



NATIONAL ARTS CENTRE CENTRE NATIONAL DES ARTS

PANDEMIC: REOPENING SAFETY PLAN

APPENDIX B

Health Screening

Upon entering the building for your work day or shift, you will be provided with a health screening questionnaire that must be completed in full, a copy will be held at security and a copy will be provided to your supervisor. Please note that this form will be used for contact tracing should an individual at the NAC contract the virus and public health is required to establish the tracing of the individual.

The form will be completed daily by all employees, contractors or visitors entering the NAC. Employees and individuals unable to confirm their state of health when completing the questionnaire will not be admitted to the building and will be advised to self-isolate immediately. We strongly encourage you to contact your local public health unit, your health care provider or Telehealth Ontario to determine your eligibility for virus testing. Please visit: [Public Health Ontario](#), [Ottawa Public Health](#), [La maladie à Coronavirus au Québec](#)

Staying home when you are sick

You are expected to remain at home when you are sick. This helps prevent the spread of your illness to others. If you were in the workplace while ill, public health authorities will engage in contact investigation and management. If you are unable to work because of a COVID-related illness, and are concerned about sick leave coverage, please contact your Supervisor and/or your Human Resources Manager.

Monitor your health for flu-like symptoms:

- Fever;
- Cough;
- Difficulty breathing; or
- Pneumonia in lungs.

If you begin experiencing symptoms, isolate yourself from others, call a health care professional and continue to wash your hands often while also covering your mouth and nose when coughing or sneezing.

Who to inform with onset of illness:

If you have a fever, cough, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell or difficulty breathing, you are asked to:

- inform your supervisor;
- go home immediately if you are working on-site;
 - avoid the use of public transportation;
 - if you can't arrange for a family member to pick you up, Stage Door will provide you with a taxi chit and call a taxi for you without any questions being asked; and
- seek the advice of the local public health authorities at [Public Health Ontario](#), [Ottawa Public Health](#), [CISSS de l'Outaouais](#) or [La maladie à Coronavirus au Québec](#).

If you are/were in the workplace and it is confirmed by a health care provider that you are/were exposed with an infection or virus, under the Canada Labour Code, this would constitute a workplace hazard. As such, you have a duty to report this hazard to management. This information helps the employer determine the period of time when you were in the workplace before self-isolation and if other employees may have been exposed.



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POST PANDEMIC SAFETY PLAN

Quarantine (self-isolate)

All employees who are in good health and able to work, including those required to quarantine (self-isolate), as per public health directive, should continue to work remotely.

Handouts: Health Screening
How to Self-Isolate

Poster: Stop Before Entering
Staying Healthy at Work

Reference: Ottawa Public Health, Health Questionnaire
Ottawa Public Health, Self-Isolation
Public Health Ontario, How to Self-Isolate

STOP COVID-19
Please complete the following questions before beginning your work today.

Name: _____
Date: _____ Time: _____

Do you have any of the following new or worsening symptoms?

| | | | |
|---|--|---|---|
| Yes <input type="checkbox"/> No <input type="checkbox"/> Fever/Chills | Yes <input type="checkbox"/> No <input type="checkbox"/> Cough | Yes <input type="checkbox"/> No <input type="checkbox"/> Difficulty breathing/ Shortness of breath | Yes <input type="checkbox"/> No <input type="checkbox"/> Sore throat/ Difficulty swallowing |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Runny nose (unrelated to seasonal allergies) | Yes <input type="checkbox"/> No <input type="checkbox"/> Loss of taste or smell | Yes <input type="checkbox"/> No <input type="checkbox"/> Not feeling well, headache, unexplained tiredness and muscle aches | Yes <input type="checkbox"/> No <input type="checkbox"/> Nausea, vomiting, diarrhea, abdominal pain |

In the last 14 days, have you had close physical contact with a person who:

- Yes ☐ - was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing)?
- No ☐ - has returned from travel outside of Canada in the last 14 days?
- No ☐ - was a confirmed or probable case of COVID-19?

In the last 14 days, have you travelled outside of Canada?

Yes ☐
No ☐

If you answered **YES** to any of these questions, **please return home and self-isolate.**
Visit [OttawaPublicHealth.ca/COVIDCentre](https://ottawapublichealth.ca/COVIDCentre) for more information about getting tested.
If you are feeling unwell, contact your health care provider or call **Telehealth Ontario** at 1-866-797-0000 to speak to a registered nurse.

Adapted with permission from Toronto Public Health 1/16/2020

OttawaPublicHealth.ca/Coronavirus

INSTRUCTOR: _____ TRAINEE: _____
DATE: _____ Please print your names.



NATIONAL ARTS CENTRE CENTRE NATIONAL DES ARTS

POST PANDEMIC SAFETY PLAN



Coronavirus Disease 2019 (COVID-19)

How to Self-Isolate

You must isolate yourself from others if you have COVID-19 symptoms or may have been exposed to COVID-19. If you start to feel worse, contact your health care provider or Telehealth (1-866-797-0000).

Stay home

- Do not use public transportation, taxis or rideshares.
- Do not go to work, school or other public places.



Avoid contact with others

- No visitors unless essential (e.g., care providers).
- Stay away from seniors and people with chronic medical conditions (e.g., diabetes, lung problems, immune deficiency).
- As much as possible, stay in a separate room from other people in your home and use a separate bathroom if you have one.
- Make sure that shared rooms have good airflow (e.g., open windows).
- If these steps are not possible, keep a distance of at least two metres from others at all times.



Keep your distance

- If you are in a room with other people, keep a distance of at least two metres and wear a mask that covers your nose and mouth.
- If you cannot wear a mask, people should wear a mask when they are in the same room as you.



Wash your hands

- Wash your hands often with soap and water.
- Dry your hands with a paper towel or with cloth towel that no one else will share.
- Use an alcohol-based hand sanitizer if soap and water are not available.



COVID-19: How to self-isolate

1 of 2

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket and wash your hands. Lining the wastebasket with a plastic bag makes waste disposal safer.
- Clean your hands after emptying the wastebasket.



Wear a mask over your nose and mouth

- Wear a mask if you must leave your house to see a health care provider.
- Wear a mask when you are within two metres of other people, or stay in a separate room.
- If you do not have a mask, maintain two metres distance from people and cover your cough and sneezes. See our [Physical Distancing](#) fact sheet.



What should I do if I develop symptoms?

- Complete the [COVID-19 Self-Assessment](#).
- Contact Telehealth (1-866-797-0000) or your health care provider.
- Anyone with whom you had close physical contact (e.g., in your household) in the two days before your symptoms started or after symptoms started should also self-isolate. If you have questions about this, call your [local public health unit](#).
- Isolate for 14 days beginning when your symptoms started.
- After 14 days, you can stop isolating if you no longer have a fever and your symptoms have improved, but you should continue with [physical distancing measures](#).
- If you are still unwell at 14 days, contact Telehealth or your health care provider.

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: ontario.ca/coronavirus.

The information in this document is current as of April 10, 2020.

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Ontario

STOP!

If you think you may have been exposed to COVID-19, do not enter this facility.

If you have any symptoms such as fever or cough or difficulty breathing

or

If you have travelled outside of Canada in the last 14 days

do not enter

For all other visitors:

- When you enter, please use hand sanitizer and practise physical distancing

For more information on COVID-19, please visit our website at ottawapublichealth.ca/coronavirus

ARRÊTEZ!

Si vous croyez que vous avez été exposé au COVID-19, n'entrez pas dans cet établissement.

Si vous présentez l'un des symptômes suivants : fièvre, toux ou difficultés à respirer

ou

Si vous avez voyagé à l'extérieur du Canada au cours des 14 derniers jours

n'entrez pas

Avis à tous les visiteurs :

- En rentrant SVP, utilisez le désinfectant pour les mains et pratiquez la distanciation physique

Pour plus d'information sur le COVID-19, SVP visitez notre site internet à : santepubliqueottawa.ca/coronavirusFR

ottawa.ca COVID-19 3-1-1
TTY/ATS 613-580-2401

Staying Healthy at Work

| | |
|--------------------------|---|
| If you are sick | <ul style="list-style-type: none"> Do not enter the building Stay at home |
| Reporting to Work | <ul style="list-style-type: none"> Complete a Self-Assessment Screening |
| Prevention | <ul style="list-style-type: none"> Wash your hands with soap and water thoroughly and often Cough and sneeze into your arm Keep surfaces clean and disinfected Practise physical (social) distancing when possible. Stay 2 metres (6 feet) from others. |
| While at Work | <ul style="list-style-type: none"> If you become unwell while at work, isolate yourself, notify management immediately for appropriate follow up action |

ottawa.ca COVID-19 3-1-1
TTY/ATS 613-580-2401

613-580-6744
TTY/ATS : 613-580-9556

ottawa.ca/coronavirus
santepubliqueottawa.ca

INSTRUCTOR: _____ TRAINEE: _____
DATE: _____ Please print your names.