



COVID-19 Daily Visitor Screening Form

Dear Visitor/Customer/Supplier,

All Ontario workplaces are now required (under Regulation 364/20) to pro-actively screen employees and visitors for COVID-19. Accordingly, all Visitors must complete this form daily and provide it to your Niigon host well before visiting Niigon. Thank you for your cooperation.

Name:	
Company:	
Contact number (business/mobile phone):	
Date of visit:	
Building(s) Visited:	
Person visited at Niigon:	

Screening Questions:

1. Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions.

Fever or chills: Yes No

Difficulty breathing or shortness of breath: Yes No

Cough: Yes No

Sore throat, trouble swallowing: Yes No

Runny nose/stuffy nose or nasal congestion: Yes No

Decrease or loss of smell or taste: Yes No

Nausea, vomiting, diarrhea, abdominal pain: Yes No

Not feeling well, extreme tiredness, sore muscles: Yes No

2. Have you travelled outside of Canada in the past 14 days?: Yes No

3. Have you had close contact with a confirmed or probable case of COVID-19? Yes No

4. Have you read the back of this document and agree to comply with all Policies and Guidance?
Yes No

Results of Screening Questions:

- If you answer **NO** to all questions from 1 through 3, you can enter the workplace.
- If you answer **YES** to any questions from 1 through 3, you should not enter the workplace today (including any outdoor, or partially outdoor, workplaces). You should go home to self-isolate immediately and contact your health care provider or Telehealth Ontario (1-866-797-0000) to find out if you need a COVID-19 test.

Signature:	Date:

Remarks on data privacy

All above information will be handled according to our privacy policy

Policies and Guidance

All Niigon employees and visitors/customers/suppliers are expected to protect themselves and those around them at all times through the following:

Visitors/Customers/Suppliers: COVID-19 Visitor Screening Form

All visitors/customers/suppliers must:

- Complete a Covid19 Visitor Screening form (attached) and provide it to their Niigon host in advance of the scheduled visit. The Niigon host must then scan/forward it to Lisa Lanzillotta and Human Resources for review.
- Check in at Building 2 and complete the Visitor Log upon entry, including the Shipping and Receiving doors, and
- Wear a mask/face covering while at Niigon.
- Comply with the policies and practices outlined in the COVID-19 Visitor Screening form.

Awareness

Please note the following and familiarize yourself with the various posters which have been placed throughout the buildings on hand hygiene, physical distancing and appropriate use of personal protective equipment (PPE) (i.e. masks/face coverings, etc.):

Hand Hygiene

- Wash your hands often and thoroughly with soap and water for 20 seconds or an alcohol-based hand sanitizer with at least 60% alcohol.
- Hand sanitizer is available outside the washrooms, in meeting rooms, the cafeteria and kitchenettes.
- Cover coughs or sneezes with a tissue, then immediately throw that tissue in the garbage and wash your hands. If there is no tissue, sneeze or cough into your sleeve or arm, not your hand.
- Avoid touching your face, eyes, nose, and mouth with unwashed hands.

Physical Distancing

Practice physical distancing: keep 2 metres or 6 feet away from others, particularly at building entrances, in reception areas, meeting rooms, cafeteria and kitchenettes. Avoid gathering in groups:

- **Meetings/Meeting Rooms:**
 - Apply hand sanitizer before and after a meeting
 - Seats in meeting rooms should be spaced 2 metres or 6 feet apart
 - After your meeting, please wipe down any surfaces you have come in contact with (i.e. the table area in front of you, phone and keyboard) using the disinfectant wipes provided
 - Please do not remove disinfectant wipes or sanitizer from their location
- **Elevator** – one person in the elevator at a time.
- **Cafeteria, Kitchenettes**
 - Food service will remain closed until further notice.
- **Washrooms**
 - 2 people max at a time in smaller washrooms; 4 people max at a time in larger plant washrooms.
 - Avoid washing hands at the same time, if you can't maintain physical distancing.

Personal Protective Equipment (PPE) – Masks/Face Coverings/Gloves/Safety Glasses

Hosts must provide guests with appropriate PPE from the dispensing unit in Building 2 if guests cannot supply their own.

Facility Cleaning Schedule

Our facilities are cleaned thoroughly twice a week.

What happens if we have a confirmed case of COVID-19?

We would follow and communicate protocol based on Health Canada's and the Ministry of Labour's guidance: close the facilities completely for 24 hours, conduct a thorough cleaning, wait another 24 hours, then reopen the facilities, as needed. In parallel, an investigation would be conducted of the individual's circumstances and we would communicate to people accordingly. If the case is confirmed to have been contracted through work at Niigon, the Ministry of Labour would be involved.

Compliance with Policy

These policies are subject to change. Thank you for your continued cooperation in our shared responsibility to create and maintain a healthy and safe working environment. **Please consult your Host with any questions or feedback.**