

## College of Physicians and Surgeons of Nova Scotia

<b>SECTION</b>			
<b>POLICY NAME</b>	<b>VISITOR PROTOCOL</b>		
<b>APPLICABLE LEGISLATION</b>			
<b>Approved by:</b> Registrar & CEO and Chief Operating Officer	<b>Approval Date:</b> September 8, 2021	<b>Reviewer:</b>	<b>Review Date:</b>

### **PREAMBLE**

Further to the current COVID-19 pandemic, protecting the health and safety of all College of Physicians and Surgeons of Nova Scotia (the College) employees is of the utmost importance.

### **POLICY**

All visitors to the College must use the hand sanitizer provided at the entrance to the reception area. There are three types of visitors who may come to the College:

#### **1. Routine Delivery Visitors**

Routine delivery visitors are those visitors who will solely remain in the reception area of the College and will not be permitted into the secure, fobbed area of the office (i.e., couriers). All deliveries from external visitors will be contactless and they will make their deliveries to the reception area. The parcel will be received, and the person to whom the parcel is intended for will be notified to come and collect their delivery.

#### **2. Service and Maintenance Technicians**

Service and maintenance technicians will be required to visit the College on occasion. If this is known in advance, the “host” or staff member expecting the technician or service must follow the COVID-19 Pre-screening Protocol. Prior to allowing the service or maintenance technician into the secure, fobbed access area of the office, the staff member must ensure to the [COVID-19 Pre-Screening & Screening Protocol](#) is completed. All visitors to the College will have to show us their vaccination status.

#### **3. External Visitors**

External visitors are those visitors who may need to conduct business at the College. All visitors to the College will have to show us their vaccination status. They will be subject to the [COVID-19 Pre-Screening & Screening Protocol](#).