



# National Standard Operating Procedure

## NSOP 511

### **COVID-19 - Minimum Screening Process for Coast Guard Personnel Accessing a Contractors Facility During an Infectious Disease Outbreak such as COVID-19**

#### **Purpose**

The purpose of this National Standard Operating Procedure (NSOP) is to provide direction for the minimum screening process that must be in place at the contractor's facility (such as a shipyard) before Canadian Coast Guard employees are allowed to enter during an infectious disease outbreak such as COVID-19.

#### **Procedure**

Coast Guard employees are to assure themselves that the Contractor who has care and custody of a Canadian Coast Guard vessel has in place the attached screening procedure at their facility to ensure the safety and security of Coast Guard personnel who will be accessing the work site on a daily basis to perform quality assurance tasks.

This procedure must be read in conjunction with [procedure 7.C.13 – Work on non-CCG vessels or sites of the CCG Shore-Based Safety Manual](#). If the CG employees have to attend a safety briefing at the Contractor's facility, this should be done only after verification of the Contractor's procedures.

Prior to attending the work site, the Coast Guard employees should request the current Contractor screening processes in place as well as any other procedures put in place by the Contractor to comply with provincial requirements during the pandemic outbreak.

Where procedures are less stringent than those detailed in this procedure, the CG employees shall consult with their manager and/or PSPC contract administrator to negotiate a contract amendment to ensure the Contractor can meet the requirements of the attached screening procedure.

As a minimum, the Contractor must have the following screening procedure in place to monitor and record all individuals who will be accessing the Canadian Coast Guard ship under their care and custody.

Step	Before allowing all individuals access to the worksite
1.	<p>1. A record of the following assessment questions are to be kept:</p> <p>1.1. Has the individual travelled outside of Canada in the past 14 days? What is the date and location of the most recent travel?</p> <p>1.2. Is the individual in close contact with a person who is sick with respiratory symptoms who recently travelled outside of Canada?</p> <p>1.3. Does someone they know, or are in close contact with, have COVID-19 (e.g. someone in their household or workplace)</p> <p>1.4. Has the individual taken any antipyretic (medication to decrease the fever) in the last hour? This could mask a patient who is febrile.</p> <p>2. Is the individual experiencing any of the following symptoms:</p> <p>2.1. Fever alone or in combination with either of the following:</p> <p>a) cough</p> <p>b) difficulty breathing</p>
2.	<p>1. If the answer is "NO" to all of the above questions, temperature is to be checked and recorded by a qualified person and individual may then be allowed access to the work site after being made aware of latest Federal, Provincial and site specific pandemic protocols in place.</p>
3.	<p>1. If the answer is "yes" to any of the above questions the individual shall not be allowed to access the work site.</p>
4.	<p>1. Any individuals who are refused access to the work site due to showing symptoms of the infectious disease shall be directed to contact their local public health authority to find out more about self-assessment, quarantine and testing.</p>
5.	<p>1. Advise the individual to contact their employer as soon as possible.</p>

## Enquiries

Enquiries regarding this procedure should be directed to:

Director General, Operation  
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