

New Visitor Safety Guidelines at TRIUMF during the COVID-19 public health emergency

While the COVID-19 public health emergency is in effect, TRIUMF is enacting additional safety measures to prevent the spread of the virus. To ensure everyone's safety, it is crucial that [visitors follow these and regular lab safety protocols](#), as well as those set by the provincial and federal governments. TRIUMF's measures are designed to keep everyone at the lab safe while maintaining an active and productive research program.

BEFORE coming to TRIUMF or TRIUMF House:

1. Communicate with your TRIUMF Contact and determine if your presence (or that of your subordinates) is absolutely necessary at this time
 - Be aware that without this, your visit pre-approval request most likely will be denied
2. Submit the [Request Pre-approval to Visit TRIUMF](#) form
 - Found at the "For Scientific Visitors" page on the TRIUMF website
 - Visitors must receive travel pre-approval from the Deputy Director Research before being allowed to come to TRIUMF or book TRIUMF House
3. Complete your mandatory training courses assigned to you by your TRIUMF Safety Supervisor, including the [Return to Site Orientation](#)
 - This is a prerequisite to get an access card or to keep an existing card enabled
4. For TRIUMF House: please send the completed [TRIUMF COVID19 Screening Form](#) back to housing@triumf.ca
 - A door code will not be provided until this form has been received.

ON YOUR FIRST DAY at TRIUMF:

1. Ensure that you bring your own face covering and wear it when you enter the TRIUMF site
2. Please arrive at TRIUMF reception with your TRIUMF Contact (or designate) during office hours (nominally weekdays 9am-1pm)
 - Please check with your TRIUMF Contact or our website for office hour updates
 - Bring your own face covering(s) and wear it when entering the reception area
 - Disinfect your hands at the hand sanitizing station
3. Confirm with reception that all mandatory training has been completed
 - If completed your access card will be activated
 - If not there will be an opportunity to do so while at reception.
 - This will only be necessary on your first visit to the site.
4. If applicable, fill out the online *Visitor Travel Information form*
 - This will provide crucial contact tracing information for visitors arriving by air
5. Fill out the [TRIUMF COVID19 screening form](#) and give it to the receptionist
6. You will have to fill out the screening form every day before you enter TRIUMF. Stations with the forms are in front of the badge room, at Stores, and at reception

ON SUBSEQUENT DAYS when arriving at TRIUMF throughout the rest of your visit:

1. Ensure that you bring your own face covering and wear it when you enter the TRIUMF site
2. Please disinfect your hands at the hand sanitizing station before entering the badge room.
3. **Each day**, please fill out the TRIUMF COVID19 screening form (in front of badge room, at Stores, at reception) and place it in the mailboxes.

TRIUMF Face Mask Guidelines

Masks or face coverings are mandatory in shared indoor spaces for all people at the TRIUMF site. Please familiarize yourself with the [TRIUMF Mask/Face Covering Practice Guidelines](#).

Masks will be required:

- In common areas, shared spaces, and anywhere individuals can congregate
- In shared offices, even if occupants can maintain a 2-metre distance
- Other examples include hallways, corridors, multi-stall washrooms, photocopier areas, offices/labs with multiple workstations/cubicles

Masks will not be required:

- Outdoors, while maintaining 2 metres distance. Masks will be required outside if unable to observe appropriate physical distance.
- In individual offices
- In the lunch or counting rooms while eating/drinking, **with exceptions:**
 - Please resume wearing your mask once you have finished and observe proper distance and hygiene during your break.

Appropriate hygiene and physical distancing **must** be observed, and lunch breaks should be scheduled to avoid overcrowding indoors. Please do not enter lunch rooms if the posted occupancy limit will be exceeded; instead, please wait until someone leaves.

Instructions if travelling to TRIUMF or if feeling unwell

All passengers who have traveled outside of Canada are required to self-isolate and monitor for symptoms for 14 days upon their arrival.

Passengers on a domestic flight with a COVID-19 case should self-monitor for symptoms for 14 days.

Visitors travelling by air may become exposed to the COVID virus by fellow passengers. Please check the [BC Center of Disease Control](#) and the [Government of Canada websites](#) for daily updates on flights with COVID-positive passengers on board.

If you experience any COVID-like symptoms (e.g. fever, shortness of breath, or coughing, or if you feel you could have been exposed to the COVID-19 virus):

- If you are off site, please DO NOT COME TO TRIUMF.
- If you are on site and require first aid, call x7333 and ask for a first aid attendant.
- Advise your TRIUMF Contact and Occupational Health and Safety (OHS, see below) who will jointly carry out an assessment.
 - Terry Sanghera (tsanghera@triumf.ca, Ext: 6231 or Cell: 778-929-2697)
 - Ken Waters (kwaters@triumf.ca, Ext: 6686 or Cell: 604-833-7940)
 - Joe Mildenberger (joseph@triumf.ca), Ext: 7661 or Cell: 236-999-7984)
- Based on the assessment, your supervisor and OHS will determine the best course of action.
 - If your symptoms match those of COVID-19, OHS will enact the COVID-19 Response Plan and your TRIUMF contact will report the case immediately to your [divisional administrative assistant and to Human Resources](#) (yourhealth@triumf.ca).
- If you have departed TRIUMF within 14 days, please contact the OHS and your TRIUMF Contact.

The TRIUMF COVID-19 Response Plan can be found [here \(Document-180787\)](#).