



The Ottawa
Hospital

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d'Ottawa

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COVID-19: Essential Vendor/Contractor Access to The Ottawa Hospital Sites

Dear Vendor/Contractor,

Further to the Ontario Government's state of emergency declaration this week The Ottawa Hospital would like to remind all vendors not to visit the hospital **with exceptions for essential purposes**. Entrance to the hospital will only be permitted for vendors and contractors delivering goods and services deemed essential to maintaining the hospital's services to the community. Hospitals have been declared an essential service so businesses that supply the hospital with the support, products, supplies, systems, or services, including processing, packaging, warehousing, distribution, delivery, and maintenance necessary to operate, are permitted to open.

We would like to remind you to **please ensure that your representatives have company identification and that it is always visible while on-site**. Should they not have identification badges, your representative must provide a business card, letter or email with the company logo attesting to their identity as well as show personal photo identification. They will be required to show their identification to TOH screeners prior to being granted access to the hospital.

All individuals will be **required to wear a mask** (as per the Ottawa Public Health recommendations <https://www.ottawapublichealth.ca/en/public-health-topics/masks.aspx>) while in the hospital. Finally, unless otherwise instructed Vendors/contractors should enter through the designated patient/visitor entrances and screening stations. Goods and equipment should continue to be delivered to the receiving dock at the General Campus warehouse.

Vendors/Contractors must continue to self-monitor their health for symptoms of COVID-19 like fever, cough and difficulty breathing and must not enter the hospital or remove themselves immediately from our facilities if they are experiencing any of the associated symptoms. You are required to follow and check daily the information regarding self-isolation and self-monitoring requirements for COVID-19 including those related to travel, symptoms, or contact with confirmed or suspect COVID-19 patients at www.ottawapublichealth.ca.

We thank you for your on-going support in helping us meet the needs of our patients. The health and safety of our patients, the public and our employees are a priority.

Thank you for your understanding and cooperation.

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