

Recommendations to Minimize COVID-19 Risks During Audits and Inspections

As CSI contractors begin to conduct on-site activities for our clients, it is very important that everyone takes their own health and that of their clients seriously.

If you have had to quarantine (self-isolate) or isolate due to any of the reasons listed below, CSI does not want you conducting any on-site audits or inspections until you are cleared of risk of having contracted COVID-19 (usually a 14-day period).

From <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>:

Quarantine (self-isolate)

Quarantine for 14 days if you have **no symptoms** and **any** of the following apply:

- you are returning from travel **outside of Canada** (mandatory quarantine)
- you had close contact with someone who has or is suspected to have COVID-19
- you have been told by the public health authority that you may have been exposed and need to quarantine

Isolate

You must isolate if **any** of the following apply:

- you have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19
- you have symptoms of COVID-19, even if mild
- you have been in contact with a suspected, probable or confirmed case of COVID-19
- you have been told by public health that you may have been exposed to COVID-19
- you have returned from travel outside Canada with symptoms of COVID-19 (mandatory)

When you do conduct on-site audits, CSI asks that you take the following precautions:

1. Confirm **prior to the audit date** that your client does not fit any of the criteria above and is also comfortable with you coming on-site.
2. Maintain a 2-metre distance from your client when sitting at a desk or walking around the facility.
3. Use your own vehicle if you must drive to fields or any off-site location. Travel separately from your client (do not be a passenger, do not take a passenger with you).

4. Always have a non-medical mask on hand when conducting the audit or inspection, to be used at your discretion.
5. Consider wearing disposable gloves.
6. Ensure that you have hand sanitizer with you to use before and after the audit/inspection.
7. Consider wiping down the surface where you are working with a disposable wipe.
8. Do not accept food or drink from the client – please bring your own.
9. Consider using email and scanning as much as possible to obtain signatures on documents to avoid passing paper back and forth.
10. Leave your contact information (phone number, email) with the client in case they need to contact you if they or an employee tests positive for COVID-19 after your audit/inspection.
11. Keep very clear records of the dates of all audits / inspections, in case you or someone else has to contact your clients in the event of you or someone in your household contracting COVID-19 within two weeks of the audit / inspection.

Symptoms of COVID-19 *(from the Public Health Agency of Canada website)*

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu.

Symptoms have included:

- *cough*
- *fever*
- *difficulty breathing*
- *pneumonia in both lungs*

In severe cases, infection can lead to death.

Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease.

Recent evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

- *have not yet developed symptoms (pre-symptomatic)*
- *never develop symptoms (asymptomatic)*

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven [preventative measures](#).

Stay safe and stay healthy!