



Daily Health Check Screening Policy

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 Durham Region regarding the use of the Screening Procedure in all Preschool Canada locations in Durham Region.

Policy

All individuals, including children attending childcare, staff, parents/guardians, 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 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 chronic health conditions or related to other known causes/conditions **should not** be considered unless new, worsening, or different (check off "No"). If an individual does not pass the screening tool (i.e., screen positive), they should not attend childcare/work, and an appropriate recommendation will be provided by public health.

Please refer to the Ministry of Health's [COVID-19 Screening Tool – Version 3](#) for most current screening questions.

Symptoms of COVID – 19 – For Children

Question 1: Active Screening Tool

- 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, 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)

Question 2: Active Screening Tool

- 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)



Symptoms of COVID – 19 – For Adults

- Fever and/chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (not related to other known causes or conditions – e.g., seasonal allergies, acid reflux)
- Difficulty swallowing (Painful swallowing, not related to other known causes or conditions)
- 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 (e.g., irritable bowel syndrome, menstrual cramps)
- Extreme tiredness that is unusual (Fatigue, lack of energy – e.g., depression, insomnia, thyroid dysfunction)
- Muscle aches that are unusual or long-lasting (e.g., sudden injury, fibromyalgia)
- Pink eye (conjunctivitis)
- Falling down often (Elderly)

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 center. 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/staff to be exempt from the childcare center. 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. 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 the entrance into the center.
- 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 meters distance between staff conducting screening and the person being screened.
- Staff to use appropriate PPE when social distancing of at least 2 meters or a physical barrier is in place – surgical mask and face shields.
- If social distancing cannot be maintained, staff will use appropriate PPE – surgical masks and face shield/goggles (if staff feel uncomfortable, they are free to wear full PPE gear).
- 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 center.

- 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 center. Please complete the Ontario [COVID-19 Screening Tool – Version 3](#) (Children) [COVID-19 Screening Tool – Version 3](#) (Adults) every day before they attend childcare or work.
- The Centre will review each completed electronic screen and file forms on-premises.
- Ministry of Health and Ministry of Education mentions that 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), then the individual should not attend childcare 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 Durham 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 (e.g., parent name, child name, results, date, and time).

Note: *Currently, there are no options to download the online results from the online tool if the individual screens are 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 prior to arrival at the childcare center; this is preferred. Screening may be done in the foyer of the center if the families have not completed it at home. Preschool Canada encourages staff members to use the online screening tool. Staff must follow the screening checklist for each person and record the outcomes.

- Suppose parents/guardians did not complete the Online Screening Tool before dropping off their child at childcare. Staff will provide them with an on-site electronic device to complete the Online Screening Tool.
- Please use the most screening tool provided by the Ministry of Health and Ministry of Education [COVID-19 Screening Tool – Version 3 \(Children\)](#) [COVID-19 Screening Tool – Version 3 \(Adults\)](#)
- The director/designated staff member will confirm that the child has passed the screening tool to ensure that the child can attend childcare.
- Director will need to ensure that they are confirming that the Online Screening Tool has been completed and document the information.
- Screening prior to arrival at the childcare setting is preferred to encourage the use of the provincial screening tool.
- The requirement to maintain records of daily screening is removed unless public health advises otherwise.
- Greet everyone in the screening area of the early learning and childcare center in a friendly and 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, the staff will take the child into the facility.
- Parents/caregivers should not go past the screening area as much as possible.
- The 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.

Questions and How to Refuse a Family

- “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 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 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 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 center.
- “Thank you for your patience. Unfortunately, based on these answers/signs of illness, I am not able to let you enter the childcare center. Please review the COVID-19 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 the parent to take their own temperature and that of their child and show the staff the results in between each temperature taking. The staff is to record the results on the tracking sheet.

- A bin will be on the table with the thermometer in it – The 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 spray or wipes.
- Staff must follow directions for the contact time of disinfectant.
- Staff will wipe down the thermometer after contact time for use by the next family.
- The thermometer will be placed back in the bin.
- Record temperature in the comment section of the childcare 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.
- 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 the 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 questions on the active screening sheets are expected to stay at home and report their absence to their supervisor. Staff will follow directions from the 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. A temperature is considered 37.8 C or 100.0 F or higher
- 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.
- A reminder 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.



Parent Pick-up and Drop-off Procedures

All staff, children, parents, and visitors must be screened prior to entry. Parents are not permitted past the screening area. Staff must wear full PPE for screening procedures when a distance of 2-metres cannot be maintained.

Procedure

(screening station set-up, response to positive screening)

All entrances and exits should have alcohol-based hand rub with a concentration of 60- 90% available with signage demonstrating appropriate use.

- Alcohol-based hand rub should not be accessible to children (i.e., within their reach), and children should be supervised when using the hand rub.
- Consider using signage/markings on the ground to direct families through the entry steps.
- Personal belongings should be labeled and kept in the child's cubby/designated area. (e.g., backpack, hats and mittens, etc.). While appropriate clothing for the weather (e.g., jackets, hats, sunscreen) should continue to come with the child, other personal belongings (e.g., toys) should be minimized.

Health Screening Staff must wear appropriate PPE at all times, which include:

- Masks
- Eye protection or face shields

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

- All entrances have hand sanitizer and, if in an enclosed space, and physical distance of 2 meters cannot be maintained. Parents/guardians and staff/providers will wear a face mask and face shield.
- Preschool Canada signage/markings on the ground direct families through the entry steps.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area.

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 November 11, 2020