

Arcon Joint Inspection Protocols During COVID-19

We recognize the enormous importance of social distancing during the COVID-19 pandemic. We also understand that certain joint inspections cannot be put on hold indefinitely. In order to safely move forward during this time, we have developed the following protocol for joint inspections, in addition to our normal joint inspection guidelines.

Due to the size of our inspection area, a limit of five people within the room at a time will be required to maintain social distancing. Prior to the inspection, Arcon will disinfect all horizontal working surfaces in our Laboratory, as well as surfaces that might be touched by outside parties such as door handles and sink facets. To encourage good hygiene practices, soap and hand sanitizer will be made available to everyone at all times.

In order to minimize contact as much as possible, we will require that only one designated person will touch the evidence being examined. However, as with normal joint inspection procedures, any manipulation or disassembly will not proceed until all parties agree and have an opportunity to visually inspect and photograph etc.

All parties in attendance for the inspection will need to:

- a) complete a sign-in sheet with their contact information;
- b) sign a declaration form (“COVID-19 Joint Inspection Participant Acknowledgement Form”); and
- c) adhere to the personal hygiene procedures outlined in the Acknowledgement Form, including wearing disposable gloves and a face covering or mask throughout the inspection.

If any of the conditions outlined in Section A of the Participant Acknowledgement Form change prior to the inspection, the individual must not attend the inspection and must notify all parties as soon as possible. They may appoint an alternative person to attend, but only if they meet the stated conditions and sign the required agreement. Alternatively, the inspection could be rescheduled if possible.

Arcon employees will maintain a personal log of all persons present at any joint inspection they have attended during the COVID-19 crisis. This will enable the chain of persons having interpersonal contact during joint inspections to be identified and quickly notified, should the need arise.

These protocols were developed with guidance from:

- Centers for Disease Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Government of Canada
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>
- World Health Organization
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

If anyone has any questions or concerns regarding these new protocols, please feel free to contact our office. We welcome feedback and appreciate everyone’s cooperation during these challenging times.

COVID-19 Joint Inspection Participant Acknowledgement Form

Any individual present for a joint inspection hosted by Arcon staff must complete this form, otherwise they will not be allowed to attend and the inspection may need to be rescheduled.

I, _____ on _____ verify that:
(print name) *(date)*

A) To the best of my knowledge:

- I have not travelled outside of the country within 14 days prior to the inspection.
- I have not been in close contact with someone who has symptoms of COVID-19 or has tested positive for COVID-19.
- I have not had any symptoms of COVID-19 within 14 days prior to, or on the day of, the inspection (including but not limited to fever, cough, or shortness of breath).

B) While in attendance at the joint inspection, I agree to:

- Stay within the designated inspection area, or obtain permission to go elsewhere in the office;
- Stay at least 2 metres (6 feet) apart from all parties at all times;
- Wash my hands for at least 20 seconds before and after the joint inspection;
- Wear gloves during the inspection and properly dispose of them afterwards;
- Refrain from touching my face;
- Move the furthest distance possible from the inspection area if I need to cough or sneeze, cough or sneeze into my elbow or a tissue, and promptly dispose of the tissue and replace the gloves or wash my hands;
- Change my gloves (if wearing) or wash my hands if I touch my face, cough into my hands or touch a used tissue.
- Wear a suitable facial covering or mask throughout the inspection. (Please bring your own, but there is a limited supply available at our laboratory.)
- Allow only one designated person to touch the evidence in question. I am responsible for speaking up if I would like to examine something further or spend a longer amount of time on any part of the inspection.

C) After the inspection:

- If I develop any of the recognized symptoms of COVID-19 within 14 days of the inspection, or if I test positive for COVID-19 within 14 days of the inspection, I agree to contact the host. The host will then immediately contact all persons present at the inspection and advise them that an individual has displayed symptoms or has tested positive.

By signing this document, I acknowledge that I was informed of the risks of attending the inspection and agree to accept those risks of my own choosing. I am aware that Arcon cannot guarantee that there would not be any exposure to COVID-19 during this inspection, as symptoms may not appear for 2-14 days after exposure, as per the CDC. As such, each person can only provide their best knowledge as to their present absence of symptoms and their known exposure to COVID-19. While these conditions and precautions minimize the risk of exposure to COVID-19, there still remains a risk of exposure. I have the choice to not attend the inspection, and agree that Arcon is not liable for any harm that any attendee, their associates, friends, family, business, or any other person or entity may suffer in relation to my attendance at the inspection.

Signed,

_____ of _____
(Attendee signature) *(Company name)*

Arcon Host: _____