

Licensee <b>The Governing Council of The Salvation Army in Canada</b>	Last Updated <b>July 2, 2020</b>  Original Date: <b>April 1, 2020</b>
Policy Title <b>COVID-19 Daily Active Screening</b>	Page <b>1 of 6</b>

## **POLICY STATEMENT**

Every person arriving at the child care centre must be actively screened daily **PRIOR** to entering the centre. The screening information must be documented on the appropriate **COVID-19 Active Screening Forms for Staff, Households or Essential Visitors and Vendors** to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak. This includes all staff and volunteers working in the church. Church staff and volunteers are discouraged from entering the child care centre. **If church staff/volunteers must enter the child care centre they must be actively screened, they must wear a mask and wash their hands with soap and water or hand sanitizer prior to entering the child care area.**

Daily active screening may be completed by phone prior to arrival at the centre, while in a parked vehicle, or in a designated screening area outside the child care centre. If screening is done at the child care centre, screeners will take appropriate precautions when screening as described in the procedures below.

Individuals re-entering the child care centre (leaving and coming back on the same day) must be screened again **PRIOR** to re-entering the centre.

There should be no volunteers, students or non-essential visitors permitted to enter the child care setting. Essential visitors who will be permitted may include professionals delivering supports for children with special needs, TSA Child Care Services Director, Ministry staff and other public officials such as the fire marshal, public health inspectors, etc. **Essential visitors will be required to meet all daily active screening requirements prior to entering the centre and will be required to wear a mask and wash hands with soap and water or hand sanitizer prior to entry.**

Individuals who were previously ill, have been symptom free for 24 hours, and have tested negative for COVID-19 must complete additional screening using the **COVID-19 Re-entry Screening Form for Previously Ill Individuals** **PRIOR** to also completing the daily active screening process. These individuals must provide the child care centre Supervisor with a copy of the negative COVID-19 test result.

## **PROCEDURES**

Staff must be trained on conducting the screening using the **COVID-19 Active Screening Forms for Staff, Households or Essential Visitors and Vendors**, as well as using the **COVID-19 Re-entry**

**Screening Form for Previously Ill Individuals** in situations where previously ill individuals who have tested negative are returning to the centre

**Screen POSITIVE:**

Any staff/parent/child/essential visitor who arrives at the centre and answers **YES** to **ANY** of the questions on the active screening form will be directed to not enter the centre and to return home immediately. **The Supervisor/Designate is required to notify the TSA Director Child Care Services as soon as possible.**

COVID-19 testing will be required for any staff/parent/child/household member experiencing new or worsening symptoms before returning to the centre. Staff or children with a pre-existing medical condition that corresponds to a COVID-19 symptom (e.g. asthmatic cough, rash) should have this documented in their file. Only medical notes from physicians or nurse practitioners that indicate that the individual is free from communicable disease are acceptable. **Individuals who choose not to have COVID-19 testing must be excluded from the child care setting for 14 days.**

The Supervisor/Designate will provide contact information for [Public Health](#) for information on symptoms, [getting tested](#) and self-isolation. When calling Public Health, the Supervisor/Designate should collect as much information as possible, including:

- o Who is symptomatic (child/parent/household member/staff) and age (if child)?
- o Type of symptoms?
- o Date and time of onset of symptoms?
- o Circumstances when symptoms began?
- o Where symptoms experienced (child care centre or at home)?
- o How long has child attended the child care centre?
- o Did individual answer YES to any other screening questions?

The Supervisor/Designate will contact Public Health for any information and actions for staff and other parents/guardians while test results are pending. Public Health will provide the following advice on return to child care for the staff/child once the staff's/child's/household member's test results are known:

- Staff and children must self-isolate for 14 days from the start of symptoms (unless tested negative for COVID-19). Any siblings of the child attending the child care centre must also be excluded from child care.
  - **If tested negative for COVID-19**, the staff/child may return to the centre 24 hours after symptoms resolve if they have not been exposed to a confirmed or suspected case of COVID-19.
  - **If tested positive for COVID-19**, staff/child will be required to continue self-isolation for 14 days from the start of symptoms. Public Health will confirm when staff/child can return to the child care centre.
- Staff or children who have been identified as a close contact of a confirmed or suspected case of COVID-19 should be excluded from the child care setting for 14 days after their last exposure, regardless of their test result.
- The need to isolate close contacts while test results are pending will be assessed on a case by case basis.

**Screen NEGATIVE:**

- If screened negative (NO to ALL questions), the parent/staff may take a temperature (if not taken at home) at the screening table and then sanitize their hands.
- Once the parent/guardian and child(ren) have all passed the active screening requirements, the child(ren) will be escorted into the child care centre by staff. Parents/guardians are not permitted to enter the centre unless there are extenuating circumstances, and this must be approved by the Supervisor/Designate. Pick-up and drop-off of child(ren) will happen outside the child care centre.

**Screening by Phone:**

- If arriving in a personal vehicle, the parent/staff may complete the active screening questions by phone.
- The Supervisor/Designate will complete the active screening for staff using the COVID-19 Active Screening Form for Staff.
- The Supervisor/Designate will provide families with a phone number to call upon arrival at the centre so that the COVID-19 Active Screening Form for Households can be completed by staff over the phone with the parent/guardian and documented. Families should allow extra time upon arrival for screening to be completed.

**Screening at a Station:****The Supervisor is required to ensure that the following steps are completed:**

- Identify/set up the screening station and assign staff to conduct the screening.
  - Place the screening table at the front entrance.
  - Only ONE entrance/exit is to be used for access to the child care centre to ensure that each person is screened.
  - Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible and/or wear personal protective equipment (PPE) (i.e., surgical/procedural mask, eye protection (goggles or face shield)). Staff should follow guidance provided on how to properly put on and take off PPE.
- Place posters or signage outside the front entrance and drop-off area identifying the screening process.
  - Implement measures to physically separate or impose physical distance of at least 2 meters between persons. This could be done by using physical partitions, visual cues or signage to limit close contact.
  - Place hand sanitizer at the screening table. Ensure it is visible to every person entering the building. Once a person has passed the active screening, s/he must complete hand hygiene with the hand sanitizer (minimum 70% alcohol content) or by handwashing with soap and water.
  - Temperature must be recorded for every person entering the centre. Individuals will be asked to self-monitor temperature at home and to report their temperature upon arrival as part of the screening process. If a temperature was not taken in advance of arriving at the centre, the screening station must have a forehead thermometer or a digital thermometer with a supply of single use tips available. A waste container must be available at the screening table to dispose of thermometer tips, which can be disposed of in the regular garbage afterward. Disinfectant must also be available at the screening table to disinfect the thermometer in-between uses. Thermometers may be disinfected with 70% isopropyl or ethyl alcohol (i.e. alcohol prep wipes). Allow to air dry before use.

- Staff will request that staff/parents/essential visitors taking their temperature apply hand sanitizer before and after using the thermometer and before and after disinfecting it.
- If screening is conducted in an enclosed space and a physical distance of 2 meters cannot be maintained parents/guardians must also wear masks.

## Screening Upon Entry

### 1. Screening of Supervisor/Designate and Staff

- The Supervisor/Designate must ensure that all staff are informed of, and sign off on, the screening policy prior to beginning work at the child care centre. Active screening must be completed for **all** staff at the site each day. The Supervisor/Designate will develop the active screening schedule and assign staff to conduct active screening of parents/guardians and children for each day.
- A Supervisor or Designate will be onsite at the child care centre at all times. The Supervisor or Designate will be the first staff to arrive at the centre. The Supervisor/Designate will self-screen at home using the **COVID-19 Active Screening Form for Staff** and will answer the screening questions in writing and complete the temperature check, to ensure s/he is well enough to report to work. If unable to report to work, the Supervisor/Designate will ensure a back up staff is called into work.
- Once the Supervisor/Designate has completed the self-screening at home, s/he will arrive at the centre and complete active screening for the second staff to arrive at the site. Once screened, the second staff to arrive will confirm the written screening completed by the Supervisor/Designate. The Supervisor/Designate will then complete active screening for all staff. The Supervisor/Designate on duty will ensure that active screening is completed for all staff for every staffing shift.
- Staff are required to stay home if they are experiencing **ANY** of the symptoms identified on the active screening form and to report their absence to their Supervisor/Designate immediately.
- Any staff who arrive at the centre and answer **YES** to **ANY** of the questions on the active screening form will be directed by the Supervisor/Designate not to enter the centre and to return home immediately.
- Any essential visitor or third-party vendor (such as caterers or cleaning services) granted entry into the child care centre **MUST** also complete the daily active screening process prior to entering the site using the COVID-19 Active Screening Form for Essential Visitors and Vendors. **Entry into the child care centre should only be permitted if there is a need to enter the setting.** The supervisor/designate will set up active screening binders/forms for the church staff, volunteers, vendors and essential visitors. The church will be responsible for screening people entering the church, the supervisor/designate will collect the active screening forms and file them with the child care active screening files.
- Any third-party vendors (such as cleaning services) that arrive at the child care centre after-hours must self-screen prior to entering the site by completing the COVID-19 Active Screening Form for Essential Visitors and Vendors. They must also record their time of arrival and departure upon entering and leaving the child care centre. Staff must advise third-party vendors of proper hand hygiene and cleaning and disinfection practices when using the thermometer.
- All child care centres are responsible for maintaining daily attendance records of any essential visitor or vendor entering the centre and the approximate length of their stay. Records are to be kept on the premises for at least one month. Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-

to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

## **2. Screening of Parents, Guardians and Children**

- The Supervisor/Designate must inform all parents/guardians whose children are placed in child care of the screening requirements prior to the family beginning child care at the site.
- Parents/guardians will be required to sign a **Parent/Guardian COVID-19 Screening Agreement** prior to beginning care confirming their understanding of, and consent for, all screening requirements.
- Upon arrival to the centre the family will remain in the vehicle and will call the number on the posted sign. Families who walk will remain outside the child care centre in the designated area while physical distancing.
- The Supervisor or Designate will greet families and conduct The Household Active Screening for all individuals living in the household.
- If the parent/guardian answers NO to all questions, the parent will be asked to get their children out of the vehicle while maintaining 6 ft distance from the Supervisor/Designate.
- The children will be escorted into the centre by the Supervisor/Designate.
- If the parent/guardian answers YES to any of the screening questions, the parent will be provided with Public Health information and the SCREEN POSITIVE section of this document will be followed.

### **Confidentiality of Personal Health Information Collected for COVID-19 Screenings**

Child care staff are required to protect all personal health information collected for the COVID-19 screenings and/or information provided by Public Health regarding a positive COVID-19 test result to reduce exposure.

Parent and child privacy are paramount; therefore child care staff will treat families in a respectful manner which protects the privacy of their family.

The Supervisor/Designate will ensure all screening documents completed are stored in a secure area (i.e. locked office and filing cabinet). Privacy is everyone's responsibility.

### **Re-entry Screening of Previously ILL Individuals Tested Negative for COVID-19**

If a previously ill child, parent/guardian or staff person has:

- 1) tested **NEGATIVE** for COVID-19; **AND**
- 2) remained symptom-free for at least 24 hours,

they can return to the child care centre (unless they have had close contact with a confirmed COVID-19 case or symptomatic person(s), in which case, they will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected case).

The parent/guardian or staff person must provide a copy of the COVID-19 test result to the child care centre Supervisor/Designate to verify the negative result.

Upon return to the centre, the previously ill child must complete the re-entry screening conducted by screening staff over the phone with the parent/guardian using the **COVID-19 Re-Entry Screening Form for Previously Ill Individuals**. The Supervisor/Designate will conduct re-entry screening for previously ill staff.

If **YES** was answered to **ANY** of the questions in **Step 2** of re-entry screening form, the Supervisor/Designate must refuse the individual entry into the child care centre. The individual

will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected COVID-19 case.

If **NO** was answered to **ALL** questions in **Step 2** of the re-entry screening form, staff may proceed with conducting active screening on the individual.

**Note:** Individuals tested positive for COVID-19 require direction from Public Health on when they can return to the child care centre.

The active screening policy and forms will be updated as advised by Public Health.

Documentation of the information collected during active screening must be recorded on the **COVID-19 Active Screening Forms for Staff, Households, Essential Visitors and Vendors** or the **COVID-19 Re-entry Screening Form for Previously Ill Individuals** in situations where previously ill individuals with a negative test result are returning to the centre. The Supervisor is responsible for ensuring that this information is recorded as required, maintained on the premises, and managed in accordance with the child care provider's relevant privacy and document management practices as set out in the *Child Care and Early Years Act (i.e. O. Reg. 137/15: at least three years from the date "the record" is made)*.

#### **NON COMPLIANCE REVIEW**

If any staff member does not follow **The Salvation Army Child Care COVID-19 Daily Active Screening Policy** using the criteria outlined above, it will be considered a serious breach of employment. A breach of this policy could result in disciplinary action up to and including automatic dismissal.

#### **POLICY REVIEW**

All staff members will read, review and understand the **COVID-19 Daily Active Screening Policy** prior to beginning work and annually thereafter. The staff member, Child Care Director, Supervisor or designated person will sign a written record of the review.

#### **DISCLAIMER**

***Our centre will be consistent with our process for the monitoring and contravention of all Policies & Procedures***

*Policy & Procedures created in consultation with The Region of Peel and The City of Toronto*