

Health Screening Procedure – COVID-19

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

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

This tool was developed to assist TELCCS staff in preparing and administering health screening for staff, children, and visitors who enter the location.

Staff must complete an individual health assessment at home. **Perform a screen on yourself prior to going to work, if you answer "yes" to any of the questions, feel unwell and/or have a fever do not go to work and contact the centre supervisor.**

A proper screening area must be set up at each location, and include the following:

- Each staff must complete the IPAC Health Screening training on ELI
- 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
 - 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
 - Maintain a minimum of 6ft/2 metres distance between staff conducting screening and the person being screened
- Place posters/signage identifying the screening area both outside and directly inside child care centre doors, including related COVID-19 information posters
- Ensure staff and parents/guardians are provided with a two-week supply of health screening forms if possible
- Place hand sanitizer in a visible location and ensure that every person entering the building is asked to hand sanitize
- Ensure all PPE and screening materials are available and accessible to staff. This includes medical masks, gloves, eye protection and gowns
- Ensure Toronto Public Health print 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 child care centre
- Staff must review the screening checklist for each person and record the outcome (pass or fail)
- Completed screening forms must be kept on site for a minimum of 12 months
- Parents/guardians, staff and essential visitors must wait to see the screener and are not permitted past the designated area until authorized 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
- Parents/guardians are not permitted into the child care centre, unless necessary in which case they must be screened, including a temperature check
- Non-essential visitors will not be allowed in the child care 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
- Staff should continue to self-monitor and monitor children in care throughout the shift. Any symptoms must immediately be reported to the centre supervisor
- Screeners should take precautions when screening, including maintaining physical distancing of at least 6ft/2 meters from others, conducting regular hand hygiene and wearing the appropriate PPE.
- Ensure that personal protective equipment (i.e., medical masks, eye protection, gown and gloves) are always worn in the screening area
 - Refer to Protective Personal Equipment Policy and Procedures – COVID-19 for further information on required PPE

Screening for children

- 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. Say
 - “Good morning/afternoon. As COVID-19 continues to evolve everyone who enters the child care centre must still be screened to ensure the safety and well-being of staff, children and families”
- Parents/guardians will be provided with the screening forms in advance and instructed to complete the form for their child prior to coming to the child care centre that day.
 - Families will need to answer the "yes" "no" questions, and document this on the screening form
 - The temperature check step will be performed onsite by the health screener
 - Staff must complete hand hygiene and have appropriate PPE on (refer to screening procedure above)
 - Staff can say: "We are required to take your child's temperature. The thermometer has been disinfected"
 - Take temperature and record. If gloves have been in contact with an individual, remove your gloves, perform hand hygiene and replace your gloves

- Disinfect thermometer and wait appropriate contact time
- If parents/guardians forget to complete the screening form, screening can be done on site by the health screener, but this is not recommended as a regular practice.
- When a family arrives, request they place the screening form on the table, while keeping physical distance (6ft/2m) away from screening staff. The screening staff will then review the form to ensure it's completed, and that the child has passed the screening before moving to the step of the temperature check.
- If the screening staff is presented with a screening form with all "no" responses, but the staff identifies that the child looks or is acting unwell, e.g., coughing, the screening staff must:
 - address your concerns with the parent or caregiver,
 - review the screening questions and responses,
 - conduct a temperature check and
 - exclude if necessary

Screening for staff

- Greet everyone into the child care centre with a friendly, calm manner. Request that the staff uses hand sanitizer upon arrival and puts on a medical mask.
- Staff will be provided with the screening forms in advance and instructed to complete **ONLY** the question portion of the form prior to coming to the child care centre that day.
 - Staff will need to answer the "yes" "no" questions, and document this on the screening form. If they do not pass this portion of the screening form, they must not come to work and report this absence to their supervisor.
 - Staff's temperature check will be performed onsite by the health screener.
 - Screening staff must complete hand hygiene and have appropriate PPE on (refer to screening procedure above)
 - Screening staff can say: "We are required to take your temperature. The thermometer has been disinfected"
 - Take temperature and record. If gloves have been in contact with an individual, remove your gloves, perform hand hygiene and replace your gloves
 - Disinfect thermometer and wait appropriate contact time
- If staff forget to complete the screening form, screening can be done on site by the health screener, but this is not recommended as a regular practice.
- When a staff arrives, request they place the screening form on the table, while keeping physical distance (6ft/2m) away from screening staff. The screening staff will then review the form to ensure it's completed, and that the staff has passed the screening questions before performing the temperature check.
- If the screening staff is presented with a screening form with all "no" responses, but the screening staff identifies that the staff looks or is acting unwell, e.g., coughing, the screening staff must:
 - address your concerns with the staff,
 - review the screening questions and responses, and
 - exclude if necessary

Screening for visitors

- Visitors will be asked to complete the full screening on site as they will not have access to the screening forms in advance. Read the screening form questions to each visitor, ensure all responses are “NO”, and conduct a temperature check and record.
- Please follow the steps above and below, as applicable.

Health Screening Staff direction on "pass" and/or "fails"

- If the individual answers NO to all questions, and does not have a fever (37.8 degrees Celsius and above), they have passed the screening and can enter the building:
 - “Thank you for your patience. You / Your child is cleared to enter”
- 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/your child enter the child care centre. Please review the [self-assessment tool](#) on the Ministry of Health website or the [Toronto Public Health website](#). If you exclude a Children's Services staff member, advise that the Supervisor will be notified and will follow up
 - If the centre supervisor is required to consult with the staff, DO NOT let the staff enter the centre past the screening area. The supervisor can come out to the screening area or speak privately with the staff outside the centre. Physical distancing must be maintained at all times
 - Direct parents/guardians or visitors to the TPH print resources or website
 - Ensure that door handles, and any other surfaces the individual has touched are disinfected immediately. Personal protective equipment (PPE), a medical mask and gloves, must be worn for this, with hand hygiene performed before and after donning and doffing the gloves and mask
 - Ensure used pens are removed and placed in a "dirty" container and only clean pens are used

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 location, and at any time where a change is made.

Revised: January 8, 2021