April 8, 2020

To: All childcare centres supporting families of essential workers

Re: COVID-19 Screening Checklist for Emergency Childcare Centres

This checklist provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment.

What to do:
Create and implement an active screening plan that includes:

- Educating staff on active screening process and requirements.
- Deciding on location and staffing of the screening table.
- Ensuring that a 2-meter (six feet) distance is kept between staff and person(s) being screened.
- Having a script and process for uncompliant visitors.
- Making alcohol-based hand sanitizer available at the screening area, points of entry and throughout the centre.
- Taking the temperatures of all children/staff twice a day and maintain a log of all testing and results.
- Post the Do Not Enter signage from Ottawa Public Health, on the entrance door being used prior to reaching the screening area.
- Post the other recommended posters (handwashing, hand sanitizing, cough etiquette, and physical distancing) where the most people will see it. For example: around the screening area, in the centre, etc.
- Only allow one point of entry and exit.
- Sign and review the CONSENT TO ACCEPT RISK and RELEASE OF LIABILITY.

Active Screening Process and Questions for Children and Staff to Consider:

- Greet everyone in a friendly, calm, and reassuring manner.
  - "Good morning/afternoon! As you know, the situation with COVID-19 continues to change quickly. For everyone’s safety, we are conducting active screening for potential risks of transmitting COVID-19 with everyone entering our centre"

1. Do you or your child(ren) have any of the following symptoms: fever/feverish, new or existing cough and/or difficulty breathing?
   - Yes ☐ No ☐
2. Have you or your child(ren) travelled outside of Canada (including the United States of America) within the last 14 days?
   - Yes
   - No

3. Do you or your child(ren) live with, or provided care for (without appropriate Personal Protective Equipment), or spent extensive time with someone who has tested positive for COVID-19, is suspected to have COVID-19 or who has a fever, cough or shortness of breath that started within 14 days of travel outside of Canada (including the United States of America)
   - Yes
   - No

- To support thorough active screening, childcare centres are asked to consider regular temperature checks and monitoring of all children and staff.
  - Specifically, childcare centres are to assess the temperature of all children/staff twice a day and maintain a log of all testing and results.
  - As per the Provincial guidelines:
    - Clearly communicate to parents/guardians to check their children’s temperature and ask staff to check their own temperature daily before coming to the childcare setting.
    - If the temperature is equal or greater than 38 degrees Celsius or if the child/children have any cold-like symptoms or vomiting and/or diarrhea, they should stay home.
  - Ensure that the thermometer has been disinfected, and gloves are worn. Staff must complete hand hygiene (hand washing or hand sanitizing), then put on gloves and a mask.
  - To maintain a 2 metre distance from others, have two staff complete the screening: one to take the temperature and the other to document.
  - Take temperature, partner will record, remove gloves, and complete hand hygiene (hand washing or hand sanitizer). Disinfect thermometer and wait appropriate contact time.

**How to respond and recommendations, based on the results of the screening:**

- Individuals that pass the screening (answered NO to all questions) will be allowed to enter. The following are some suggested instructions and scripts:
  - "You’re good to come in. Please use the hand sanitizer before you go. Thank you for your patience and enjoy the rest of your day."

- If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the centre. They are not allowed to enter into the childcare centre and will need to self-isolate for a period of 14 days. The following are some suggested instructions and scripts:
• "Thank you for your patience, unfortunately based on your answers, I'm not able to let you enter the centre today. Please take the self-assessment tool on the Provincial website and or visit ottawapublichealth.ca/coronavirus for more information on what to do."

• If they become upset, please follow your provider’s escalation process to handle the situation and keep safe.

❑ Any child/staff who has any symptoms of illness or whose parent or other household members are showing any symptoms of illness as described above, will be asked to stay home from the childcare centre and self-isolate:
  • For 14 days from the first day of symptoms or
  • Until 24 hours AFTER symptoms have FULLY resolved, whichever is the longer time frame.

❑ If a child begins to experience any symptoms while in care, it is recommended that:
  • Symptomatic children are immediately separated from others in a supervised area until they can go home.
  • Environmental cleaning of the space the child was separated should be conducted once the child has been picked up.

❑ Physical Distancing Strategies within the Childcare Centre:
  • Spreading children out into different areas;
  • Staggering, or alternating, lunchtime and outdoor playtime;
  • Incorporating more individual activities or activities that encourage more space between children;
  • Extend outdoor play as much as possible as this will limit close contacts and close playground equipment.
  • Increasing the distance between nap mats. If space is tight, place children head-to-toe or toe-to-toe.

❑ OPH recommends the following enhanced cleaning practices to support infection prevention and control:
  • Clean and disinfect high touch surfaces at least twice a day, using an enhanced cleaner/disinfectant used for outbreaks
  • Remove sensory play (e.g. water or sand activities, use of play-dough)
  • Remove shared items such as toys that cannot be easily cleaned and disinfected
  • Reduce clutter and limit toys to those that can be disinfected daily
  • Enhance hand hygiene practices for both staff and children

For information and current situation, please visit Ottawa Public Health-Novel Coronavirus main page or Ottawa Public Health - Professional page.