Health Screening Procedure- ECC

In order to help reduce the risk of respiratory infections (including COVID-19), a health screening is an essential step.

This procedure applies to all employees, students, clients, community members and any other persons engaging in business with Toronto Early Learning and Child Care Centres. Everyone must be screened prior to entering the child care centre.

This tool was developed to assist Emergency Child Care Centre staff in preparing and administering health screening for staff and children who enter the location.

For staff, an individual health assessment must start at home. Perform a screen on yourself prior to going to work, if you answer yes to any of the questions, do not go to work and contact the centre supervisor.

Prior to health screening at your location, set up is required, please complete the following:

- Complete the health screening training
- Identify/set up the location and staffing of the screening table:
  - Place at front entrance, visually blocking entrance into the centre (if possible)
  - Only ONE entrance/exit is to be used, to ensure that each person is screened
  - Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened
  - Provide visual guides to assist with physical distancing (e.g., pylons) in the event that a line-up forms while parents and their children are waiting to be screened prior to entering into the child care centre
- Place front entrance signage identifying the screening process outside and directly inside child care centre doors
- Place hand sanitizer at the screening table. Ensure it is visible to staff/clients entering the building and they are asked to hand sanitize
- Ensure all PPE and screening materials are accessible in the area
- Ensure that surgical masks are worn anytime you are working in the screening area, Eye protection must be worn when it is anticipated that the screening could generate bodily fluids (e.g., child is upset and crying during screening)
- Health Screening Staff must wear appropriate PPE at all times including: Gloves, Masks, Eye Protection and Gowns
- Refer to Protective Personal Equipment Policy and Procedures for further information on required PPE
- Ensure Toronto Public Health resources are available for anyone who does not pass the screening
- Ensure the health screening area is disinfected regularly throughout screening and the day
Screening Procedure

- Every staff, child and visitor must be screened prior to being admitted into the emergency child care centre. Staff must follow the screening checklist for each person and record the outcome (pass or fail).

- Health screening questions are for the parent/guardian to answer on their and their child’s behalf, and for staff; also included are household contacts.

- Parents/guardians are not permitted past the health screening designated area to ensure physical distancing. Only one parent/guardian is permitted into the screening area.

- Staff are not permitted past the health screening area until they have passed the screening and have been cleared to enter the child care centre.

- Only the children and staff will have their temperature taken, not parents/guardians as they are not permitted in the emergency child care centre.

- Parents/guardians are not permitted into the emergency child care centre.

- Staff should continue to self-monitor themselves and monitor children in care throughout the shift. Any symptoms must immediately be reported to the centre supervisor.

- Screeners should take appropriate precautions when screening, including maintaining physical distancing of at least 6ft/2 meters from others.

- Ensure that surgical masks are worn anytime you are working in the screening area.

- Eye protection must be worn when it is anticipated that the screening could generate bodily fluids (e.g., child is upset and crying during screening).

- Health Screening Staff must wear appropriate PPE at all times including: Gloves, Masks, Eye Protection and Gowns.
  - Refer to Protective Personal Equipment Policy and Procedures for further information on required PPE.

Questions are for staff and families

- Greet everyone into the child care centre with a friendly, calm manner. Request that only ONE parent/guardian enters the centre with the child, and request they both use hand sanitizer.
  - “Good morning/afternoon. 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 who enters the location. The screening will ensure the safety and well-being of staff, children and families”

- Ask the questions on the most recent Health Screening Checklist.

- Staff must complete hand hygiene and have appropriate PPE on (refer to screening procedure above).

- Take temperature, record, remove gloves, and complete hand hygiene (hand washing or hand sanitizer). Disinfect thermometer and wait appropriate contact time.
  - "We are required to take your temperature. The thermometer has been disinfected, and gloves will be worn"
How to respond:

- If the individual answers NO to all questions, and does not have a fever (37.8 degrees C and above), they have passed the screening and can enter the building:
  - “Thank you for your patience. Your child is cleared to enter the emergency child care centre”

- If the individual answers YES to any of the screening questions, refuses to answer, and/or has a fever (37.8 degrees Celsius and above), they have failed the screening and cannot enter the building
  - “Thank you for your patience. Unfortunately based on these answers, I’m not able to let you enter the child care 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 Children's Services staff member, advise that the Supervisor will be notified and will follow up later in the day
  - Provide clients with a hand out of resources
  - Ensure that door handles, and any other surfaces the individual has touched are disinfected immediately. Personal protective equipment (PPE), a mask and gloves, must be worn for this, with hand hygiene performed before and after donning and doffing the gloves and mask

Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement in a TELCCS emergency child care centre, and at any time where a change is made.

Revised: May 21, 2020