**VISITOR CARE CHECKLIST**

**Please print and fill in this form and hand it to an Emco teammate on your arrival.   
Do NOT send this form by email or fax.**

**Visitor name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_

**Emco teammate(s) you wish to visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Screening Questions**

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| --- | --- |
| **Y  N** | 1. Have you been diagnosed with COVID-19 in the past 14 days? |
| **Y  N** | 1. Are you waiting to receive test results for COVID-19? |
| **Y  N** | 1. Are you feeling ill? Examples include a cough, headache, weakness, fever, sore throat, difficulty breathing, shortness of breath, loss of smell or taste, loss of appetite, chills, chest pain, etc.) |
| **Y  N** | 1. Did you provide care or have close contact with a person with COVID-19 (probable or confirmed) while they were ill, and you did not have appropriate PPE in the last 14 days? |
| **Y  N** | 1. Have you travelled outside of Canada in the last 14 days? |
| **Y  N** | 1. Have you had close contact with a person who travelled outside of Canada in the last 14 days who has become ill? |

*Should you answer yes to any of the questions above, you must not visit the PC. Should the information for the above change prior to the appointment, your appointment will need to be rescheduled.*

***Note:*** *If a you become diagnosed with COVID-19 in the 14 days following your appointment, you must notify the Profit Centre Manager so that precautions can be taken to protect teammates.* **Guidelines**

**The following temporary measures have been introduced to ensure safety:**

1. A maximum of two people can attend each appointment (form is required for each visitor).
2. Physical distancing will be required.
3. You will be asked to wash or sanitize your hands upon arrival.
4. You will be asked to avoid touching any surfaces or products while you are in the Profit Centre
5. No refreshments will be provided or brought into the Profit Centre.
6. We kindly ask you to follow all instructions from Emco teammates
7. Please use only the designated points of entrance and exit
8. An Emco teammate must accompany you throughout the PC

**Appointment Availability**

**You must request an appointment in advance.** Times are strictly enforced and are in place to ensure there is no overlap of visitors in the Profit Centre at any given time. Please know that the health and safety of our valued visitors, customers and teammates is our top priority. We thank you for your understanding and partnership during these challenging times.

I confirm the above is correct and that I will follow all required safety guidelines and measures.

I hereby authorize and consent to Emco Corporation (Emco) collecting, using, disclosing and retaining my personal and health information for the purpose of determining my suitability to visit an Emco location/teammates and to protect the health and safety of me, Emco’s teammates, and other third parties. A copy of Emco’s privacy policy can be obtained at https://emco.ca/privacy/.

