



National Standard Operating Procedure

NSOP 528

COVID-19 - Procedure for Visitors to Canadian Coast Guard Premises

Purpose

This national standard operating procedure (NSOP) is to outline steps to be taken when assessing and admitting visitors to Canadian Coast Guard (CCG) premises in the context of current policy measures implemented to limit the spread of COVID-19 as outlined in the following documents:

- [Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police](#), Treasury Board of Canada Secretariat (TBS)
- [National Order: Canadian Coast Guard's Renewed Guidance and Direction Following Announcement of the Government of Canada's Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police](#)
- [Managers' Toolkit for the Implementation of the Policy on COVID-19 Vaccination for the Core Public Administration including the Royal Canadian Mounted Police](#)
- [CCG/6102 NSOP 505 COVID-19 – Seagoing Personnel](#)
- [CCG/6102 NSOP 506 COVID-19 – Shore-based Personnel](#)
- [CCG Circular 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](#)

Definitions

Term	Definition
Federal employee	Person employed in the core public administration including the federal public service, the Canadian Armed Forces (CAF) and the Royal Canadian Mounted Police (RCMP) affected by the mandatory vaccination policy.
Contractor	Person or organization under a legally enforceable contract with an approved representative of the federal government. Conditions for vaccination status verification for contractors (not yet available online at time of publishing) will be defined by Public Services and Procurement Canada (PSPC).
CCG premises	Any installation, assets, or facility that is owned or leased by the CCG. These include operational centers, command centers, vessels, helicopters, vehicles, Canadian Coast Guard College campus buildings and residences, stations, facilities, and national and regional headquarters.

Procedure

All employees working at CCG premises are expected to make a reasonable determination as to whether the physical presence of their visitor(s) is required. Consideration should be given to arranging off-site meetings/activities/engagements whenever possible. If not possible, CCG employees are responsible for applying the following procedure for their visitors, including denial of access to premises when necessary.

CCG employees should communicate this procedure to their visitors ahead of their arrival to CCG premises.

COVID-19 procedure for visitors to CCG premises

Step	Procedure
1.	Follow applicable health and safety measures for all visitors seeking access to premises (sanitize hands, wear a face mask, practise social distancing, etc.).
2.	1. Upon arrival on CCG premises, visitor is required to answer standard health screening questionnaire as per CCG circular 08-2022. 2. If person fails health screening: access will be denied.

Step	Procedure
3.	1. Prior to accessing CCG premises, visitors are required to: <ol style="list-style-type: none"> 1.1. provide proof of full vaccination against COVID-19 (in accordance with applicable provincial/territorial definition) <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1.2. provide proof of a negative COVID-19 test result taken within 48 hours of entry on site (visitor is responsible for off-site testing administered by a qualified health professional) 2. If the person fails any of above criteria: access will be denied.
4.	1. If the person seeking access to CCG premises is a federal employee or contractor (more specific instructions for contractors not yet available at time of publishing): <ol style="list-style-type: none"> 1.1. request valid employee identification (see Annex I) <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1.2. request manager confirmation of compliance with the policy on COVID-19 vaccination for the core public administration 2. If not validated: access will be denied.
5.	Visitors may be required to undergo rapid test screening based on regional guidelines.
6.	Adhere to any additional health and safety measures or requirements stipulated under Provincial, Territorial or regional regulations (see Annex II).

Enforcement and compliance

Authority to enforce the procedure outline in this NSOP rests with the Commissioner of the CCG.

CCG management and employees are responsible for taking all reasonable precautions to ensure the health and safety of everyone working at CCG premises.

In the event of harassment or threats of acts of violence, law enforcement should be contacted¹.

Visitors entering the workplace must follow public health guidelines and site-specific rules when required.

This NSOP will remain in effect until further notice, and will be updated regularly (every 6 month or as required) to reflect evolving health and safety guidance and regulations.

¹ Canada's [Criminal Code](#) deals with matters such as violent acts and threats. The police should be contacted in these situations. Harassment may also be a matter that falls under the *Criminal Code* or the [Canadian Human Rights Act](#).

Enquiries

Enquiries regarding this procedure should be directed to:

Director, National Emergency Coordination Centre (NECC) Team
infopol.xncr@dfo-mpo.gc.ca



Marc Mes
Director General, Fleet and Maritime Services

Annex I Valid Employee Identification

An individual's vaccination status is health information that is considered personal information within the meaning of section 3 of the [Privacy Act](#).

As such, after November 15, 2021 (when mandatory vaccination policy comes into effect), a valid Government of Canada photo identification may be used as a proxy for attestation of full vaccination or exemption under duty to accommodate.

In cases where a visiting federal employee can not provide valid identification, their manager may provide a written confirmation of employee attestation/accommodation on a "need-to-know" basis as per section 3 of the *Privacy Act*.

As is the case with other personal information, vaccination status must be managed in a manner that protects the privacy of the individual. This means that employees' vaccination status is collected, used, or disclosed in accordance with the *Privacy Act*. For instance, principles such as "minimum collection" and "need-to-know" must be followed.

From a privacy perspective, the use of an attestation process to confirm COVID-19 vaccination status is compliant with privacy legislation and policies. In using the Government of Canada Vaccine Attestation Tracking System (GC-VATS), only the minimum amount of personal information that is necessary to achieve the objective of keeping the workplace safe and secure is collected while putting in place security safeguards to ensure that only those with a clear need-to-know such as an employee's manager will have access to this information.

Annex II Provincial, Territorial or Regional Regulations

Refer to your province or territory's website for guidance on additional measures and regulations:

- [Alberta](#)
- [British Columbia](#)
- [Manitoba](#)
- [New Brunswick](#)
- [Newfoundland and Labrador](#)
- [Northwest Territories](#)
- [Nova Scotia](#)
- [Nunavut](#)
- [Ontario](#)
- [Prince Edward Island](#)
- [Quebec](#)
- [Saskatchewan](#)
- [Yukon](#)