



RIDEAU LAKES EARLY LEARNING CENTRE

29 Main Street | P.O. Box 154 | Elgin, ON K0G 1E0

rlclc@hotmail.com | 613-359-0002

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SCREENING POLICY AND PROCEDURES

Screening:

All individuals, including children, parents/guardians and staff must be screened including daily temperature checks at home and upon arrival. All families must pass before entering the program.

Screening Reception Area

- The facility will use the front entrance as the single-entry and exit point for all children and screening will take place just inside the front entrance the building by families, visitors, and staff prior to arrival.
- Parents will not enter centre unless no one else is in the entrance area.
- All visitors including families must sign in when entering and sign out when exiting at the beginning AND end of the day in order to ensure proper contact tracing.
- Anyone arriving at the childcare centre will be screened by using the screening found on the government of Ontario's website at <https://covid-19.ontario.ca/school-screening/>
- Individuals who do not pass the screening are not permitted to attend the program and must stay home.

Students and children with new or worsening symptoms of COVID-19, must stay home (self-isolate) until:

- They have isolated by the recommended time, or receive 2 negative COVID Rapid Antigen Tests 24 hours apart.
- They receive an alternative diagnosis by a health care professional; or
- It has been 10 days for unvaccinated individuals over the age of 12 OR 5 days for fully vaccinated individuals or children under the age of 12 since their symptom onset and symptom has improved.
- An ill individual who has known alternative diagnoses provided by a health care professional may return to childcare if they don't have a fever and their symptoms have been improving for ATLEAST 24 hours.

Household isolation requirements:

- o **All household members** of the symptomatic individual, regardless of vaccination status, should stay at home while the symptomatic individual is isolating (for at least 5 days from symptom onset AND



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until they are afebrile and their symptoms have been improving for 24 hours (or 48 hours if gastrointestinal symptoms)) due to the high rate of transmission within households. If they develop symptoms, they should follow isolation directions for symptomatic individuals and if eligible for testing, seek testing.

- If a **RAT (Rapid Antigen Test)** is available to the person with any of the above listed symptoms, RAT may be used to assess the likelihood that symptoms are related to COVID-19.
 - o A **positive RAT** is highly indicative that the individual has COVID-19, and the individual is required to self-isolate. ☑ If the individual is fully vaccinated or is a child under 12 years of age, they should self-isolate for 5 days from symptom onset and until their symptoms have been improving for 24 hours (or 48 hours if gastrointestinal symptoms), whichever is longer in duration.
 - If the individual is not fully vaccinated and is 12 years old or older or if they are immune compromised, they should self-isolate for 10 days from the onset of symptoms, or from the date of their test (whichever was earlier).
 - In the community non-high risk setting positive RATs do NOT need to be confirmed by PCR/rapid molecular test.
 - Positive RAT tests do NOT need to be reported to the public health unit.
 - **All household members** of the positive RAT individual, regardless of vaccination status, should stay at home while the symptomatic individual is isolating (for at least 5 days from symptom onset AND until they are afebrile and their symptoms have been improving for 24 hours (or 48 hours if gastrointestinal symptoms)) due to the high rate of transmission within households. If they develop symptoms they should follow isolation directions for symptomatic individuals and if eligible for testing, seek testing.

o If two consecutive RATs, separated by 24-48 hours, are both **negative**, the symptomatic individual is less likely to have COVID-19 infection, and the individual is advised to self-isolate until symptoms are improving for at least 24 hours (or 48 hours if gastrointestinal

- symptoms). The household members of the symptomatic individual with two negative tests may also discontinue self-isolation.
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- If the symptomatic individual works in a **highest risk setting**, they should avoid work for 10 days from symptom onset. o If RAT is available, these individuals can return to work on day 7 from the date of symptom onset or positive test (molecular or PCR) (whichever is earlier) if they meet the following criteria: ☑ Have two consecutive negative RATs at least 24 hours apart (e.g. day 6 and 7) AND
- Their symptoms have been improving for at least 24 hours (or 48 hours if gastrointestinal symptoms).
- Alcohol-based hand sanitizer containing 60% alcohol content should be placed at all entrances.
- Daily log indicating if screening has been completed, screening was passed, name of person attending the centre and signature of staff. Signature sheets of children, visitors and staff will be kept on site for at least 1 year.



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- All attendance records will be stored in filing cabinet in the office and will be organized by most recent to least recent in order to ensure proper contact tracing.
- All visitors' logs will be stored in desk filing cabinet by month and once current month is complete logs will be stored in a marked box in the office.
- All attendance and visitors' logs will be kept for a year for the purpose of contact tracing.
- Screening can be completed at home by using the following website <https://covid-19.ontario.ca/school-screening/>
- The front entrance has posted signage identifying the screening process and meets the following criteria:
- Individuals dropping off or pickup children must keep 2 metres distance between others already arrived at the centre. Visitors must sign in and indicated if they have been screened, if screening was passed, along with staff signature that asked the previous questions.
- Parents/ guardians, staff, and visitors must wait until the person before them has exited the building before approaching the center.
- Entrances will have access to hand sanitizer.
- Staff will ask parents/guardians if screening has been completed, if they passed screening, staff will then signoff stating child/children are cleared to enter the program.
- In inclement weather, parents and essential visitors are asked to remain in their vehicle and phone upon arrival. Staff will notify parents/guardians and essential visitors when they may proceed to the entrance.
- Signage regarding proper hand hygiene, respiratory etiquette, and proper mask use are to be displayed at the screening area.
- Signage prompting staff, parents/guardians, and essential visitors to self-identify if they or their children have signs and symptoms of COVID-19.
- Where possible, stagger drop offs to ensure physical distancing requirements can be met.
- All entrances have hand sanitizer, and all parents must wear a mask prior to entering and staff if physical distancing can not be maintained.
- Staff must wear masks, gowns, and goggles, shield, or safety glasses before entering the centre.

Reporting:

- Children's' attendance will be up to date and accurate to ensure possible contact tracing.
- Staff will sign in and out at the beginning and end of shift to contact trace successfully.
- Visitors will record, their name, if screening has been completed, if they passed, phone number, and lastly, they must provide signature.
- All individuals who enter the premises will have name, contact number, and in and out time recorded in order to contact trace effectively.



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All children, parents and staff who develop symptoms of COVID-19 will follow the guidelines outlined in the Health and Safety Policy.

Deny entry to any individual who fails the screening procedure.

- Sonya Seward will be responsible for overseeing the children and visitor sign in and keeping up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- Entry into the childcare centre, past the screening area, must be limited only to staff, children, and essential visitors.
- Children/staff who have not passed screening provided by the ministry of Ontario are not permitted to enter the childcare facility.

Arrivals and Departures:

- Drop off and pick up times will be staggered when possible, and times communicated to parents/guardians, allowing for reduced contact between parents/guardians.
- Parents are encouraged to designate the same person to drop off and pick up each day.
- Parents must wear masks when picking up and dropping off.

Staff Arrival:

1. Keep physical distance of 6 feet from other staff members.
 - a. Avoid physical contact in shared areas (entrance and hallway).
2. Complete screening question via website <https://covid-19.ontario.ca/school-screening/>
3. Upon arrival, Staff will wash hands and have on a facemask, gown and face shield/google/safety glasses.
4. Remove outerwear. Keep all belongings in one place.
5. Wash hands.
6. Report to the room you will be working in.
 - a. Students will be assigned to a specific group
 - b. Supply/replacement staff should be assigned to specific programs.

Staff Dismissal:

1. Wash your hands before leaving childcare room.
2. Collect your belongings and outerwear.
3. Disinfect the area you have used for your belongings.
4. Discard and or clean/ disinfect PPE.

NOTE: It is recommended that you go straight home and that upon arrival home, you immediately remove clothing to be laundered each day, wash your hands and shower.



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Arrival of Children:

1. Parents will sanitize hands and ensure screening was completed via website <https://covid-19.ontario.ca/school-screening/>
2. Remind parents to keep physical distance of 6 feet from other parents/persons.
3. Parents must wear masks and sign in and out upon arrival and departure.
4. Staff will wipe down any used door surfaces.
5. Staff will Ask/assist the child wash their hands upon entering the room.
6. Children should be monitored for signs and symptoms of COVID-19.

Departure of Children:

1. Parents must wear a mask and sign in and out upon arrival and departure.
2. Remind parents to keep physical distance of 6 feet from other parents/persons.
3. When child has left, disinfect touched parts of the door buzzer, and disinfect child's cubby.
4. Wash hands before continuing work.

Serious Occurrence Reporting of COVID-19:

- Where a child, parent or staff has a confirmed case of COVID-19, RLELC will report this to the ministry as a serious occurrence.
- Where a room or centre closes due to COVID-19, RLELC will report this to the ministry as a serious occurrence.
- Where a room or centre closure is instructed by the Ministry of health a serious occurrence will be reported.
- RLELC will post the serious occurrence notification form as required under the CCEYA unless local public health advises otherwise.
- All families affected with the infected area will be notified with further instructions as soon as possible.

Note: Serious Occurrence is determined confirmed COVID-19 case or site closure due to COVID-19 positive case or room/centre was instructed to close by Ministry of Health.