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## **HR Covid-19 UPDATE – November 9, 2020**

COVID-19 “Active Screening” is required by the Chief Medical Officer and the Ministry of Labour for all employees/contractors/visitors entering our facilities.

To achieve this goal, we have created a digital “APP” which can be loaded onto your cell phone and only requires a few minutes to complete.

### **Effective Tuesday, November 10, 2020, you are required to complete the screening prior to reporting for work.**

Employees who do not have access to a computer or cell phone capable of using the screening, will need to contact their supervisor and those employee’s names will be compiled and further direction will be given to Divisions and Departments as to how this can be accomplished.

#### **The first phase of the roll-out will be as follows:**

- All Salaried employees – Hamilton, Lake Erie and Corporate and
- All Pickle Line bargaining unit employees and
- All Lake Erie bargaining unit employees

The screening can be completed by clicking the link below on any smart phone and completing the questions.

#### **Please follow the directions if you do not pass the screening and notify Emergency Services.**

[https://forms.office.com/Pages/ResponsePage.aspx?id= 4V1fCXnl0apJwS1-MY4jbUN6yAENqtDueCrpAnLHYZURUtGREg1MUNETUxVTVNTWFZQUjJPTjNPTi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=4V1fCXnl0apJwS1-MY4jbUN6yAENqtDueCrpAnLHYZURUtGREg1MUNETUxVTVNTWFZQUjJPTjNPTi4u)

*Below are the directions on how you can download the link onto your Home Screen of your phone for easier access:*

#### **iPhone**

Open Safari and head to a website you want to pin to the Home Screen

[https://forms.office.com/Pages/ResponsePage.aspx?id= 4V1fCXnl0apJwS1-MY4jbUN6yAENqtDueCrpAnLHYZURUtGREg1MUNETUxVTVNTWFZQUjJPTjNPTi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=4V1fCXnl0apJwS1-MY4jbUN6yAENqtDueCrpAnLHYZURUtGREg1MUNETUxVTVNTWFZQUjJPTjNPTi4u)

Then tap the Share icon at the bottom. Then tap **Add to Home Screen** from the menu.

Next, type in a name for your shortcut and then tap the **Add** button. Now the website icon will be displayed as a shortcut on the home screen — just like an app. When you tap the shortcut it will open to that page in Safari.

#### **Android**

Open Google Chrome or Firefox etc.

Go to the website you want to save [https://forms.office.com/Pages/ResponsePage.aspx?id= 4V1fCXnl0apJwS1-MY4jbUN6yAENqtDueCrpAnLHYZURUtGREg1MUNETUxVTVNTWFZQUjJPTjNPTi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=4V1fCXnl0apJwS1-MY4jbUN6yAENqtDueCrpAnLHYZURUtGREg1MUNETUxVTVNTWFZQUjJPTjNPTi4u) you can either search or enter it manually

Tap the three-dot menu, in the top right corner

Tap “add to home screen”, a pop up menu will appear. Edit the shortcut title if needed

Tap add this will place the shortcut on your home screen

We thank everyone in advance for your support to ensure we meet all required Public Health and Ministry of Labour directives and protocols to prevent the spread of COVID-19 in our workplace.

Rosemary McTiernan  
VP Human Resources