# ISSOP-18
# COVID-19 PROCEDURE FOR VISITOR ACCESS TO CCG PREMISES

**Purpose**

The purpose of this Incident Specific Standard Operating Procedure (ISSOP) is to outline steps to be taken when assessing and admitting visitors to CCG facilities / vessels.

For Non-CCG Personnel entering CCG facilities/vessels for purposes required to maintain program delivery (e.g. contractors, cleaners, etc.), refer to ISSOP-06 Covid-19 Process for Non-CCG Personnel Accessing a CCG Facility/Vessel (hyperlink). For supernumeraries joining vessels or aircraft, refer to ISSOP-06A Process for Supernumeraries joining CCG Vessels or aircraft.

| Term | Definition |
|---|---|
| Essential Visitor | Any person seeking temporary access to CCG premise(s) without CCG/DFO employee access ID, for the sole purpose of:<br>- essential business or consultations of and operational nature<br>- education/ retention/ recruitment purposes<br><br>Those visitors that do not meet the criteria outlined above will not be permitted access to CCG facilities until further notice.<br>Federal employees without regular access and contractors are not considered visitors for the purpose of this ISSOP, and may be granted access to CCG facilities in accordance with steps outlined in the procedure below. |

## *Procedure*

All employees working at CCG premises are expected to make a reasonable determination as to whether the physical presence of their visitor(s) is essential. Consideration should be given to arranging off-site meetings/activities/engagements whenever possible. CCG employees are responsible for applying the following procedure for their visitors, including denial of access to premises, when necessary.

| Step | |
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| **1** | Host must make visitor aware of the requirements for entry to the facility/vessel in advance of their arrival (see Step 2 below) |
| **2** | Upon arrival at the CCG facility/vessel the visitor shall be subject to the following before being allowed entry:<br><br>2.1 Satisfactory answers to the standard health screening questionnaire as per COVID-19 Canadian Coast Guard Screening Questionnaire – Atlantic Region (SQ)<br><br>2.2 Provide proof of full vaccination against COVID-19 (in accordance with applicable provincial/territorial definition).<br><br>2.3 Receive a negative COVID-19 rapid test result on their arrival at the facility/vessel. The test should be administered by CCG personnel at the point of entry as per ISSOP-19 COVID-19 Testing Requirements for Access to CCG Facilities. Visitors should not proceed within the facility/vessel until the negative test result is returned. This requirement may be waived in exceptional circumstances where testing supplies are not available or for other reasons at the discretion of the SDO and/or the Health Officer |
| **3** | While on site visitor must follow current heath and safety measures in effect for the premises (sanitize hands, wear a face mask, practise social distancing, etc.). |
| **4** | It is the host's responsibility to ensure visitor access is limited only to areas necessary to satisfy the purpose of the visit. |

## ISSOP-19
## COVID-19 TESTING PROCEDURE
## FOR ACCESS TO CCG FACILITIES

**Purpose**

The purpose of this Incident Specific Standard Operating Procedure (ISSOP) is to outline steps to be taken for mandatory COVID -19 testing of all personnel (including contractors and visitors) requiring access to CCG facilities (bases, vessels, aircraft and vehicles). The requirement for COVID-19 testing may be temporarily suspended in the case of a lack of testing supplies at the location.

| Step | |
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| 1 | **All** personnel requesting access to CCG facilities must pass the COVID-19 Canadian Coast Guard Screening Questionnaire – Atlantic Region<br><br>If personnel do not pass the screening questionnaire, access is denied. If screening is passed, proceed to Step 2 |
| 2 | **Rapid Testing Requirements for Entry**<br>All personnel must complete daily rapid testing prior to commencing work at a CCG facility/vessel( personnel tele-working are exempt from this requirement while working remotely) :<br><br>**2.1 FLEET ( Seagoing Personnel, Supernumeraries)**<br><br>Testing requirements for seagoing personnel will be communicated by the Senior Director, Fleet, and updated based on the situation occurring within Atlantic Region. Seagoing personnel are to refer to ISSOP-4 Reporting to Work – Seagoing Personnel<br><br>**2.2 OPERATIONAL CENTRES (JRCC, MRSC, MCTS, ROC, ICE)**<br><br>2.2.1 Watch keepers will be asked to self-administer a rapid test on their last day of rest prior to commencing their next shift-cycle.<br><br>2.2.2 All watch keepers will complete testing before every shift. At the discretion of the manager, testing may be done on arrival at the workplace or with self test kits before reporting for work.<br><br>**2.3 OTHER OPERATIONAL PERSONNEL (ER, SAR Preparedness, VOC, ITS)**<br><br>2.3.1 Other operational personnel such as field workers are required to test prior to commencing work each day when reporting to their regular place of duty. Self test kits will be provided for use when required in the field. |

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| | **2.4  ALL OTHER PERSONNEL (Administrative, Day Worker, Contractor, Visitor)**<br><br>2.4.1 Personnel will be tested daily upon arrival at their respective place of duty and prior to proceeding to their work/visit location. Self tests may be done prior to arrival in lieu at the discretion of the manager. |
| **3** | In the case of a **negative** COVID-19 rapid test result, access is allowed. |
| **4** | In the case of a **positive** COVID-19 rapid test result, where possible, retest with another type of rapid test to confirm result. When no other type of test is available, retest with the same type.<br><br>4.1 For shore-based CCG Employees, if the positive result is confirmed by the second test at the CCG facility, access is denied.  Follow procedure in ISSOP-01 Management of Exposed or Symptomatic Shore-based Personnel<br>4.2 For seagoing employees, if the positive result is confirmed by the second test follow procedure in ISSOP-02 Management of Exposed or Symptomatic Seagoing Personnel<br>4.3 For CCG Employees testing before arrival at the worksite, if the positive result is confirmed by the second test, contact your supervisor/manager as soon as possible to advise of the situation and do not report to the workplace until cleared by the Health Officer. Follow procedure in ISSOP-01 Management of Exposed or Symptomatic Shore-based Personnel<br>4.4 For CCG Employees, if the second test shows a negative result, contact the Health Officer for further instruction before entering the CCG facility<br>4.5 For non-CCG personnel (contractors, visitors) access will be denied after the first positive test result except in cases where proof of a COVID-19 diagnosis (and recovery) is provided. |
| **5** | While all personnel are expected to have a negative rapid test result before gaining access to CCG facilities/vessel it is possible that a positive rapid test result may be received by someone previously infected with COVID-19. The Health Officer will issue documentation on a case by case basis to employees cleared to return to the workplace to allow them to proceed with a positive rapid test result. |
| **6** | Rapid Testing Schedule:<br><br>**ST. JOHN'S, NL**<br>**250 Southside Base (New Bldg)**<br>Mon-Fri: 07:00 - 12:00 (Local)<br><br>**280 Southside Road Gate (Old Bldg)**<br>**Gilbert Boardroom**<br>Mon-Sun (7 days): 06:00-18:00 (Local)<br><br>**DARTMOUTH, NS**<br>**50 Discovery Drive**<br>Mon-Fri: 07:00 – 12:00<br><br>**BIO Jetty Gate - Alantra Trailer**<br>Mon-Fri : 06:30-17:00 (Local)<br><br>Sat-Sun : 06:30-13:30 (Local) |

# COVID-19 Canadian Coast Guard Screening Questionnaire – Atlantic Region

## PROTECTED B (WHEN COMPLETED)

<u>Privacy Notice Statement:</u>
As per Personal Information Bank Occupational Health and Safety - PSE 907, personal information is collected under the authority of sections 124 and 125 of the Canada Labour Code for the purpose of screening people prior to accessing a Coast Guard facility or vessel to ensure the health and safety of personnel. It may be used for contact tracing and disclosed to the Public Health Agency of Canada and/or provincial/territorial/regional health authorities. Failure to provide this information may result in your entry being denied. Respondent verbally consents to the disposal of their personal information 30 days after the questionnaire is completed. In the case of individuals joining a vessel prior to deployment, forms will be disposed after 2 full crew cycles. You have the right to the correction of, access to, and protection of your personal information under the Privacy Act and to file a complaint with the Privacy Commissioner of Canada over CCG/DFO's handling of your information.

This screening questionnaire must be completed **daily** for any person seeking to gain access to a Canadian Coast Guard (CCG) facility or vessel.  Individuals must answer all questions honestly and should not attempt to enter a CCG facility or vessel if they have COVID-19 symptoms (including a fever, cough, or respiratory problems) or if you are awaiting a COVID test result/appointment for a test.

**CCG Facility, Vessel or Aircraft Name: _____**    **Date:_____**

**Employee Name: _____**    **Department: _____**

**Based on the responses and temperature verification, access is:**    **Granted_____ Denied_____**

**Name of Personnel Screener: _____**

| Questions asked at the initial CCG entry point ( facilities, vessels, helicopters and vehicles): | Response / Process |
|---|---|
| *1.* Are you currently experiencing one or more of the symptoms below?<br><br>•new or worsening cough<br>•shortness of breath or difficulty breathing<br>•temperature equal to or over 37.5°C<br>•feeling feverish<br>•chills<br>•fatigue or weakness<br>•muscle or body aches<br>•new loss of smell or taste<br>•headache<br>•abdominal pain, diarrhea, vomiting<br>•feeling very unwell<br><br>NOTE: Symptoms that are chronic or related to known causes or conditions are not grounds to deny access. | **Yes    No**<br>➢ If **yes** to **1 or more unexplained** symptoms, see **NOTES** below. If temperature is 37.5°C or above deny access<br>➢ If **no**, proceed to Q 2. |
| *Please note that taking acetaminophen (e.g.Tylenol) or ibuprofen (e.g.  Advil, Motrin) may reduce body temperature and mask the symptoms attributed to COVID-19.* | Temperature verified (indoors or in a warm vehicle) at point of entry:<br><br>____°C<br><br>(If temperature is greater than **37.5°C**, deny access) |

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|---|---|
| 2. Are you, or someone with which you have had close contact, currently awaiting COVID-19 testing appointment or test results required by Public Health as the result of a close contact or exposure to COVID-19? | **Yes**     **No**<br>➢ If **yes**, see **NOTES** below<br>➢ If **no**, Proceed to Q 3<br><br><br>➢ |
| 3. Has a doctor or public health unit told you that you should currently be isolating as a result of infection, exposure or close contact with COVID-19? | **Yes**     **No**<br>➢ If **yes**, see **NOTES** below.<br>➢ If **no**, proceed to Q 4. |
| 4. Have you travelled outside of this province in the last 14 days for purposes **other than** essential work? (Essential work is defined in: ISSOP-15 COVID-19 Interprovincial Travel or  NSOP 510 COVID-19 Commissioner Issued Letters Allowing Canadian Coast Guard Pandemic Critical Employees to Travel Across Provincial and Territorial Boundaries)<br><br>    4a. If travel was not for essential work, did you follow the COVID related entry requirements for this province?<br><br>    NOTE: Requirements may vary depending on your travel history (locations) and your vaccination status. Consult provincial websites for most up to date information. | **Yes**     **No**<br>➢ If **yes**, proceed to Q 4a.<br>➢ If no, allow access based on responses to previous questions/temp check<br><br>**Yes**     **No**<br>➢ If **yes**, allow access based on responses to previous questions/temp check<br>➢ If **no**, see **NOTES** below |
| 5. Rapid Testing Results<br>  • Test may be completed on site or self administered prior to reporting for work | **POSTIVE**     **NEGATIVE** |

**NOTES:**
If an employee's response to any of the above questions has referred them to these NOTES, the **employee** will;

1. Don a face covering if not already wearing one, unless medically exempt;
2. Be asked to move to a designated safe waiting area, where they are to call their **manager OR delegate** to inform them of the situation;
3. Be asked to contact jurisdictional public health guidance for the current direction on actions to be taken: i.e. self-isolation, seek testing, etc.

If an employee's response to any of the above questions has referred them to these NOTES, the **screener** will;

1. Direct the employee to the safe waiting area;
2. Contact their chain of command as per their work instructions.

If an employee's response to any of the above questions has referred them to these NOTES, the **employee's manager or delegate** will;

1. Review current self-isolation requirements from Federal / Regional Public Health Authorities;
2. Review the responses provided by the employee, seek clarifying/additional information;
3. If consultation with the COVID Project Team (CPT) Health Officer is necessary, contact the ROC at (709) 772-6220 to coordinate a high level risk assessment between the manager/delegate and the health officer;
4. Inform the employee of the decision to allow or deny access.