Daily Healthy Check Screening

Policy Statement
Preschool Canada is committed to providing a safe and healthy environment for children, families, and employees. Preschool Canada will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

Purpose
To ensure that all employees are aware of, and adhere to, the directive established by Public Health at Wellington-Dufferin-Guelph Region, regarding the use of the Screening Procedure in all Preschool Canada locations Wellington-Dufferin-Guelph Region.

Policy
All individuals, including children attending childcare, staff, parents/guardians, volunteers, students, 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/mail.

Procedures
Prior to active health screening at Preschool Canada, staff must complete training on how to properly wear PPE (medical masks and face shield) and complete the screening process. When assessing symptoms, the focus should be on evaluating if they are new, worsening, or different from an individual's baseline health status (check off "Yes"). Symptoms associated with known chronic health conditions or related to other known causes/conditions should **not** be considered unless new, different, or worsening (check off "No"). If an individual does not pass the screening tool (i.e., screen positive), they should not attend childcare/work, and appropriate recommendations will be provided by public health.

Please refer to the Ministry of Health's COVID-19 Screening Tool for the most recent screening questions.

Symptoms of COVID – 19

- Fever and/or chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, or making a whistling noise when breathing
- Shortness of breath (Dyspnea, out of breath, unable to breathe deeply, wheezing, that is worse than usual if chronically short of breath)

- Decrease or loss of smell or taste (New olfactory or taste disorder)
- Sore throat (Painful swallowing or difficulty swallowing)
- Stuffy nose and/or runny nose (Nasal congestion and/or rhinorrhea)
- Headache (New or persistent, unusual, unexplained, or long-lasting)
- Nausea, vomiting, and/or diarrhea
- Fatigue, lethargy, muscle aches or malaise (The feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants)

Note: *Runny nose; if a child is experiencing a runny nose, the child should be kept home and should be monitored for their symptoms. When the child feels better, they can return back to the childcare centre. No COVID-19 testing is needed. If the child's symptoms worsen and/or develops other symptoms, the parent/guardian should contact their health care provider for further advice. Mild symptoms known to persist in young children may be ongoing at the time of returning to childcare if other symptoms have been resolved.*

Note: *All the symptoms stated above need to be not related to other known causes or conditions for a child(ren) to be exempt from the childcare centre. Please read below for more information and see the Exclusion Policy.*

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 take place in person).
- Please place the screening table at the 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.
- Staff to use appropriate PPE for when social distancing of at least 2 metres or a physical barrier is in place – surgical mask and face shield.
- If social distancing cannot be maintained, staff are to use appropriate PPE – surgical masks and face shield/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.

- Online screening or online assessment tool is updated regularly to reflect the current Ontario government.
- The assessment tool is to be completed by the individual to assess their unique health situations; recommendations are provided for the next steps.
- 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. Please complete the Ontario COVID-19 School and Child Care Screening Tool everyday before they attend childcare or work
- 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."
- When the screening tool is complete, and the individual does not pass the screening tool (e.g., screen positive), the individual should not attend child care or work; recommendations will be provided.
- 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 Wellington-Dufferin-Guelph Public Health website to determine if further care is required.
- Parents/staff members/essential visitors must notify the Director if they have screened positive and will not be attending childcare/work.
- Director will develop a process for documentation of all screening results.

Note: *Currently, there is no option to download the online results from the online tool if the individual screens positive.*

Note: *If the individual screens negative, there is an option to download the results and should be shared with the Director.*

In-Person Screening Procedure

Screening Upon Arrival of Childcare

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 childcare centre in 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.
- Parents/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 entry to anyone who answers YES to any of the screening questions or refuses to answer any of the COVID-19 screening questions. This also includes not accepting any child whose parent/caregiver has answered YES or refuses to answer any of the COVID-19 screening questions.
    - If the individual answers YES to any of the screening questions or refuse to answer, 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 childcare centre. Please review the COVID self-assessment tool on the Ministry of Health website or the Wellington- Dufferin-Guelph Public Health website to determine if further care is required".

You may use the questions provided in the Active Screening Tool from WDGPH to screen all persons entering the building and to document screening results. **Note** – Those who choose to use the tool are responsible, going forward, to modify the screening criteria according to any updated Ministry-released changes to screening criteria.

- The staff will ask parents to take their temperature and that of their child and show staff the results 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 after contact time for use.
    - Staff must follow directions for contact time of disinfectant.
    - Record temperature in comment section of childcare surveillance form. 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, unless there is a known cause or condition.
- 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 the active screener the 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 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 directions 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 the 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.

- The Supervisor or designate is responsible for ensuring that this information is managed and recorded as required.

Keep daily records (name, contact information, time of arrival/departure, screening, etc.) of anyone entering the premises (e.g. children, parent/guardian, staff, cleaners, maintenance staff) in order to facilitate contact tracing in the event of a confirmed COVID-19 case.

Policy and Procedure Review
This policy and procedure will be reviewed and signed off by all employees, and at any time where a change is made.
Policy updated on October 5th, 2020