

## Daily Screening of Staff and Children Policy and Process

**Policy Statement:** Jackman Community Daycare (JCD) is committed to providing a safe and healthy environment for children, families and employees. JCD will take every reasonable precaution to prevent the risk of communicable diseases at Jackman.

**Purpose:** To ensure that all employees are aware of and adhere to the recommendations established by Toronto Public Health (TPH) regarding daily active screening of children and employees at JCD. In order to help reduced the risk of respiratory infections (including COVID-19); a health screening is an essential step.

Daily screening results and health monitoring of all children and staff are to be documented and maintained in the daily screening log.

**Scope:** Assess the possible exposure to Covid-19 for all children and employees prior to entering the building and maintain a log of all testing and results.

**Process:** Prior to health screening at JCD, set up is required, the following will occur:

- Place screening table at front entrance, visually blocking entrance into the centre (if possible).
  - Only ONE entrance is to be used, to ensure that each person is screened.
  - Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened
- Provide visual guides to assist with physical distancing (e.g. duct tape markings at 6 foot intervals) in the event that a line-up forms while parents and their children are waiting to be screened or waiting to pick up.
- Place front entrance signage identifying the screening process outside
- Place hand sanitizer at the screening table. Ensure it is visible to staff/children entering the building and they are asked to hand sanitize before entering.
- 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
- Health screening questions are for the parent/guardian to answer on their and their child's behalf, and for staff
- Parents/guardians are not permitted past the health screening line to ensure physical distancing. Only one parent/guardian is permitted into the screening area
- Parents/guardians are not permitted into the child care centre
- Staff are not permitted past the health screening line if they are unable to pass the screening. (Staff will self-screen and document results on board next to room 105 at the start of their day.)
- Parents and staff will be reminded that they cannot be at childcare if they are ill.
- Staff doing the screening and escorting must wear eye protection and mask at all times
- Maintain a 2 meter distance from others
  - Screener must see results of screening and document whether screening was done on paper or electronically. If parent has not pre-screened child, screener must read questions and document screening results

- Parents and children waiting in line to be screened must keep at least 6 feet apart. Physical distancing markings will be on the pavement.
- Only children and staff will be given access to the building upon successful screening (parents will say good-bye outside).

### Screening Questions

Staff must self-screen every day prior to arriving at work. If well, prior to starting their first shift of the day, staff must complete the daily screening form located near room 105.

Symptoms such as runny nose or congestion may be evaluated by child care staff (in consultation with the daycare supervisor) to determine if isolation and exclusion is required. The following information may be considered when evaluating a child's symptoms:

- Information provided by the parents/guardian about the child's baseline health and other known underlying conditions (i.e. allergies, asthma, anxiety)
- Daily observations made by staff that care for the child (i.e. identifying a new or worsening cough, or differentiating between a runny nose that is persistent as opposed to one that subsided and is likely caused from returning inside from the cold.
- Alternative assessments by a physician or health care practitioner regarding symptoms (if available).

Every single day parents & their children must be screened prior to entry. We strongly encourage families to pre-screen using the daycare's on-line screening tool.

If the family completed the pre-screen, record the results that parents show you.

- If they did not pre-screen, you must ask the screening questions. As these questions change regularly, please refer to JCD's website for the latest screening questions: [www.jackmancommunitydaycare.ca](http://www.jackmancommunitydaycare.ca). Symptoms of Covid-19 typically include:
  - fever, new onset of cough, worsening chronic cough, shortness of breath, difficulty breathing, sore throat, difficulty swallowing, decrease or loss of sense of taste or smell, chills, headaches, unexplained fatigue/malaise/muscle aches, nausea, vomiting, diarrhea, abdominal pain, pink eye (conjunctivitis), runny nose/nasal congestion without other known cause?
  - However, many individuals, especially children may have no symptoms but can still transmit the virus to others.
- Other screening questions include:
  - Have you/the child travelled outside of Canada, including the United States, within the last 14 days?
  - Have you/the child had close contact with a confirmed or probable COVID-19 case?
  - Have you/the child been given fever reducing medicine in the last 5 hours? Yes/No

Any staff or child who fails the screening will not be allowed to enter JCD. These people will be told to get a Covid-19 test. They will be told to contact Toronto Public Health and to call Telehealth or their primary care provider to determine if further care is required.

**How to respond:**

- If the individual answers NO to all questions and above, they have passed the screening and can enter the building:
- If the individual answers YES to any of the screening questions, or refuses to answer, 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 your child come to daycare today. Please review the [self-assessment tool](#) on the Ministry of Health website or the [Toronto Public Health website](#) to determine if further care is required”
  - <https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-have-symptoms-or-been-exposed/covid-19-assessment-centres/>
- If response is for a JCD staff member, advise that the Supervisor will be notified and will follow up as soon as possible.
- 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, eye protection and gloves, must be worn for this, with hand hygiene performed before and after donning and doffing the gloves, eye protection and mask.

**Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees and students prior to returning to work at JCD and any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form; a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020  
Approved by: Health & Safety Team and JCD Management  
Date Approved: July 6, 2020  
Revised September 1, 2020  
Revised November 30, 2020