



COVID-19 Visitor Screening Form

Dear Visitor/Customer/Supplier,

As part of our internal safety measures against the COVID-19 (Coronavirus) outbreak, we kindly ask you to complete this form 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:	
Person visited at Niigon:	

Have you travelled outside of Canada within last 14 days?

- Yes If yes, have you quarantined upon arrival to Canada for 14 days and are feeling well?
Yes
No
No

Are you experiencing flu like symptoms such as fever, severe cough or difficulty in breathing?

- Yes
No

Have you been in contact with a person with a suspected or confirmed COVID-19 infection?

- Yes
No

Have you been in contact with a person placed under quarantine or who has been recently released from quarantine?

- Yes
No

Have you read the back of this document and agree to comply with all Policies and Guidance?

- Yes
No

Signature:	Date:
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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
- 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 and 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:**
 - Seats should be spaced 2 metres or 6 feet apart
 - No more than 2-6 people in a room at one time (depending on room size)
- **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) – Face Coverings/Gloves/Safety Glasses

When physical distancing cannot be maintained due to the nature of work, it is recommended to use face coverings (e.g. non-medical masks or cloth masks) and gloves. Hosts must provide guests with appropriate personal protective equipment 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.**