

Special Instructions for clients visiting the Edmonton Apprenticeship and Industry Training Office

NAIT has developed a check-in process to facilitate contact tracing should a member of the NAIT community be diagnosed with COVID-19. Because the Edmonton Apprenticeship and Industry Training (AIT) office is located in a NAIT building, it is important that all visitors are aware of this process to ensure everyone's health and safety.

Clients must follow these steps every time they visit the Edmonton AIT Office:



Complete the [Declaration for clients and visitors](#).

- *Print, complete and sign the declaration and bring it with you to submit to AIT staff.*



AIT will complete the [Daily Check-in Form](#) on your behalf if you have not completed and submitted it online.



Screen for symptoms using the [Alberta Health Services' COVID-19 Self-Assessment](#).



[Remain vigilant to slow the spread of COVID-19.](#)

- *Wear a face covering in publicly accessible spaces such as atriums, hallways, elevators and washrooms.*
- *Wear a face covering in non publicly accessible spaces such as offices and outdoor NAIT controlled facilities if a physical distance of 2 metres cannot be maintained.*

For more information, visit the [Exam Preparation Centre on Tradesecrets](#) for exam procedures during COVID-19.

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Personal information on the Check-in Form is collected under the authority of the Post-secondary Learning Act (Alberta) and the Freedom of Information and Protection of Privacy Act (Alberta) ("FOIP Act"), for the purpose of assisting in contact tracing and the implementation of other health and safety measures in the event of any potential exposures to COVID-19. The information may also be disclosed to health authorities for these purposes. The information is protected pursuant to the FOIP Act, and will be deleted two weeks after being collected. If you have any questions or concerns about the collection or use of this personal information, please email NAIT General Counsel Services legal@nait.ca.