

COVID-19 Medical Screening Policy



1. POLICY STATEMENT

COVID-19 coronavirus is highly contagious and implementing medical screening is essential to prevent it from spreading in the workplace. Accordingly:

During the current COVID-19 pandemic, no workers or essential visitors will be permitted to enter an ABC Company work site or facility unless and until they submit to and receive clearance under the screening process set forth in this Policy.

2. PURPOSE

In recognition of the invasive nature of medical screening, ABC Company has adopted this Policy to clearly explain how the process will work and ensure that it is done fairly, effectively, safely, consistently and in a manner that complies with current government emergency orders and public health guidelines (collectively, "Guidelines"), as well as privacy, human rights and other applicable laws.

3. SCOPE

The requirement to undergo screening under this Policy applies to:

- Workers, which include employees, contractors and

volunteers that conduct business or related activities at the site and will be carried out after before workers enter the site at the start of their shifts; and

- Essential visitors, which include individuals providing a service at the site and who are not employees or customers of the establishment, such as delivery, maintenance and contract workers, and will be carried out before the essential visitor enters.

Screening does not have to be performed on customers or first responders or other workers seeking entrance for an emergency. **The screening required under this Policy will be carried out without exemption and not waived for any occasion.** Those wishing to avoid undergoing screening may do so by staying away and not seeking to enter the facility.

4. SCREENING PROCEDURES

ABC Company will create a screening checkpoint in the front entrance of the building that all workers and essential visitors will be required to pass through before entering the facility. *[Include the following sentence only if your screening includes temperature checks]* A nurse or other qualified health professional stationed at the checkpoint will administer the screening exam in accordance with the following procedures and criteria.

4.1 Body Temperature Check [Optional]

Screening personnel will take each would-be entrant's body temperature to ensure they do not have a fever. No person whose body temperature meets or exceeds the fever threshold, which will be set at 100.4°F/38°C, shall be allowed entry into the facility.

4.2 Symptoms & Risk Factors Check

Workers and essential visitors will also be asked the following YES/NO questions:

1. Do you have any of the following **new or worsening** symptoms or signs?
 - Cough YES NO
 - Sore throat or trouble swallowing YES NO
 - Runny nose, stuffy nose or nasal congestion YES NO
 - Difficulty breathing or shortness of breath YES NO
 - Decrease or loss of smell or taste YES NO
 - Nausea, vomiting, diarrhea, abdominal pain YES NO
 - Not feeling well, extreme tiredness, muscle soreness YES NO
 - Fever and chills YES NO
2. Have you traveled outside Canada in the past 14 days? YES NO
3. Have you had recent close contact, i.e., within six feet/two meters, of a person with a confirmed or probable COVID-19 case? YES NO

4.3 Admittance Criteria

No person who answers YES to any of the above questions will be allowed to enter the facility. Such persons will be advised to self-isolate and get tested for COVID-19. **Exception:** Workers will not be excluded solely on the basis of answering YES to Question 2, and shall be allowed to enter, provided that ALL of the following conditions are met:

- Their travel outside Canada was a business trip required or approved by ABC Company;
- They have no COVID-19 symptoms;
- They wear a face mask at all times while in the workplace;
- They adhere to all ABC Company social distancing protocols and requirements; and
- They self-monitor while in the workplace in accordance

with ABC Company medical procedures.

4.4 Screening Form

Screening personnel will record the results of each check on the ABC Company COVID-19 Screening Form, a copy of which is attached to this Policy as Exhibit A.

5. PRIVACY PROTECTIONS

ABC Company will implement the following safeguards to minimize the intrusive effects of the screening process on the privacy of those being screened.

5.1 No Additional Information to Be Collection

ABC Company has determined that the screening information collected under Sections 4.1 and 4.2 above is the minimum necessary to accomplish the health and safety objectives of this Policy and will not permit screening personnel to request or seek to collect any further medical information of any kind during the screening process.

5.2 Screening Records Retention

ABC Company will retain the screening records only of workers that fail to pass screening criteria, which will be kept in a confidential personnel file that will not be used or disclosed except in accordance with the ABC Company Employee Privacy Policy. Such records will be treated as confidential data that must be kept secure in accordance with the ABC Company Data Security Policy.

6. HEALTH & SAFETY OF TEMPERATURE TAKING PROCESS [Use only if your screening includes temperature checks]

A competent person will perform a hazard assessment to identify potential infection, health and safety hazards to both screening personnel and entrants during the temperature-taking process and ABC Company will implement the following

measures to eliminate or control identified hazards:

- Where reasonably practicable, the use of engineering control, e.g., substitution of contact thermometers with infrared non-contact thermometers to eliminate the need for contact between screening personnel and entrants;
- Administrative and work controls, including ensuring that screening personnel are properly trained and follow safe work procedures; and
- Use of appropriate personal protective equipment, including at a minimum, N95 respirator masks and protective gloves, and where necessary, aprons, gowns and/or eye/face protection to protect screening personnel from being splashed with bodily fluids.

7. DURATION OF POLICY

This Policy is a temporary measure that will last only as long as the COVID-19 pandemic and will end once the Guidelines' social distancing mandate becomes no longer necessary. In addition, ABC Company reserves the right to modify any and all of the Policy terms and procedures, including the elimination or addition of requirements, as Guidelines change over the course of the pandemic.