



**DIRECTION RÉGIONALE  
DE SANTÉ PUBLIQUE DE MONTRÉAL**

Programme régional des services de santé au travail

**Prevention and Management of  
COVID-19 outbreaks**

**Employer's Guide**  
(excluding healthcare, school and childcare)

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**The prevention and management of COVID-19. Employer’s Guide (excluding care, school and child care settings)**

is a production of the assistant director  
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**Notes**

In this document, the use of the generic masculine refers to both women and men and is used for the sole purpose of lightening the text.

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Note: Highlighted in yellow sections in this document indicate changes from the previous version of the guide.



The measures recommended in this document are based on scientific data concerning COVID-19 available to date and Québec's current epidemiological context. The measures will be adjusted as the epidemiological situation evolves and as new knowledge about the virus emerges.

**Revision: 2021-06-09**

# 1. GENERAL INFORMATION ABOUT COVID-19

Virus name: SARS-CoV-2

Disease associated with SARS-CoV-2 virus: Coronavirus disease (COVID-19)

As an employer, you have the role of ensuring a healthy and safe environment for your workers (art. 51, LSST)<sup>1</sup>. In the context of COVID-19, you have a key role to play in preventing COVID-19 cases and outbreaks. This guide aims to equip you to reduce the risk of the virus spreading in your workplace.

Knowledge and prevention measures concerning COVID-19 are rapidly evolving and this guide is updated regularly. To ensure that you have the most up-to-date version of this document, please consult the following website:

<http://www.santeautravail.qc.ca/web/region-montreal/covid-19/information-pour-les-employeurs>

## 2. COVID-19 VARIANTS

Particular attention must be given to variants, as they may be more contagious, have an impact on the severity of the disease, or impact their susceptibility to COVID-19 treatments and vaccines.

Therefore, the Occupation Health team may indicate specific prevention measures and specific management of cases and contacts to be implemented.

## 3. DEFINITION OF A WORKPLACE WHERE THERE IS THE THREAT OF AN OUTBREAK

**Workplace with an outbreak situation:** Two (2) confirmed cases of COVID-19 within a 14-day period.

If you observe any of the following situations in your facility, please contact the Occupational Health team for support in managing the outbreak:

- Two (2) or more cases in your company whether the same production area, department or frequenting the same common areas (dining areas, changing rooms, etc.), within 14 days.
- A rapid increase in COVID-19 confirmed cases among employees in the same department or who use the same common areas (dining area, changing rooms, etc.).
- You are sending more workers home.
  - Example: one (1) case on Monday, one (1) case on Tuesday, five (5) cases on Thursday.
- You are worried about a possible COVID-19 outbreak for any other reason.

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<sup>1</sup> *Loi sur la santé et sécurité du travail, L.R.Q., c.S-2.1, art.51*

## 4. FACTORS THAT CAN INCREASE RISKS OF AN OUTBREAK IN THE WORKPLACE

- High density of workers (many workers at a distance of less than 2 metres for prolonged periods), especially indoors and in the same room
- High staff turnover
- Absence of adequate preventive measures
- Presence of workers who work in different settings
- Carpooling or group transportation to get to the workplace
- The need to do the work on site (e.g. no possibility of telecommuting)
- The lack of adequate and accessible information and training for workers (choice of language and level of language, use of pictograms and illustrations).

## 5. ROLE OF THE WORKPLACE (EMPLOYER)

Here are a few actions that we suggest you take:

### 5.1 General recommendations for employers

- Tell employees not to come to work if they have symptoms resembling those of COVID-19.
- Encourage workers who test positive for COVID-19 (confirmed case) to inform you quickly.
- Use the “COVID-19 Symptoms Screening Questionnaire for Workers” at the beginning of every work shift to identify suspected cases or give the questionnaire to your workers and ask them to look at it before coming to work. Ask them to call you if they have symptoms.
- Workers in isolation must follow the instructions they are given.
- Promote hand hygiene and respiratory etiquette measures by putting at the disposal of all workers the required materials (running water, soap, alcohol-based hand sanitizers, touchless trash cans, paper or disposable towels, etc.).
- Clean more often objects that are frequently touched and common areas (dining area after each meal) as well as sanitary facilities (washrooms).
- Pay special attention to ensure physical distancing measures (2 metres) are followed at all times, including:
  - when employees arrive at work,
  - during breaks and meals,
  - on the production line.

## 5.2 Recommendations for employers who use agency workers

If your company hires agency workers (personnel leasing services), the same preventive measures that apply to regular employees must also apply to agency workers (s. 51.1, LSST)<sup>2</sup>.

In the particular context of COVID-19, if an agency worker is required to home isolate during his work shift, or informs you that he has symptoms of COVID-19, we strongly recommend that you notify the agency of the situation.

## 6. PREVENTIVE MEASURES TO IMPLEMENT

### 6.1 Worker triage procedure

The purpose of this procedure is to:

- At the beginning of each work shift, ask workers to answer the “*COVID-19 Symptoms Questionnaire*”.
- Quickly exclude symptomatic workers from the workplace – “*Checklist of symptoms and actions to take.*” (symptomatic workers)
- Identify all close contacts of a worker considered a confirmed case and place them in isolation. It is suggested that close contacts of suspected cases also be placed in isolation.

#### 6.1.1 Registers (see appendix 1)

It is strongly recommended for all employers to keep:

- A register of confirmed and suspected cases of COVID-19 (ex: workers returned to the door during Triage),

AND

- A register of close contacts of confirmed COVID-19 cases as well as suspected cases.

Having these registers allows you to keep track of workers who are confirmed or suspected COVID-19 cases, their isolation period, their date of return to work and any close contacts they may have had. It also allows you to identify client companies where several of your workers have cases or contacts in the past two weeks and to report it to public health and to the client company.

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<sup>2</sup> Regulation respecting occupational health and safety, L.R.Q., c.S-2.1, s. 51.1.

## 6.2 Identification of contacts, screening tests and isolation periods

### Close contacts (non variant):

- Unprotected worker<sup>1</sup> who has been within 2 metres from a COVID-19 confirmed or suspected case for more than 15 cumulative minutes over a 24-hour period while the case was contagious. The case becomes contagious 48 hours before the onset of symptoms (or before the positive screening test if no symptoms).
- A worker who had carpooled and was seated, unprotected<sup>1</sup> less than 2 meters from a confirmed or suspected COVID-19 case (personal cars, taxi, shuttle or bus), for more than 15 cumulative minutes over a 24-hour period. The case becomes contagious 48 hours before the onset of symptoms (or before the positive screening test if no symptoms).
- A first aider who was in contact (hands or face) with the secretions (saliva, blood, urine, etc.) of a worker who is a confirmed or suspected COVID-19 case.

### <sup>1</sup> Protection (a worker is said to be “protected” in the following situations):

- The worker wears a certified medical mask AND the case (confirmed or suspected) wears a certified medical mask.

### OR

- Physical barrier (physical separator, e.g. Plexiglas) between the worker and the case (confirmed or suspect) within 2 meters.

### Notes:

- A medical mask is also known as a procedure mask or a surgical mask.
- In the absence of a certified medical mask, the worker will be considered unprotected.
- A face covering (homemade mask) is not personal protective equipment and is therefore not considered to provide protection.
- A visor worn alone (without a certified medical mask) does not provide enough protection

### 6.2.1 Identification of close contacts

### Close contacts: special cases

Workers who had any of the following types of contact are considered to be close contacts, even if the contact was for less than 15 minutes:

- Direct physical skin to skin contact with a confirmed or suspected case
  - Examples: sexual intercourse, hugging, kissing, etc.
- Direct contact with infectious body fluids
  - Examples: receiving sputum or droplets in the face when coughing or sneezing, touching the face after touching a soiled tissue without a glove and without washing hands, etc.
- Contact from mouth to objects that have been in contact with saliva or food of a confirmed or suspected case
  - Examples: vaporizer/cigarette, glass, utensil, etc.

Workers who have had these types of contacts should follow the “*Table of actions to take (asymptomatic worker)*” (Appendix 1).

### 6.2.2 Screening tests

Your workers should take a COVID-19 test in the following situations:

- The worker is a suspected case (has one or more symptoms of COVID-19): Get tested as soon as possible (see the “*Table of Symptoms and actions to take*” (symptomatic worker) in Appendix 1)
- The worker is a close contact of a confirmed case.
- In some cases, preventive testing is recommended, even if the person is not considered a close contact: see the Tool for Identifying Close Contacts and Actions (section 6.4.2).

To know on what day, the worker should be screened, see the “*Table of Actions to take (asymptomatic worker)*” or the “*Table of Symptoms and Actions to take (symptomatic worker)*” in Appendix 1 according to the situation.

### COVID-19 test results

- Positive test: the person has the virus in their body, they are what is called a "confirmed case".
- Negative test: the person does not have COVID-19 at the time of testing.

### 6.2.3 Isolation periods

Isolation periods may vary depending on your worker’s situation.

- **Confirmed case:** 10 days since the onset of symptoms
  - Example:
    - Onset of symptoms: November 12
    - Start of isolation period: November 12
    - Last day of isolation: November 22
    - Possible return to work: November 23

- **Confirmed asymptomatic case (without symptoms):** 10 days from the date of the screening test.

- Example:

- Screening test: November 12
- Start of isolation period: November 12
- Last day of isolation: November 22
- Possible return to work: November 23

If symptoms develop, the isolation period is 10 days from the day the first symptoms develop.

- Example:

- Screening test: November 12
- Start of isolation period: November 12
- Onset of symptoms: November 15
- Last day of isolation: November 25
- Possible return to work: November 26

**Note:** In some special cases, a worker's treating physician or public health authorities may recommend an isolation period of more than 10 days for a worker.

- **Worker lives with a confirmed case (Close residential contact with a confirmed case):** 14 days from the end of the isolation period of the confirmed case with whom he lives. The isolation period of the residential close contact may therefore last up to 24 days.

- Example for a close residential contact who lives with a confirmed case:

- Start of isolation period for the close residential contact (residential) as soon as he or she learns that he or she is living with a confirmed COVID-19 case: November 1.
- End of isolation period for confirmed case: November 10
- End of residential close contact isolation period: November 24.
- Possible return to work of close residential contact: November 25

- Exceptions:

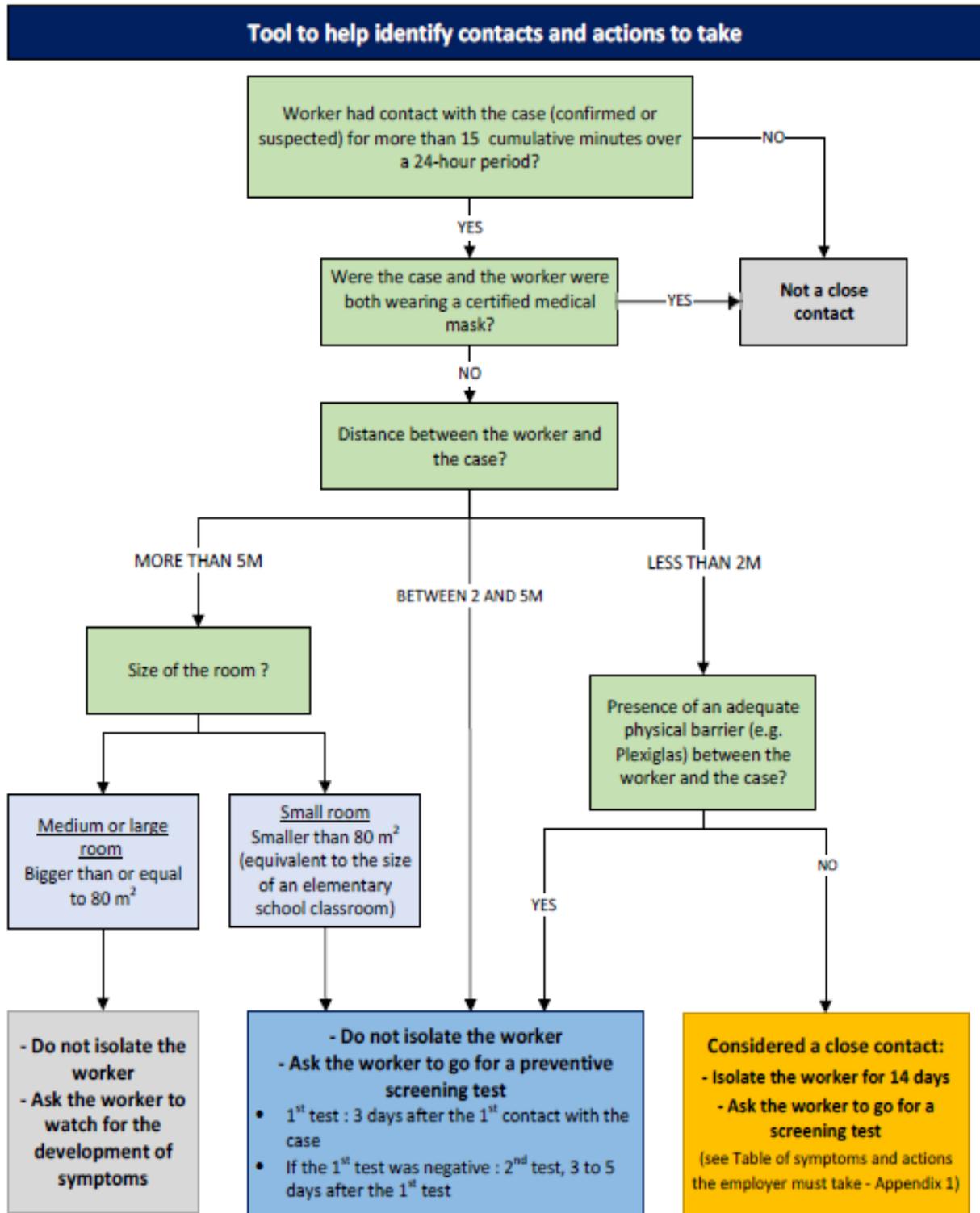
- If the close household contact has had COVID-19 within the last 3 months, then they are immune and do not need to isolate themselves.
- If the close contact becomes a confirmed case, they must follow the guidelines for a confirmed case.

- **Worker lives with a suspected case (residential contact with a suspected case):** Isolation of the close contact until the result of the COVID-19 test of the suspected case is obtained. If the suspected case has a negative test result, the close contact no longer needs to be isolated and can return to work. If the suspected case has a positive test result, see the guidelines for "close residential contact with a confirmed case".

- Example for a close residential contact who lives with a suspect case:
  - Residential close contact begins the isolation period as soon as he learns that he is living with a suspected COVID-19 case: November 1.
  - The possible case learns he has a negative COVID-19 test result: November 2.
  - End of isolation from close residential contact and possible return to work: November 2.
- **Worker lives with a close contact of a confirmed case:** The worker should self isolate until the close contact test result is obtained:
  - If the close contact has a test result which is:
    - Negative: Worker returns to work
    - Positive: see box “Worker lives with a confirmed case (residential contact)”
  - If the close contact does not get tested: the worker continues to self isolate until the isolation period of the close contact is lifted. If the close contact of the confirmed case refuses to be tested, the worker living with the close contact of the confirmed case must continue until the isolation period of the close contact is lifted.

For details of the periods of isolation depending on the situation, see the “Table of Actions to Take (Asymptomatic worker) – WORK CONTEXT and the Table of Symptoms and Actions to Take – WORK CONTEXT” in Appendix 1.

6.2.4 Tool to help identify contacts and actions to take



If a contact has occurred with more than 2 meters outside: it is non necessary to isolate the worker or to ask him to go for a screening test.

## 6.3 Return to work of confirmed COVID-19 cases

A confirmed case of COVID-19 does not need to be re-tested before he can return to work. If the worker has taken a screening test again at the end of his isolation period and the test is positive, he may still return to work if he meets the criteria for lifting isolation, and therefore return to work.

Criteria for lifting isolation (return to work):

- Isolation period has ended (see isolation period depending on the situation).
- Have an improvement in the symptoms listed in the “Workers Symptom Questionnaire – COVID-19” for the past 24 hours.
- Have not had a fever for 48 hours (without taking medication to reduce the fever).

## 6.4 Natural and vaccine immunity

### 6.4.1 Natural immunity

A worker who has developed natural immunity and has no symptoms, does not need to be isolated or tested. A worker is considered to have natural immunity if he or she meets both of the following criteria:

- The worker started COVID-19 within the last 90 days  
AND
- The worker has proof of testing (not a case by epidemiological link)

If a worker has developed natural immunity and is experiencing symptoms, they should self isolate and be tested. If the test is positive (the worker has COVID-19), please contact the Occupational Health Team for actions to take.

Natural immunity to COVID-19 variants: For certain variants, the procedure to follow may be different. The Occupational Health team will contact you if this guideline does not apply to your workplace outbreak.

Note: Workers who are considered immune must still follow all workplace prevention measures.

### 6.4.2 Vaccine immunity

If a worker has symptoms of COVID-19, they should go for testing regardless of whether they have received 0, 1, or 2 doses of the COVID-19 vaccine. Please refer to the “Table of Symptoms and Actions to Take (Symptomatic worker)” in Appendix 1 for more details.

If a worker is deemed to be a close contact, vaccination influences the course of action. Please refer to the “Table of Actions to Take” (Asymptomatic worker)” in Appendix 1 for more details.

## 6.5 Personal protective equipment for your workers

### 6.5.1 Certified medical masks

In the workplace, a certified medical mask is mandatory:

- Indoors: at all times
  - This instruction does not apply to workers working alone in a closed room (an office, for example), although they must put on a medical mask as soon as a person enters the room.
- Outdoors: if workers are less than 2 meters from one another.

For medical masks, you must ensure that they comply with:

- The validation criteria of ASTM F2100 (level 1, 2 or 3) of the American Society for Testing and Materials (ASTM)
- OR**
- The validation criteria of EN 14683 type IIR from the European Committee for Standardization.
- OR**
- The validation criteria of the BNQ-1922-900 standard of the Bureau de normalization du Québec.

Should there be any doubts about the compliance of the medical masks given to your employees, please contact the Occupational Health team (*Santé au travail*) for assistance at: (514) 948-7513.

To find out if a mask meets ASTM testing, you should look for this information on the box of masks and ideally validate with the supplier.

**Reminder:** face coverings (homemade masks), including those that meet the effectiveness criteria evaluated by the IRSST, are not medical masks.

#### Duration of use of medical masks

Medical masks should be discarded if they become wet, damaged, soiled, or if breathing becomes difficult. The maximum duration of use of medical masks is 4 hours.

It is not recommended to reuse medical masks. However, when the mask has been used for a short period of time during the same shift, it could be reused if stored properly. The mask should then be handled by the elastics with clean hands, then folded so that the inside of the mask is folded back on to itself and placed in a paper bag or a non-airtight container.

**Reminder:** it is important to wash your hands before and after removing the medical mask.

An illustrated procedure of the “Reuse of (medical) procedure mask with paper hand towels” is available at the following internet address:

[http://www.lavalensante.com/fileadmin/internet/ciss\\_laval/COVID\\_19/PCI/Affiche\\_procedure\\_reutilisation\\_du\\_masque\\_avec\\_papier\\_a\\_main.pdf](http://www.lavalensante.com/fileadmin/internet/ciss_laval/COVID_19/PCI/Affiche_procedure_reutilisation_du_masque_avec_papier_a_main.pdf) (CISSS Laval).

Refer to the following document for more details on the proper method for wearing and removing a medical mask:

- “Procedure mask: How to put it on and take it off” (Association paritaire pour la santé et la sécurité du travail du secteur des affaires sociales) :
  - [http://asstsas.qc.ca/sites/default/files/publications/documents/Affiches/masque\\_procedure\\_en\\_avril2020.pdf](http://asstsas.qc.ca/sites/default/files/publications/documents/Affiches/masque_procedure_en_avril2020.pdf)

### 6.5.2 Eye protection (protective glasses or visor)

The worker must wear eye protection (goggles or visor) with their certified medical mask if they are in contact less than 2 meters of a person who is not wearing a certified mask, regardless of the duration of this contact.

In other words, the worker may wear a certified medical mask without eye protection only if all other persons are also wearing certified medical masks (customers, delivery personnel, truck drivers, etc.).

- Example 1: workers in a store must wear a certified medical mask and eye protection if customers are wearing face coverings and not a certified medical mask.
- Example 2: Restaurant kitchen workers could wear a certified medical mask, without eye protection, since they are not in direct contact with customers (provided all workers wear their certified medical masks).
- Example 3: cooks must wear a certified medical mask and eye protection if delivery persons enter the kitchen without a certified medical mask.

Protective eyewear cannot be substituted for prescription glasses (eye glasses), as the eye protection must cover the sides of their eyes. Workers who wear prescription glasses should add eye protection. For this, they have three (3) choices:

1. Wear a visor over their glasses \*
2. Wear added goggles \*
3. Add side protection pieces to their prescription glasses \*

\*These choices are possible, only when protective glasses are not required for the workstation.

**Note:** It is important to clean and disinfect reusable eye protection equipment according to the manufacturer’s recommendations.

### 6.5.3 Suppliers of personal protective equipment

For a list of suppliers of personal protective equipment, please go to the following website : <https://epiquebec.org/cat-annonce/certifies/>

**Note:** You must still however verify that the suppliers and products offered meet the applicable standards described in this COVID-19 guide.

## 6.6 Recommendations for meal periods

Recommendations to be implemented for break and meal periods:

- Encourage your workers to eat at the same place and with the same people every day
  - Example: assign numbered seats to your workers
- Keep a record of usage of the lunch room
- Reduce the number of workers in the lunch room
  - Increase the distance between workers as much as possible
  - Space out meal times
  - Encourage workers to eat outside whenever possible
  - Increase the number of lunch rooms
- Increase the ventilation: if possible, open windows.
- Have your workers put on their certified medical masks immediately after they finish eating
- If possible, limit the time spent without a certified medical mask

## 6.7 Temperature checks

Occupational Health physicians do not recommend checking workers' temperatures at the entrance to a facility as the only triage tool. They favour using the triage questionnaire without temperature checks (Appendix 2).

If you decide to check your workers' temperature anyway, also use a triage questionnaire before they enter the workplace. You can use the "*COVID-19 Symptoms Screening Questionnaire for Workers*". (Appendix 1).

## 6.8 Information on COVID-19 for your workers

It is particularly important that all workers are aware of the general recommendations for COVID-19, so that they can protect themselves and limit new cases of COVID-19. We strongly suggest that you send the Information for workers - COVID-19 document which is an interactive PDF file, (Appendix 3) by email or text to all your workers. You could also print the document and the information contained in each of the hyperlinks so that they can be given to workers who do not have an email address or access to a computer.

- « COVID-19 Travailleurs/Workers » : <http://www.santeautravail.qc.ca/web/region-montreal/covid-19/informations-pour-les-travailleurs>

On the “COVID-19 Travailleurs/Workers” page, there is the following information:

- Multilingual information sheets
  - [COVID-19 : what you need to know about the disease](#)
  - [My rights at work](#)
  - [Decision Fact Sheet : what to do if you have symptoms](#)
  - [Isolation instructions](#)
  - [Adapting to new ways of living and working at home with your family](#)
  - Other documents (grocery shopping, housing, etc.)

These documents are available in Arabic, Bengali, Farsi, French, Haitian Creole, Hebrew, Hindi, Italian, Lingala, Mandarin, Portuguese, Punjabi, Romanian, Russian, Spanish, Tagalog, Tamil, Vietnamese and Yiddish: <https://santemontreal.qc.ca/population/coronavirus-covid-19/informations-multilingues/#c50054>

- Information on (COVID-19) screening in Montreal
  - Conditions for getting tested (free for everyone)
  - Liste des cliniques de dépistages (avec ou sans rendez-vous)
  - Waiting for test results
- Psychosocial support: Telephone help lines
- Financial assistance and compensation programs in the context of COVID-19
  - "Financial" information sheet (Santé Montréal):
    - Internet links “Questions and Answers on Income and Assistance Programs in the context of COVID-19” (Gouvernement du Québec)
    - Canadian Economic Recovery Benefit (CERB)
    - Canadian Economic Recovery Benefit for Caregivers (CERC)
    - Canadian Economic Recovery Sickness Benefit (CERSB)
  - Compensation for days of isolation from work for workers who are confirmed cases and who were infected in their workplace:
    - CNESST : Mon Espace CNESST (cliquer sur « M’INSCRIRE»)

## 6.9 Psychological support for your workers

Taking into account the situation caused by the COVID-19 crisis which can have significant impacts on the mental health of your employees, it is recommended to pay special attention to this aspect.

You will find different preventive measures, in the following document, that you can implement in your workplace in order to reduce psychosocial risks:

- Recommendations concerning the reduction of psychosocial risks at work in the context of a pandemic – COVID-19 (INSPQ):
  - <https://www.inspq.qc.ca/en/publications/2988-reduction-of-psychosocial-risk-factors-at-work-covid19>

In addition, your employees can go to the following website to obtain the contact information of various psychosocial support resources by phone:

- Crisis and help lines in the Greater Montreal area (211 Greater Montreal)
  - <https://www.211qc.ca/en/psychosocial-support/helplines-talklines>

You can also post the “Stress, Anxiety and Depression Associated with COVID-19 Coronavirus Disease” fact sheet in your workplace or distribute to your workers available on the following website:

<https://publications.msss.gouv.qc.ca/msss/fichiers/2019/19-210-14W.pdf>

If this document format is not optimal for your workers for any reason (language, printing difficulties, etc.), please do not hesitate to contact the Occupational Health team (**Santé au travail**) at (514) 948-7513. They can offer you personalized support.

## 6.10 Pregnant and lactating workers

If you have pregnant workers, additional recommendations<sup>3</sup> apply to them for the duration of their pregnancy. These recommendations are in addition to those for all workers, which are mentioned in this guide.

Specific recommendations for pregnant workers:

- Ensure that the pregnant worker maintains a physical distance of at least 2 meters from customers and other workers. If this distance cannot be respected, a physical barrier (e.g. Plexiglas) can be put in place.
  - Personal protective equipment (e.g. mask, glasses or visor) is not considered a physical barrier.
  - Passing a person over a short period of time (e.g. in a corridor or a staircase) within 2 meters, without stopping, does not require special measures.
- Do not give the pregnant worker tasks related to cleaning and disinfecting the environment, equipment and shared effects. The worker may however clean her own workstation as well as her personal belongings.
- If an outbreak is identified in your facility by a public health authority, the latter may require the removal of a pregnant worker from the workplace until the outbreak is over, even if the recommendations are followed.

There are no specific recommendations for workers who are breastfeeding. The general recommendations for workers apply.

If the workstation or duties of a pregnant worker do not allow these recommendations to be met: you should contact the Occupational Health team program “*Programme pour une maternité sans danger*”. You will be directed in the actions to be taken.

### **Occupational Health Team – Programme pour une maternité sans danger:**

- Write to the email address [pmsd.sat.ccsmtl@ssss.gouv.qc.ca](mailto:pmsd.sat.ccsmtl@ssss.gouv.qc.ca) ; OR
- Phone (514) 858-2460 for « Programme pour une Maternité Sans Danger »

Please do not hesitate to contact us for any other questions or information on pregnant or breastfeeding workers.

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<sup>3</sup> The recommendations in this guide are an adaptation of the recommendations of the “medico-environmental report” of the Montreal Public Health Department of the Occupational Health Team (*Programme pour une maternité sans danger*).

## 7. RESOURCES FOR EMPLOYERS AND WORKERS

Many resources are available to support you and your workers during this COVID-19 crisis.

### ***For the management of workers in connection to COVID-19***

- Please send an email to [mado.sat@santepub-mtl.qc.ca](mailto:mado.sat@santepub-mtl.qc.ca); **OR**
- Call 514-948-7513.

### ***For information in relation to pregnant or breastfeeding workers***

- Please send an email to [pmsd.sat.ccsmtl@ssss.gouv.qc.ca](mailto:pmsd.sat.ccsmtl@ssss.gouv.qc.ca); **OR**
- Call 514-858-2460, for the “Programme pour une Maternité Sans Danger.” Under the responsibility of the Occupational Health team.

### ***For information on Labour Standards and Occupation Health***

- Consult the CNESST website at: <https://www.cnesst.gouv.qc.ca/salle-de-presse/Pages/coronavirus.aspx>

### ***For general information concerning COVID-19***

- Consult the following website: <https://www.quebec.ca/> ;
- The Quebec government COVID-19 telephone number is: 1 877 644 -4545.

For other health risks present in your facility, do not hesitate to contact the Occupation Health team (Santé au travail) at 514 948-7513.

## 8. ADDITIONAL INFORMATION DOCUMENTS

### 8.1 Institut national de santé publique du Québec (INSPQ) documents :

List of a few published INSPQ documents:

- COVID-19: Hiérarchie des mesures de contrôle en milieu de travail :
  - <https://www.inspq.qc.ca/publications/3022-hierarchie-mesures-controle-milieu-travail-covid19>
- COVID-19: Surface Cleaning
  - <https://www.inspq.qc.ca/en/covid-19/environment/surface-cleaning>
- Mesures de prévention en milieu de travail: recommandations intérimaires
  - <https://www.inspq.qc.ca/publications/2911-mesures-milieu-travail-covid19>
- COVID-19: Mesures pour la gestion des cas et contacts dans la communauté : recommandations intérimaires
  - <https://www.inspq.qc.ca/publications/2902-mesures-cas-contacts-communaute-covid19>
- COVID-19: Interim Recommendations for Drivers in the Taxi and Carpooling Industry, and Paratransit
  - <https://www.inspq.qc.ca/publications/2938-recommandations-chauffeurs-taxi-covoiturage-covid-19>
- COVID-19: Recommandations intérimaires pour la protection des travailleurs avec maladies chroniques
  - <https://www.inspq.qc.ca/publications/2967-protection-travailleurs-maladies-chroniques-covid-19>
- COVID-19: Recommandations intérimaires pour la protection des travailleurs immunosupprimés
  - <https://www.inspq.qc.ca/publications/2914-protection-travailleurs-immunosupprimees-covid19>

These documents can be accessed at the following Website: <https://www.inspq.qc.ca/>

## 8.2 Documents of the Commission for standards, equity, health and safety at work (CNESST)

For information concerning COVID-19 and Occupational Health and Safety, please consult the following websites:

- CNESST Toolkits:
  - [https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/trousse.aspx?utm\\_source=CNESST&utm\\_medium=Carrousel-accueil&utm\\_campaign=Trousse\\_d%E2%80%99outils](https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/trousse.aspx?utm_source=CNESST&utm_medium=Carrousel-accueil&utm_campaign=Trousse_d%E2%80%99outils) (French)
  - <https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Pages/toolkit.aspx> (English)
  
- Questions and answers – COVID-19:
  - <https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/coronavirus.aspx> (French)
  - <https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Pages/answers-to-your-questions.aspx> (English)

## 8.3 Posters for the workplace

- “Let’s continue to protect ourselves! – COVID-19” poster (MSSS)
  - Poster presenting the measures to be taken to protect against the transmission of the coronavirus.
  - Poster translated into several languages (English, Arabic, Bengali, Haitian Creole, Spanish, Farsi, Greek, Hebrew, Hindi, Italian, Lingala, Mandarin, Portuguese, Punjabi, Romanian, Russian, Tagalog, Tamil, Vietnamese and Yiddish).
  - Consult the poster at: <https://publications.msss.gouv.qc.ca/msss/en/document-002470/>
  
- Wearing of masks (MSSS)
  - Poster “*Protégeons-nous contre la COVID-19 – Port du masque*” presenting information on the wearing of the medical mask (in French only)
  - Consult the poster at: <https://publications.msss.gouv.qc.ca/msss/document-002520/>
  
- Washing hands – Simple and effective (MSSS)
  - Poster “Washing hands – simple and effective” describes the steps to washing your hands with water and soap.
  - Consult the poster at: <https://publications.msss.gouv.qc.ca/msss/en/document-000438/>
  
- Disinfecting your hands (MSSS)
  - Poster “Disinfecting your hands” describes the steps to washing your hands with an alcohol-based solution.
  - Consult the poster at: <https://publications.msss.gouv.qc.ca/msss/en/document-000441/>

- Respiratory hygiene – Protect the health of others (MSSS)
  - The poster “Respiratory hygiene – Protect the health of others” describes the hygiene rules you should follow when you have to sneeze or cough.
  - Consult the poster at: <https://publications.msss.gouv.qc.ca/msss/en/document-000451/>
  
- Physical distancing: How to slow the spread of COVID-19 (ASPC)
  - Poster “Physical distancing: How to slow the spread of COVID-19”
  - To consult the poster : <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html>
  
- Preventing infections – It’s a collective responsibility (MSSS)
  - Consult the poster at: <https://publications.msss.gouv.qc.ca/msss/en/document-002460/>
  
- Decision Fact Sheet – COVID-19: To guide you in the presence of symptoms and depending on the situation (MSSS – Available in several languages)
  - Consult the poster at : <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/decision-fact-sheet-covid-19/>

**A P P E N D I X 1**  
**Workers Triage Procedure**

## WORKERS TRIAGE PROCEDURE

(MONITORING EMPLOYEES FOR SIGNS AND SYMPTOMS BEFORE THE WORK SHIFT BEGINS)

For each shift, before your employees enter the facility, it is strongly recommended to monitor them for signs and symptoms. This “triage” is a protective measure to help reduce risks of spreading COVID-19 in your workplace. A questionnaire, a checklist of symptoms and actions to take, and a register are provided to implement this process.

### PROCEDURE

#### *At home*

- 1) Email the questionnaire to your employees (*COVID-19 Symptoms Screening Questionnaire for Workers*).
- 2) Ask employees to answer the questions at home.
- 3) If an employee answers “Yes” to one of the questions, ask the person to
  - Stay home;

**AND**

  - Phone you (or another designated person).
- 4) Depending on their answers to the questionnaire, you can find out what to do by consulting the “*Checklist of symptoms and actions to take*”:
  - Instructions for your employee (e.g. isolate at home)
  - Actions you must take
- 5) Enter the worker’s information into the register (*Register of symptomatic workers and Register of close contacts*).

#### *Validation on site before the work shift*

- 6) Before the work shift, check with each employee if he or she has completed the questionnaire and answered “No” to all questions (that is, they haven’t travelled abroad recently, don’t live with a positive COVID case, don’t have any symptoms included on the questionnaire).
  - If an employee did not answer the questionnaire at home before coming to work, ask the questions on site and follow the same procedure if he or she answers “Yes” to any of the questions.

**Note:** It is preferable to ensure that your employees have completed the questionnaire before they enter your facility. If possible, ask them to answer at the door, outside the facility.

## COVID-19 SYMPTOMS SCREENING QUESTIONNAIRE FOR WORKERS

<b>1) A single “yes” answer justifies immediate withdrawal from work</b> (see next page for explanations)	
Have you been in “close contact*” or do you live with a confirmed or suspected case**?	<input type="radio"/> Yes <input type="radio"/> No
Do you live with a confirmed case, suspected case, or a close contact of a confirmed COVID-19 case?	<input type="radio"/> Yes <input type="radio"/> No
Have you travelled outside of Canada in the past 2 weeks?	<input type="radio"/> Yes <input type="radio"/> No

<b>2) Any one of the following symptoms: immediate withdrawal from work</b> (see next page for explanations) (See the “suspected case” category in the list of symptoms and actions to take)	
Do you feel feverish or have chills, like when you have the flu? <b>OR</b> Do you have fever taken by a temperature taken orally equal to or above 38 °C (100.4 °F) ?	<input type="radio"/> Yes <input type="radio"/> No
Have you had a cough recently or that has worsened lately?	<input type="radio"/> Yes <input type="radio"/> No
Do you have difficulty breathing or feel out of breath?	<input type="radio"/> Yes <input type="radio"/> No
Have you suddenly lost your sense of smell or taste?	<input type="radio"/> Yes <input type="radio"/> No
Do you have a sore throat?	<input type="radio"/> Yes <input type="radio"/> No
Do you have nasal congestion or runny nose (without known reason)?	<input type="radio"/> Yes <input type="radio"/> No

<b>3) One “yes” answer to at least 2 of the next questions : immediate withdrawal from work</b> (see next page for explanations) (See the “suspected cases” category in the “Table of symptoms and actions to take) (Symptomatic worker)”) )	
Do you have an intense and unusual fatigue, for no apparent reason?	<input type="radio"/> Yes <input type="radio"/> No
Do you have an unusual muscle aches and pain, for no apparent reason?	<input type="radio"/> Yes <input type="radio"/> No
Do you have an unusual headache?	<input type="radio"/> Yes <input type="radio"/> No
Do you have a loss of appetite?	<input type="radio"/> Yes <input type="radio"/> No
Have you had nausea, vomiting in the past 12 hours?	<input type="radio"/> Yes <input type="radio"/> No
Have you had diarrhoea in the last 12 hours?	<input type="radio"/> Yes <input type="radio"/> No
Do you have a stomach ache?	<input type="radio"/> Yes <input type="radio"/> No

\*Close contact: see explanation on the next page

\*\*Suspected case: 1 symptom from question 2, or 2 or more symptoms from question 3.

## EXPLANATIONS

### **Close contact**

- Unprotected worker<sup>1</sup> who has been within 2 metres from a COVID-19 confirmed or suspected case for more than 15 cumulative minutes over a 24-hour period while the case was contagious. The case becomes contagious 48 hours before the onset of symptoms (or before the positive screening test if no symptoms).
- A worker who had carpooled and was seated, unprotected<sup>1</sup> less than 2 meters from a confirmed or suspected COVID-19 case (personal cars, taxi, shuttle or bus), for more than 15 cumulative minutes over a 24-hour period. The case becomes contagious 48 hours before the onset of symptoms (or before the positive screening test if no symptoms).
- A first aider who was in contact (hands or face) with the secretions (saliva, blood, urine, etc.) of a worker who is a confirmed or suspected COVID-19 case.

#### **<sup>1</sup> Protection: (a worker is said to be “protected” in the following situations):**

- The worker wears a certified medical mask AND the case (confirmed or suspected) wears a certified medical mask.
- OR
- Physical barrier (physical separator, e.g. Plexiglas) between the worker and the case (confirmed or suspected) within 2 meters.

### **Notes:**

- A medical mask is also known as a procedure mask or a surgical mask.
- In the absence of a certified medical mask, the worker will be considered unprotected.
- A face covering (homemade mask) is not personal protective equipment and is therefore not considered to provide protection.
- A visor worn alone (without a certified medical mask) does not provide enough protection

### **Fever:**

- Intermittent fever that is a fever that comes and goes also meets this criterion. A single temperature measurement equal to or above 38 °C taken orally also meets this criterion.

### **Cough:**

- A few people, chronic smokers for example, may have a cough on a regular basis. A regular cough does not meet this criterion, but seeing changes in the cough, for instance, more frequent or development of sputum does meet it.

### **Difficulty breathing:**

- Some people, those with asthma for example, may have reasons related to their condition and not to COVID-19 that explain their breathing difficulties. Any difficulty breathing due to other than evident causes meets this criterion.

### **Sudden loss of taste or smell:**

- Loss of smell with no nasal congestion with or without loss of taste meets this criterion, whether it is isolated or combined with other symptoms.

**Note:** Adapted from the “COVID-19 symptoms questionnaire” document produced by the Réseau de santé publique en santé au travail

**TABLE OF ACTIONS TO TAKE (ASYMPTOMATIC WORKER – WORK CONTEXT)**

Worker Situation (with no symptoms)	Immunized worker	Non immunized worker
	<ul style="list-style-type: none"> <li>Has received 2 doses of vaccine: contact with case 7 days or more after 2<sup>nd</sup> dose</li> <li>Had a confirmed episode of COVID-19 less than 6 months ago (vaccinated or not)</li> <li>Had a confirmed episode of COVID-19 more than 6 months ago and at least 1 dose of vaccine: contact with the case 7 days or more after the 1st dose</li> </ul>	<ul style="list-style-type: none"> <li>Worker who <u>does not</u> meet the criteria of an immunized worker (see “Immune Worker” box)</li> <li>Immunosuppressed worker (vaccinated or not, previous episode of COVID-19 or not)</li> </ul>
	<b>Actions to take</b>	
Worker is a close contact* with confirmed case		<p>Worker must self isolate for 14 days following most recent exposure to the case and a take a COVID-19 screening test.</p> <ul style="list-style-type: none"> <li>Take a COVID-19 screening test 3 days after first contact with the case and 48 hours before lifting the scheduled isolation period.</li> </ul> <p>Even if the test result is negative (no COVID-19), the worker must complete their entire isolation period.</p>
Worker lives with a confirmed case (residential contact)		<p>Worker must self isolate for 14 days from the end of the isolation period of the confirmed case.</p> <ul style="list-style-type: none"> <li>Take a COVID-19 screening test 3 days after first contact with the case and 48 hours before lifting the scheduled isolation period.</li> </ul> <p>Even if the test result is negative (no COVID-19), the worker must complete their entire isolation period.</p>
Worker is a close contact with a suspected case or lives with a suspected case	<ul style="list-style-type: none"> <li>Do not isolate the close contact</li> <li>Do not go for testing</li> </ul>	<p>Self isolation of the worker at home while waiting for the suspected cases’ test result.</p> <ul style="list-style-type: none"> <li>Negative (no COVID-19), the worker may return to work.</li> <li>Positive (confirmed case), see box “close contact with confirmed case” or box “living with confirmed case”, depending on the situation.</li> </ul>
Worker lives with close contact of a confirmed case		<p>Worker must self isolate until close contacts’ test result is obtained:</p> <ul style="list-style-type: none"> <li>If the <u>close contact</u> has a test result which is: <ul style="list-style-type: none"> <li>Negative: worker returns to work</li> <li>Positive: see box “living with a confirmed case”</li> </ul> </li> </ul> <p>If the close contact does not pass the test : the worker continues isolation until the end of the close contact’s isolation period.</p>
Travelled (outside Canada) in the last 2 weeks		<ul style="list-style-type: none"> <li>Home isolation for 14 days after the return date of the trip.</li> </ul>

**TABLE OF SYMPTOMS AND ACTIONS TO TAKE** **SYMPTOMATIC WORKER** – WORK CONTEXT

Worker situation and symptoms	Actions to take	Actions to take for contacts at work
<p><b>Confirmed case worker (COVID positive)</b></p>	<p>Isolation for 10 days from the time symptoms first appeared (or from the date of the test if no symptoms), then return to work <b>IF</b>:</p> <ul style="list-style-type: none"> <li>• Symptoms have improved in the last 24 hours and no fever in the last 48 hours (without taking medication for fever) : return to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Search for close contacts*</li> </ul>
<p><b>Suspected case worker (waiting for test result or not tested)</b> <b>1 of the following symptoms:</b></p> <ul style="list-style-type: none"> <li>- Fever (over 38 °C)</li> <li>- Cough (unusual or worse than usual)</li> <li>- Difficulty breathing (shortness of breath)</li> <li>- Sore throat</li> <li>- Sudden loss of smell (without congestion), with or without loss of taste</li> <li>- Runny nose or nasal congestion (without known reason)</li> </ul> <p><b>OR</b> <b>2 of the following symptoms:</b></p> <ul style="list-style-type: none"> <li>- Intense and unusual fatigue for no apparent reason</li> <li>- Muscle aches and pain for no apparent reason</li> <li>- Unusual headache</li> <li>- Loss of appetite</li> <li>- Nausea, vomiting in the past 12 hours</li> <li>- Diarrhoea in the past 12 hours</li> <li>- Stomach ache</li> </ul>	<p>Isolate the worker and ask him to get tested, as soon as possible.</p> <ul style="list-style-type: none"> <li>• If the test is negative: see box “Suspected case (negative test)”</li> <li>• If the test is positive: see box “Confirmed case (positive COVID test)”</li> <li>• If no test is done: consider it as a confirmed case, see box “Confirmed case (positive COVID test)”</li> </ul>	<ul style="list-style-type: none"> <li>• Trace the close contacts and send them to home to self isolate pending the worker’s test result: <ul style="list-style-type: none"> <li>○ Negative: close contacts can return to work.</li> <li>○ Positive: “worker is a close contact with a confirmed case” box or “worker lives with a confirmed case” box.</li> </ul> </li> </ul>
<p><b>Suspected case worker (negative test)</b> (With symptoms)</p>	<p>Continue isolation for 24 hours after having gotten tested:</p> <ul style="list-style-type: none"> <li>• If symptoms have improved in the last 24 hours and there has been no fever for 48 hours (without taking medication for fever): Return to work</li> <li>• If the symptoms continue, worsen, or if new symptoms appear: remain in isolation and call the info-COVID line (1 877 644-4545)</li> </ul> <p>Note: if the worker is also a close contact*, see the “close contact” box.</p>	<ul style="list-style-type: none"> <li>• Close contacts* can return to work</li> </ul>

\* See definition of close contacts in the explanations section of the *COVID-19 Symptoms Screening Questionnaire for Workers*

**Note: For further details on periods of isolation, see Section 5.2.2. Isolation Period.**

**REGISTER OF WORKERS (CONFIRMED and SUSPECTED COVID-19 CASES)**

Date	Worker's last and first names	Type of case	Caught where?	Date of onset of symptoms	Date left for home	Client company	Job title	Department	Work shift	Scheduled return date	Actual return date	Initials person in charge
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Suspected	<input type="checkbox"/> Work <input type="checkbox"/> Other: _____									
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Suspected	<input type="checkbox"/> Work <input type="checkbox"/> Other _____									
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Suspected	<input type="checkbox"/> Work <input type="checkbox"/> Other _____									
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Suspected	<input type="checkbox"/> Work <input type="checkbox"/> Other _____									
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Suspected	<input type="checkbox"/> Work <input type="checkbox"/> Other _____									
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Suspected	<input type="checkbox"/> Work <input type="checkbox"/> Other _____									
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Suspected	<input type="checkbox"/> Work <input type="checkbox"/> Other _____									
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Suspected	<input type="checkbox"/> Work <input type="checkbox"/> Other _____									

## REGISTER FOR CLOSE CONTACTS

Please fill out one (1) sheet for close contacts of each worker who is a confirmed or suspected case of COVID-19. For close contacts of confirmed cases, please send this document to the Public Health Department of Montreal : [chefs.saisie.covid19.ccsmtl@ssss.gouv.qc.ca](mailto:chefs.saisie.covid19.ccsmtl@ssss.gouv.qc.ca)

Company name: \_\_\_\_\_ Name of case: \_\_\_\_\_

Date of birth : \_\_\_\_\_ Type of case:  Suspected (Date : \_\_\_\_\_ ) /  Confirmed (Date : \_\_\_\_\_ )

Date of birth: \_\_\_\_\_

Variant :  Yes  No

Date(s) of days worked while contagious (48 hours before apparition of symptoms)<sup>4</sup>: \_\_\_\_\_

<b>Last name, first name of close contact:</b>	
City of residence:	Telephone :
Date of birth:	Email :
<u>Isolation at home</u>	<u>Return to work</u>
Date of last contact with the confirmed case:	*Expected date of return to work:
Date of start of isolation:	*Date of Return to work :

<b>Last name, first name of close contact:</b>	
City of residence:	Telephone :
Date of birth:	Email :
<u>Isolation at home</u>	<u>Return to work</u>
Date of last contact with the confirmed case:	*Expected date of return to work:
Date of start of isolation:	*Date of Return to work :

\*No need to fill in this information to send the register to the Montreal Regional Public Health Department

<sup>4</sup> If confirmed case of COVID-19 (positive test) without symptoms: 48 hours before the test date

## **A P P E N D I X 2**

### **Workplace temperature checks as a triage tool**

## WORKPLACE TEMPERATURE CHECKS AS A TRIAGE TOOL (COVID-19)

**Temperature checks** to triage workers entering a facility is **not recommended**.

Occupational Health physicians working in Public Health favour using the triage questionnaire (*COVID-19 Symptoms Screening Questionnaire for Workers*) without temperature checks.

If a company still wants to do temperature checks, the triage questionnaire for workers must also be completed before entering the facility. If a temperature check is done,

- use a no-touch infrared thermometer
- a temperature equal to or above 38 °C justifies immediate withdrawal of the worker, who must then call 1-877-644-4545
- workers assigned to check temperatures and monitor symptoms must
  - stay 2 metres away from the individuals they are assessing or wear the require protective equipment (medical mask, eye protection)
  - be given training on cleaning equipment used for temperature checks

**Temperature checks are not recommended for the following reasons:**

1. Not all cases of COVID-19 have a fever.
2. The temperature of a person with COVID-19 fluctuates greatly during the day, and workers come to the facility at different stages of the disease, which can result in false negatives.
3. Several elements can skew the results: Taking fever medications (e.g. Tylenol), drinking hot or cold drinks, normal daytime variations in body temperature, and doing temperature checks in places where the ambient temperature isn't controlled or is too cold (outdoors, for example).
4. There is a risk of contamination for staff responsible for temperature checks because this task involves close contact with workers.
5. Staff must be trained in temperature taking to ensure that readings are reliable and can be reproduced.
6. Temperature checks can take a long time (time needed to obtain a reliable reading, time to clean the equipment, etc.).
7. There is a risk that large gatherings or bottlenecks will form during temperature checks.
8. Some temperature-taking devices can have high a margin of error, such as no-touch thermometers.

**Note:** Adaptation of the document "Temperature taking in the workplace as a triage tool" produced by the Occupational Health Department of the Public Health Network

