



# VIA Rail Canada Crisis Management Plan / Pandemic - 8 Procedure for Employee Self-Screening

**Policy owner:**

**Bruno Riendeau**  
Safety & Environment

**Effective date:**

August 4, 2020

## 1 OBJECTIVE

Prevent the spread of infection of COVID-19 at the workplace to other employees, general public and our customers/passengers

## 2 SCOPE

This standard applies to all Employees. The screening of Employees shall be conducted using electronic means as much as possible.

## 3 DEFINITIONS

**Employee** All employees, including full-time, part-time, contracted employees, consultants and students / interns that work from time to time for VIA Rail.

## 4 RESPONSIBILITY

- |   |   |
|---|---|
| <b>Employees</b>                                    | <ul style="list-style-type: none"><li>• Employees must read, understand and comply with all the requirements</li><li>• If they don't understand, they must contact a supervisor or manager to obtain clarification</li></ul>                                      |
| <b>Supervisors and Managers</b>                     | <ul style="list-style-type: none"><li>• Provide employees with the latest requirements related to COVID-19 and ensure that they understand their responsibilities</li><li>• Monitor employee compliance with the requirements and the screening process</li></ul> |
| <b>Employee Experience Team / Business Partners</b> | <ul style="list-style-type: none"><li>• Support Supervisors and Managers</li></ul>  |
| <b>Labour Relations</b>                             | <ul style="list-style-type: none"><li>• Consult with Labour Partners on these Requirements</li></ul>  |
| <b>Safety &amp; Environment</b>                     | <ul style="list-style-type: none"><li>• Provide managers with a means to conduct compliance verification</li></ul>  |

## 5 STANDARDS

### 5.1 Requirements

1. **Managers/Supervisors** are required to *communicate* all relevant corporate and business unit specific COVID-19 related material to employees

**NOTE:** Communication may include verbal, written (electronic and hard-copy), eLearning and formal training or awareness sessions.



2. **Managers/Supervisors** must ensure that their employees are *aware* and *understand* all relevant corporate and business unit specific COVID-19 related requirements
3. **Employees** are required to comply with all relevant corporate and business unit specific COVID-19 related requirements

**NOTE:** The requirements related to the COVID-19 Pandemic are evolving rapidly and as such will not be directly included in this document

## 5.2 Employee Acknowledgement and Process

1. 2 hours prior to the start of any work shift where they will be physically present at a workplace, **Employees** must complete a screening questionnaire either by *application* (Self-Screening PowerApp) or by *interactive voice response (IVR) telephone system*.
2. These systems will indicate, based on the answers provided, if they may physically attend work that day.
3. The clearance to attend work is valid for a maximum of 24 hours from the time it was submitted.
4. If the **employee** is instructed to stay away from the work place, they must communicate with their **immediate supervisor** as soon as possible.
5. If an **employee** has improperly answered the questions using the *application* (PowerApp), they may resubmit and indicate in the comments section to disregard the previous attempt.
6. If an **employee** has improperly answered the questions using the *IVR telephone system*, they may resubmit and communicate with their manager to confirm that he/she may disregard the previous attempt.

## 5.3 Management Compliance Monitoring

1. Using the *Employee Screening Results Dashboard Tool* (Power BI) **Supervisors / Managers** must validate that any employee attending work that day, has completed their Employee Screening electronic questionnaire prior to the employee attending work
2. **Supervisors / Managers** must conduct regular review with their employees to ensure they are aware of the requirements and understand how to apply them
3. If a **Supervisor / Manager** is unavailable (vacation, sickness, etc....), their direct superior must be delegated to oversee their employees
  - o If the **Supervisor/Manager** cannot up-delegate to their immediate supervisor, they must contact *Nicolas Panetta* and *Nikita Daryanani* of the Safety & Environment Team so that a temporary means of validation can be provided.

## 6 SUPPORTING DOCUMENTATION

### 6.1 Annexes

- Annex A: Employee Screening Questionnaire ([link](#))  
Annex B: Employee Screening Job-Aid ([link](#))  
Annex C: Employee Screening Corporate Communications ([iVIA / Email](#))  
Annex D: Employee Self-Screening Dashboard Job-Aid (attached here below)



## 6.2 Resources

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- Employee Self-Screening PowerApp ([link](#))  
Employee Self-Screening Interactive Voice Response (IVR) Telephone System
- Toll-Free: 8448422080
  - Local number: 5143751749

## 7 REFERENCES

- [Questions & Answers \(Knowledge Centre\)](#)
- [Self-Isolation Procedure](#)
- [Government of Canada Isolation Guideline](#)
- Employee Screening Job-Aid

## 8 REQUESTS FOR INFORMATION

Questions regarding the interpretation of this standard must be addressed to the Safety & Environment Team, specifically to the attention of:

Nicolas Panetta  
*Senior Advisor, Safety & Environment*  
514 241-3859  
[Nicolas\\_Panetta@viarail.ca](mailto:Nicolas_Panetta@viarail.ca)

## 9 APPROVAL AND REVISION HISTORY

This standard is to be reviewed by the Standard Owner every year or when a new epidemic warrants it.

### 9.1 Approval

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This procedure (version 1.0) is approved and effective as of the date indicated below:

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Bruno Riendeau  
**Directory, Safety & Environment**

\_\_\_\_\_  
August 4, 2020  
**Date**

### 9.2 Revision History

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Version	Description of major change(s)	Effective date
1.0	Newly drafted process	August 4, 2020

## D Appendix D – Manager’s Employees Self-Screening Dashboard Job-Aid


The *Employees Self-Screening* Dashboard is to be available to all managers having direct reports who are attending the workplace. For data privacy purposes, managers will only see the results of his/her direct reports. If a need-to-know elevated access is required, please contact Nikita Daryanani ([Nikita\\_daryanani@viarail.ca](mailto:Nikita_daryanani@viarail.ca)) to submit an access request which will need to be approved by the appropriate manager before being granted.

The **Results** page shows the self-screening results of direct reports from the last 24 hours. To ensure real-time reporting, the data on this page is continuously refreshed.

**Note #1:** To see the result of specific employee(s), use the first available dropdown menu on the left


**Note #2:** To see the result by specific manager(s), use the second available dropdown menu on the left

**Note #3:** A blank record in the column ‘Cleared to Attend Work’ demonstrates that the employee did not complete a self-screening in the past 24 hours.



### Self-Screening Results/Résultats de l'auto-dépistage

\* This page shows results from the last 24 hours/Cette page présente les résultats des dernières 24 heures

Responsible for Review / Responsable de la révision  
 Nikita\_Daryanani@viarail.ca

Search by Employee's Name / Recherche par nom d'employé

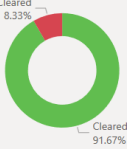
Search by Manager's Name/Recherche par nom du gestionnaire

1 Click on the drop-down menu to select the result for specific direct report(s)

12 Responses / Réponses    33% Completion Rate / Taux d'achèvement

11 Cleared / Autorisé    1 Not Cleared / Non autorisé

Not Cleared 8.33%



Cleared 91.67%

Employee's Name / Nom de l'employé	Employee ID / ID de l'employé	Manager's Name / Nom du gestionnaire	Application or Call-In / Application ou Appel	Last Screening Date / Date du dernier dépistage	Comments	Cleared to Attend Work / Autorisé à assister au travail
NICOLAS PANETTA	202753	BRUNO RIENDEAU	Call-In	18-Aug-2020 10:14 AM	1	
NIKITA DARYANANI	600798	NICOLAS PANETTA	Application	18-Aug-2020 08:54 AM	Test 10:11	
NIKITA DARYANANI	600798	NICOLAS PANETTA	Application	18-Aug-2020 08:54 AM		
SEBASTIEN BOUVIER	303526	JEAN FRANCOIS BOUCHER	Application	18-Aug-2020 08:43 AM		
NICOLAS PANETTA	202753	BRUNO RIENDEAU	Application	18-Aug-2020 07:27 AM	Desktop appp French Test	
NICOLAS PANETTA	202753	BRUNO RIENDEAU	Application	18-Aug-2020 07:27 AM	Desktop App English Test	
NICOLAS PANETTA	202753	BRUNO RIENDEAU	Call-In	18-Aug-2020 07:24 AM	1	
GERARDO CALITRI	600775	JEAN FRANCOIS BOUCHER	Application	18-Aug-2020 06:33 AM		
CAROLINE CAZES	300154	BRUNO RIENDEAU				
HELENE GAGNON	302646	ROBERT POULIN				
JEAN FRANCOIS BOUCHER	302887	BRUNO RIENDEAU				
MIKE REGIMBAL	200811	NICOLAS PANETTA				
NATALIE BENOIT	202728	BRUNO RIENDEAU				
NATHALIE WILSON	300702	BRUNO RIENDEAU				

3 Click on the drop-down menu to select the result for by specific manager(s)