 24 hours.

If they have two or more symptoms than they are to self isolate, get tested or contact their child's health care provider.

All children who are absent with one of the listed symptoms must complete an attestation before they return. I have also included a copy of with this email. Please inform the supervisor any time a child is away from your program so we can follow up.

When completing the screening for the staff/visitor the forms must be completed in it's entirety. The staff's shift or visitor time in and out, along with which room they are working as well or the area they visited must be completed.

