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 Main Square Day Care Centre (MSDCC). Everyone must be screened prior to entering the childcare centre.

This tool was developed to assist MSDCC 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 Director.

**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 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 6ft/2 metres distance between staff conducting screening and the person being screened
  + Provide visual guides to assist with physical distancing (for example, pylons) in the event that a line-up forms while parents and their children are waiting to be screened prior to entering into the childcare centre
* Place posters/signage identifying the screening area outside and directly inside childcare centre doors, including related COVID-19 information posters
* 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 Personal Protective Equipment (PPE) and screening materials are accessible in the area. This includes surgical masks, gloves, eye protection and gowns.
* 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 childcare centre. Staff must follow 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

* 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 childcare centre
* Only the children and staff will have their temperature taken, not parents/guardians as they are not permitted in the centre
* Parents/guardians are not permitted into the childcare centre, unless necessary in which case they will be screened
* Non-essential visitors will not be allowed in the childcare 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 themselves and monitor children in care throughout the shift. Any symptoms must immediately be reported to the centre Director
* 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, and when escorting children from screening area to program rooms
* Eye protection must be worn when it is anticipated that the screening could generate bodily fluids (for example, 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 – COVID-19 for further information on required PPE

## Questions for staff and families

* Greet everyone into the childcare centre with a friendly, calm manner. Request that only ONE parent/guardian enters the screening area 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 help ensure the safety and wellbeing 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 with the infrared forehead thermometer, record.

"We are required to take your temperature”

**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 the building:
  + “Thank you for your patience. Your child is cleared to enter MSDCC”
* 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 childcare centre. Please review the [self-assessment tool](https://covid-19.ontario.ca/self-assessment/#q0) on the Ministry of Health website or the [Toronto Public Health website](https://www.toronto.ca/home/covid-19/covid-19-health-advice/covid-19-assessment-centres/) to determine if further care is required”
  + If response is for a MSDCC staff member, advise that the Director 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, students, community members before commencing employment/unpaid placement at MSDCC, and at any time where a change is made (during COVID-19 students and community members are not permitted)

Revised: June 30, 2020