



National Standard Operating Procedure

NSOP 501

COVID-19 - All Hazard Risk Assessment for Requests for Assistance from Other Partners

Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to outline the steps for Canadian Coast Guard (CCG) personnel to use in approving or rejecting requests for assistance for access/services from other federal, provincial, local or indigenous partners.

Procedures

Step	Procedure for all hazard risk assessment for requests for assistance from other partners
1.	Prior to approving or rejecting requests for assistance from other federal, provincial, local or indigenous partners, an all hazards risk assessment must take place.
2.	Prior to close contact with any non-CCG personnel, refer to NSOP 502 COVID-19 - Hailing and Boarding of Other Vessels Instructions and NSOP 504 COVID-19 - Screening of Non-Canadian Coast Guard (CCG) Employees Entering CCG Facilities for procedures to screen for possible COVID-19 infection.

3.	<ol style="list-style-type: none">1. When assessing the risk of providing assistance to federal, provincial, local or indigenous partners, the methodology laid out in the site specific Risk Register should be used. The steps are as follows:<ol style="list-style-type: none">1.1. context: who does this affect?1.2. identify hazards1.3. assess the risks (with no controls)1.4. controls (controls that are currently in place)1.5. re-assess the risks (with current controls)1.6. recommend new controls (which are designed to further reduce the risk)1.7. re-assess the risks1.8. proposed approach1.9. recommend options for national incident management team (NIMT) and regional incident management team (RIMT)1.10. approve or reject - Commissioner to sign; NIMT and RIMT to distribute decision1.11. monitor2. For guidance in completing the Risk Assessment, see CCG – Shore-Based Safety Management System Risk Assessment Sorting Matrix¹ and Risk Register Instruction Guide.3. The Risk Assessment sorting matrix (see Annex I) and a short-form worksheet (see Annex II).
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Enquiries

Enquiries regarding this procedure should be directed to:

Director General, Operations
InfoPol@dfo-mpo.gc.ca.



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¹ Shore-based Safety Manual, Procedure 7.A.2 Managing the Risk Register

Annex I Risk assessment sorting matrix

Consequence

	Low	Minor	Moderate	Major	Severe
Safety	First-aid	Medical-aid	Lost Time Injury (LTI)	Permanent disability	Fatality
Health	Reversible health effects (e.g. dizzy, headache, minor irritations, etc.) Comparable to first-aid Below detectable limits	Reversible health effects (e.g. skin, eye, mucous membrane, sunburn, etc.) Comparable to medical-aid Below action limits	Serious reversible health effects (e.g. Musculoskeletal Disorders (MSD), heat exhaustion, vibration effects, etc.) Comparable to LTI Between action limits and Occupational Exposure Limits (OELs)	Irreversible health effects and illness (e.g. hearing or respiratory impairment, etc.) Above OELs	Immediately dangerous to life or health (IDLH) (e.g. asphyxiation, poisoning, etc.) Severe life shortening illness (e.g. carcinogens, mutagens, etc.)
Environment	Near source onsite, confined and prompt recovery No impact	Near source onsite, confined and short term recovery Minor damage	Moves offsite, confined and prompt recovery Moderate damage	Moves offsite, confined, short term recovery Major damage or prosecution	Moves offsite, unconfined, permanent damage Catastrophic damage or close operation
Facility	<\$1K equip. & property damage	\$1-\$10K equip. & property damage	\$10-\$100K equip. & property damage	\$100K-\$1M equip. & property damage	>\$1M equip. & property damage

Probability of occurrence	Low	Minor	Moderate	Major	Severe
Certain Expected to occur most times (>1/yr.)	M (5)	H (10)	C (15)	C (20)	C (25)
Likely Probably occur most times (1-2 yrs.)	M (4)	H (8)	H (12)	C (16)	C (20)
Possible Should occur some times (2-10 yrs.)	L (3)	M (6)	H (9)	H (12)	C (15)
Unlikely Could occur at some times (10-25 yrs.)	L (2)	M (4)	M (6)	H (8)	H (10)
Rare May only occur at exceptional times (facility lifetime)	L (1)	L (2)	L (3)	M (4)	H (8) ²
					M (5) ³

Guidance for resultant scores obtained from: steps 3, procedures 1.3, 1.5, and 1.7:

Based on the risk assessment, identify the risk classification level and the types of actions to be taken:

Critical (15-25)

- Intolerable – no work permitted until the task has been changed to reduce the risk and controls have been implemented

High (8-12)

- High risk – implementation of risk controls is required
- Prepare proposed action plan with reasonable due dates for completion

Moderate (4-7)

- Tolerable – consider controls
- Monitor on a routine schedule for changes
- Improvements may be considered for implementation

Low (1-3)

- Negligible – no risk reduction action required

² During step 3 of the Risk Register process (inherent risk), any risk rating involving a severe consequence warrants a score of “8” (high risk) and will have current controls identified for the purposes of assessing residual risk.

³ Subsequent risk ratings (residual, etc.) with rare probability but severe consequence receive a score of “5”.

Annex II Short-form worksheet

Request Title:			
Step 1: Context - Who does this effect?			
	CCG:	Partner:	
Step 2: Identify hazards			
Activity with potential to cause harm to people, property or the environment.		CCG	Partner
	Physical	Yes/no	Yes/no
	Biological	Yes/no	Yes/no
	Psycho-social	Yes/no	Yes/no
	Ergonomic	Yes/no	Yes/no
Step 3: Assess the risks (with no controls)			
See Risk Assessment matrix for guidance on consequence / probability scoring, and resultant scores obtained from Steps 3, 5, and 7.		CCG	Partner
	Safety	(1-25)	(1-25)
	Health	(1-25)	(1-25)
	Environment	(1-25)	(1-25)
	Facilities	(1-25)	(1-25)
	Total		
Step 4: Controls (controls that are currently in place)			
Controls may include SOPs, access-control, reporting structures, training, etc.		CCG	Partner
	PPE		

	Operations		
	Engineering		
	Administrative		
Step 5: Re-assess the risks (with current controls)			
See Risk Assessment matrix for guidance on consequence / probability scoring, and resultant scores obtained from Steps 3 procedure 1.3, 1.5, and 1.7.		CCG	Partner
	Safety	(1-25)	(1-25)
	Health	(1-25)	(1-25)
	Environment	(1-25)	(1-25)
	Facilities	(1-25)	(1-25)
	Total		
Step 6: Recommend new controls (which are designed to further reduce the risk)			
Controls may include SOPs, access-control, reporting structures, etc.		CCG	Partner
	PPE		
	Operations		
	Engineering		
	Administrative		

Step 7: Re-assess the risks (with recommended controls)			
See Risk Assessment matrix for guidance on consequence / probability scoring, and resultant scores obtained from Steps 3, 5, and 7.		CCG	Partner
	Safety	(1-25)	(1-25)
	Health	(1-25)	(1-25)
	Environment	(1-25)	(1-25)
	Facilities	(1-25)	(1-25)
	Total		
Step 8: Proposed approach			
CCG capabilities for the OP:		CCG restraints for the OP:	
Step 9: Recommend options for NIMT and RIMT			
Step 10:	Approved or	Commissioner, CCG Signature and date	
	Rejected	Commissioner, CCG Signature and date	
Step 11: Monitor			
	Are controls present, adequate, implemented, and up-to date?	Y/N	
	Review date:		
Completed by:		Date:	



National Standard Operating Procedure

NSOP 502

COVID-19 - Hailing and Boarding of Other Vessels Instructions

Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to outline the steps to be followed when a rescue specialist or marine first responder are tasked to a marine incident or search and rescue (outside regular Canadian Coast Guard [CCG] programs) during the COVID-19 event, and with suspected cases of COVID-19.

Procedures

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

Step	Procedures for screening and Hailing
1.	1. Marine Communications and Traffic Services (MCTS) / Joint Rescue Communication Centre (JRCC) / Marine Rescue Sub-Centre (MRSC) must carry out screening previous to the tasking phase. 2. Confirm with MCTS, JRCC or MRSC that screening has been completed.

<p>2.</p>	<p>1. On-scene screening may be required if there is incomplete information, lack of initial screening or to validate initial screening information.</p> <p>2. Screening questions should be directed to the master of the subject vessel.</p> <p>3. Screening questions</p> <p>3.1. What are the concerning signs or symptoms? Do they fall within known COVID-19 symptoms?</p> <p>a) Fever alone or in combination with any of the following:</p> <ul style="list-style-type: none"> i. cough ii. difficulty breathing <p>3.2. Has the patient travelled from or transited through a location with confirmed COVID-19 in the past 14 days?</p> <p>3.3. Has the patient been in close contact (respiratory fluids contact possible) with a suspected case of COVID-19 or close contact with someone who has travelled from or transited through a location with confirmed COVID-19 in the past 14 days?</p> <p>3.4. What is the time of onset of the illness? (How many hours or days ago?)</p> <p>3.5. What happened over time that prompted a call for help now? (What changes in the patient's condition have occurred?)</p> <p>3.6. What is the patient's age, and does the patient have any other known health problems such as diabetes, heart, lung or kidney disease?</p>
<p>3.</p>	<p>1. Answers from these questions must be logged and reported to the emergency physician online support (local telemedical service provider) and JRCC/MRSC.</p> <p>2. The decision to proceed requires consultation with JRCC/MRSC.</p>
<p>4.</p>	<p>1. Medivac or first aid must only take place if the patient is assessed as requiring life-saving interventions.</p> <p>2. Emergency response must only take place once the crews have the appropriate Personal Protective Equipment (PPE).</p>

Step	Pre-boarding procedure
<p>1.</p>	<p>1. Conduct pre-job safety assessment, take all necessary precautions to mitigate exposure.</p> <p>2. Donning and doffing of PPE must occur in an area separate from patient location to minimize the risk of contact with the patient or any other personnel on board.</p>

2.	<ol style="list-style-type: none"> 1. The patient must be isolated on the subject vessel or quarantined on board the responding vessel. 2. Any area chosen for quarantine must be decontaminated in its entirety. See NSOP 508 COVID-19 – Cleaning and Disinfection Routine After Symptomatic Employee is Removed from the Workplace.
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Step	Procedure for donning PPE
1.	<ol style="list-style-type: none"> 1. Inspect PPE and disinfect equipment including but not limited to: 2. PPE: gloves, long-sleeved gown, N95 mask, eye protection, face shield or goggles, rubber boots 3. Disinfecting supplies: duct tape, disinfectant wipes, 4 large plastic garbage bags 4. The PPE user must do the following: <ol style="list-style-type: none"> 4.1. ensure N95 user is clean-shaven 4.2. ensure N95 mask is appropriate for pathogens 4.3. inspect Tyvec suit for size and damage 4.4. inspect gloves for size and damage 4.5. ensure ample duct tape 4.6. inspect goggles for size and damage 4.7. ensure ample disinfectant wipes 4.8. inspect boots for size and damage
2.	Put on Tyvec suit – do not place the hood over your head.
3.	<ol style="list-style-type: none"> 1. Step into rubber boots. 2. If the Tyvec suit does not have built-in feet, a duct tape seal is required at the top of the boots.
4.	<ol style="list-style-type: none"> 1. Put on gloves under the Tyvec suit (duct tape seal is required) 2. If gloves must go on over the Tyvec suit, then duct tape seal is required at the cuffs of the glove.
5.	Locate the Tyvec suit zipper flap and place a 2-foot strip of duct tape across it to create a seal.
6.	Place a 1-foot strip of duct tape to the left of the zipper flap to use if the suit becomes compromised.
7.	<ol style="list-style-type: none"> 1. Put on the N95 mask and pinch the nose bridge for fit. 2. Ensure straps make an “X” before the ear.

8.	Put on goggles and tighten so they cannot be pushed off by accidental contact.
9.	Put on Tyvec hood.
10.	Have a “buddy” inspect the donned PPE for any seal gaps.

Step	Procedure if rescue specialist is informed that a person is symptomatic on board a CCG vessel
1.	Rescue specialist to don appropriate PPE (see procedures for donning PPE above) and conduct initial patient assessment (if possible, in a room with a bathroom in case the patient has to be isolated).
2.	Provide a mask to the patient by placing it in arm’s reach of the patient if possible. Observe that the patient dons the mask appropriately.
3.	Record vital signs. If fever is observed, place patient in isolation area immediately, in bathroom if possible (if no bathroom, patient must don N95 mask to exit isolation). Rescue specialist will continue to monitor.
4.	Exposure of any crew with patient must be limited and meals with disposable packaging are to be dropped off (refer to NSOP 508 COVID-19 - Cleaning and Disinfection Routine After Symptomatic Employee is Removed from the Workplace).
5.	Rescue specialist to decontaminate themselves and discuss further actions with the commanding officer and local telemedical service provider.
6.	<p>1. If it is determined that the patient must disembark the vessel, the patient must wear an N95 mask at all times and be confined to only necessary areas for departure.</p> <p>1.1. Departure by Fast Rescue Craft (FRC): in addition to regular appropriate floatation, crew must don appropriate PPE (see above). FRC must be disinfected after use</p> <p>1.2. Departure by CCG helicopter: in addition to regular helicopter PPE, crew must don appropriate PPE (see above). Helicopter must be disinfected after use</p>
7.	Once alongside, depending on severity of the patient’s condition, a pre-arranged ambulance should be notified of symptomatic patient and requirement for transport to the hospital. Otherwise follow NSOP 505 COVID-19 - Seagoing Personnel and follow reporting procedures.

Step	Procedure for boarding/approaching/transporting the conscious patient
1.	Approach and assess the patient.
2.	Establish verbal communication and consent. Conduct assessment, level of consciousness (LOC), general demeanor, and presentation. Isolate patient in bathroom and monitor condition.
3.	Provide an N95 mask to the patient by placing it in arms reach of the patient, if possible. Observe that the patient dons the mask appropriately.
4.	Have the patient move to a pre-designated isolation area for transport and collect patient's necessities and personal items in double bags.
5.	Maintain patient care in isolation area, if required.

Step	Procedure for boarding/approaching/transporting the unconscious patient
1.	Conduct assessment, LOC, general demeanor, and presentation.
2.	Approach the patient and place a mask on the patient's face.
3.	Assess airway, breathing, circulation.
4.	Package patient and take to isolation area. Maintain care.

Step	Procedure for decontamination of responder
1.	Decontamination team members should be prepared by wearing gloves, mask, and goggles to assist contaminated responders.
2.	The decontamination team will lay 2 flattened garbage bags out on the floor. Open one facing up.
3.	Contaminated responder steps inside opened bag. Remove floatation and place it into secondary bag. Wash following manufacturer instructions.
4.	Contaminated responder is to clean itself entirely with disinfectant wipes, putting soiled wipes in bag.
5.	If wearing, take off outside gloves. Wipe hands.

6.	Slowly take down the hood of Tyvek suit.
7.	Remove zipper tape and place in bag.
8.	Remove boot tape and place in bag.
9.	Unzip suit.
10.	Slowly remove suit and step out of suit and boots, outside of the bag. Disinfect boots.
11.	Close eyes and remove goggles for disinfection. Place in a sealed bag. Wipe hands and face with antiseptic.
12.	Grasp N95 mask straps, close eyes and exhale while removing mask. Place in garbage bag. Wipe hands and face with antiseptic wipes.
13.	Remove gloves and place in garbage bag. Wipe hands with antiseptic wipes. Place wipes in garbage bag.
14.	Shower as soon as possible.
15.	Clean and disinfect all reusable PPE in accordance with cleaning protocols.

Step	Procedure for disposal of PPE
1.	Decontamination team pulls up the sides of the garbage bag sealing the top with duct tape, encapsulating contaminated PPE.
2.	Contaminated disposable PPE is placed in another bag (double bagged).
3.	The final disposal of all materials must be in accordance with FSM 7.E.6 Handling and Discharge – Solid Waste.
4.	Decontamination team to remove own PPE (in accordance with procedure above), wash clothes and shower.

Refer to NSOP 508 COVID-19 - Cleaning and Disinfection Routine After Symptomatic Employee is Evacuated from the Workplace.

It is normal to be concerned about the COVID-19 outbreak, especially if you or those you know are directly affected by the situation. If you have any concerns or would like to speak with EAP, call 1-800-268-7708 and/or speak directly with your manager.

Enquiries

Enquiries regarding this procedure should be directed to:

Director General, Operations
InfoPol@dfo-mpo.gc.ca



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National Standard Operating Procedure

NSOP 503

COVID-19 - Helicopter Operations Personnel

Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to outline the steps to be followed if a helicopter operations employee is symptomatic or meets the exposure criteria described in this document.

Procedures

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

Step	Procedure for helicopter operations personnel
1.	1. If the employee is experiencing any of the following symptoms: <ul style="list-style-type: none"> 1.1. fever alone or in combination with any of the following: <ul style="list-style-type: none"> a) cough b) difficulty breathing 2. And/or if the employee meets any of the following exposure criteria: <ul style="list-style-type: none"> 2.1. has returned from outside Canada in the last 14 days, 2.2. has had close contact with a confirmed or probable case of COVID-19 in the last 14 days, 2.3. has had close contact with a person who has returned from outside Canada within 14 days of the helicopter personnel's close contact.
2.	If shore-based, employee or manager may make the determination that an employee poses a potential hazard to his own well-being or the well-being of other employees. On this basis, the manager may ask the employee to leave the workplace. Should the need arise, the symptomatic employee would be provided an N95 mask, immediately separated from coworkers, encouraged to perform hygiene/cough etiquette and depart for home.

3.	If helicopter personnel are working from the ship, the symptomatic employee shall be immediately given an N95 mask, confined to their cabin or sent home where applicable. If the employee remains on board the vessel, they must have bathroom access, but are required to wear all appropriate personal protective equipment (PPE), including an N95 mask when going to/from, where possible, an isolated bathroom. If it is not possible to offer an isolated bathroom, disinfection procedures are to be followed as per NSOP 508 COVID-19 - Cleaning and Disinfection Routine After Symptomatic Employee is Removed from the Workplace.
4.	Contact between pilots, maintenance staff, crew members and clients should be minimized.

Step	Procedure for shore-based helicopter personnel
1.	If helicopter personnel are shore-based, the symptomatic employee must wear an N95 mask at all times and be confined to only necessary areas for his departure.
2.	<ol style="list-style-type: none"> 1. Symptomatic employees who go home for suspected COVID-19 are directed to contact their local telemedicine service provider to find out more about self-assessment, quarantine and testing. 2. Pilots and maintenance personnel are directed to contact their respective managers at Transport Canada Aircraft Services Directorate (TC ASD). The manager will require the symptomatic employee to provide an update of their testing and condition as soon as received.
3.	The manager is to contact the Regional Operations Center (ROC) as outlined in Operations Safety Bulletin 04-2020. The ROC must then inform the National Command Center.
4.	<ol style="list-style-type: none"> 1. If a local public health authority deems a symptomatic employee should be sent for testing, the employee in question must notify their manager and remain in self-isolation as per health professional direction until results are received. For the safety of fellow employees, once test results are obtained, the symptomatic employee must contact their manager for further direction: <ol style="list-style-type: none"> 1.1. If confirmed COVID-19: follow the protocols identified by the health professional 1.2. In the case of negative results: discuss return to work plan and date with supervisor

5.	If symptomatic employee tested positive for COVID-19, any workspaces used or occupied by affected employees are to be disinfected (refer to NSOP 508 COVID-19 - Cleaning and Disinfection Routine After Symptomatic Employee is Removed from the Workplace).
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Step	Procedure for helicopter operations on board vessel
1.	<ol style="list-style-type: none"> 1. If helicopter personnel are working from vessels, the onboard rescue specialist is to contact the local telemedicine service provider for advice on further assessment, protocols, and procedures. Should the rescue specialist require close contact with the symptomatic employee, they must follow NSOP 502 COVID-19 - Hailing and Boarding of Other Vessels Instructions. 2. Pilots and maintenance personnel are directed to contact their respective managers at TC ASD. The manager will require the employee to provide an update of their testing and condition as soon as received.
2.	The commanding officer will advise the Regional Operations Center (ROC) as outlined in Operations Safety Bulletin 04-2020. Refer to NSOP 507 COVID-19 - Managing COVID-19 Outbreaks On Board Vessels.
3.	<ol style="list-style-type: none"> 1. Vessel will arrange through the ROC the best way to get the employee off the vessel. 2. The commanding officer will advise the symptomatic employee to provide an update of their testing and next steps once disembarked.
4.	All other employees must be confined to the vessel until other direction has been provided.
5.	Any workspaces used or occupied by affected employees are to be disinfected as per NSOP 508 COVID-19 - Cleaning and Disinfection Routine After Symptomatic Employee is Removed from the Workplace. If the rescue specialist donned PPE for close contact with the symptomatic employee, they must follow NSOP 502 COVID-19 - Hailing and Boarding of Other Vessels Instructions for self-decontamination and sanitization procedures.

Step	Procedure for helicopter in-flight missions
1.	Helicopter personnel carrying out regular flight operations are directed to return to home base upon termination of their mission. In special circumstances where this is not possible, the pilot in command will request permission to overnight from the Deputy Director, Flight Operations at TC ASD.

2.	Where operationally possible, pilots are directed to complete flight planning from home.
3.	If during the course of an in-flight mission, or if a pilot, crew member or client develops any symptoms listed in Step 1 of this NSOP, the protocol for shore-based personnel is to be followed upon return to base (NSOP 506 COVID-19 - Shore-Based Personnel).
4.	If, in a special circumstance, the helicopter had to terminate a mission outside of base and a pilot, crew member or client developed symptoms listed in Step 1 of this NSOP, the pilot in command is directed to contact the Deputy Director, Flight Operations at TC ASD and the protocol for shore-based personnel is to be followed. The pilot must also contact the ROC aviation desk.
5.	The Deputy Director, Flight Operations at TC ASD will coordinate with the CCG's manager, Operations Air Support to have the aircraft returned to base.

It is normal to be concerned about the COVID-19 outbreak, 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 manager.

Enquiries

Enquiries regarding this procedure should be directed to:

Director General, Operations
InfoPol@dfo-mpo.gc.ca



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National Standard Operating Procedure



NSOP 504

COVID-19 - Screening For Non-Canadian Coast Guard (CCG) Employees Entering CCG Facilities

Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to provide direction for screening non-Canadian Coast Guard (CCG) personnel with access to CCG facilities (this includes buildings, vessels, helicopters and small craft).

Procedures

Step	Procedure for screening non-CCG employees entering CCG facilities
1.	1. This applies to commissionaires, contractors, supernumeraries and visitors entering any CCG facility who are essential for priority operations to be carried out. 2. If the person is not essential, they will be denied access to the premises. 3. If the individual is experiencing any of the following symptoms: 3.1. fever alone or in combination with either of the following: a) cough b) difficulty breathing 4. And/or if the individual meets any of the following exposure criteria: 4.1. has returned from outside Canada in the last 14 days or 4.2. has had close contact with a confirmed or probable case of COVID-19 in the last 14 days or 4.3. has had close contact with a person who has returned from outside Canada within 14 days of the helicopter personnel's close contact
2.	1. If their answer is "no" to all of the above questions, allow the person to conduct business as usual. 2. If they are proceeding to a CCG vessel they will have their temperature taken before boarding the vessel by the rescue specialist or designated officer as per regional screening protocols.

3.	If their answer is "yes" to any of these questions, do not allow the person access to the premises.
4.	Symptomatic individuals who are turned away from CCG facilities for suspected COVID-19 are directed to contact their local public health authority to find out more about self-assessment, quarantine and testing.
5.	<ol style="list-style-type: none">1. Advise the individual to contact their employer.2. For shore-based facilities with a designated senior officer, the DSO must be advised.3. For vessels, the commanding officer or most senior officer on board must be advised and they will inform the Regional Operations Centre (ROC). The ROC must inform the National Command Centre (NCC).

It is normal to be concerned about the COVID-19 outbreak, especially if you or those you know are directly affected by the situation. If you have any concerns or would like to speak with EAP, call 1-800-268-7708 and/or speak directly with your manager.

Enquiries

Enquiries regarding this procedure should be directed to:

Director General, Operations
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National Standard Operating Procedure

NSOP 505

COVID-19 - Seagoing Personnel

Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to outline the steps to be followed if a seagoing employee is symptomatic or meets the exposure criteria outlined below.

Procedures

Everyone will have their temperature taken before boarding the vessel by the rescue specialist or designated officers as per regional screening protocols.

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

Step	Procedure for seagoing personnel
1.	1. If the employee is experiencing any of the following symptoms: <ul style="list-style-type: none"> 1.1. fever alone or in combination with either of the following: <ul style="list-style-type: none"> a) cough b) difficulty breathing 2. And/or if the employee meets any of the following exposure criteria: <ul style="list-style-type: none"> 2.1. has returned from outside Canada in the last 14 days 2.2. has had close contact with a confirmed or probable case of COVID-19 in the last 14 days 2.3. has had close contact with a person who has returned from outside Canada in the last 14 days
2.	An employee who is symptomatic or meets any of the exposure criteria must be immediately given an N95 mask and be confined to their cabin or sent home where applicable. If the employee remains on the vessel, they must have bathroom access, but are required to wear all appropriate Personal Protective Equipment (PPE), including an N95 mask when going to/from the bathroom.

3.	Social distancing between crew members must be exercised as far as practicable on board the vessel.
4.	The on board rescue specialist or the designated officer is to contact the local telemedical service provider for advice on assessment, quarantine and testing. Should the rescue specialist require close contact with the symptomatic employee, they must follow NSOP 502 COVID-19 - Hailing and Boarding of Other Vessels Instructions.
5.	The commanding officer will advise the Regional Operations Centre (ROC) as outlined in Operations Safety Bulletin 04-2020.
6.	<ol style="list-style-type: none">1. Vessels will arrange through the ROC the best way to get the employee off the vessel.2. The commanding officer will advise the employee to provide an update of their testing and next steps once they have left the vessel.
7.	To reduce the possibility of further spread in the community, anyone on board the vessel is to remain on board until the situation is fully assessed.
8.	Any workspaces used or occupied by affected employees are to be disinfected as per NSOP 508 COVID-19 - Cleaning and Disinfection Routine After Symptomatic Employee Removed from the Workplace. If the rescue specialist donned PPE for close contact with the symptomatic employee, they must follow NSOP 502 COVID-19 - Hailing and Boarding of Other Vessels Instructions.
9.	<ol style="list-style-type: none">1. If there is no reoccurrence of COVID-19 on board, resume regular operations.<ol style="list-style-type: none">1.1. If further occurrences arise, contact the ROC immediately.2. The commanding officer will conduct a risk assessment in consultation with the ROC following NSOP 501 All Hazard Risk Assessment for Requests for Assistance from Other Partners to determine the appropriate next steps as the situation evolves.

It is normal to be concerned about the COVID-19 outbreak, 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 manager.

Enquiries

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National Standard Operating Procedure

NSOP 506

COVID-19 - Shore-based Personnel

Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to outline the steps to be followed if a shore-based employee is symptomatic or meets any of the exposure criteria.

Procedures

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

Step	Procedure for shore-based personnel
1.	1. If the employee is experiencing any of the following symptoms: <ul style="list-style-type: none"> 1.1. fever alone or in combination with either of the following: <ul style="list-style-type: none"> a) cough b) difficulty breathing 2. And/or if the employee meets any of the following exposure criteria: <ul style="list-style-type: none"> 2.1. has returned from outside Canada in the last 14 days 2.2. has had close contact with a confirmed or probable case of COVID-19 in the last 14 days 2.3. has had close contact with a person who has returned from outside Canada in the last 14 days
2.	The employee or the manager may make the determination that an employee poses a potential hazard to his own well-being or the well-being of other employees. On this basis, the manager may ask the employee to leave the workplace. Should the need arise, the employee would be provided an N95 mask, be immediately separated from coworkers, encouraged to perform hygiene/cough etiquette, and told to depart for home.
3.	If the employee is required to wait for transport home, identify a place for them to wait where they will be, at a minimum, 2 metres (6 feet) away from all other persons in order to exercise appropriate social distancing.



4.	<ol style="list-style-type: none"> 1. Employees who go home for suspected COVID-19 are directed to contact their local public health authority to find out more about self-assessment, quarantine and testing. 2. The supervisor will require the employee to provide an update of their testing and condition as soon as received.
5.	The supervisor is to contact the National Command Centre or the Regional Operations Center (ROC) as outlined in Operations Safety Bulletin 04-2020.
6.	<ol style="list-style-type: none"> 1. If the local public health authority determines that the affected employee should be sent for testing, the employee must notify their supervisor and remain in self-isolation as per health professional direction until results are received. 2. For the safety of fellow employees, once test results are obtained, regardless of the outcome, the employee must contact their manager for further direction. <ol style="list-style-type: none"> 2.1. If confirmed COVID-19: follow the protocols identified by health professional 2.2. Negative results: discuss return to work plan and date with supervisor
7.	In the event of a confirmed case of COVID-19, any workspaces used or occupied by affected employees are to be disinfected as per NSOP 508 COVID-19 - Cleaning and Disinfection Routine After Symptomatic Employee is Removed from the Workplace.

It is normal to be concerned about the COVID-19 outbreak, 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 manager.

Enquiries

Enquiries regarding this procedure should be directed to:

Director General, Operations
InfoPol@dfo-mpo.gc.ca



Julie Gascon
 Director General, Operations



National Standard Operating Procedure

NSOP 507

COVID-19 - Managing COVID-19 Outbreaks On Board Vessels

Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to outline the steps to be followed in the event that there are multiple cases of COVID-19 on board Canadian Coast Guard (CCG) vessels.

Procedures

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

Step	Procedure for identifying affected personnel on board CCG vessels
1.	1. If the employee is experiencing any of the following symptoms: <ul style="list-style-type: none"> 1.1. fever alone or in combination with either of the following: <ul style="list-style-type: none"> a) cough b) difficulty breathing 2. And/or if the employee meets any of the following exposure criteria: <ul style="list-style-type: none"> 2.1. has returned from outside Canada in the last 14 days 2.2. has had close contact with a confirmed or probable case of COVID-19 in the last 14 days 2.3. has had close contact with a person who has returned from outside Canada in the last 14 days
2.	An employee who is symptomatic or meets any of the exposure criteria shall be immediately given an N95 mask and be confined to their cabin or sent home where applicable. If the employee remains on the vessel, they must have bathroom access, but are required to wear all appropriate Personal Protective Equipment (PPE), including an N95 mask when going to/from the bathroom.



3.	The on board rescue specialist or the designated officer is to contact the local telemedical service provider for advice on assessment, quarantine and testing. Should the rescue specialist require close contact with the symptomatic employee, they must follow NSOP 502 COVID-19 - Hailing and Boarding of Other Vessels Instructions.
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Step	Procedure for managing suspected COVID-19 infected personnel contacts
1.	<ol style="list-style-type: none"> 1. In order to avoid delays in implementing health measures, contact tracing should begin immediately after a suspected case (or cases) has been identified on board without waiting for laboratory results. Every effort should be made to minimize the exposure of other crew members. Close contacts cases, as defined below, must be separated from other crew members as soon as possible. 2. All persons on board should be assessed for their risk of exposure and classified either as a close contact with a high risk of exposure or as having a low risk of exposure.
2.	<ol style="list-style-type: none"> 1. Definition of close contacts on board a vessel: <ol style="list-style-type: none"> 1.1. a person is considered a close contact and has a high risk exposure if they meet one of the following criteria: <ol style="list-style-type: none"> a) they shared the same cabin as the suspected or confirmed COVID-19 case b) they had close contact with the suspected or confirmed COVID-19 case which is defined as being within 2 metres, having had physical contact, or were in a closed environment with the affected individual; or c) they are a rescue specialist or first responder who provided care for a suspected or confirmed COVID-19 case without Personal Protective Equipment (PPE)
3.	<ol style="list-style-type: none"> 1. In the event of an outbreak of multiple cases on board a vessel: <ol style="list-style-type: none"> 1.1. all crew members should be assessed to determine whether they were exposed to the suspected or confirmed case(s) 1.2. if it is difficult to determine close contacts, and if widespread transmission has been identified, all crew members on board vessels could be considered close contacts who have had high exposure

Step	Scenarios
1.	<p>For CCG vessels, with COVID-19 personnel, within range of home port.</p> <ol style="list-style-type: none"> 1. Refer to NSOP 505 COVID-19 - Seagoing Personnel and NSOP 502 COVID-19 - Hailing and Boarding other vessels Instructions for guidance on supporting infected personnel. 2. CCG will work with health authorities at port on appropriate process for disembarking all crew confirmed or suspected of being infected with the COVID-19 virus. 3. Refer to NSOP 508 COVID-19 - Cleaning and Disinfection Routine After Symptomatic Employee is Removed from the Workplace for guidance on cleaning and disinfection. 4. Once vessel has been cleaned and disinfected, and the infected crew member(s) disembarked, a new crew may board the vessel to continue operations. <p>International Maritime Organization advises that active surveillance should take place on board the vessel for the following 14 days.</p>
2.	<p>For CCG vessels, with COVID-19 personnel, out of range of Home Port</p> <p>Assumption: vessels continue to be in Canadian waters and the nearest ports are all within Canadian borders</p> <ol style="list-style-type: none"> 1. Vessel to head to the nearest port for support. 2. Refer to NSOP 505 COVID-19 - Seagoing Personnel and NSOP 502 COVID-19 - Hailing and Boarding Instructions for guidance on supporting infected personnel. 3. CCG will work with health authorities at port on appropriate process for disembarking all crew confirmed or suspected of being infected with the COVID-19 virus. 4. To ensure the safety of the community, local public health authorities or the telemedical provider should be contacted for advice on assessment, quarantine and testing. 5. Refer to NSOP 508 COVID-19 - Cleaning and Disinfection Routine After Symptomatic Employee Removed from the Workplace for guidance on cleaning and disinfection. 6. Once vessel has been cleaned and disinfected, and the infected crew member(s) disembarked, a new crew may board the vessel to continue operations. <p>The International Maritime Organization advises that active surveillance should take place on board the vessel for the following 14 days.</p>

3.	<ol style="list-style-type: none">1. If there is no reoccurrence of COVID-19 on board, resume regular operations. If further occurrences arise, contact the Regional Operations Center (ROC) immediately.2. The commanding officer will conduct a risk assessment in consultation with the ROC following NSOP 501 COVID-19 - All Hazard Risk Assessment for Requests for Assistance from Other Partners to determine the appropriate next steps as the situation evolves.
4.	<ol style="list-style-type: none">1. Reporting Mechanism<ol style="list-style-type: none">1.1. The commanding officer will advise the ROC to as identified in the Operations Bulletin 04-2020.

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Enquiries

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National Standard Operating Procedure



NSOP 508

COVID-19 - Cleaning and Disinfection Routine After Symptomatic Employee is Removed from the Workplace

Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to outline the steps to be followed to ensure that the cleaning and disinfection of the workplace is properly undertaken to avoid and contain the infectious agents that may infect the personnel on board the ship or at the station.

*In the case of shore-based facilities such as Marine Communications and Traffic Services (MCTS) centre, Marine Security Operations Centres (MSOCs), Joint Rescue Communication Centre (JRCC) / Marine Rescue Sub-Centres (MRSCs), etc., these procedures will be shared with those with the responsibility for cleaning as the minimum standard.

Procedures

Step	Procedure for the cleaning and disinfection routine after symptomatic employee is removed from the workplace
1.	<ol style="list-style-type: none"> 1. The key to minimizing contamination is to effectively disinfect commonly used locations and items. 2. It is important to make the distinction between cleaning and disinfecting. 3. Cleaning involves removing dirt and debris at a site or on a surface by using water and a detergent. Even if you thoroughly clean the surface with regular detergents, viruses are not eliminated and will be transmitted to the next person who touches the surface. 4. Disinfecting involves using a chemical product that prevents the spread of bacteria or viruses.

2.	<ol style="list-style-type: none">1. Use of household bleach and water solutions is a very effective method to fight viruses and must be used for disinfecting.2. Regular household bleach is typically: 5.25% NaCl 50,000 ppm AvCl3. To use: dilute 1 part bleach to 9 parts water for a 1:9, or 5 g/l solution (0.525% NaCl 5,000 ppm AvCl)4. Use the instructions below to prepare a 1:9 solution:<ol style="list-style-type: none">4.1. 1 liter of bleach + 9 liters of water4.2. 100 ml (7 tablespoons) household bleach + 900 ml (20 cups) water
3.	<ol style="list-style-type: none">1. A clean-up kit should have the following materials pre-assembled:<ol style="list-style-type: none">1.1. garbage bags and duct tape1.2. gloves (nitrile or household rubber)1.3. N95 mask1.4. Tyvek suit and Tyvek boot covers1.5. eye protection (safety goggles or face shield)1.6. paper towels1.7. 1:9 bleach solution as described in step 2 above1.8. water1.9. signs, barrier tape (optional)
4.	Any workspaces used or occupied by a symptomatic employee must be effectively cleaned and disinfected.
5.	Care must be taken not to damage the surfaces that need to be disinfected.
6.	<ol style="list-style-type: none">1. At a minimum, put on the following Personal Protective Equipment (PPE) from the clean-up kit:<ol style="list-style-type: none">1.1. gloves (nitrile or household rubber)1.2. Tyvek suit and boot covers1.3. N95 mask1.4. eye protection
7.	<ol style="list-style-type: none">1. PPE should protect personnel from potential exposure to COVID-19 as well as the cleaning/disinfecting products.2. Consult manufacturer's instructions and/or Safety Data Sheets (SDS) to verify the appropriate PPE required for all cleaning and disinfecting products used.

8.	Sanitary operations must be focused on surfaces that are touched frequently with hands such as, but not limited to: toilets, exercise equipment and games, alleyways, stairs, railings, door handles, desk surfaces, telephones, keyboards, chairs, seats, armrests, table surfaces, countertops, faucets, switches, portable radios, shared tools, etc. These surfaces are to be cleaned and disinfected regularly.
9.	Clean very dirty surfaces with appropriate cleaning agent before disinfecting.
10.	Frequently replace the rags used for cleaning and disinfecting, especially when you move from one place to another.
11.	To ensure proper disinfection, the surface must be thoroughly wiped down with a cloth that is soaked (nearly dripping) with the chlorine solution and left to air dry completely. Do not rinse or dry the solution off the surface; doing so will prevent the surface from being fully disinfected. Rinsing of surfaces should occur only when the disinfecting solution has dried completely.
12.	<ol style="list-style-type: none"> 1. Put all soiled disposable cleaning materials and soiled PPE into the garbage bag. Contaminated disposable PPE is placed in another bag (double bagged). 2. Clean and disinfect all reusable PPE in accordance with cleaning protocols.
13.	Shower as soon as possible.
14.	The final disposal of all materials must be in accordance with Fleet Safety Manual (FSM) 7.E.6 Handling and Discharge – Solid Waste.

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Enquiries

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National Standard Operating Procedure

NSOP 509

COVID-19 - Returning to Work Self-assessment

Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to outline the steps to be followed for personnel returning to work from lay-days off, after self-isolation, illness, or any other absence. It should be read in conjunction with NSOP 505 COVID-19- Seagoing Personnel and NSOP 506 COVID-19 -Shore-Based Personnel. This NSOP applies to all Canadian Coast Guard (CCG) personnel.

Procedures

Step	Procedure for returning to work self-assessment
1.	<p>Prior to returning to work, you are required to conduct a health self-assessment for the safety of yourself and your fellow employees.</p> <p>Use the following definitions to assist your self-assessment as you review the scenarios listed in Step 2.</p> <ol style="list-style-type: none"> 1. “Symptoms” are listed as: <ol style="list-style-type: none"> 1.1. fever alone or in combination with any of the following: <ol style="list-style-type: none"> a) cough b) difficulty breathing 2. “Travel outside of Canada” includes both affected and non-affected areas. 3. “Pandemic critical personnel” has been predetermined; contact your supervisor for clarification if you believe you may fall under this category. 4. “Self-isolate” means limiting contact with others: <ol style="list-style-type: none"> 4.1. do not leave home unless absolutely necessary, such as to seek medical care 4.2. do not go to school, work or other public areas and do not use public transportation (for example, buses, taxis) 4.3. arrange to have groceries and supplies dropped off at your door to minimize contact.

	<p>4.4. if possible, stay in a separate room and use a separate bathroom from others in your home</p> <p>4.5. if you have to be in contact with others, keep at least 2 metres between yourself and the other person. Keep interactions brief and wear a mask if possible</p> <p>4.6. avoid contact with older adults and with individuals with chronic conditions or compromised immune systems</p> <p>4.7. avoid contact with pets if you live with other people who may also touch the pet</p> <p>Note: Your supervisor is not qualified to screen you as safe to return to work. If the employee is symptom free following 14 days of self isolation, they may return to work.</p> <p>However, a supervisor may make the determination that the employee poses a potential hazard to their own well-being or of other employees based on exposure criteria and symptoms. On this basis, the supervisor may ask an employee to leave the workplace in accordance with NSOP 505 COVID-19 - Seagoing Personnel and NSOP 506 COVID-19 - Shore-Based Personnel.</p>
2.	<p>Scenarios are outlined below to help you assist with your self-assessment. Your supervisor must be contacted if any apply to you. If none apply to you, then continue business as usual.</p> <ol style="list-style-type: none"> 1. In all cases, pandemic critical employees must consult their supervisor to determine return to work procedures. 2. Updates provided on the Fisheries and Oceans Canada (DFO) and CCG alert apps do not apply to pandemic critical employees.
2.A	<p>Scenario: You are experiencing any symptoms listed in Step 1 above, specifically with regard to a fever, but you have not travelled or been in known contact with a confirmed or probable case of COVID-19.</p> <p>Direction: You should remain in self-isolation and contact your local public health authority to find out more about self-assessment, quarantine, and testing. If the health professional deems you safe for work, speak with your supervisor to determine next steps for your situation. Consideration can be given to telework arrangements if operationally feasible, otherwise you are expected to take the appropriate leave.</p>
2.B	<p>Scenario: You have travelled outside of Canada in the 14 days preceding your date of return to work.</p> <p>Direction: You are required to self-isolate for 14 days. Should any symptoms listed in Step 1 arise, you should contact your local public health authority or speak to a qualified health professional to find out more about self-assessment, quarantine and testing. Consideration can be given to telework arrangement if operationally feasible, otherwise you are expected to take the appropriate leave. Speak with your supervisor to determine next steps for your situation.</p>

<p>2.C</p>	<p>Scenario: You have been in contact with someone who has tested positive for COVID-19.</p> <p>Direction: You are required to self-isolate for 14 days. Should any symptoms listed in Step 1 arise you should contact your local public health authority to find out more about self-assessment, quarantine and testing. Consideration can be given to telework arrangements if operationally feasible, otherwise you are expected to take the appropriate leave. Speak with your supervisor to determine next steps for your situation.</p>
<p>2.D</p>	<p>Scenario: You have been in a location where you have been knowingly exposed to COVID-19 as per direct communication from a federal, provincial, or local public health authority.</p> <p>Direction: You are required to self-isolate for 14 days or follow health professional advice. Consideration can be given to telework arrangements if operationally feasible, otherwise you are expected to take the appropriate leave. Speak with your supervisor to determine next steps for your situation.</p>
<p>3.</p>	<p>If a public health authority deems you to be at risk and directs you to remain in self-isolation, or deems you to be symptomatic and directs you to be sent for testing, follow the health practitioner’s direction. You must notify your supervisor of the health practitioner’s direction. Once results are obtained, the employee must contact their supervisor again for further direction:</p> <ol style="list-style-type: none"> 1. if confirmed COVID-19: follow the protocols identified by health professional 2. in the case of a negative result: discuss return-to-work plan and date with the supervisor
<p>4.</p>	<p>The supervisor is to contact the National Command Center or the Regional Operations Center (ROC), as appropriate, as outlined in Operations Safety Bulletin 04-2020.</p>

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