**OFFICE ACCESS PROCEDURE**

1. **Disinfect your hands**
2. **Put on a new procedure mask**
   Mandatory in common areas and where it is impossible to maintain a distance of one (1) meter from others
3. **Sign the visitors' register**
4. **Disinfect your hands again**

You are **not allowed** to enter Raglan Mine's office if you have **any of the following symptoms**:

- Fever: 38.1 °C (100.6 °F) or higher
- Sudden loss of smell without nasal congestion, with or without loss of taste
- Cough (new or worsening)
- Shortness of breath
- Difficulty breathing
- Sore throat

or if you have **at least two of the following symptoms**:

- Runny nose or nasal congestion (stuffy nose) for no known reason
- Headache
- Severe fatigue
- Generalized muscle pain (not related to physical exertion)
- Significant loss of appetite
- Nausea or vomiting
- Stomachache
- Diarrhea

If you have been in contact with a person diagnosed with COVID-19 in the last 10 days, you are not required to self-isolate in accordance with the instructions issued by the Government of Quebec and you do not have symptoms, you are authorized to access Raglan Mine’s office, but you must wear a mask at all times and take breaks and meals apart from your colleagues.

In any doubt, please contact Raglan Mine Health Department at extension 5018, the Info-Santé 811 hotline or consult a health professional.