



## COVID-19 Pre-screening Process

COVID-19 pre-screening process when arranging for visitors at the Esquimalt Graving Dock (EGD).

To prevent the spread of novel coronavirus (COVID-19) in our community and reduce the risk of exposure to our staff and visitors, we are implementing a simple pre-screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone at this facility. Thank you for your support.

### Host:

- Send the Pre-Screening Questionnaire and Process to each planned visitor (includes New Contractors/sub-contractors to the site, Consultants, new hires, etc.) a minimum of 72 hours before the visit.
- Each person in a group must complete the form.

### Visitor:

- Complete sign and date the questionnaire.
- Save the file using the following naming convention: *YYYY-MM-DD PSQ LastName, FirstName*
- Preferred format is a .pdf file as an attachment
- If no scanner is available, there are many free apps for phones that will convert photos to .pdf files
- Email the completed questionnaire to [EGD Communications:](mailto:TPSGC.SICSECommunications-RPSEGDCommunications.PWGSC@tpsgc-pwgsc.gc.ca)

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**EGD Admin:** Receive the questionnaire, upload to GCDOCS and send link to EGD Ops for approval.

**EGD Ops:** Process approval or denial of visitor and contact EGD Admin. (Requires 1 working day turnaround)

**EGD Admin:** Advise the host of approval or denial by email.

**Host:** Advise the visitor of approval and have the visitor entered in OnGuard

**EGD Admin:** Collect the data, enter into Covid-19 Pre-screening tracking spreadsheet and save to GCDOCS.

**Visitor:** **\*\*Notify your host immediately if you begin to develop symptoms after your visit has been approved. This must be done before you arrive at the facility.\*\***

Process approved by: