

# City of Ottawa COVID-19 Self-Assessment

(Adapted from Provincial Self-Assessment Tool)

*I hereby declare that information provided below is truthful.*

- ❖ **Employees must perform a self-assessment each day before entering a worksite.**
  - ❖ **If you answer no to every question you can report to work. Upon arrival at work you may be asked to complete additional workplace screening.**
  - ❖ **While at work, practice physical distancing as much as possible. This means keeping 2 metres (6 feet) away from other people.**
1. Are you experiencing any of the following symptoms?
    - Severe difficulty breathing (struggling for each breath, speaking in single words)
    - Severe chest pain
    - Confusion (unsure of where you are)
    - Losing consciousness
- ❖ **If you answered yes to question 1, call 911 or go directly to the nearest emergency department.**
2. Are you experiencing any of the following new or worsening symptoms (or combination of these symptoms)?
    - Fever/Chills (visual presentation or temperature of 38°C)
    - Cough
    - Shortness of breath (even when you are not active)
    - Headache, fatigue or unexplained muscle aches
    - Sore throat
    - Runny nose (not related to seasonal allergies or other known conditions)
    - Loss of taste or smell
    - Nausea, vomiting, diarrhea or abdominal pain
- ❖ **If you answered yes to question 2, do not report to work.**
  - ❖ **Notify your manager or supervisor of illness and submit sick leave self-certification form.**
  - ❖ **Staff are encouraged to get tested for COVID-19 if they experience these symptoms, please visit the [Ottawa Public Health site](#) for more info**
3. Have you travelled outside of Canada in the last 14 days? (This does not include essential workers who cross the Canada-US border regularly)
  4. Does someone you are in close contact with have COVID-19 (someone in household or workplace)?
  5. Are you in close contact with a person who is sick with respiratory symptoms (fever, cough or difficulty breathing)?
- ❖ **If you answered yes to questions 3, 4, or 5, speak to your manager or supervisor. If you are unable to work from home, you will be placed on isolation leave.**