

Daily Screening and Temperature Checks 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 with in all our locations.

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. Subsequent temperature checks will be recorded on the attendance in each program room.

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

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

- Identify/set up the location and staffing of the screening table:
- Place at front entrance, visually blocking entrance into the centre (if possible) o Only ONE entrance/exit is to be used, to ensure that each person is screened o 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., pylons) 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
- Place front entrance signage identifying the screening process outside and directly inside child care centre doors
- 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 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
- Staff are not permitted past the health screening line until they have been cleared to enter the child care centre
- Only the children and staff will have their temperature taken, not parents/guardians
- Parents/guardians are not permitted into the child care centre

Process:

- Parents and staff will be reminded that they cannot be at childcare if they are ill.

- Only ONE entrance/exit is to be used (normal entrance with outdoor canopy provided for outdoor screening)
- Staff doing the screening must wear eye protection and mask at all times and when escorting child to their classroom.
- Maintain a 2 meter distance from others, have two staff complete the screening
 - One staff to take temperature
 - One staff to 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 one adult is to drop off and pick up the child(ren)
- Screening process will be posted outside the entrance of the screening area
- Hand sanitizer will be used at the screening area prior to entrance
- Staff will ensure the health screening area is disinfected regularly throughout screening process
- Only children and staff will be given access to the building upon successful screening (parents will say good-bye outside)

Screening Questions

Every day screen parents, their children and child care staff prior to entry by asking about the following:

- Do you/the child or *any member of your household* have any of the following symptoms: fever/feverish, 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?
- 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 had close contact with a person with acute respiratory illness who has been outside Canada, including the United States, in the last 14 days?

Screening procedures

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.

“Good morning/afternoon/evening. 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 ensure the safety and well-being of staff, children and families”

1. Do you/the child, or any member of your household have any of the following symptoms: fever/feverish, new or existing cough and difficulty breathing? Yes/No
2. Have you/the child travelled outside of Canada within the last 14 days: Yes/No
3. Have you/the child had close contact with a confirmed or probable COVID-19 case? Yes/No
4. Have you/the child had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days? Yes/No

5. Have you/the child been given fever reducing medicine in the last 5 hours? Yes/No

Staff doing the screening must complete hand hygiene (hand washing or hand sanitizing), then put on gloves and a mask and eye protection. Take temperature, record, remove gloves, and complete hand hygiene (hand washing or hand sanitizer). Disinfect thermometer and wait appropriate contact time.

"We are required to take your child's temperature. The thermometer is no-touch so we need to come within 2-4 cm of your child's forehead. Please stand still." If using an ear thermometer, the thermometer will be disinfected and new ear pieces will be used for each person. Gloves will be worn."

Steps for taking temperatures

- To maintain a 2-metre distance from others, have two staff complete the temperature checks: One staff to take temperature and one staff to document results in logbook for temperature checks and exposure to and symptoms of Covid-19
- Use of infrared temperature sensor (no contact)
 1. Before using, ensure that the handle has been disinfected (Accel – 1 minute)
 2. Staff must complete hand hygiene (handwashing or hand sanitizing)
 3. Take temperature
 4. Temperature recorded in centre temperature logbook
 5. Results if temperature is equal or greater than 37.8 degrees Celsius
 - a. exclude from site and/or proceed to quarantine room for pick up
 6. Disinfect thermometer handle (spray Accel wait 1 minute) before using after it has been left unattended

Schedule of temperature checks

To Enter Child Care Site:

- All staff and children as part of TPH Covid19 screening checklist will have their temperature checked and logged daily before approval to enter the child care site is granted.

While at Child Care Site:

- All staff and children as part of TPH requirements will have their temperature checked and logged mid-day or if feeling unwell.

Any staff or child who fails the screening or temperature check 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 does not have a fever (38 degrees C and above), they have passed the screening and can enter the building:
- "Thank you for your patience. Your child is cleared to the child care centre"
- If the individual answers YES to any of the screening questions, refuses to answer, and/or has a fever (38 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 notable to let you enter the child care centre. 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”
- If response is for a JCD staff member, advise that the Supervisor 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

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