
Daily Active Screening and Infection Control for Persons Entering and Using the Emergency Child Care Facility – COVID-19

City Of Peterborough



Emergency Centre Based Care

1 Purpose

This Procedure is in response to the COVID-19 Pandemic and the requirement for Compass Early Learning and Care to establish an Emergency Child Care Plan for the provision of care for essential service workers. This Operational Practice adheres to the advice of Dr. David Williams, Ontario's Chief Medical Officer of Health, the experts at the COVID-19 Command Table and the local Medical Officer of Health to keep people safe.

The purpose of this Operational Practice is to keep all persons entering the facility safe and to outline all required procedures to be strictly implemented and adhered to daily. This Operational Practice also outlines what to do in the event that a child, parent or staff member at the site is exposed to COVID-19

2 Application

This Procedure applies to:

- All persons entering the Emergency Child Care Facility – including children, parents/guardians, staff (including cooks, cleaners)

3 Definitions/Acronyms

CCLS – Child Care Licensing System

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

ECC – Emergency Child Care Facility

MOH – Medical Officer of Health

PPE - Personal Protective Equipment

PPH – Peterborough Public Health

SO - Serious Occurrence

4 Procedure

Screening Posters

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.

Screening Symptoms

COVID-19 Symptoms for adults include:

- Fever
- Cough
- Difficulty breathing

In addition to the symptoms above, COVID-19 Symptoms for children could include:

- Sore throat
- Diarrhea
- Look to see if exhibiting a Runny nose

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, exclude from the ECC facility. Direct the individual to arrange for further assessment by calling the **Peterborough Health Unit at 705-743-1000**.

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

If symptoms of any illness develop while the individual is on-site follow the directions for isolation listed on the Screening Tool for Staff, Children and Visitors.

If staff, children or parent/guardian have been excluded from the ECC facility they must not return until 24 hours (or as per policy if longer) after their symptoms have resolved. If staff, children or visitors are confirmed or suspected of having COVID-19, contact Local Health Unit for further assessment and/or recommendations.

Risk may be higher if the individual has a weakened immune system. This may be the case for older people and people with chronic disease (e.g. diabetes, cancer, heart, renal or chronic lung disease)

All persons over 70 years of age and individuals who are immunocompromised are advised to self-isolate for a period of 14 days. Emergency child care staff are strongly encouraged to find alternative arrangements for any such family members during a time of heightened risk of exposure to COVID-19, such as caring for the children of front-line emergency staff.

This 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.

Daily Screening

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.

Staff will use the Active Screen Tracking Checklist to document the results for all persons screened when they arrive. 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 **Peterborough Health Unit** at 705-743-1000 for further assessment and follow the direction from Health Unit and their respective Human Resource department for medical clearance to return to work.

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.

Protecting Yourself from COVID-19

To prevent and control the transmission of micro-organisms staff must focus on the following principles:

1. Risk Assessment
2. Hand Hygiene
3. Use of Personal Protective Equipment (PPE)
4. Control of the Environment
5. Administrative Controls

Risk Assessment

Perform a risk assessment before each child interaction:

- What you will be doing, is there a risk of exposure to the COVID-19 virus?
- Does the child have symptoms of a respiratory infection?
- What kind of contact/interaction will you be having with the child?
- Is there a way to maintain a 2 metre distance with the child during the interaction?
- Is there a way to avoid contaminating your hands during the interaction?

Hand Hygiene

Hand hygiene should be promoted between both staff and children

When to perform hand hygiene:

- Before touching your face
- Before preparing, handling, serving and eating food
- After using the washroom
- Before and after going outside
- After contact with body substances, mucous membranes of the eyes, nose and mouth and non-intact skin
- Before putting on and after taking off PPE
- Before and after child contact
- After touching 'regularly touched' items such as door knobs, toilets and sink taps
- Whenever there is a chance that your hands may have been contaminated!

Two ways to perform hand hygiene:

- Handwashing
- Alcohol Based Hand Rub (Hand Sanitizers)

Refer to '[How to Use Hand Rub](#)' poster

Personal Protective Equipment

Deciding to use PPE is based on your risk assessment of the situation

- Ask yourself: What you will be doing, is there a risk of exposure to the COVID-19 virus?
- PPE should not be worn when it is not needed
- Social distancing at 2 metres and proper hand hygiene will be the most important way to protect yourself from the COVID-19 virus
- Improper use of PPE can create a false sense of confidence, increase chances of infection and waste supply
- Proper use of PPE is an effective part of infection prevention and control, however it is not a stand-alone method

Three types of PPE may be considered based on a risk assessment of the situation. Proper hand hygiene must be exercised before donning and after doffing PPE including gloves, face masks and eye protection.

The following PPE is available at all ECC sites and may be used if there is an identified risk of exposure to the COVID-19 virus:

- Gloves
- Masks
- Eye Protection

Gloves may be worn when hands come into contact with a child exhibiting respiratory symptoms or objects that may be contaminated. Gloves are disposable and single use, and must be disposed of after the task is completed.

A face mask must be worn by an individual with respiratory symptoms. If the individual is unable or unwilling to wear a face mask, the person providing care must wear a face mask if a physical distance of 2 metres cannot be maintained.

Eye protection may be worn as a precaution if staff is within 2 metres of a child exhibiting respiratory symptoms. Eye protection is reusable and must be washed and disinfected between each use.

For additional information refer to '[Preventing the Spread of COVID-19 in Emergency Child Care Facilities](#)' Fact Sheet

If Symptoms Develop in Staff or Children During the Day

Staff

In the event that a staff member develops any symptoms of illness (respiratory or otherwise) while at the Emergency Childcare Centre (ECC), the staff member must be immediately excluded from the ECC and sent home. If the staff member is experiencing respiratory symptoms, ensure the staff member immediately performs hand hygiene, dons a mask, and leaves the ECC. The staff member must complete the Ontario COVID-19 Self-Assessment Tool (<https://covid-19.ontario.ca/self-assessment/#q0>) to determine further actions. Staff

members are to follow the recommendations of the self-assessment tool. If the Ontario COVID-19 Self-Assessment Tool recommends for the individual to isolate at home until symptom-free; staff may return to work 24 hours (or as per facility policy if longer) after symptoms have resolved.

Children

In the event that a child develops any symptoms of illness (respiratory or otherwise) while at the ECC, the child must be immediately isolated at the facility and their parent/guardian called to take the child home as soon as possible. If the child is experiencing respiratory symptoms, ask the child to wear a mask while self-isolating at the facility. If the child is unable or unwilling to wear a mask, the staff person caring for the symptomatic child must wear a mask if they are unable to maintain a 2 metre physical distance. The parent/guardian of the child must complete the Ontario COVID-19 Self-Assessment Tool (<https://covid-19.ontario.ca/self-assessment/#q0>) to determine further actions. Parents/guardians are to follow the recommendations of the self-assessment tool. If the Ontario COVID-19 Self-Assessment Tool (<https://covid-19.ontario.ca/self-assessment/#q0>) recommends for individuals to isolate at home until symptom-free; the child may return to the ECC 24 hours (or as per facility policy if longer) after symptoms have resolved.

Staff caring for a child with respiratory symptoms may wear gloves and/or eye protection in addition to a mask if a risk assessment indicates that staff is unable to avoid coming into contact with contaminated surfaces or respiratory droplets from the child.

Once symptomatic individuals have left the ECC, ensure that contaminated surfaces and high touch areas are disinfected.

Serious Occurrence Reporting

Suspected and/or Confirmed Cases of COVID-19

The Supervisor/designate or home child care provider is responsible for following the direction outlined below for any suspected and/or confirmed cases of COVID-19 for the following individuals:

- a child enrolled at the child care centre receiving Emergency Child Care
- a child enrolled at a home child care premises (agency enrolled and/or privately placed)
- a parent/guardian or anyone else that resides in the home of a child enrolled at an Emergency Child Care Centre or Home Child Care premises
- a staff of the licensee currently working at the child care centre providing Emergency Child Care
- a home child care provider and/or anyone ordinarily resident and/or regularly present where children are receiving Emergency Child Care

As soon as the Supervisor/designate or home child care provider becomes aware of any **suspected and/or confirmed** cases of COVID-19 for any of the above individuals, staff are required to **immediately** follow the direction below:

- Notify **Peterborough Health Unit** by phone at 705-743-1000 and follow **all** direction they provide
- Notify the Child Care Quality Assurance and Licensing Branch **Regional Manager**
- Follow the advice of the Peterborough Public Health with respect to the appropriate process for notifying parents with children enrolled at the child care centre receiving Emergency Child Care, and all parents of children receiving care at the home child care premises
- Notify your local **Children’s Services Manager** at srobinson@peterborough.ca or by phone at 705-927-7907. Please provide the following details:
 - name of the child/parent/staff that is suspected or confirmed to have COVID
 - number of children in attendance in the affected playroom/home
 - Number of staff in attendance in the affected playroom/home
 - confirmation that the SO notice has been posted and that all staff and parents at the centre/home have been notified.
- Follow the regular **Serious Occurrence (SO)** reporting requirements (including submitting a SO report in CCLS and posting the SO notification form).

Enhanced Cleaning and Disinfection

*Use in addition to Public Health Ontario’s ‘Cleaning and Disinfection for Public Settings’ document;

Disinfectants commonly used in childcare settings are effective against COVID-19. As per Public Health Ontario’s recommendations, frequently touched surfaces should be cleaned and disinfected at least twice per day or more often as required.

In a childcare setting, frequently touched surfaces may include toys, learning materials and other items. Efforts should be made to ensure sharing of items is limited and items are cleaned and disinfected after each use.

Items used by children should be of a material that allows them to be easily cleaned and disinfected at least twice daily; such as items with hard surfaces. In an effort to maintain a physical distance of 2 metres between individuals and limit the spread of pathogens, items such as toys should be limited to one child at a time and cleaned and disinfected after each use.

Items that are not able to be cleaned and disinfected easily or at least twice daily should be removed from use at this time. Activities which do not allow for a physical distance of 2 metres between individuals and where media cannot be easily cleaned and disinfected should also be discontinued at this time. Examples of items and activities that should be discontinued include but are not limited to the following:

- soft toys
- items that require laundering such as dress up clothes
- paper materials that are unable to be cleaned and disinfected such as books, puzzles, cards, magazines
- sensory play including the use of water, sand and dry foods
- use of wading pools
- use of outdoor playgrounds including at the facility and in parks

The use of personal items such as tablets and books is not recommended; use of these items by staff must be closely monitored to ensure items are maintained in a clean and sanitary condition and are not shared between individuals.

It is recommended that enhanced cleaning and disinfection principles be applied to all aspects of the facility and may include the following:

- cleaning and disinfection of toilets, changing tables, and potties after each use
- cleaning and disinfection of sleeping mats, cribs and cots after each use
- bedding is designated for each child and laundered weekly or more often if required

Rest Time

To further reduce the risk of illness, a minimum of 2 metres should be maintained between children napping arrangements. Beds, cribs and cots should be arranged so that children are napping 'head-to-toe'.

1 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

1.1 Forms:

- Daily Communication Log
- Active Screen Tracking Checklist Form
- Active Screen Schedule

1.2 Resources: (PDF's provided by Peterborough Public Health)

- Screening Posters
- COVID-19 Screening Tool for Staff, Children and Parents/Guardians
- Preventing the Spread of COVID-19 in Emergency Child Care Facilities Fact Sheet
- How to Use Hand Rub Poster
- Public Health Ontario's 'Cleaning and Disinfection for Public Settings
- Ontario COVID-19 Self-Assessment Tool <https://www.ontario.ca/page/2019-novel-coronavirus>