

Immanuel Health Screening Procedure – COVID-19

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 Immanuel Child Care (ICC). Everyone must be screened prior to entering the child care centre.

This tool was developed to assist ICC 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 supervisor

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 front 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 child care centre
- Place posters/signage identifying the screening area outside and directly inside child care 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, and eye protection.
- 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 child care 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 child care centre
- Only the children and staff will have their temperature taken, not parents/guardians as they are not permitted past our screening area.
- **Parents/guardians are not permitted into the child care centre.**
- Non-essential visitors will not be allowed in the child care 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 supervisor.
- 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 and Eye Protection
 - 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 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. 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”
- Ask parent to give you the completed Health Screening Checklist for the day.
- Staff must complete hand hygiene and have appropriate PPE on (refer to screening procedure above)
- Take child’s temperature with non-contact thermometer, record on screening chart, remove gloves, and complete hand hygiene (hand washing or hand sanitizer).

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
- 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 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”
 - 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.