

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, and/or feel unwell 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, floor decals, tape) 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
 - Remove extra chairs, tables and furniture to increase space for physical distancing
 - 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, include posters/signage explaining the screening process and the rules and conditions for entry.
- 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 politely asked to use hand sanitizer
- Ensure all personal protective equipment (PPE) and screening materials are available and accessible to staff. This includes medical masks, gloves, eye protection, gowns and cleaning products
- Ensure Toronto Public Health print resources are available for anyone who does not pass the screening
- Ensure the health screening area is regularly disinfected throughout screening and the course of the day

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- Remind anyone entering the child care centre that they must not attend the child care program when they are ill, and that they should report any symptoms to the child care supervisor.
- Anyone who has a health condition diagnosed by a health care provider that gives them a COVID-19 related symptom will need to speak with the child care supervisor or designate.
- If a health care provider has diagnosed a condition that isn't related to COVID-19, the child can return 24 hours after their symptoms improve (48 hours for nausea, vomiting or diarrhea).
- Remind parents/guardians of children attending the child care centre that they must not attend the child care program when they are a close contact of a positive COVID-19 case and/or have been instructed to self-isolate, unless they have tested positive for COVID-19 in the last 90 days and have been cleared. This should be reported to the child care supervisor.
- Fully vaccinated staff members, or essential visitors who have been notified as a close contact of a positive COVID-19 case, but have not been advised to self-isolate by public health, are permitted to enter the child care centre provided they are not ill and/or exhibit COVID-19 related symptoms.
- A fully vaccinated person is defined as an individual \geq (greater than or equal to) 14 days after receiving their second dose of a two-dose COVID-19 vaccine series or a single dose of a one-dose COVID-19 vaccine series.
- If a child is deemed to be a close contact of a positive COVID-19 case, or is in a household with an ill member, the child is to be excluded from the child care centre, unless the child has tested positive in the last 90 days and has been cleared.
- If the child has tested positive for COVID-19 in the last 90 days and was cleared: they may return 24 hours after their symptoms have started improving (48 hours for nausea, vomiting or diarrhea).
- Everyone entering the child care centre must be screened prior to being admitted. This includes carefully reviewing every screening form upon arrival and completing an onsite temperature check.
- Staff must review the screening form for each person and record the outcome (pass or fail).
- Completed screening forms must be kept on site for a minimum of 12 months.
- Everyone entering the child care centre must wait to see the screener and are not permitted past the designated area until they have passed screening.
- Only one parent/guardian is permitted into the screening area.
- Parents/guardians are not permitted into the child care centre, unless necessary, in which case they must be screened, including a temperature check.
- Ministry of Education staff or other public officials will be allowed to enter and inspect the centre at any reasonable time. Everyone must be screened before entry. Reference the Visitor policy and procedure for parents/guardians.
- 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 and runners should take precautions when screening or escorting children, including maintaining physical distancing of at least 6ft/2 meters from others, conducting regular hand hygiene and wearing the appropriate PPE.
- Ensure that PPE (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 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 in one ear, not both and record. If gloves have been in contact with an individual, remove your gloves, perform hand hygiene and replace your gloves.
 - If a child is under 6 months in age, then a temperature check under the armpit must be completed. The ear thermometer is not to be used for children under 6 months. The screener can conduct this check, or can provide the thermometer to the parent/guardian to complete this check in the screening area. The screener must record this temperature reading.
- Disinfect thermometer and wait the appropriate contact time. If parents/guardians forget to complete the screening form, screening can be done on site by the health screener.
- 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
 - exclude if necessaryOnce the child passes the screening process, staff must escort the child into the child care center

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 put on their PPE (eye protection and 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 the reason for 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 in one ear, not both 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 the appropriate contact time.
- If staff forget to complete the screening form, screening can be done on site by the health screener.
- 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 essential 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.
- Maintain daily attendance records of all individuals entering the child care centre
- Records should include the following information: name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited and screening results.
- Non-essential visitors must not be permitted to enter the child care centre. Check with the supervisor to ensure the visitor is essential.
- 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, and PPE must be worn.
 - Direct parents/guardians or visitors to the TPH print resources or website
 - Encourage parents/guardians of ill children and child care staff who are ill to seek COVID-19 testing at assessment centres. They can also contact Telehealth at 1-866-797-0000 or their primary care provider to determine if further care and testing are required.
 - Ensure that door handles, and any other surfaces the individual has touched are disinfected immediately. PPE (medical mask and gloves), must be worn for this, with hand hygiene performed before and after donning and doffing the gloves
 - Ensure used pens are removed and placed in a "dirty" container and only clean pens are used.
 - Notify the TCSCovid@toronto.ca email of any exclusions

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: September 29, 2021