

COVID-19 Site Protocols

Business name: Polestar CM Inc.

Date completed: January 5, 2021

Revision date: April 21, 2021

Protecting Yourself and Your Co-Workers

Medical grade face masks must be worn at all times. (they can be provided if needed)

Wash your hands often with soap and water or alcohol-based hand sanitizer.

Sneeze and cough into your sleeve.

If you use a tissue, discard immediately and wash your hands afterward.

Avoid touching your eyes, nose or mouth.

Stay home if you are sick.

Avoid high-touch areas, where possible, or ensure you clean your hands after.

Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.

Physical Distancing (Two Metres)

To practice social or physical distancing, stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces.

Screening for COVID-19

This tool provides basic information only and contains recommendations for businesses or organizations for COVID-19 screening as per Ontario Regulation 364/20. It is not to be used as a clinical assessment tool or intended to take the place of medical advice, diagnosis or treatment.

We ask that all contractors, consultants or any affiliates self screen prior to entering the worksite. Please see attached Covid-19 worker and employee screening tool which can also be found online at <https://covid-19.ontario.ca/screening/worker/>

If the individual answers YES to any questions from 1 through 3, they have not passed and should be advised that they should not enter the worksite (including any outdoor, or partially outdoor, workplaces). They should go home to self-isolate immediately and contact their health care provider or Telehealth Ontario (1 866-797-0000) to find out if they need a COVID-19 test.

Office of the Chief Medical Officer of Health

COVID-19 Screening Tool for Businesses and Organizations (Screening Workers)

Version 5 – March 9, 2021

This screening tool provides advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health in accordance with subsection 2(3) of Schedule 1 and Schedule 6 in [O. Reg. 82/20: Rules for Areas in Stage 1](#), and subsections 2(3) of Schedule 1 in [O. Reg. 263/20: Rules for Areas in Stage 2](#) and [O. Reg. 364/20: Rules for Areas in Stage 3](#) made under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) (ROA).

The person responsible for a business or organization that is permitted to be open must ensure that **workers are actively screened** for COVID-19 before they go to work or start their shift each day.

This screening tool is not to be used as a clinical assessment tool or intended to take the place of medical advice, diagnosis, treatment or legal advice. In the event of any conflict between this document and any applicable legislation, regulation, or orders or directives issued by the Minister of Health or the Chief Medical Officer of Health, the legislation, order or directive prevails.

The questions in this tool have been defined by the Ministry of Health. These questions can be adapted to meet the communication needs of people with learning, developmental or cognitive disabilities.

This screening tool does not apply to health care settings (including [long-term care homes](#)), and some non-health care workplaces (e.g., [retirement homes](#), other congregate living settings, [schools and child care](#)) where existing screening requirements and tools are already in place.

Screening is not required for emergency services or other first responders entering a workplace for emergency purposes.

Screening should occur before or immediately upon arrival at the workplace at the beginning of the worker's shift or workday. This screening tool can be completed either online before going to work or on-site before starting the shift or workday. The employer must ensure that the result of screening is used to determine whether the worker may

enter the workplace. A worker may only enter the workplace if they have passed the screening.

Anyone who does not pass screening must not enter the workplace and be advised that they should self-isolate, ideally at home, and call their health care provider or Telehealth Ontario ([1-866-797-0000](tel:1-866-797-0000)) to get advice or an assessment, including if they need a COVID-19 test.

Required Screening Questions

1. Are you currently experiencing one or more of the symptoms below that are new or worsening? Symptoms should not be chronic or related to other known causes or conditions.

For individuals who are 18 years of age and older:

Do you have one or more of the following symptoms? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fever and/or chills	Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
Cough or barking cough (croup)	Not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have
Shortness of breath	Not related to asthma or other known causes or conditions you already have
Sore throat	Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have
Difficulty swallowing	Painful swallowing not related to other known causes or conditions you already have
Decrease or loss of smell or taste	Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
Pink eye	Conjunctivitis (not related to reoccurring styes or other known causes or conditions you already have)
Runny or stuffy/congested nose	Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have

Headache	Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)
Digestive issues like nausea/vomiting, diarrhea, stomach pain	Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have
Muscle aches	Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)
Extreme tiredness	Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)
Falling down often	For older people

For individuals who are under 18 years of age:

Do you have one or more of the following symptoms?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fever and/or chills	Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher		
Cough or barking cough (croup)	Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions you already have)		
Shortness of breath	Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)		
Decrease or loss of smell or taste	Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have		

Sore throat or difficulty swallowing	Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions you already have)
Runny or stuffy/congested nose	Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have
Headache	Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)
Nausea, vomiting and/or diarrhea	Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions you already have
Extreme tiredness or muscle aches	Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions you already have)

2. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

Yes

No

3. In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19?

Yes

No

4. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?

If you already went for a test and got a negative result, select "No."

Yes

No

5. In the last 14 days, have you or anyone you live with travelled outside of Canada?

If you or anyone you live with are exempted from federal quarantine as per [Group Exemptions, Quarantine Requirements](#) under the *Quarantine Act*, select "No".

Yes

No

6. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

Yes

No

Results of Screening Questions:

- If the worker answered **NO to all questions from 1 through 6**, they can enter the workplace.
- If the worker answered **YES to any questions from 1 through 6**, they must not enter the workplace (including any outdoor or partially outdoor, workplace). They should inform their employer of this result and go or stay home to self-isolate immediately and contact their health care provider or Telehealth Ontario ([1-866-797-0000](tel:1-866-797-0000)) to get advice or an assessment, including if they need a COVID-19 test.
- If the worker answered **YES to question 6**, they must be advised to stay home, along with the rest of the household, until the sick individual gets a negative COVID-19 test result, is cleared by their local public health unit, or is diagnosed with another illness.
- If any of the answers to these screening questions change during the day, the worker should inform their employer of the change and go home to self-isolate immediately and contact their health care provider or Telehealth Ontario ([1-866-797-0000](tel:1-866-797-0000)) to get advice or an assessment, including if they need a COVID-19 test.
- Businesses and organizations must maintain a record of the date/time that workers were in the workplace and their contact information. This information may be requested by [public health](#) for contact tracing. These records should be maintained for a period of at least a month.
- Any record created as part of worker screening may only be disclosed as required by law.

Note:

For those workers whose work responsibilities involve traveling to multiple locations as part of their work day or shift (e.g., delivery truck drivers, take-out, grocery, prescription delivery staff, etc.), it is the responsibility of the worker's employer to conduct the screening and not that of the receiving business organization or individual. However, such screening may not exempt a worker from being screened by another organization/workplace if the worker is seeking entry into different types of premises (e.g., food deliveries to a long-term care home, and to other places or households).

Resources:

- [COVID-19 \(coronavirus\) in Ontario](#) webpage (find a testing location, check your results, how to stop the spread of the virus).

- Ministry of Labour, Training and Skills Development's [Resources to prevent COVID-19 in the workplace](#).