



National Standard Operating Procedure

NSOP 526

COVID-19 - Canadian Coast Guard Contact Tracing Activities

Purpose

The purpose of this national standard operating procedure (NSOP) is to provide a baseline and national standard for regions and headquarters to apply while conducting COVID-19 contact tracing activities. In applying the common standards and definitions, the Canadian Coast Guard (CCG) is able to transfer complete and accurate information in a timely manner to local public health authorities who will complete the majority of contact tracing activities. CCG will conduct contact tracing for CCG employees to ensure the health and safety of CCG personnel.

Background

Contact tracing is a public health measure used to control the spread of infectious diseases. An effective contact tracing process will enable local and national authorities to quickly and consistently trace potential COVID-19 exposure. Efficient contact tracing will improve safety for CCG employees and reduce the risk of community transmission.

All CCG employees are encouraged to download the [Government of Canada COVID Alert mobile app](#).

Procedure

Procedure for initiating contact tracing when an employee is a suspected or probable COVID-19 case

Step	Procedure
1.	<p>1. If a seagoing or shore-based employee has a suspected or probable COVID-19 case, they must follow NSOP 505 COVID-19 - Seagoing Personnel, NSOP 506 COVID-19 - Shore-based Personnel, NSOP 507 COVID-19 - Managing COVID-19 Outbreaks On Board Vessels and NSOP 518 COVID-19 - Cleaning and Disinfection Routine of the Workplace.</p> <p>1.1. Contact local public health authorities</p> <p>a) The employee is to contact local public health authorities to arrange testing and obtain medical advice.</p> <p>i. If onboard a CCG vessel, the employee should consult with the Commanding Officer to determine the next steps to be taken depending on the situation.</p>
2.	<p>1. In the case of a positive COVID-19 test:</p> <p>1.1. the employee must contact their local public health authorities and follow their direction</p> <p>1.2. the employee must inform their CCG manager/supervisor</p> <p>1.3. a contact tracing activity in the workplace is required</p> <p>Note: Local public health authorities are responsible for reporting any positive COVID-19 cases to the Public Health Agency of Canada within 24 hours of receipt of their own notification. Should private testing services be utilized with a CCG nurse, the laboratory will inform the local public health authority of a positive test result.</p>
3.	<p>1. In the case a contact tracing activity is required:</p> <p>1.1. the supervisor/manager must consult their regional Incident Specific Standard Operating Procedure (ISSOP) on contact tracing, if available</p> <p>1.2. in the absence of a regional ISSOP on contact tracing, the supervisor/manager must ensure that the employee contact their local public health authorities to report the need of a contact tracing activity</p> <p>1.3. in both of the above instances, the supervisors/managers and employees must assist CCG and local public health authorities.</p>

Step	Procedure
4.	1. The supervisor/manager must inform the Regional Operations Centre (ROC) of any suspected/probable/confirmed COVID-19 cases, and any potential impact on operations. ROC must then inform the National Command Center upon reception of information.
5.	<p>1. For internal awareness and reporting in the event of a COVID-19 confirmed case by local public health authorities, the supervisor/manager must follow the processes established in 9.B.1 Reports of Hazardous Occurrences, Marine Occurrences and Other Reportable Incidents of the Fleet Safety Manual.</p> <p>2. The Incident Investigation Report (IIR) (FP-5234-E) of the Fleet Safety Manual and Shore-Based Safety Manual is only to be distributed within the organization by Coast Guard Safety Management (CGSM).</p> <p>3. CGSM is responsible to make sure the employee's name is redacted prior to distributing the IIR within CCG.</p> <p>3.1. All personal information, including medical information should be protected and employees names should not be disclosed unless deemed necessary.</p>

Enquiries

Enquiries regarding this procedure should be directed to:

Director, Operational Personnel and Force Generation

InfoPol@dfo-mpo.gc.ca



Marc Sanderson

Director General, Coast Guard Personnel

