



Health Assessment and Sign In

3. COVID-19 Health Assessment and Sign In

Date: October 5, 2020

CATEGORY: Health and Safety

REVISED: November 24, 2020

Purpose

The purpose of this policy is to provide clear direction for EarlyON staff to follow when conducting health assessments. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

Policy

In consideration of the increased health risk associated with the spread of COVID-19 and the Ministry of Education *Operational Guidance During COVID-19 Outbreak: EarlyON Re-Opening*; it is required that prior to entry into an EarlyON program all individuals must undergo and pass a health assessment. Once a health assessment is complete the individual's attendance must be recorded. This includes all staff, participants (both children and parents/caregivers), and any essential visitors (e.g. maintenance/repair worker, Public Health Inspector etc.).

<https://covid-19.ontario.ca/school-screening/>

Health assessments will be conducted in accordance with the procedures described in this policy.

Where possible, it is recommended that daily health assessments be done electronically. In the event that an individual is not screened prior to arriving at the EarlyON Centre, active (in-person) screening will be available when necessary.

If an individual is screened at the EarlyON Centre, screeners will take appropriate precautions when screening and escorting participants into the centre, including maintaining a distance of at least 2 metres from those being screened, as well as wearing the required PPE.

If an individual does not pass a health assessment, entry into the program will not be permitted.

Communities Together for Children EarlyON will maintain daily records of attendance. These records will be kept on file by Communities Together for Children.

Procedure

- Prior to offering program all Communities Together for Children’s staff must complete the health assessment. Staff must be able to pass the health assessment in order to open the program. If a staff member does not pass the health assessment, they must immediately notify their Coordinator;
- Health assessment and sign in area will be set up as close as possible to the door of Communities Together for Children’s EarlyON program area, with the intent that participants will not be able to access the program space until health assessment /sign-in is complete;
- Hand sanitizer will be made available for use at the health assessment/sign in area. Communities Together for Children’s EarlyON staff must request that all individuals entering the EarlyON program area engage in hand hygiene. Parents/caregivers can assist their children as needed;
- Health signage will be displayed as appropriate to context. E.g. “STOP notice” where screening is taking place, “How to use hand sanitizer” signage near the hand sanitizer, and physical distancing signage as needed. (Circles on the floor)
- All individuals entering a Communities Together for Children’s EarlyON program location must complete a health assessment, provide contact information, and once health screening is successfully completed, sign in. (parents/caregivers must participate in health screening on their child(ren)’s behalf);
- Temperature checks will be a part of this health screening. Thermometer use must be in line with manufacturer’s guidelines.
- Due to the rapidly changing and rising case numbers, at this time, travel outside of Northwestern Ontario is not advisable and should be for essential reasons only. Anyone who has travelled outside of Northwestern Ontario will not be permitted to enter Communities Together for Children’s EarlyON Child and Family Centre or receive in person services until they have completed a 14 day self isolation period.
- If an individual is unable to pass the health assessment they will not be permitted to sign in or participate in programming.
- Families who do not have access to the online screening tools will be able to complete a manual screening tool before entering the centre. Links to both the School Screening tool pdf and the Ministry of Health Screening for workplaces pdf are found here and copies will be available to the health assessment area.
- <https://covid-19.ontario.ca/school-screening/>
- http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf
- Anyone who does not pass the health assessment will be asked to:
 - Contact the Communities Together for Children’s EarlyON program to let them know about this result.
 - Self isolate immediately and contact the centre (there is no need to contact the centre with a orange result, only RED)

- Contact the Assessment Centre at the Thunder Bay Regional Health Sciences Centre (807) 935-8100 for testing. With a negative result you can return after 24 hr symptom free to a pre-registered program.

OR

- Contact your Health Care provider – If they provide an alternative diagnosis for the symptoms or do not recommend COVID testing you can return after 24 hr symptom free to a pre-registered program.

OR

- If you do not have a test done, or have not seen a Health Care provider for an assessment you may return to a pre-registered program after isolating for **10 days from the onset of symptoms** as long as you haven't had an exposure (international travel, close contact of confirmed case, etc). If there is an exposure then the isolation time is 14 days as this is the incubation period.
- Communities Together for Children's EarlyON staff will ensure that the first and last name and phone number, as well as the time of entry (and where possible time of departure) of anyone entering the program is on record at the time of sign in. First and last name and phone number must be provided in order to enter Communities Together for Children's EarlyON program;
- Sign in with KEyON – staff must verify that the name and contact phone number for each individual is correct and up to date at the time of sign in;
- Manual sign in – if completing manual sign in (e.g. paper sign-in for outdoor programs), staff will ensure that the first and last name of each individual and contact phone number of all adult participants has been collected.
- For any individuals who would not be registered in the KEyON system, (e.g. maintenance/repair worker, Public Health Inspector etc.) attendance, contact information and health screening results will be manually recorded.

Policy and Procedure Review

- Communities Together for Children EarlyON will ensure that their staff have reviewed this policy and procedure prior to commencing work in an indoor EarlyON Program and maintain a record to this effect.
- Communities Together for Children EarlyON will review this policy monthly and recognize that this policy may be amended as needed in response to continually evolving circumstances during the COVID-19 pandemic.
- Communities Together for Children will confirm with the TBDSSAB that this policy/procedure is being followed by ensuring all staff has reviewed the policy and any amendments and signed an attestation.