



Hamilton

Mailing Address:
P.O. Box 897
Hamilton, ON L8N 3P6
www.hamilton.ca

Public Health Services, EW&CDC
110 King Street West, 2nd Floor, Hamilton, ONL8P 4S6
Phone: (905) 546-2063 Fax: (905) 546-4078

City of Hamilton – COVID-19 Child Care Centre Operation Child Care Centre Screening

Updated September 2021

These recommendations are based on available guidance from Ministry of Health and Ministry of Education documents. Please refer to the most current versions of these documents for the most accurate and up to date recommendations.

Who can enter the childcare centre?

Children, staff, students and visitors can enter beyond the child care centre screening area.

Where feasible, licensees are encouraged to continue to offer drop off and pick up procedures where parents do not enter the building. If a parent wishes to enter the premises, they must be permitted to do so, unless a licensee is implementing a direction of a medical officer of health in respect of COVID-19.

Self-Screening/Screening at home

Staff/students and visitors should self-screen themselves and parents should screen their children at home before attending the child care or school. Advise individuals to follow the most up-to-date Ministry of Health screening tool online at <https://covid-19.ontario.ca/school-screening/>.

Operators are responsible for ensuring all children, child care centre staff, placement students and visitors have completed and passed their daily COVID-19 screening. This confirmation may be received in a format deemed appropriate and accessible by the operator.

On-Site Screening

On-site daily active screening of children, child care staff, placement students and visitors is no longer required unless self-screening has not been completed before arrival at the school or child care centre. When active screening is conducted, temperature checks are no longer required.

Any individual who fails the screening at home or on-site must be denied entry and should be advised to contact their health care provider and book a COVID-19 test by visiting www.hamiltoncovidtest.ca. If unable to access the online booking site, individuals can call St. Joseph's Healthcare Hamilton at 289-778-1465.

For child care programs operating in schools, we encourage you to work with your school

partners to implement a process for on-site confirmation of self screening that occurs in before and after school programs.

Signage

There is signage at the entrance reminding staff, parents/guardians, and essential visitors of screening and masking requirements.

<https://www.hamilton.ca/sites/default/files/media/browser/2020-06-04/screening-tool-english-july2021.pdf>

<https://www.hamilton.ca/sites/default/files/media/browser/2020-07-17/covid-mask-required-sign-for-businesses.pdf>

There are also:

- Reminders to perform hand hygiene. See poster: <https://www.hamilton.ca/sites/default/files/media/browser/2020-05-28/covid-handwashing-sign.pdf>
- Reminders to follow respiratory etiquette. See poster: <https://www.publichealthontario.ca/-/media/documents/C/2013/clincial-office-cough-signage.pdf>
- Signage for proper mask use. See poster: <https://www.hamilton.ca/sites/default/files/media/browser/2020-07-28/covid-wear-mask-covering-properly-poster.pdf>

Screening Reception Area

The child care setting must continue to designate a single entrance where active screening can take place, if needed.

The facility must designate a screener who is trained on screening procedures.

The screening area must be set up at the entrance and have public health approved signage identifying the screening process. Where possible, stagger drop offs to ensure physical distancing requirements can be met.

The screening area must include:

- At least one of the following:
 - Space allowing for a minimum of 2 metres distance between provider conducting screening and the person being screened, or
 - Separation by a physical barrier (such as plexiglass barrier) for the screener.
- When screening an individual at the child care setting and escorting children to the program, staff are required to wear medical masks (e.g. surgical/ procedural) and eye protection (goggles or face shield)
- Signage regarding hand hygiene and proper mask use are to be displayed at the screening area (see: Signage).
- Hand sanitizer at least 70% alcohol content must be provided at screening table or upon entry to the facility.

- Anyone entering the facility must perform hand hygiene upon entering. Staff to assist child with hand hygiene upon entering program.

The child care setting must have a plan in place to:

- Where possible, ensure that a device such as a tablet or laptop with a wi-fi connection is available at the entrance to facilitate access to the online screening tools if needed
- Assess the number of people that need to be screened
- Handle the volume of people while maintaining physical distancing (i.e. floor markers)
- A plan for inclement weather

Drop-off and Pick-up Procedures

- Where feasible, licensees are encouraged to continue to offer drop off and pick up procedures outdoors/where parents do not enter the building. This supports physical distancing and limits the number of in-person interactions necessary when children are dropped off or picked up.
- Parents/guardians, and caregivers are required to wear a face covering or non-medical mask if entering the premises.
- Personal belongings are to be minimized. If brought, they must be labeled and kept in the child's designated area.

Screening Procedures

1. Upon arrival, the screener will ask the staff/student to confirm they have completed and passed their daily COVID-19 self-screen or the parent/caregiver to confirm they have completed the screen on behalf of the child prior to arrival. This confirmation may be received in a format deemed appropriate and accessible by the operator. For example, verbal confirmation, proof of completed paper copy of screener, mobile application indicating a "pass", are all potential ways to validate completion of screening.
 - If the individual confirms screening has been completed, go to step 3.
 - If the individual has not completed their/their child's daily screening, go to step 2 (the screener would conduct active screening).
2. The screener conducts active on-site screening using the questions from the Ministry of Health screening tool [COVID-19 school and child care screening tool](https://covid-19.ontario.ca/download-covid-19-screenings#school-and-child-care-screening) by going through the tool with the individual, either online or on paper <https://covid-19.ontario.ca/download-covid-19-screenings#school-and-child-care-screening>.
3. The screener logs each result accordingly, either in the daily written record (children and staff) or the daily log book (other essential visitors).

Failed Screening

Any individual who fails the screening process must be denied entry and should be advised to contact their health care provider and book a COVID-19 test by visiting

www.hamiltoncovidtest.ca. If unable to access the online booking site, individuals can call St. Joseph's Healthcare Hamilton at 289-778-1465.

Screening Records

In accordance with the *Child Care and Early Years Act, 2014*, every licensee of a child care centre or home child care agency shall ensure that a daily written record is maintained for each child and staff that includes a summary of any incident affecting the health, safety or well-being of that individual. Licensees must ensure that these daily records include the COVID-19 screening result (pass/fail).

The child care centre must also keep records of each person entering the facility in a daily log book. The record keeping will take place in the screening area. The supervisor of the centre will be responsible for overseeing the log book. Records must include name, contact information, time of arrival/departure, and the screening results (pass/fail). These records must be kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Note: Licensees are no longer required to ensure daily attendance records for child care staff that include contact information and time of arrival and departure.

Licensed Home Child Care

- Licensed home child care providers are to ensure that, before any individual enters the premises, the individual has completed and passed their daily COVID-19 self-screen.
- Licensed home child care providers must conduct a daily self-screen and screen all other members of the household before providing child care.
 - If the provider or any other member of the household does not pass the screening, the provider should notify the home child care agency and must not provide child care.
- On-site in-person active screening of all children, staff/students and essential visitors is only required if self-screening has not been completed prior to arrival at the premises. If active screening is conducted, this should include a temperature check and utilization of the Ministry of Health [COVID-19 school and child care screening tool](#).
- Any individual who fails the screening process must be denied entry and should be advised to contact their health care provider and book a COVID-19 test by visiting www.hamiltoncovidtest.ca. If unable to access the online booking site, individuals can call St. Joseph's Healthcare Hamilton at 289-778-1465.