

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 the workplace (including any outdoor, or partially outdoor, workplaces).
- 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 (keep 2 metres [6 feet] away from other people). Masks are required everywhere 2 metres distance cannot be maintained from others.

1. Are you experiencing any of the following symptoms?

- Severe difficulty breathing (struggling for each breath, speaking in single words)
- Severe chest pain (constant tightness or crushing sensation)
- Confusion or unsure of where you are
- Losing consciousness

❖ If you answered yes to Question 1 do not enter the workplace, call 911 or go directly to the nearest emergency department

2. Are you currently experiencing any of the following symptoms (or combination of these symptoms) that are new, worsening and not related to other known causes or conditions?

- Fever/Chills (temperature of 37.8°C/100°F or higher)
- Cough (continuous, more than usual)
- Shortness of breath or difficulty breathing (for example out of breath when not active, unable to breathe deeply)
- Sore throat
- Difficulty swallowing (painful swallowing)
- Runny nose (not related to allergies or being outside in cold weather)
- Stuffy or congested nose (not related to seasonal allergies or other known conditions)
- Decrease loss of taste or smell
- Pink eye (conjunctivitis)
- Headache that's unusual or long lasting (not tension-type headaches or chronic migraines)
- Digestive issues like nausea/vomiting, diarrhea or stomach pain
- Muscle aches that are unusual or long lasting (not related to a sudden injury)
- Feeling unwell, extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often

❖ If you answered yes to Question 2 do not enter the workplace (including any outdoor, or partially outdoor, workplaces).

❖ Contact your manager or supervisor who will advise you on next steps.

❖ Based on your answers you should self-isolate immediately.

❖ Contact a [COVID-19 Assessment Centre and Care Clinic](#) to book an appointment for a test.

❖ Refer to [Ottawa Public Health's website](#) for more information.

3. In the last 14 days have you been in close physical contact with someone who has a confirmed, probable or suspected case of COVID-19, this includes getting a COVID Alert exposure notification?

❖ If you answered yes to Question 3 do not enter the workplace (including any outdoor, or partially outdoor, workplaces).

❖ Contact your manager or supervisor who will advise you on next steps.

❖ Based on your answers you should self-isolate immediately.

❖ Contact a [COVID-19 Assessment Centre and Care Clinic](#) to book an appointment for a test.

❖ Refer to [Ottawa Public Health's website](#) for more information.

4. Have you travelled outside of Canada in the last 14 days? (This does not include essential workers who cross the Canada-US border regularly)

❖ If you answered yes to question 4 do not enter the workplace (including any outdoor, or partially outdoor workplace).

❖ Contact your manager or supervisor to discuss the option to work from home or other leave options.