



VIA Rail Canada – Procedure Crisis Management Plan / Pandemic - 12  
**APPENDIX A – Sample Interview Questionnaire**

**Questionnaire**

The following questionnaire may be used to ensure thorough documenting and follow-up:

- 1) Obtain calendars, work schedules, etc. from the infected employee, and lay out the meetings, travels, etc. for each day for 5 days. Focus on JUST the activities, for example on day X:
  - a. 9am-11am meeting on food quality;
  - b. 12pm-4pm travel on Train 67 between Montreal and Toronto;
  - c. 4pm-6pm pre-departure briefing, etc.
  
- 2) Go back to the list of events / activities. For each, determine:
  - a. Where the activity took place;
  - b. Who was in the room / space;
  - c. Who was on your team (i.e. who did you work with at that activity);
  - d. Who were you sitting besides, in close proximity to;
  - e. Did you shake hands, embrace, etc. during that activity;
  - f. Were there surfaces touched during this activity that would be of concern (i.e. not sanitized after touching or use – or may have been touched after you):
    - i. Tabletops;
    - ii. Train equipment;
    - iii. Luggage handles;
    - iv. AV or computer equipment; etc.
  
- 3) As you look at the ‘space’ between one activity and the next:
  - a. How did you travel between activities;
  - b. What did you touch;
  - c. Who were you with or in close proximity to, including, but not limited to;
    - i. Employees in regular contact with the public (specifically station and onboard employees);
    - ii. VIA Rail Police constables or security guards;
    - iii. Other members of police, security, or enforcement agencies;
    - iv. Medical personnel; and / or
    - v. Individuals known to work in medical facilities.
  - d. Did you share transportation with them (a car, taxi, etc.);
  - e. Did you touch any buttons, door handles, knobs, etc.
  
- 4) From the end of your work day to your return the next day:
  - a. How did you spend your free time;
  - b. Who did you socialize with;
  - c. Were you at home, hotel etc.?
  - d. Are there people, hotels, etc. that need to be notified