



Workplace Safety and Insurance  
**Appeals Tribunal**

**Tribunal d'appel** de la sécurité professionnelle et de  
l'assurance contre les accidents du travail

# In-Person Hearings Participation Information Sheet

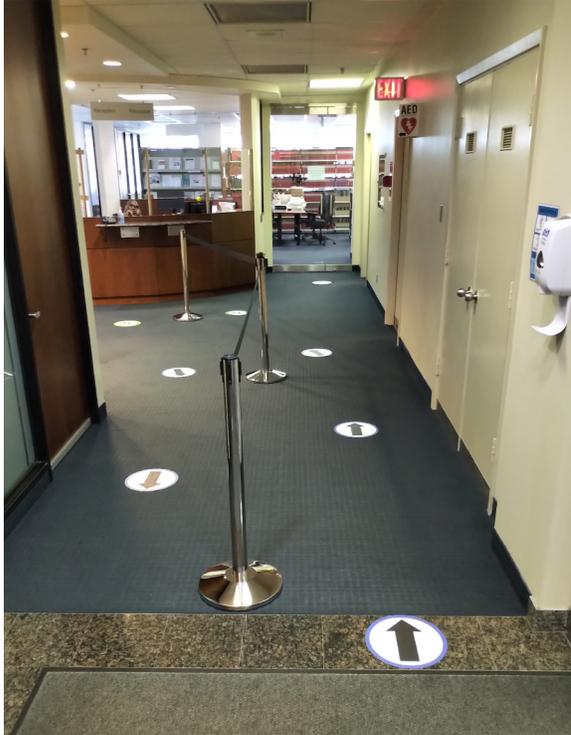
---

## Before the Hearing

- Complete the COVID-19 Screening Questionnaire on the day of your hearing. If you answer “yes” to any of the questions, please do not attend your hearing. We will try to reschedule your hearing as quickly as possible, including by exploring whether the symptomatic person can participate in the hearing by teleconference.
- Please contact the WSIAT before the hearing if you will be claiming an exemption to the mandatory mask/face covering rule, or if you require other accommodation. More information about accommodation can be found on the WSIAT’s [Accessibility](#) webpage.
- Bring a mask or face covering, water, and tissues to your hearing, and any other materials or supplies you need.
- Send all documents to the Tribunal well before the hearing, if you would like the Vice-Chair or Panel to have them for the hearing. Documents will not be permitted to be introduced at the hearing.

## When You Arrive at the WSIAT’s Offices

- Do not enter the building until your scheduled arrival time.
- When moving through the building, follow the verbal and written safety directions, including the physical distancing markers, safety signage, and the elevator entry and exit lane procedures. Key safety messages are to:
  - ◇ Keep a distance of at least 2 metres or 6 feet from other people.
  - ◇ Wear a mask or face covering at all times, except if you are testifying or making submissions.
  - ◇ Practice hand hygiene often, including when entering new areas of the building or WSIAT’s offices.
- Proceed to the 7th floor to check-in for your hearing



When you arrive on the 7th floor, please follow the arrows in place to ensure physical distancing.

- You will be asked to produce a completed COVID-19 Screening Questionnaire, completed on the day of the hearing.
- You will be given the option to provide your contact information for the purposes of notifying you in the event of a possible exposure or outbreak and to assist public health agencies in tracing contacts of COVID-19 cases.
- Only visit those areas of the WSIAT's offices as necessary.
- After the screening process, you will be directed to your hearing room. A security guard will be stationed on floors where hearings are taking place.

### **Inside the Hearing Room**

- Use sanitization cleaning products available in the hearing room to clean your personal area within the hearing room.
- Masks or face coverings must be worn at all times except when testifying or making submissions.
- Fully accessible public washrooms are available on the 7th floor.
- Breaks – You will be directed to the area you may use during breaks.
- Witnesses should remain at the 7th floor reception area until they are directed to the hearing room.

- Leave the building after your hearing has ended, and follow any exit instructions given to you by the Vice-Chair or Panel.
- If you start to feel any COVID-19 symptoms during the hearing or while at the WSIAT's offices, please leave the building immediately and get help using the Ontario Self-Assessment Tool, Telehealth, your health care provider, or your local public health unit. 911 will be called in the event of an emergency.



Photos of the Ian J. Strachan Conference Centre.

Please be seated at your assigned desk, as labelled.