



National Standard Operating Procedure

NSOP 506

COVID-19 - Shore-based Personnel

Purpose

This national standard operating procedure (NSOP) is to outline the direction for shore-based personnel relating to COVID-19, including suspected exposure and mandatory rapid testing requirements.

Procedure

Employees seeking access to Canadian Coast Guard (CCG) controlled installations¹, vessels, helicopters and vehicles (hereinafter referred to as CCG installations and assets) must complete the COVID-19 Canadian Coast Guard Health Screening Questionnaire (as per [CCG circular 08-2022](#)) prior to entry. Employees must keep their supervisor informed of any changes in their health situation.

Health Canada and the Public Health Agency of Canada recommend the following COVID-19 mandatory rapid testing procedures prior to entry for employees working in operational centers that require regular access to CCG installations and assets (MCTS, ROC, JRCC, etc.)². These employees are required to self-test 2-3 times per week in accordance with regional guidelines. Canadian Coast Guard College employees and cadets are required to self-test 3 times per week.

Regional guidelines may require rapid test screening for other employees including:

1. employees requiring access to non-CCG shore sites or vessels, such as shipyards
2. other employees requiring access to CCG installations and assets

Regions will develop their respective implementation plans containing information regarding distribution of COVID-19 tests and related personal protective equipment (PPE), testing coordination, as well as return to work conditions.

All personal information collected is to be managed according to Protected B protocols.

¹ National Capital Region buildings are not CCG installations.

² Visitor procedures are outlined in [NSOP 528 – COVID-19 – Procedure for Visitors to Canadian Coast Guard Premises](#).

Procedure for shore-based personnel

Step	Procedure
1.	<p>1. If the employee is experiencing an onset of any of the following symptoms, which may be attributed to COVID-19:</p> <ul style="list-style-type: none">a) new or worsening coughb) shortness of breath or difficulty breathingc) temperature equal to or over 37.5°Cd) feeling feverishe) chillsf) fatigue or weaknessg) muscle or body achesh) new loss of smell or tastei) headache (new, persistent, unexplained, unusual or long-lasting). (Not related to other known causes or conditions)j) Gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)k) feeling very unwell <p>In this case, they must submit to the COVID-19 Canadian Coast Guard Health Screening Questionnaire (as per CCG circular 08-2022).</p>

Step	Procedure
2.	<p>1. At home, if employees fail the COVID-19 Canadian Coast Guard Health Screening Questionnaire, or if the rapid test indicates a positive test result:</p> <p>1.1. They must not come to work.</p> <p>1.2. They must refer to their local public health authority for available direction on self-isolation, quarantine and return to work conditions.</p> <p>1.3. To return to work after testing positive for COVID-19, employees must have completed self-isolation (minimum of 5 days), and be asymptomatic. In addition to these requirements, employees working in operational centers must also have a negative test result or clearance from their supervisor or delegate using a risk-based approach.</p> <p>1.4. To return to work after close contact with someone who has tested positive for COVID-19 or close contact with someone who is experiencing new COVID-19 symptoms, employees must be asymptomatic and have completed self-isolation (minimum of 5 days) or have received clearance from their supervisor or delegate using a risk-based approach.</p> <p>1.5. They must keep their supervisors informed of any changes in their health situation.</p> <p>1.6. While in isolation, or when employees return to work, they must continue to abide by sanitation measures.</p> <p>2. If an employee begins to present any of the COVID-19 symptoms identified above at the workplace, they must advise their supervisor immediately.</p> <p>2.1. An employee or a supervisor may determine that an employee poses a potential risk to their own well-being or the well-being of other employees. Should the need arise, the employee suspected to have COVID-19 would be provided a mask, be separated from coworkers, encouraged to perform hygiene/cough etiquette (by using hand sanitizers for example), and sent home.</p>
3.	<p>If an employee is required to wait for transport home, identify a place for them to wait, at a minimum 2 metres (6 feet) away from all other persons to exercise appropriate physical distancing.</p>

Step	Procedure
4.	<ol style="list-style-type: none"> 1. Employees sent home due to suspected COVID-19 are directed to contact their local public health authority for available direction on self-isolation, quarantine and return to work conditions. 2. The supervisor will require the employee to provide an update of their testing and condition as soon as received. 3. To return to work, after testing positive for COVID-19, the employee must have completed self-isolation (minimum of 5 days), and be asymptomatic. In addition to these requirements, employees working in operational centers must also have a negative test result or clearance from their supervisor or delegate using a risk-based approach. 4. To return to work after close contact with someone who has tested positive for COVID-19 or close contact with someone who is experiencing new COVID-19 symptoms, employees must be asymptomatic and have completed self-isolation (minimum of 5 days) or have received clearance from their supervisor or delegate using a risk-based approach. 5. Workspaces used or occupied by employees suspected to have COVID-19 are to be disinfected as per NSOP 518 COVID-19 - Cleaning and Disinfection Routine of the Workplace.
5.	The supervisor is to contact the National Command Centre or the Regional Operations Center and a preliminary A-to-E Report is to be sent immediately.
6.	Refer to: NSOP 526 COVID-19 - Canadian Coast Guard Contact Tracing Activities to initiate contact tracing.

It is normal to be concerned about the COVID-19 pandemic, especially if you or those you know are directly affected by the situation. If you have any concerns and would like to talk to someone, contact the Employee Assistance Program (EAP) at 1-800-268-7708 and/or speak directly with your supervisor.

Enquiries

Enquiries regarding this procedure should be directed to:

Director, Operational Personnel and Force Generation
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