

Hucklebug Preschool Inc.		Section:2.8.42
Last Approval Date: June 24/20 Latest Approval Date:	Policy: Active Screening Policy For COVID-19 Policy Number: 42	Corresponding Forms: Use of PPE Policy, Exclusion of Sick Children/Staff Policy, Enhanced Cleaning Policy, Max Capacity Policy, Operational Checklist, COVID Guide to Reopening, Active screening checklists

1 Purpose

This policy is in response to the COVID-19 Pandemic and the requirement for the City of Peterborough to establish written policies and procedures outlining the operator's health and safety protocols to support the safe re-opening of child care centres. This policy adheres to the advice of Dr. David Williams, Ontario's Chief Medical Officer of Health, the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health to keep people safe.

The purpose of this policy is to keep all persons entering the facility safe and to outline all required procedures to be strictly implemented and adhered to daily.

2 Application

This Procedure applies to:

- All persons entering the child care facility – including children, staff (including cooks, cleaners), and visitors (inclusive of parents/guardians).

3 Definitions/Acronyms

CCLS – Child Care Licensing System

COVID-19 – is a disease caused by the 2019 novel coronavirus

MOH – Medical Officer of Health

PPE - Personal Protective Equipment

PPH – Peterborough Public Health

4 Procedure

All facilities shall keep the Screening Posters visible on the exterior entrance and on the interior of the building visible to all persons entering the facility. Upon entry the active screener will administer the COVID-19 active screening checklist for all persons (child, parent/caregiver, staff) entering the facility. Staff must refuse to allow anyone who answers “yes” to any of the questions on the Screening Tool for Staff, Children and Visitors. This also includes accepting any child whose parent/guardian has answered “yes” to any of the COVID-19 screening questions. Entry into the child care centre, past the screening area, must be limited only to staff, children, and essential visitors.

Screening Reception Area

Each centre will designate a single entrance where screening will take place. Screening can take place inside or outside of the building depending on the facilities layout and parent drop-off procedure. With nicer weather, operators may find it easier to coordinate drop off and screening outside while maintain physical distancing. In the event of inclement weather, the operator should have a process to complete screenings and drop offs indoors.

The screening area must have Peterborough Public Health approved signage identifying the screening process, must be set up at the entrance of the facility, meeting the following criteria:

- Location and use of a screening table (if space permits) must be identified.
- Child care centres must have one of the following:
 - Space allowing for a minimum of 2 metres distance between provider conducting screening and the person being screened, or
 - Separation by a physical barrier (such as plexiglass barrier) for the screener, or
 - Screener must wear personal protective equipment (PPE) i.e. surgical/procedure mask and eye protection (goggles or face shield).
- Signage regarding proper hand hygiene, respiratory etiquette, and proper mask use are to be displayed at the screening area.
- Where possible, stagger drop offs to ensure physical distancing requirements can be met.
- The child care centre must have a plan in place to:
 - Assess the number of people that need to be screened
 - Handle the volume while maintaining physical distancing (i.e. floor markers)
 - A contingency plan for inclement weather
- Alcohol-based hand sanitizer containing at least 60% alcohol content should be placed at all screening stations. Dispensers should not be in a location that can be accessed by young children.
- Thermometers must not be used between children/staff without single-use protective covers or disinfecting between use.
 - Screener, with surgical mask and eye protection, to perform temperature check and ask screening questions of all parents, children, staff, and essential visitors

- Upon entry the Screener will administer the COVID-19 active screening checklist for all persons (child, staff, adult) entering the facility.

Daily Screening

All individuals entering the child care centre will be screened using the Active Screen Tracking Checklist. All screening results for each person are to be documented on the Active Screen Tracking Checklist. Daily records of screening results should be maintained and kept on the premises.

The first staff to arrive in the facility each day will answer the questions on the Active Screen Tracking Checklist tool in writing and then actively screen the second staff entering the building. The second staff to arrive will confirm the first staff persons answers once their own screening is complete. The supervisor or delegate will assign the Active Screen Schedule for each day.

Staff who are experiencing any of the symptoms or who will answer “yes” to any of the questions on the active screening sheets are expected to stay at home and report their absence to their supervisor. Staff exhibiting respiratory symptoms or who are confirmed or suspected of having COVID-19, contact PPH for further assessment at (705) 743-1000 and follow the direction from Peterborough Public Health and their respective Human Resource department for medical clearance to return to work.

Screening Symptoms

COVID-19 Symptoms for adults include:

- Fever
- Cough
- Difficulty breathing Sore throat
- Difficulty swallowing
- New olfactory or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion – *in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc.*

In addition to the symptoms above, COVID-19 atypical symptoms could include:

- Unexplained tiredness
- Unusual behavior and/or inattention
- Unexplained or increased number of falls
- Exacerbation of chronic conditions
- Chills
- Headaches

- Croup
- Pink eye

In addition, ask staff, parent/guardian of child if they or other individuals they live with are exhibiting signs of a respiratory illness.

If the individual answers **yes**, to any of the questions on the Screening Tool for Staff, Children and Visitors, staff must refuse entry to the centre. This also includes accepting any child whose parent and/or guardian has answered “yes” to any of the COVID-19 screening questions. Direct the individual to arrange for further assessment by completing the online self-assessment tool at <https://covid-19.ontario.ca/self-assessment/> and calling Peterborough Public Health at (705)743-1000.

In addition to completing the ‘Screening Tool for Staff, Children and Visitors’ staff will conduct a visual check of anyone entering the facility. Where a child or adult is exhibiting any symptoms of illness as listed on the Screening Tool for Staff, Children and Visitors, staff must refuse entry into the facility. If symptoms are not COVID-19 related and present as enteric or respiratory in nature the individual must remain away for 48 hours after enteric symptoms resolve and 24 hours after respiratory symptoms resolve; the individual must be symptom free before entering the facility.

If the individual answers **no** to all questions on the Screening Tool for Staff, Children and Visitors, admittance into the child carecentre will be allowed.

Documentation

Documentation of the information received during active screen must be recorded on the active screen sheet each day of operation. At the time of arrival each day, all staff must review the active screen sheet and enter confirmation of the review into the Daily Communication Log. The Supervisor or designate is responsible for ensuring that this information is managed and recorded as required. If a child presents with COVID-19 symptoms at any time, this information must also be documented in the child’s file on their personal Health Record. Operators are to ensure daily records capture information on anyone entering the facility and the approximate length of their stay and kept on premises.

The definition of what forms the screening questions may change as more information about the virus becomes available. In this case screening posters, questions and checklist will be updated as advised by the local Medical Officer of Health.

Pick up Procedure

Families are asked to call the centre upon arrival at the end of their day, a staff will collect your child/children and their belongings and bring them to the entrance to meet you.

Date (yyyy-mm-dd)	Section # Amended	Comments