

Health Screening Procedure HCC - COVID-19

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 providers, residents, families, visitors and community members and any other persons engaging in business with Toronto Early Learning and Child Care Services (TELCCS) home child care (HCC) environments. Everyone in the home must be screened daily prior to children arriving, and children need to be screened before coming to the HCC setting.

This tool was developed to assist TELCCS-HCC providers/families and visitors in preparing and administering health screening for residents, children and visitors who live in or enter the location.

For providers, an individual health assessment must start at home. Perform a screen on yourself and all residents prior to receiving children into your home daily. If you or anyone living in your residence answers yes to any of the questions or has symptoms, you will need to notify your families and inform them that you will not be providing care for the children that day.

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

- Complete the health screening training
- Identify/set up the location for your screening binder
 - Place at front entrance
 - Only ONE entrance/exit is to be used at the home, to ensure that each person is screened
 - Maintain a minimum of 6ft/2 metres distance between provider receiving the screening sheet from the parent
 - Provide visual guides to assist with physical distancing (e.g. signs) in the event that a line-up forms while parents and children are waiting to come into the home
- Place posters/signage identifying the screening/entry area that parents cannot pass outside/directly inside the home child care door, including related COVID-19 information posters
- Place hand sanitizer at the screening/entry area. Ensure it is visible to families
- Ensure all PPE and screening materials are accessible in the area. This includes masks, gloves, eye protection and receiving blankets.
- Ensure Toronto Public Health resources are available for anyone who does not pass the screening
- Ensure the screening/entry area is disinfected regularly throughout the day

Screening Procedure

- Every provider, resident, and child must be screened prior to children being admitted into the HCC. Providers must collect and store the screening forms for each person and record the outcome (pass or fail).
- Parents must report any fails to the screening prior to coming to the HCC. If a child, or their household contact, fails the screening, the child will not be permitted to the HCC.
- Upon passing the screening, the parent can bring the child to the HCC and will need to present the health screening form.
- Completed screening forms must be kept on site for a minimum of 12 months in the COVID-19 Binder.
- Health screening questions are for the parent/guardian to answer on their and their child's behalf.
- Parents/guardians are not permitted past the screening/entry area to ensure physical distancing. Only one parent/guardian is permitted on site.
- Children are not permitted past the screening entry area until they have presented their "passed" health screening form and have been cleared to enter the HCC.
- Only the children, provider, residents and visitors must have their temperatures reported, not parents/guardians as they are not permitted in the HCC.
- Parents/guardians are not permitted into the home child care, unless necessary in which case they will be screened.
- Providers should continue to self-monitor themselves and monitor children in care throughout the day. Any symptoms must immediately be reported to the Toronto HCC supervisor on the Covid-19 hotline.
- Ensure that masks are worn anytime providers are working in the screening area, and when escorting children from screening area to program.
- Eye protection must be worn when it is anticipated that the screening could generate bodily fluids (e.g., child is upset and crying during arrival) and receiving blankets should be used to place a barrier between the provider and child when physical distancing is not possible.
 - Refer to Protective Personal Equipment HCC Policy and Procedures – COVID-19 for further information on required PPE.

Health Screening for Providers and Household Residents

- HCC providers must screen themselves, and household residents using the questions on the most recent Health Screening Checklist
- When providers take temperatures for themselves and the residents, perform hand hygiene, take the temperature, record, and complete hand hygiene (hand washing or hand sanitizer). Disinfect thermometer and wait appropriate contact time. The thermometer must be disinfected in between use

Health Screening for Visitors

- Non-essential visitors will not be allowed in the home child care. Ministry of Education staff or other public officials will be allowed to enter and inspect the home child care at any reasonable time, and must be screened prior to entry.

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- When possible, visitors must be screened prior to children being admitted into the HCC.
- Providers must inform the visitor of the requirement to be screened prior to coming on site, and supply the health screening form.
- Providers must collect and store the screening forms for each person and record the outcome (pass or fail).

How to Respond

- 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 / remain in the HCC
- 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 HCC
 - The family/provider/household resident/visitor must review the [self-assessment tool](#) on the Ministry of Health website or the [Toronto Public Health website](#) to determine if further care is required
 - The provider must contact the Toronto HCC Supervisor on the Covid-19 hotline to notify the Agency that they have screened out a resident / child from the home child care program.

Procedure Review

This policy and procedure will be reviewed and signed off by all providers, residents and visitors prior to home child care locations operating, and at any time where a change is made.

Revised: July 7, 2020