



EMPLOYEE, VISITOR, TENANT AND CONTRACTOR SELF-ASSESSMENT

The Town of Raymond is concerned for the safety of you, your fellow building occupants and our community. We are following the development of the Coronavirus (2019-nCoV Acute Respiratory Disease or COVID-19) that started in Wuhan, China very closely, and in the interest of ensuring a safe and healthy work environment, we ask that you carefully complete this self-assessment prior to arrival at any of our facilities or hosted events. **This process applies to all visitors and service providers.** A signed copy will be retained for our records for a period of 90 days. This form will be amended from time to time as other “hotspots” are identified by Health Canada. Any location domestically or internationally receiving a level 2 or level 3 travel advisory will be included. (Reference current advisories here: <https://travel.gc.ca/travelling/health-safety/travel-health-notice>)

Assessment Criteria:

1. Employees, tenants, vendors, contractors, sales representatives and other visitors to our locations/events with travel (within last 30 days) to/ from mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, France, Germany, Spain, Italy, Iran, Seattle, San Francisco or Florida including layovers or a cruise with ports of call in these areas.
2. Employees, tenants, vendors, contractors, sales representatives and other visitors to our locations/events **with a member of same household** who has recently returned (within the last 30 days) from mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, France, Germany, Spain, Italy, Iran, Seattle, San Francisco or Florida including layovers or a cruise with ports of call in these areas.

If either scenario 1 and 2 above apply to you: We are directing you to remain away from our locations/events for 14 days starting the day you arrived at your return destination outside of from mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, France, Germany, Spain, Italy or Iran including layovers or a cruise with ports of call in these areas.

If you develop any symptoms of acute respiratory infection or a flu-like illness, we are recommending that you to seek medical attention via 811 Health Link and remain away from our premises.

3. Persons with **close contact*** with a person who has been diagnosed with 2019-nCoV Acute Respiratory Disease (COVID-19). (*Close contacts are defined as people who are within about 6 feet or 2m for about 30 minutes or more.)

If scenario 3 above applies to you: We are directing you to stay away from our locations for 14 days from when you last had contact and follow local regulatory requirements. We highly recommend that you to seek medical attention via 811 Health Link.

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If you become infected by 2019-nCoV Acute Respiratory Disease within the 14 day period, you may return to our locations only once you are completely symptom free for at least 24 hours **and** you have been cleared by your doctor to return to work or normal activities.

All other employees, visitors, tenants and contractors should conduct the following self-assessment **each day** before coming to work at our locations:

Do you have?

- Fever (greater than 38°C/100.4°F) with or without cough or congestion.
- Signs and symptoms of respiratory or flu-like illness within 14 days following departure from the areas noted on the reverse side or close contact with an infected person.

If yes, we are requesting you to seek medical attention, remain away from our locations or events. Please contact your manager, or applicable EDL contact person for applicable next steps.

However, if on the basis of this self-assessment, it is still appropriate for you to enter our locations or attend our events, kindly acknowledge as follows:

I have reviewed the information on this assessment and can certify that none of the scenarios provided apply to me nor am I aware of any of the noted symptoms being applicable for myself at this time.

I also acknowledge that I will comply with the following precautionary steps:

- Minimize personal contact with others including avoidance of handshakes and hugs
- Coughing or sneezing into a disposable tissue or arm/sleeve
- Washing hands with warm water and soap for at least 30 seconds after coughing or sneezing, prior to handling food or coming into close contact with others
- Avoid touching eyes, nose and mouth with unwashed hands

Print Name: _____

Signature: _____

Date: _____