

Park Lawn Preschool Inc.	Health and Safety COVID-19 Health Screening Procedure	Approved: 22 July 2020 R. Cairns/ S. Allman
Policy Number(s):	PLP HS 219 B	

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, post-secondary placement students, clients, community members and any other persons engaging in business with Park Lawn Preschool Inc. (PLP Inc.). Everyone must be screened prior to entering the child care centre.

This tool was developed to assist PLP Inc. staff in preparing and administering health screening for staff, children and visitors 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.

Attendance records of all individuals entering the child care centre will be kept electronically using HiMama and Google Sheets. The results are filtered by date and can be easily accessed to facilitate contact tracing. Attendance records document the name, contact information, date and time of arrival and departure of each person.

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:
 - o 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 6 ft / 2 metres distance between staff conducting screening and the person being screened
 - o 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, 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 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 their child's behalf, and for staff;
- 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 in the child care centre
- Parents/guardians are not permitted into the child care centre, unless necessary in which case they will be screened
- 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.
- 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 the screening area to program rooms.
- Health Screening Staff must wear appropriate PPE at all times including: Gloves, Masks, Eye Protection and Gowns. Refer to COVID-19 Protective Personal Equipment Policy and Procedure for further information on required PPE
- 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.

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 screening area with the child, and request they both use hand sanitizer.
 - o “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 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, record, remove gloves, and complete hand hygiene (hand washing or hand sanitizer). Disinfect thermometer and wait appropriate contact time.

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:
 - o “Thank you for your patience. Your child is cleared to enter the child care centre”

- 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
 - o “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”
 - o If response is for a staff member, advise that the Supervisor will be notified and will follow up later in the day
 - o Provide clients with a hand out of resources
 - o 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

Procedures for Drop off and Pick Up

Families will be assigned drop off and pick up times to avoid overcrowding at the centre’s entry doors and to maintain physical distancing.

Drop Offs

Parents and guardians may drop off their child(ren) at their designated time to the screening station where they will be greeted by a staff member.

Pick Up

Each centre will have a designated communication tool to inform the centre that they have arrived to pick up their child.

- HiMama
- Security Buzzer
- By Phone

A designated staff will deliver the child to the parent/guardian at the designated pick up doors.

Procedure Review

This procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement in a PLP Inc. location, and at any time where a change is made.

Link(s) to Resources:

- [TPH Screening Poster](#)

- [TPH Ways to keep Centres Healthy and Safe](#)
- [TPH Screening Questionnaire](#)

CHANGE LOG

POL #	REV #	Date	Summary of Changes	Revised By	Approved By
HS 219B	01	03 Nov 2020	Procedure for child drop off and Pick up	B. Leung	
HS 219B	02	10 Nov 2020	Attendance Records	B. Leung	