

Dear Visitor/Customer/Supplier,

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

Name:	
Company/Employer:	
Contact number (business/mobile phone):	
Date of visit:	
Building(s) Visited:	
Niigon Host(s):	

Screening Questions:

- 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. Choose any/all that are new, worsening, and not related to other known causes or medical conditions.

Fever and/or chills: Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cough or barking cough (croup): Continuous, more than usual, making a whistling noise when breathing, not related to other known causes or conditions (for example, asthma, post-infectious reactive airways, COPD)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Shortness of breath: Out of breath, unable to breathe deeply, not related to other known causes or conditions (for example, asthma)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Decrease or loss of smell or taste: Not related to other known causes or conditions (for example, allergies, neurological disorders)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sore throat: Not related to other known causes or conditions (for example, seasonal allergies, acid reflux)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Difficulty swallowing: Painful swallowing, not related to other known causes or conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pink eye: Conjunctivitis, not related to other known causes or conditions (for example, reoccurring styes)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Runny or stuffy/congested nose: Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Headache that's unusual or long lasting: Not related to other known causes or conditions (for example, tension-type headaches, chronic migraines)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Digestive issues like nausea/vomiting, diarrhea, stomach pain: Not related to other known causes or conditions (for example, irritable bowel syndrome, menstrual cramps)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Muscle aches that are unusual or long lasting: Not related to other known causes or conditions (for ex-ample, a sudden injury, fibromyalgia)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Extreme tiredness that is unusual: Fatigue, lack of energy, not related to other known causes or conditions (for example, depression, insomnia, thyroid dysfunction)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Falling down often: For older people	Yes <input type="checkbox"/>	No <input type="checkbox"/>
None of the above	Yes <input type="checkbox"/>	

COVID-19 Daily Visitor Screening Form

2. **Have you travelled outside of Canada in the past 14 days?** If you are an essential worker who crosses the Canada-US border regularly for work, select “No”. Yes No

3. **In the last 14 days, has a public health unit identified you as a “close contact” of someone who currently has COVID-19?** Close contact means any of the following while **not** wearing the appropriate personal protective equipment (PPE):
 - being less than 2 metres away in the same room, workspace, or area
 - living in the same home
 - being in the same classroom
 Yes No

4. **In the last 14 days, have you been in “close contact” (see above definition) with someone who either:**
 - is currently sick with a new cough, fever, difficulty breathing, or other symptoms associated with COVID-19?
 Yes No

or

 - returned from outside of Canada in the last 2 weeks and is currently sick with a new cough, fever, difficulty breathing, or other symptoms associated with COVID-19?
 Yes No

5. **Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?** Yes No

6. **In the last 14 days, have you received a COVID Alert exposure notification on your cell?** If you already went for a test and got a negative result, select “No”. Yes No

7. **Have you read page 3 of this document and agree to comply with all Niigon Policies and Guidance?** Yes No

Results of Screening Questions:

- If you answered **NO** to all questions from 1 through 5, you can enter the workplace/Niigon.
- If you answered **YES** to any questions from 1 through 5*, you should not enter the workplace/Niigon (including any outdoor, or partially outdoor workplace). You should inform your Niigon host and your employer of this result, stay 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.
 - * If you are an essential worker who travels outside of Canada for work purposes (see Group Exemptions, Quarantine Requirements under the Quarantine Act), answering **YES** to only question 2 should not mean you fail your screen (i.e. on the basis of your work-related travel alone). However, if you answered **NO** to question 2, **AND YES** to any one of the other questions, then you should not enter the workplace/Niigon.
- If any of the answers to these screening questions change during the day, this screening result is no longer valid, and you will need to screen again.
- Niigon will retain this record of the screening result in compliance with any applicable retention and privacy requirements and may be requested by the local public health unit to support case and contact tracing in the event of an outbreak.
- **Note:** COVID-19 screening conducted by your employer does not exempt you from being screened by Niigon.

Signature:	Date:
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Policies and Guidance

All Niigon employees and visitors/customers/suppliers are expected to protect themselves and those around them at all times while on site at Niigon by following all Niigon policies and guidance including but not limited to the following:

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

All visitors/customers/suppliers must:

- In advance of your scheduled visit to Niigon, complete a COVID-19 Visitor Screening form (pages 1 and 2 of this document) and provide it to your Niigon host. 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
- Wear a mask/face covering while at Niigon; and
- Comply with the policies and practices outlined in this COVID-19 Visitor Screening form.

Awareness

Please note the following and familiarize yourself with the various posters 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, the cafeteria and kitchenettes. Avoid gathering in groups:

- **Meetings/Meeting Rooms: Meetings in meeting rooms are currently not permitted**
- **Elevator** – one person in the elevator at a time.
- **Cafeteria, Kitchenettes**
 - The cafeteria and kitchenettes are open.
 - Food service in the cafeteria 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?

Niigon will 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, 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 will 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 Niigon Host with any questions or feedback.**