

COVID-19 Guidance for Permitting Non-PCA Employees Access to a PCA Facility

Purpose

The purpose of this Guidance is to provide direction for permitting entry of non-PCA employees such as contractors and other persons (Person(s)) deemed essential for priority operations to a PCA facility or location not open to the public. The term Business Unit used herein, also implies Field Unit.

Step	Procedure
1	<p>The Business Unit PCX shall:</p> <p>1.1 In addition to the COVID-19 Screening Questions: Part 1 in the PCA Facility COVID-19 Checklist and Attestation Form, identify any additional screening questions to address local/regional circumstances (e.g. provincial travel restrictions and related quarantine periods).</p> <p>1.2 Ensure that completed PCA Facility COVID-19 Checklist and Attestation Forms are filed and tracked to ensure they effectively contribute to any tracking and tracing efforts should an employee and/or Person(s) in the same facility be subsequently tested positive for COVID-19.</p>
2	<p>The Responsible Manager who has engaged the Person(s) will assign a Designated Contact, to be the single point of contact for direct communications and approval of activities of the Person(s) at the PCA facility.</p>
3	<p>The Designated Contact shall:</p> <p>3.1 Be familiar with local PCA COVID-19 precautionary measures where the Person(s)' activities will be undertaken. Local PCA COVID-19 precautionary measures include, but are not limited to, measures in place at that facility based on provincial and other applicable local, regional, territorial and/or national measures and requirements.</p> <p>3.2 Where a Person(s) organization has a corporate COVID-19 plan, obtain a copy and review to ensure, at a minimum, consistency and conformance with local PCA COVID-19 precautionary measures.</p> <p>3.3 Advise all PCA staff located at the facility of the location, dates and times of the Person(s)' planned activities, and advise them to refrain from any interaction with the Person(s). Any questions or information related to the Person(s) and/or their activities, should be directed to the Designated Contact.</p> <p>3.4 Require the Person(s) to contact you upon arrival at the facility and to wait for you at a spot designated by you that minimizes contact with PCA staff.</p> <p>3.5 Complete the PCA Facility COVID-19 Checklist (attached) and for each day Persons(s) are granted access the facilities listed in the Checklist, they are to attest to the accuracy of the information.</p> <p>COVID-19 Screening Questions: Part I</p> <ul style="list-style-type: none">• If their answer is "no" to all four (4) COVID-19 Screening Questions, allow the Person(s) to undertake their work as per the requirements outlined in the PCA Facility COVID-19 Checklist.• If their answer is "yes" to question(s) 1, 2 or 3, do not allow the Person(s) access to the facility. The Person(s) should be encouraged to contact their local public health authority to find out more about self-assessment, quarantine and testing. The

	<p>Responsible Manager should be informed of refusal of entry and the resulting essential services not performed.</p> <ul style="list-style-type: none"> Where the work takes place over multiple days, and they initially answer “no” to questions 1 through 3, then on a subsequent day, they answer “yes” to any of the 3 questions, do not allow the Person(s) access to the facility. Immediately consult with the Responsible Manager and Business Unit PCX to ensure PCA protocols related to contact with a suspected, confirmed or probable case of COVID-19 are enacted. If their answer is “yes” to question 4, consult with the Business Unit PCX and/or Responsible Manager to determine if access should be granted. This question may be particularly challenging for Business Units with facilities located in or near regions that are experiencing high levels of COVID-19 infections. <p>COVID-19 Screening Questions: Part II</p> <ul style="list-style-type: none"> Grant access only if Person(s) meet additional screening requirements (if any) as determined by the Business Unit PCX in Step 1.1. <p>3.6 If granted access, escort the Person(s) to their work location within the facility. Use own judgement on whether to remain with the Person(s) while they are on site in order to minimize contact with PCA staff.</p> <p>3.7 Advise Person(s) of any requirements related to sanitization of the work area at the end of each day and/or at work completion.</p> <p>3.8 To the extent possible, limit lengthy communications with the Person(s) to telephone to reduce in-person interactions.</p> <p>3.9 Once work is complete, file completed PCA Facility COVID-19 Checklist as per process set out by Business Unit PCX in Step 1.2</p>
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References

PCA Infectious Disease Protocol on EXTRANet (under Occupational Health and Safety):
<https://www.pc.gc.ca/en/EXTRANet/COVID-19/HR-wellness>

PCA Facility COVID-19 Checklist

This PCA Facility COVID-19 Checklist shall be completed by a PCA Designated Contact and signed by the Person(s) (non-PCA employees such as contractors and other persons) being granted access to a PCA facility, or areas within a facility, that is not open to the public. Access should be considered for work activities essential for priority operations only. Once completed, the PCA Designated Contract will determine if access will be granted and if there are any associated conditions. The same form may be used for repeated visits but must be signed each day by the Person(s) granted access to the PCA facilities listed on this form.

PCA Field/Business Unit	
Field/Business Unit PCX	
PCA Responsible Manager	
PCA Designated Contact	
Name of PCA facility (list all facilities if more than one)	
Location and general description of work activities (for each facility if more than one)	
Date(s) Person(s) will require access	
Scheduled start and end times	
Company	
Company COVID-19 Plan provided, if applicable	
Name(s) and cell number(s) of Person(s) requiring access	

COVID-19 Screening Questions: Part I	YES or NO
1) Are you experiencing any COVID-19 symptoms, including a fever (38°C and above) alone or in combination with either a cough or difficulty breathing?	
2) Have you had close contact with a suspected, confirmed or probable case of COVID-19 in the last 14 days?	
3) Have you returned from travel outside of Canada in the last 14 days?	
4) Have you been to a region in Canada that is experiencing high levels of COVID-19 infections in the last 14 days?	

[New table below]

COVID-19 Screening Questions: Part II (Specific to local circumstances)	Response
1)	
2)	

Requirements for Person(s) Granted Access to a PCA Facility
Person(s) Granted Access to a PCA Facility shall:
Advise the Designated Contact of their arrival on site and wait at a location identified by the Designated Contact until the daily screening process is complete.
Not enter the facility without permission from the Designated Contact.
Strictly abide by the terms and conditions of work approved by the Responsible Manager.
<p>At a minimum, diligently abide by the following PCA COVID-19 precautionary measures:</p> <ul style="list-style-type: none"> • Disinfect hands just prior to entering the facility. • Maintain a minimum distance of 2 metres from other individuals. • Adhere to PCA national guidance for the wearing of a non-medical mask or face covering for periods of time when it is not possible to consistently maintain a 2-metre physical distance from others. • Minimize touch points. • Not access assembly spaces or lunch rooms used by PCA staff, unless necessary to fulfill the work. • Minimize use of PCA staff washrooms. • Abide by additional measures outlined in their corporate COVID-19 plan (if applicable).
<p>Where applicable, diligently abide by the following additional local PCA COVID-19 precautionary measures in place at the facility:</p> <ul style="list-style-type: none"> •
Advise the designated PCA contact when departing from the facility.

Attestation

By signing and dating this form, person(s) granted access to a PCA facility attest to the accuracy of their responses to the COVID-19 Screening Questions and their agreement to meet the Requirements for Person(s) Granted Access to a PCA Facility. This form must be signed each day Person(s) are granted access to the facilities listed on this form.

Signature(s)

Date
