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Hamilton

## City of Hamilton – COVID-19 EarlyON Operation

### Screening Requirements and Attendance/Sign in Procedures

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Pre-registering for programs and services ahead of time helps to promote safe and timely sign-ins for children and families. Families should be encouraged to reserve a space in advance of a session, however if a family arrives without having reserved a spot, they may attend provided there is still space within the session, and they have completed the required attendance and screening procedures.

All individuals, including children, parents, caregivers and staff must be screened each day before entering an EarlyON Centre or outdoor program.

Parents/caregivers and staff should be encouraged to complete the online provincial screening tool, [COVID-19 self-assessment](#), prior to arrival at an EarlyON premises. Where possible, a reminder of this screening requirement should be provided by operators to families when they are making a reservation for programs online or by phone, as well as through visible signage at the entrance areas.

Families and staff who do not complete the online screening tool prior to arrival will be screened onsite. Entry to the EarlyON premises will be denied to any individual who is symptomatic, does not pass screening, or has been advised to self-isolate by the local public health unit (this includes children, parents/caregivers, staff, students, and other essential visitors). Families and staff should be monitored for signs and symptoms of COVID-19.

#### Screening Reception Area

Each EarlyON Centre, including outdoor locations, must designate a single area/entrance where sign-in and screening will take place. The centre is to designate a screener who must be trained on the screening procedure.

The screening area must have public health approved signage identifying the screening process, must be set up at the entrance of the facility, and meeting the following criteria:

- EarlyON Centres must have 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, or
  - Screener must wear personal protective equipment (PPE) i.e. surgical/procedure mask, eye protection (goggles or face shield), and gown

- Signage regarding proper hand hygiene, respiratory etiquette, and proper mask use are to be displayed at the screening area.
- The EarlyON Centre must have a plan in place to:
  - Ensure that a mobile device such as a phone, tablet or laptop with wi-fi connection is available at the entry/screening area to facilitate access to the online screening tool if necessary
  - Assess the number of people that need to be screened
  - Handle the volume while maintaining physical distancing (i.e. floor markers)
  - A contingency plan for inclement weather
- Alcohol-based hand sanitizer containing at least 70% alcohol content should be placed at all in person screening stations and made available for staff throughout the centre. Dispensers should not be within reach of young children.
- Anyone entering the facility must perform hand hygiene upon entering.

### **Health Screening Procedure**

All individuals planning to attend an EarlyON Centre are encouraged to complete pre-screening prior to arrival. Parents/caregivers and staff should access the Ministry of Health [COVID-19 self-assessment tool](#) each day they are planning to attend an EarlyON Centre, completing the tool on behalf of themselves and again on behalf of the child(ren) who will attend.

Parents/caregivers and staff should also be advised to complete temperature checks prior to arrival to ensure all individuals planning to attend have no fever (temperature greater than 37.8C). Thermometers are available at centres for families that are unable to check their temperature in advance.

Upon arrival of parent/caregiver(s) and child(ren), or staff, the screener, with surgical mask, gown and eye protection, verifies whether the online screening tool was completed for all attending participants.

- a. If the online tool was completed, screener asks the parent/caregiver or staff to confirm the results were a “pass” and records this in the log book.
- b. If the online tool was not completed, the screener asks the parent/caregiver or staff to access the online screening tool via their phone or provides them with a mobile device and logs the result.

If all participants pass the screening, the parent/caregiver may now complete the regular sign-in procedure.

If an individual does not pass the screening for any reason, the screener will deny entry to the EarlyON program. Symptomatic individuals and/or their parent/guardian should be advised to use the [online self-assessment tool](#) and follow instructions which may include contacting their health care provider and/or Public Health to book a COVID-19 test. Tests can be booked by visiting [www.hamiltoncovidtest.ca](http://www.hamiltoncovidtest.ca). If unable to access the online booking site, staff or parents can call Public Health’s COVID-19 line at 905-974-9848 option 2 to book a testing appointment.

## **Attendance Records and Sign-In Procedure**

All EarlyON Centres are responsible for maintaining daily records of anyone entering the space and the approximate length of their stay. This includes cleaners, maintenance workers etc. The sign-in procedure will take place in the screening area once the parent/caregiver and child(ren) have passed the screening questions in the online screening tool. The supervisor of the centre will be responsible for overseeing the log book containing all this information. Records must include name, contact information, time of arrival/departure, and the screening results (pass/fail).

EarlyON Centres must promote safe in person sign-in including establishing how physical distancing can be maintained and communicating this clearly to families. The sign-in procedure includes:

- Encouraging hand hygiene by providing hand sanitizer containing at least 70% alcohol at the entrance;
- Conducting enhanced cleaning and disinfection of high-touch surfaces after each use (e.g. pen/pencil or tablet);
- Using signage/markings to direct families through the entry and where to wait;
- If storage for personal items is required (e.g., strollers, diaper bags, etc.) policies for each location need to be developed to promote physical distancing when accessing the space as well as regular cleaning.

All EarlyON Centres must keep daily attendance records including screening results up to date. Electronic or hard copies of these records to support case management and contact tracing activities are to be kept at the premises for a minimum of one month. All operators should collect and store this information in a manner which ensures the privacy and safety of the data being collected (for example, electronic records are saved on a local drive instead of in a cloud-based application such as Google docs).