

# FUN SCHOOL – Policy and Procedure

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## **Policy: Screening - Enhanced Health and Safety COVID-19**

### **Intent:**

FUN School is committed to ensuring that FUN School is a healthy and safe environment. Staff are responsible for performing their respective duties in a manner that is safe, for children; themselves and colleagues.

### **Policy:**

Daily active screening on any person that arrives at FUN School must be completed prior to entering. The screening information must be documented on the appropriate COVID-19 Active Screening form for: Staff, Children and Parents/Guardians, (households), Essential visitors, (non-essential visitors are not permitted to enter FUN School).

**Note – Parents/Guardians and Staff are required to confirm their understanding of and consent for, all screening requirements and sign off on the Parent/Guardian/ Staff COVID-19 Screening Agreement.**

### **Procedure:**

The following daily screening procedures will be followed for:

1. Staff
2. Children and Parents/Guardians (Households)
3. Essential Visitors and Vendors

### **Staff Daily Screening COVID-19**

1. The Supervisor will complete the COVID -19 screening form for staff at home, documenting temperature check and screening responses in writing to ensure she is well enough to work. Another staff will verify the information once at FUN School
2. The Supervisor will ensure active screening is conducted for all staff for every staffing shift.
3. Staff must stay home if they are experiencing any of the symptoms identified on the active screening form and report absence to the Supervisor immediately.
4. Any staff who arrive at the centre and answer YES to ANY of the screening questions will not be permitted to enter FUN School and must return home immediately. COVID-19 testing will be required before returning to work.
5. Staff must remain off work and self-isolate for 14 days from the start of symptoms, unless they are tested negative for COVID-19.
  - If the staff member test negative and is symptom free for 24 hours, the individual must pass a re-entry screening before returning to work.
  - If the staff member test positive; clearance from Peel Public Health is required to return to work.
6. Staff who have been exposed to a confirmed case of COVID-19 or a symptomatic person, should be excluded from the FUN School setting for 14 days.

# FUN SCHOOL – Policy and Procedure

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## **Parents/Guardians & Children (Household) Daily Screening**

1. Parents/Guardians are required to check for COVID-19 symptoms for all members of their home, (household) and take the temperature of their child(ren) attending FUN School PRIOR to arriving at FUN School.
2. Parents/Guardians will follow all active screening instructions provided by FUN School to ensure that responses to all screening questions are recorded daily for their household on the COVID-19 Active Screening Form for Households.
3. Household daily screening will be completed via phone call prior to arriving at FUN School.
4. In the event the household daily screening has not been completed via phone call, the daily screening will be completed outside FUN School at the screening station.
5. Household daily screening forms will be **verified and signed/initialed by parents** prior to their child entering FUN School.
6. If the parent/guardian answers NO to ALL the screening questions for every member of the household then the child(ren) will be escorted into FUN School by a staff member.
7. Drop off and pick up routine:
  - Parents/Guardians are discouraged from entering FUN School. Pick-up and drop-off of child(ren) will happen outside FUN School unless it is determined that there is a need for a parent/guardian to enter.
8. Staff will refuse entry if any member of the household answers YES to ANY of the daily active screening questions.
9. Any family member experiencing symptoms should self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before the family returns to FUN School.
10. The supervisor will provide contact information for Peel Public Health for information on symptoms, getting tested and self-isolation.
  - If tested negative, and symptom free for 24 hours, the individual must pass the re-entry screening before the family can return to FUN School.
  - If tested positive, Peel Public Health will provide direction on when your child can return to FUN School.
11. Children who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), will be excluded from FUN School for 14 days.
12. All screening results collected for COVID-19 and all other personal information will be kept confidential; stored in a locked cabinet and only shared with Peel Public Health for contact tracing.

## **Essential Visitors and Vendors**

1. No volunteers, students or non-essential visitors are permitted to enter FUN School.
2. Essential visitors permitted may include professionals delivering supports for children with special needs, Ministry of Education staff and other public officials such as public health inspectors, fire marshals, etc.

## FUN SCHOOL – Policy and Procedure

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3. Any essential visitor or third party vendor; caterer or cleaning services MUST complete the daily active screening process prior to entering, using the COVID-19 active screening form for essential visitors and vendors.
4. FUN School is responsible for maintaining daily attendance records of any essential visitor or vendor entering FUN School and the approximate length of their stay.
5. Records: name, contact information, time of arrival/departure, screening completion/results will be kept up to date, and available on-site for contact tracing in the event of a confirmed case of COVID-19 case or outbreak. This information will be kept confidential.

### **Parent/guardian or essential visitor who has not self-screened temperature prior to arrival**

1. The family and/or essential visitor who has not self-screened their temperature prior to arrival at FUN School will complete this step at FUN School as follows:
  - Parent/Guardian/Essential visitor will take their own temperature and that of their child(ren), using the thermometer provided.
  - Staff will only record the result if a fever is noted on the relevant screening form.
  - Staff will ensure that the parent/guardian/visitor disinfect the thermometer after use on each person, and complete hand hygiene; hand washing or hand sanitizing before and after taking the temperature of each person
  - Screening staff will maintain a minimum 2-meter distance and wear personal protective equipment, PPE, mask and eye protection.

### **Refusing entry to ill individuals**

1. Where a child or adult is obviously ill with ANY symptoms described on the active screening form, staff must refuse entry into FUN School.
2. Staff, parents/guardians, children and essential visitors must not attend FUN School if sick, even if the symptoms resemble a mild cold.
3. Staff must refuse entry to any person who answers YES to any of the active screening questions. This includes NOT allowing a child into FUN School whose family/household members are currently ill, EVEN if the child has NO symptoms.
4. The right to refuse entry is supported through the Region of Peel Health department.

### **Re-entry Screening**

1. If a previously ill individual has:
  - Tested negative for COVID-19
  - AND
  - Remained symptom free for at least 24 hours
  - They can return to FUN School
2. The individual must provide FUN School with a copy of the COVID-19 test result to verify the negative result.
3. The individual must pass a re-entry screening conducted by staff using the re-entry screening for previously ill individuals, as well as the regular screening process.

# FUN SCHOOL – Policy and Procedure

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## Attachments:

1. Parent/Guardian/Staff COVID-19 screening agreement
2. Daily active screening form for children and parent/guardians, (household)
3. Daily active screening form for staff
4. Daily active screening form for essential visitors/vendors
5. Re-entry screening form.