



# National Standard Operating Procedure

## NSOP 514

### COVID-19 – Canadian Coast Guard (CCG) Personnel Working at Non-CCG Shore Sites or Vessels

#### Purpose

The purpose of this national standard operating procedure (NSOP) is to outline the steps to be followed when CCG personnel are required to work at a non-CCG shore-based site or vessel during the COVID-19 pandemic.

#### Procedure

This procedure should be read in conjunction with [Shore-based Safety Manual \(SBSM\) 7.C.13 – Work on Non-Canadian Coast Guard Vessels or Sites](#).

CCG employees are to comply with local, provincial/territorial and/or federal regulations as well as CCG COVID-19 requirements. When on a site that falls under another jurisdiction (for example, provincial), there may be discrepancies between COVID-19 requirements. When this is the case, the more stringent requirement must be followed.

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

#### Procedure for planning visits to non-CCG sites or vessels

Step	Procedure
1.	<p>Considering the importance of following additional site-specific protocol and performing potential contact tracing, communication and planning should take place as far in advance as possible.</p> <p>Visit the Public Health Agency of Canada (PHAC) <a href="#">Coronavirus disease (COVID-19): Prevention and risks</a> and review recommended prevention measures as recommendations can change frequently.</p>
2.	<ol style="list-style-type: none"> <li>1. Advise the site or vessel representative of the planned visit details including information such as timing, purpose, and number of employees attending.</li> <li>2. Confirm in advance any site-specific requirements related to the pandemic.</li> </ol>
3.	<p>Complete a pre-job safety assessment or safety self check in accordance with Section 2.1 a) of <a href="#">SBSM 7.C.13 - Work on Non-Canadian Coast Guard Vessels or Sites</a>, and inquire about the site's protocols regarding cleaning, sanitization, etc.</p>

Step	Procedure
4.	When possible, bring along your own tools/testing equipment, etc., or ensure any you will use are properly sanitized.
5.	<p>Screening:</p> <ol style="list-style-type: none"> <li>1. CCG employees are to follow COVID-19 screening procedures in accordance with <a href="#">NSOP 506 COVID-19 - Shore-based Personnel</a> as well as complete the COVID-19 Canadian Coast Guard Health Screening Questionnaire (as per CCG Circular <a href="#">08-2022 - COVID-19 - Health Screening Questionnaire and COVID-19 Testing Protocol for Canadian Coast Guard (CCG) Personnel and Persons Seeking Access to CCG controlled Installations, Vessels, Helicopters and Vehicles</a>).</li> <li>2. Confirm with the site, building, or vessel representative that screening protocols are in accordance with the applicable provincial, territorial and local requirements.</li> </ol>

#### Procedure for arriving and working at non-CCG sites or vessels

Step	Procedure
1.	On arrival, check in with the site or vessel representative, confirming the purpose of the visit, location(s) of work of other employees and that sanitization procedures have been completed.
2.	Greet others, but do not make physical contact or shake hands. Maintain a physical distance of 2 metres from others where possible.
3.	Review the Hazard Identification and Risk Assessment, as per <a href="#">SBSM 7.A.2 – Managing the Risk Register</a> , with any additional information on COVID-19 related hazards or required controls to reduce exposure.
4.	Ensure only one person enters a confined or confining space at any given time if the 2 metre distance cannot be maintained. Refer to <a href="#">SBSM 7.B.3 - Entry into Confined Spaces</a> .
5.	If a hazardous situation occurs that cannot be resolved, stop work and advise site or vessel representative and immediate supervisor.
6.	Avoid exchanging articles such as pens, business cards, etc.
7.	<ol style="list-style-type: none"> <li>1. If gloves are not used during work, wash hands or sanitize regularly.</li> <li>2. If gloves are used during work, wash hands after gloves are removed and dispose of them in a waste basket. Wearing gloves does not replace the need for handwashing.</li> </ol>
8.	Disinfect work site if instructed to do so by site or vessel representative.

Step	Procedure
9.	If work at the site or vessel is to continue beyond a previously arranged timeframe, employees are to notify both the site or vessel representative and their immediate supervisor.
10.	In preparation for departure from the site or vessel, notify the site or vessel representative of departure, including the status of the work performed.
11.	When leaving the site or vessel, thoroughly wash hands.

### Procedure for usage of facial protection equipment

Step	Procedure
1.	If applicable, regularly clean your safety glasses or face shield.
2.	<p>Wearing a non-medical mask:</p> <ul style="list-style-type: none"> <li>1.1. will not protect the wearer from COVID-19, but can potentially limit the wearer from spreading respiratory droplets</li> <li>1.2. does not replace the need to social distance</li> </ul>
3.	<p>Non-medical face masks or face coverings should:</p> <ul style="list-style-type: none"> <li>1.1. be made of multiple layers including: <ul style="list-style-type: none"> <li>a) at least 2 layers of tightly woven material fabric (such as cotton or linen), and</li> <li>b) a third middle layer of filter-type fabric (such as non-woven polypropylene)</li> </ul> </li> <li>1.2. be large enough to completely and comfortably cover the nose and mouth without gaping</li> <li>1.3. fit securely to the head with ties or ear loops</li> <li>1.4. allow for easy breathing</li> <li>1.5. be comfortable and not require frequent adjustment</li> <li>1.6. be changed as soon as possible if damp or dirty</li> <li>1.7. maintain their shape after washing and drying</li> </ul>
4.	<p>How to put on a non-medical mask:</p> <ul style="list-style-type: none"> <li>1.1. ensure the face covering is clean and dry</li> <li>1.2. wash your hands with warm water and soap for at least 20 seconds before touching the mask; if soap is not available, use hand sanitizer with a minimum 60% alcohol base</li> <li>1.3. ensure your hair is away from your face</li> </ul>

Step	Procedure
	<ol style="list-style-type: none"><li>1.4. place the face covering over your nose and mouth and secure to your head or ears with its ties or elastics</li><li>1.5. adjust if needed to ensure nose and mouth are fully covered</li><li>1.6. the mask should fit snugly to the cheeks and there should not be any gaps</li><li>1.7. after your mask is on and adjusted, wash your hands with warm water and soap for at least 20 seconds; if soap is not available, use hand sanitizer with a minimum of 60% alcohol base</li><li>1.8. while wearing a non-medical mask or face covering, it is important to avoid touching your mask or face. If you do touch your mask or face, you should immediately wash your hands with warm water and soap for at least 20 seconds. You can also use hand sanitizer with a minimum 60% alcohol base</li></ol>
<b>5.</b>	<p>How to remove a non-medical mask:</p> <ol style="list-style-type: none"><li>1.1. wash your hands with warm water and soap for at least 20 seconds; if soap is not available, use hand sanitizer with a minimum 60% alcohol base</li><li>1.2. remove the mask or face covering by un-tying it or removing the loops from your ears</li><li>1.3. avoid touching the front of the mask when removing it</li><li>1.4. it can be placed in a plastic bag temporarily if you are not at home. Make sure you close or zip seal the bag while storing it</li><li>1.5. if you plan to reuse the mask, wash it before wearing it again. It can be hand-washed with hot, soapy water, or it can be washed with your other laundry</li><li>1.6. if throwing it out, place it into a waste basket or plastic bag</li><li>1.7. after removing the mask or face covering, repeat point 1.1</li></ol>

## Procedure for preventing spread of infections

Step	Procedure
1.	<p>The best ways to prevent the spread of infections is to:</p> <ol style="list-style-type: none"> <li>1.1. frequently wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol if soap and water are not readily available</li> <li>1.2. avoid touching your eyes, nose or mouth, especially with unwashed hands</li> <li>1.3. cough or sneeze into a tissue or the bend of your arm, not your hand</li> <li>1.4. dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards</li> <li>1.5. avoid close contact with anyone who is not a member of your immediate household</li> <li>1.6. stay home if you are sick to avoid spreading illness to others</li> <li>1.7. maintain a 2 metre distance from other people (whether they are sick or healthy)</li> <li>1.8. avoid gatherings, and follow instructions from local public health authority</li> <li>1.9. clean and disinfect surfaces regularly</li> </ol>

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  
[dfo.cgopm-gcgp0.mpo@dfo-mpo.gc.ca](mailto:dfo.cgopm-gcgp0.mpo@dfo-mpo.gc.ca)



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