

Parent Drop-Off and Pick-Up (Screening) Procedures

Health Screening Procedure

In order to help reduce the risk of respiratory infections (including COVID-19), a health screening is an essential step. This procedure applies to all employees, students and any other persons engaging in business with KCELC. Everyone must be screened prior to entering the child care centre.

Screening Station

A screening station will be set up on the Richmond Street entrance. Please note that only ONE entrance/exit is to be used, in order to ensure that each person is screened. Screening will be open from 7:30-9:00am and parents will need to contact us and let us know if they plan to drop-off outside these times.

Health Screening Staff must wear appropriate PPE at all times including: Gloves, Masks, Eye Protection and Gowns. For more information about putting on PPE, refer to 'PPE Recommended Steps_PHO' found in the Resource section of our COVID-19 webpage.

Must provide visual guides to assist with physical distancing (e.g., pylons) in the event that a line-up forms while parents and their children are waiting to be screened prior to entering into the child care centre

Signage must be posted identifying the screening process outside and directly inside child care centre doors.

The screening table should have the following:

- Hand sanitizer at the screening table. Ensure it is visible to staff/clients entering the building and they are asked to hand sanitize
- PPE and screening materials are accessible in the area
- Toronto Public Health resources are available for anyone who does not pass the screening

Ensure the health screening area is disinfected regularly throughout screening and the day

Staff Training

All staff and volunteers who will be working at the health screening station will be trained on the procedures and protocols prior to commencing employment.

Staff/Volunteer Expectations

For staff, an individual health assessment must start at home. Perform a screen on yourself prior to going to work. If the staff or volunteer cannot come to work due the results of the screening questionnaire the centre supervisor must be informed.

Screening Procedure

Every staff, child volunteers and visitor must be screened prior to being admitted into the KCELC. Staff must follow the screening checklist for each person and record the outcome (pass or fail).

Health screening questions are for the parent/guardian to answer on their and their child's behalf, and for staff/volunteers. Where possible, daily screening should be done electronically (via online form) prior to arrival at the child care setting. Where operationally feasible, include temperature checks as part of screening.

Parents/guardians are not permitted past the health screening designated area to ensure physical distancing. Only one parent/guardian is permitted into the screening area.

Staff/volunteers are not permitted past the health screening area until they have passed the screening and have been cleared to enter the child care centre.

Parents/guardians are not permitted into the KCELC.

Children who cannot walk must bring strollers to the screening area to enter the child care centre.

Only the children and staff/volunteers will have their temperature taken, not parents/ guardians as they are not permitted inside KCELC. Thermometers are to be disinfected after each use.

Staff and volunteers should continue to self-monitor themselves and monitor children in care throughout the shift. Any symptoms must immediately be reported to the centre supervisor.

Screeners should take appropriate precautions when screening, including maintaining physical distancing of at least 6ft/2 meters whenever possible.

Health Screening Staff must wear appropriate PPE at all times including: Gloves, Masks, Eye Protection and Gowns.

Questions for Staff and families

Greet everyone into the child care centre with a friendly, calm manner. Request that only ONE parent/guardian enters the centre with the child, and request they both use hand sanitizer.

“Good morning/afternoon. As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for everyone who enters the location. The screening will ensure the safety and wellbeing of staff, children and families”

Ask the questions on the most recent Health Screening Questionnaire. For more information about the questionnaire, please refer to 'COVID-19 Child Screening

Questionnaire_Sample' found in the Resource section of our COVID-19 webpage.

Pick-Up Procedure

In order to minimize potential waiting queues, which conflicts with social distancing practices, we ask parents/guardians to call/email us to notify us before picking up your child. This will allow our staff to prepare your child for pick up. When leaving a voice or email message, please state your child's name, classroom and the estimated time of pick up.

Procedure Review

This policy and procedure will be reviewed and signed off by all employees/volunteers prior to commencing employment at KCELC, and at any time where a change is made.