



HEALTH & SAFETY GUIDELINES

Name: Visitor Screening	Number: HSW-214-2020	
Supersedes: New	Most Recent Amendment Date: July 24, 2020	Effective Date: July 27, 2020

INTRODUCTION

The purpose of this document is to provide guidelines for COVID-19 screening of visitors prior to them entering any District workplace.

This screening process is required to ensure a safe work environment and to facilitate contact tracing in the event of a positive COVID-19 test result in the workplace. Content within this guideline is as of the date specified above and is subject to change as the COVID-19 situation progresses.

APPLICATION

This guideline applies to anyone, other than employees of the District Municipality of Muskoka, who visits or works in any District workplace, except where other public health or health care standards exist, such as in Paramedic Services and Long Term Care.

SCREENING

1. Before entering a District workplace, visitors, including Councillors, contractors, volunteers, members of the public, members of the media, etc., are required to complete a self-assessment using the Visitor Screening Questionnaire.
2. The District employee who is hosting a visitor is responsible to ensure that the visitor has reviewed the most recent version of the screening questions and to document such in their file notes. A copy of the screening questionnaire is not to be retained.
 - a. If a visitor answers **NO** to all screening questions, the visitor is permitted to enter a District workplace that day.
 - b. If a visitor answers **YES** to one or more of the screening question, (referred to as a positive screen) then the visitor shall not be permitted to enter a District workplace.