

VIA Rail Canada – Procedure Crisis Management Plan / Pandemic - 12
APPENDIX B – Sample Interview Grid

Interview Grid

The following grid may be used as a template to documents responses during the interview:

| DATE | LOCATION WORKED | ITEMS USED | EMPLOYEES IN CLOSE CONTACT WITH INFECTED EMPLOYEE | COMMENTS |
|-----------|--------------------------|-----------------------------|---|---|
| 21-Mar-20 | Montreal Central Station | Fax machine | Manager | Fax at crew caller desk Used second briefing room |
| 21-Mar-20 | Train 61 Car 01 (3401) | POS Machine and Spare Radio | LE CSE Emp. Station agent @ Dorval | Spent most time in car 01 helping with meal service |
| | Crew Shuttle to Hotel | n/a | Shuttle Driver OTS Crew | Sat in the back row, touched second row seats getting in. Crew was two rows up. |
| 21-Mar-20 | Crew Hotel TRTO | n/a | Hotel Crew Desk Emp. | Checked in at Crew Desk Used elevator Holiday Inn room 2301 |
| 22-Mar-20 | Beck Taxi to Union Stn | n/a | n/a | Beck Taxi #302 |
| 22-Mar-20 | Union Station | n/a | Manager | Used briefing room |
| 22-Mar-20 | Train 60 Car 03 (3304) | POS Machine Spare Radio | LE OTS Crew | Used intercom and coffee machine |
| 22-Mar-20 | Central Station | Spare Radio | Office Clerk | Returned spare radio |