

**Massey Centre**

**Early Learning Centre COVID-19 Screening Policy and Procedures**

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6. **Introduction**
	1. The Massey Centre’s Early Learning Centre (ELC) is committed to keeping all the children, ELC child care staff, parents and essential visitors safe during the COVID-19 Pandemic. Staff will remind all parents/guardians to keep children home when they are ill. Furthermore, staff will request that all parents/guardians report to the Centre when their child (ren) have any symptoms associated with COVID-19.
7. **Policy**
	1. The Centre will actively screen and check the temperatures of children, ELC’s child care staff and any essential visitors at arrival to the ELC building.
8. **Procedures**
	1. Train reception staff to conduct screening of all children, ELC staff, parents/guardians and essential visitors.
	2. Screeners will receive training on the following policies, guidelines and procedures:
		1. Screening Guidelines and how to complete the screening Form
		2. Personal Protective Equipment (PPE) Policy
		3. Video Training on How to properly use PPEs
	3. All parents/guardians, children, ELC staff and essential visitors will be screened upon arrival into the lobby of the ELC and their temperatures will also be taken.
	4. We will screen all children registered for the ELC program daily and take their temperatures prior to entering their program room. Please see the screening questionnaire in the Appendix A to this policy.
	5. Reception staff will record the screening results daily. The information collected from the screening process will be kept onsite as per privacy legislation.
	6. Hand sanitizer (70-90% alcohol concentration) will be available at the screening stations for all ELC staff, children and essential visitors who have answered NO to all questions for use prior to entry. Parents/guardians can also use the hand sanitizer available at the screening station prior to leaving the ELC building.
	7. Individual answer YES to any of the questions must not be permitted to enter the ELC program space. These individuals will be referred to an Assessment Centre for testing, if they have their own car or they will be asked to self-isolate in the Isolation Room located in Unit 102 until arrangements can be made to get them safely to an Assessment Centre for testing.
	8. ELC staff must escort children into the child care centre’s program space after screening. Parents/guardians must not go past the screening area or enter the child care centre’s program space.
9. **Acknowledgment and Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read and understand the ELC Screening Policy and Procedures of Massey Centre. I agree to adhere to this policy in whole. I understand that if I violate the rules set forth in this policy, I may face disciplinary actions, up to and including termination of employment.

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| **Full Name** *Please Print* |
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| **Signature** |
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1. **Appendices**
	1. **Screening Questionnaire**