



COMMUNITIES TOGETHER FOR CHILDREN

Health Assessment and Sign In

3. COVID-19 Health Assessment and Sign In

Date: October 5, 2020

CATEGORY: Health and Safety

REVISED: September 15, 2021

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), students on educational placement and any visitors (e.g. maintenance/repair worker, Public Health Inspector etc.).

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

Where possible, it is recommended that daily health assessments be done electronically.

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

EarlyON Service Providers are required to maintain daily records of attendance and screening results. These records must be kept on file by the EarlyON Service Provider.

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

Procedure

Screening for EarlyON Centres

- All EarlyON staff, students on educational placement and visitors must self-screen. 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 supervisor;

- Health assessment and sign in area must be set up as close as possible to the door of the facility and/or EarlyON program area, with the intent that participants will not be able to access the program space until health assessment /sign-in is complete;
- Any individuals that do not pass the screening procedures will be asked to return home and self-isolate. See the provincial [COVID-19 screening tool](#) for symptom screening, monitoring, and isolation procedures.
- Hand sanitizer will be made available for use at the health assessment/sign in area. 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 must 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.
- At the advice of the local public health unit, additional screening measures may be implemented based on local circumstances.
- Signage will be posted at entrances to the EarlyON programs to remind staff, parents/caregivers and visitors of screening requirements.

Screening for Children/Parents/Caregivers

1. Parents and caregivers are required to screen themselves and their children prior to attending an EarlyON Centre. The provincial [COVID-19 screening tool](#) is available to support parents and caregivers to meet this requirement. Health assessments will be conducted in accordance with the procedures described in this policy.
 - Parents or caregivers of any child that has not completed the screening for symptoms prior to arriving at the EarlyON setting will be required to complete screening prior to entry.
 - If an individual is screened at the EarlyON Centre, screeners will take appropriate precautions when screening and escorting participants into the program, including maintaining a distance of at least 2 meters from those being screened, providing alcohol-based hand rub containing 60% to 90% alcohol content at all screening stations as well as wearing the required PPE.
- If an individual is unable to pass the health assessment they will not be permitted to sign in or participate in programming.
- Anyone who does not pass the health assessment will be asked to:
 - Contact the EarlyON program to let them know about this result.
 - Stay home, isolate and:
 - The ill individual and/or their parent or guardian are advised to use the online self-assessment tool [[Coronavirus \(COVID-19\) self-assessment \(ontario.ca\)](#)] and follow instructions which may include seeking medical advice and/or going for testing for COVID-19.
 - Regular EarlyON operation can continue unless directed otherwise by the local public health unit.
 - An ill individual who has a known alternative diagnosis provided by a health care professional may return to the EarlyON setting if they do not have a fever and their symptoms have been improving for at least 24 hours.

2. EarlyON staff, students on educational placement and participants (children/parents/caregivers/visitors) with any new or worsening symptom of COVID-19, as indicated in the COVID-19 School and Child Care Screening Tool, even those with only one symptom, must stay home until:
 - They receive a negative COVID-19 test result,
 - They receive an alternative diagnosis by a health care professional, or
 - It has been 10 days since their symptom onset and they are feeling better.

In addition, these individuals must not attend the EarlyON Centre if any of their household members are experiencing any new COVID-19 symptoms and/or are waiting for COVID-19 test results after experiencing symptoms

3. Temperature checks may be a part of this health screening. Thermometer use must be in line with manufacturer's guidelines.
4. Due to the rapidly changing and rising case numbers, from time to time, travel outside of Northwestern Ontario may not be advisable and should be for essential reasons only. Anyone who has travelled outside of Northwestern Ontario may not be permitted to enter Communities Together for Children's EarlyON Child and Family Centre or receive in person services (if a travel advisory is in effect) until they have completed a 14-day self isolation period.
5. First and last name and phone number must be provided in order to enter Communities Together for Children's EarlyON program. All participants must have a KeyON account and sign in with KEyON prior to attending programs— staff must verify that the name, contact phone number as well as the time of entry (and where possible time of departure) for each individual is correct and up to date at the time of sign in;
 - 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.
6. Manual sign in – if completing manual sign in (e.g. paper sign-in for outdoor programs), staff must ensure that the first and last name of each individual and contact phone number of all adult participants has been collected.
7. Similar to other vaccines, the COVID-19 vaccine can cause side effects although not everyone will experience them. Most side effects are mild to moderate in severity and may occur in the first day or two after receiving the vaccine. Side effects often get better on their own within several days of immunization.
 - Common side effects include: pain, redness or swelling at the injection site, as well as tiredness, headache, muscle pain, chills, joint pain, and fever.
 - It is possible that individuals may contract COVID-19 before or around the time of immunization and not be aware. Symptoms of COVID-19 may be similar to the side effects after receiving the vaccine. If a recently immunized worker has any concerns that they may be infected with COVID-19, they should not go to work and get tested.
 - Workers should be actively screened for symptoms and exposures as per regulatory requirements prior to arriving at their health care setting/place of work
 - If the worker responds 'yes' to any of the following symptoms when being screened before entering the workplace (e.g., Ontario workplace screening tool, Ontario school and childcare screening tool, Ontario Screening Tool for Long Term Care Homes and

Retirement Homes), they must not enter the workplace or be permitted entry into a facility, regardless of whether they have been immunized within the past 48 hours. These individuals should self-isolate and seek further medical attention. This includes reporting 'yes' to any of the following symptoms:

- Fever and/or chills
- Cough or barking cough
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Decrease or loss of smell or taste
- Pink eye or Runny or stuffy/congested nose
- Digestive issues like nausea/vomiting, diarrhea, stomach pain
- Extreme tiredness
- Falling down often

Further Assessment for Certain Mild Symptoms

- In the 48 hours from the time they received their immunization, if the worker responds 'yes' to any the following symptoms (and no others), and where the symptoms are mild (e.g., they feel well enough to work) and the symptom(s) only began after immunization, the individual can enter the facility/workplace:
 - Headache
 - Fatigue
 - Muscle ache/Joint Pain

Workers with these symptoms that are allowed to work must be advised to wear a mask for source control (i.e., a surgical/procedure mask is required) for the entire duration of their shift at work. Masks may only be removed to consume food or drink but the individual must remain at least two meters away from others when their mask is removed.

These individuals should physically distance from others if possible.

- If COVID-19 is suspected at any point for any reason, workers should not attend work in person, and should self-isolate, and seek further medical evaluation
- Note: Pain, redness and swelling at the site of vaccine injection are not symptoms compatible with COVID-19. Additional Monitoring Following Immunization
- Workers should continue to monitor their symptoms and they should not come to work nor be permitted entry into a facility/workplace, and if already at work, they should leave work immediately and seek further medical evaluation in the following scenarios:
 - Symptoms begin to interfere with their ability to carry out usual activities; OR
 - Symptoms that are worsening or not improving; OR
 - Symptoms develop beyond the 3 symptoms listed above; OR;
 - Symptoms that last > 48 hours after they were immunized

Unless confirmed to be symptoms related to COVID-19 disease, any potential adverse event following immunization (AEFI) to the COVID-19 vaccine should be reported (either by the worker or through their health care provider) to the local public health unit using the Adverse Event Following Immunization (AEFI) reporting form (see form for list of events)

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 have reviewed the policy and any amendments and signed an attestation.

