

**CHILDCARE MANUAL**

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| SECTION:    | <b>6 - HEALTH CARE</b>  | IMPLEMENTATION DATE and REVISION DATES: | <b>Draft May 2020 R-June 15, 2020, June 18, 2020, July 23, 2020, August 25, 2020, September 23, 2020<br/>October 5, 2020</b> |
| CODE:       | <b>HC- 015</b>  |   |  |
| TITLE:      | <b>Daily COVID-19 Screening of Persons Entering Childcare</b>                           |   |  |
| APPENDICIES | <b>C –Daily Screening Log, Weekly Screening Log, MCCSS COVID-19 Screening Checklist</b> |   |  |

**Purpose**

Every person entering the child care centre MUST be screened prior to entering the centre. The screening information must be documented on the appropriate Screening Form. This process is not intended to take the place of medical advice, diagnosis or treatment, but is intended to reduce the risk of exposure to COVID-19 in the child care.

At this time, persons entering the facility should be limited to staff, children, post-secondary students on placement and essential visitors who pass the screening. (E.g. Ministry Inspectors, Health or Fire Inspectors) Any deliveries of food, materials and equipment should be arranged at the entrance to reduce the risk of exposure to COVID-19.

The MCCSS Screening Checklist provides helpful dialogue for screeners to ensure consistency within the organization. These dialogues should be considered when managing the screening station for all scenarios. **Public Health Ontario and Local Public Health will provide the most up to date screening Tools to be used for children and staff entering the childcare.**

**Procedure**1. Set up a Screening Station

Prior to reopening the childcare and screening individuals, a station must be set up. The supervisor will ensure that the following steps are completed;

- Identify the screening station and assign staff to conduct screening.
  - Place screening station at front entrance, visually blocking the entrance to the centre if possible. (This may be set up outside if and where appropriate)
  - Only ONE entrance/exit is to be used for access to the centre to ensure that each person is screened.
  - Staff assigned to conduct screening must maintain a 2m distance from the person being screened as much as possible. If this is not possible, PPE and relevant training will be provided.
  - Staff to be trained on conducting the screening using the screening forms.
- Signs to be posted to identify the screening process, both outside the centre at the screening station as well as clear rules (posters) that allow or deny entry.
- Hand Sanitizer must be visibly available at the screening station, and once a person has passed the screening they must complete hand hygiene with the sanitizer or for young children they must immediately wash hands before entering the playroom.
- Each person entering the childcare must have temperature taken and confirmed on the **current most up to date** screening log. The station will have an infrared forehead thermometer.
- The station must have a waste container for any disinfectant garbage

2. Screening Upon Entry

#### A. *Screening of Supervisor and Staff*

- The Supervisor must ensure that all staff are informed of and sign off on the screening policy prior to reopening of child cares. Screening must be completed for all staff at the site. The Supervisor will develop a screening schedule and assign a staff to conduct the screening of all persons each day.
- The Supervisor will designate who will arrive first at the centre. That individual must complete the self-assessment at home, to ensure that they are well enough to report for work, and sign off on the completed staff screen when arriving at the centre. If this staff is unable to report to work, the Supervisor shall ensure a backup.
- The screened individual will then complete the screening for the second staff arriving on site, who in turn will sign off on the first to arrive individuals screen.
- The Supervisor will assign a staff to the screening station to complete the screens for all persons entering the childcare, including staff.
- Staff who are experiencing any symptoms listed on the screen should stay home and report their absence to the supervisor immediately. Likewise, if the staff does not pass the screen at the centre, they will not be allowed entry to the centre and will be directed to Public Health for further direction.
- If a staff does not pass the screen because they are symptomatic, it must be reported to Grey Bruce Public Health.
- Staff who have been tested for COVID-19 will not be able to return until the test has come back negative, or following the advice and direction of Public Health.

#### B. *Screening of Parents/Caregivers and Children.*

- Parents and Caregivers will be informed of the screening requirements prior to returning to care.
- Screening must be completed for all **individuals entering** the centre. At this time, non-essential visitors and delivery personnel will not be allowed into child cares.
- Parents/Caregivers and essential visitors will be required to confirm their understanding of, and consent for all screening requirements on the **Parent Agreement for COVID-19 Policies and Procedures**
- The designated screener will complete the Daily Screening children and staff upon arrival at the childcare centre, noting the arrival time on the log. (At pick up the departure time will need to be recorded on the log)
- Families should allow extra time upon arrival for screening to be completed.
- The Screener, while maintaining a 2-meter (6 ft) distance, will ask if the individual(s) completed their self-assessment at home, and proceed with the questions on the screening form, and taking temperatures. If the screener cannot maintain the physical distance they may wear PPE.
- When the child has passed the screening, the child will be allowed to enter into the childcare, and will be escorted into their classroom to perform hand hygiene before commencing play. Parents/Caregivers at this time will not have access to the child care. Drop off and Pick up of children should be at the entrance to the childcare.
- Staff **MUST** refuse entry to any person **who does not pass the current up to date screen.**
- If a child does not pass the screen because they are symptomatic, it must be reported to Grey Bruce Public Health.
- Children or staff who have been **identified as a close contact of someone who is confirmed as having COVID-19 by local public health should stay home and follow the advice of public Health**
- Screening forms **will** be revised as new COVID-19 information is known, and at the recommendation of Public Health.