

Health Screening Procedure Policy

Promised Future Inc., is committed to providing a safe and healthy environment for children, families and employees. Promised Future will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

Purpose

In order to help reduce the risk of respiratory infections (including COVID-19), a health screening for potential risks is an essential step for everyone who enters the program.

All employees, students and any other persons that enter the premise and engage in the programs, must adhere to the following procedures. The screening will ensure the safety and well-being of staff, children and families.

Policy

Everyone who enters Promised Future, Inc., program must be screened. Promised Future will be administering health screening for staff and children, who enter the location, in addition to any authorized visitors such as Public Health, and Ministry of Education.

Promised Future will confirm all details of the health screening set up prior to opening and ensure the following are completed:

- Complete the health screening training with all employees
- Identify/set up the location and staffing of the screening table
- Place at front entrance, visually blocking entrance into the centre
- Only ONE entrance/exit is to be used for the program, to ensure that each person is screened.
- Maintain a minimum of 2 meters distance between staff conducting screening and the person being screened
- Employees conducting the screening and escorting the children into the program must be wearing full Personal Protection Equipment (PPE) including disposable gowns/washable gown, gloves, masks and shields/goggles.
- Dropping off of children should be staggered to avoid long lines when waiting to be screened. Promised Future will require parents to wait in cars and will call parents forward as they arrive.
- Promised Future will provide visual guides to assist with physical distancing (e.g., pylons or markings on the floor) 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
- Promised Future will place front entrance signage identifying the screening process outside and directly inside child care centre doors. Procedures will also be sent to families prior to reopening. It is suggested that the procedures are all shared with any one dropping off or picking the child.
- Hand sanitizer will be placed at the screening table. It will be placed in a visible spot for all employees and clients entering the building. No one will be allowed into the building without sanitizing their hands.
- Promised Future will ensure that 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. This information will be collected and stored in a manner that protects the privacy of the individuals. The information will be required for any Public Health visits or Ministry of Education visits.
- Parents/guardians are not permitted past the health screening line to ensure physical distancing. Only one parent/guardian is permitted into the screening area
- Employees are not permitted past the health screening line until they have been cleared to enter the child care centre.
- Attendance records including the time arriving and the time departing. Temperatures will be taken at arrival and a minimum of once throughout the day and will be recorded.
- Parents/guardians are not permitted into the child care centre.
- Promised Future will have any York Region Public Health resources available for anyone who does not pass the screening.

Screening Procedure

Every employee, child and necessary visitor must be screened prior to being admitted into the program. Employees must follow the screening checklist for each person and record the outcome (pass or fail)

Screening questions are for Employees and families.

All children will be greeted into the program in a friendly and calm manner. The questions will be asked and will require a **yes or no** answer.

- Do you/the child, or any member of your household have any of the following symptoms:
- Fever (37.8 degrees C or greater, new or worsening cough and difficulty breathing
- Sore throat or Difficulty swallowing
- Altered smell or taste, nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion (unrelated to seasonal allergies, post nasal drip etc.
- Tiredness, feeling unwell or muscle aches
- Worsening of chronic conditions
- Chills, headaches, croup, pink eye
- Red/purple discolouration to hands, fingers, feet and/or toes, and skin may peel (Covid-toes)
- Increased tiredness/fatigue
- Have you or the child travelled outside of Canada 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 in the last 14 days?
- Have you/the child been given fever reducing medicine in the last 5 hours?

Employees performing the screening and escorting the children to their program must complete hand hygiene (hand washing or hand sanitizing), put on gloves, a mask and a shield or goggles. Hand sanitization between each child/adult must be completed before moving on to the next child.

Employees will

- Take temperature, record the information to the questions, remove gloves, and complete hand hygiene (hand washing or hand sanitizer).

Responses to the Screening questions:

- If the individual (for his/herself or for their child) answers NO to all questions, and does not have a fever (37.8 degrees C and above), they have passed the screening and can enter the building. The Employee will inform the parent/employee that the individual is cleared to enter the program.
- If the individual answers YES to any of the screening questions, refuses to answer, and/or has a fever (37.8 degrees Celsius or greater), they have failed the screening and cannot enter the building.
- The Employee will thank the parent for their patience and inform the parent that unfortunately based on the answers, Promised Future is not able to let the individual enter the child care centre. Promised Future will review the self-assessment tool on the Ministry of Health website to determine if further care is required.
- If any of the answers were YES, Promised Future will provide families and employees with a hand out of resources and/or the Public Health contact information.
- Promised Future will 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 putting on and taking off the gloves and mask

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment and at any time where a change is required.