



NOTICE

COVID-19 SCREENING

PLEASE DO NOT ENTER THE BUILDING WITHOUT ANSWERING THE FOLLOWING QUESTIONS:

1. Do you have **at least two** of the following symptoms?

Fever above 38°C

New or worsening chronic cough

Sore throat

Runny nose

Headache

New onset fatigue

New onset muscle pain

Diarrhea

Loss of taste

Loss of smell

2. Are you under the age of 18 and experience purple fingers or toes?

If you answered YES to question 1 or 2, self-isolate immediately and call 811 or your family physician for further direction.

3. Have you returned from travel outside of New Brunswick within the last 14 days?

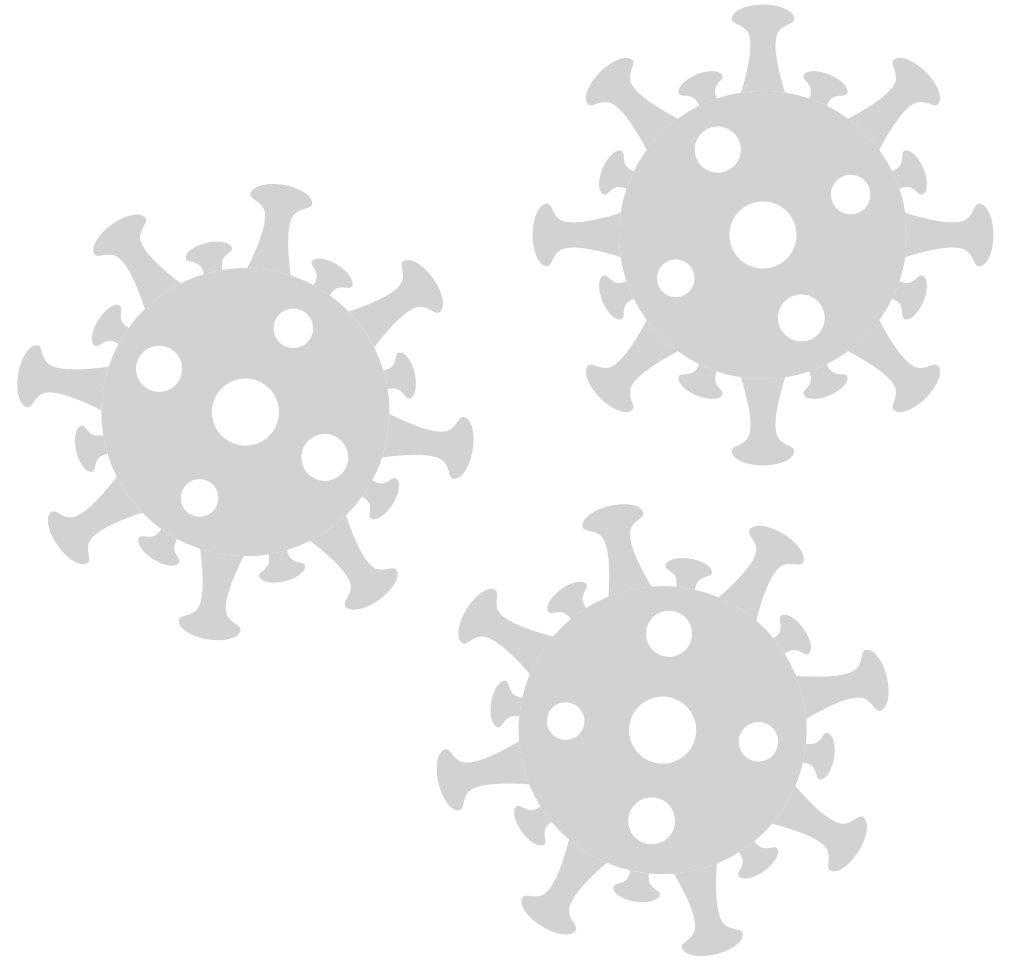
If you answered YES to question 3, you must immediately self-isolate for 14 days unless you have a written exemption. If you develop symptoms, call 811 or your family physician for further direction.

4. Have you had close contact within the last 14 days with a confirmed case of COVID-19?

If you answered YES to question 4, you must immediately self-isolate for 14 days unless you have a written exemption. If you develop symptoms, call 811 or your family physician for further direction.

5. Have you had close contact within the last 14 days with a person being tested for COVID-19?

If you answered YES to question 5, you must immediately self-isolate for 14 days unless you have a written exemption. If you develop symptoms, call 811 or your family physician for further direction.



COVID-19

OPERATIONAL PLAN

Company Name

Plan Owner

Implementation Date

Revision Date



PLAN REVIEW

This Plan has been reviewed* to assess new risks or changes to regulatory guidelines.

*monthly review recommended

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Plan Purpose

To ensure workplaces have documented their risk assessment and risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and regulations, all employers must develop a written COVID-19 Operational Plan.

Workplaces must comply with the following provisions of the Mandatory Order:

Owners and Managers of every workplace **must take every reasonable step to ensure minimal interaction of people within two metres of each other**, except in compliance with guidelines issued by WorksafeNB and the Chief Medical Officer of Health.

All Owners and Managers of every workplace **must take every reasonable step required to prevent persons who exhibit symptoms of COVID-19 from entering the workplace**, in accordance with advice issued by the Chief Medical Officer of Health or WorksafeNB.

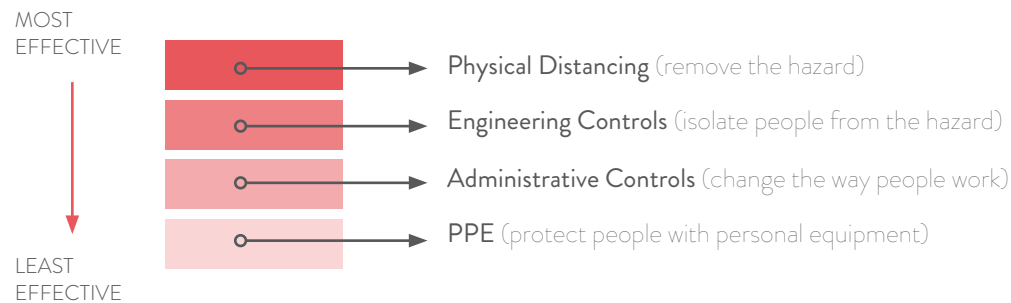
All Owners and Managers of every workplace **must take every reasonable step required to prevent persons from entering workplaces who have travelled outside New Brunswick in the previous 14 days**.

This Operational Plan does not need to be submitted to WorksafeNB before re-opening; however, Operational Plans will need to be produced during inspections or if a complaint is made and an investigation follows by one of the regulatory bodies.

Effective Risk Mitigation

Guidance for Infection and Prevention Controls

The best prevention controls in a workplace are achieved by first focusing on physical distancing and taking every reasonable step to restructure physical settings to increase space between people. Once you have exhausted all reasonable options in this category, move to the next stage following the graphic below and conduct the same exercise, and so on until PPE is a final step, if required.



Physical Distancing: Restructure physical settings and responsibilities to adhere to the minimum 2 metre requirement (increase space between people or reduce the number of people within a space at a given time). In addition, wherever possible, give employees the option to work or access businesses and other settings from home.

Engineering Controls: Create physical barriers between people when physical distancing is not possible or increase ventilation.

Administrative Controls: Redistribute responsibilities to reduce contact between people, using technology for communication.

PPE: Have employees wear medical PPE for health-care settings, when required, and non-medical cloth face coverings to protect others where necessary.

COVID-19 OPERATIONAL ACTIONS

Action Items	Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc...)	How is it communicated? (Poster, Training, Verbal Notice, etc...)	Status (Done, In progress, Not Started, N/A)
<p>Complete a risk assessment to determine the engineering, administrative controls and/or PPE controls necessary to mitigate the risk of COVID-19 exposure.</p>			
<p>Determine whether you need isolation elements as part of the operational plan for your workplace. For requirements, see page 14 of the Embracing the New Normal guide.</p>			
<h3>Physical Distancing</h3>			
<p>Implement a two-metre physical distance protocol.</p> <ul style="list-style-type: none"> • Consider both employees and visitors/customers. • Arrange furniture to promote the two-metre rule. • Provide visual cues (ensure two-metre markings on floor, directional movement for patrons, no-stopping areas in narrow hallways, etc.). • Determine if installation of physical barriers such as partitions or Plexiglas is feasible. 			
<p>Establish a protocol to ensure people don't congregate in groups (stagger start and break times, virtual rather than in-person meetings, limit access to common areas, etc.).</p>			
<p>Evaluate options to reduce staff onsite, such as having some staff work from home, changing shift times and, implementing flexible work hours.</p>			
<p>Complete a risk assessment to determine the engineering, administrative controls and/or PPE controls necessary to mitigate the risk of COVID-19 exposure.</p>			

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Evaluate the risk of employees coming closer than two metres in all parts of the facility. Stairwells, entry and exit points and narrow hallways can present a challenge. Consider implementing one-way traffic zones where possible (one stairwell for walking up, a different one for walking down).

Hand and Respiratory Hygiene

Promote frequent handwashing.

Have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel.			
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Have minimum 60% alcohol-based hand sanitizer readily available.

Communicate frequently about good respiratory hygiene/ cough etiquette.			
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Evaluate the workplace for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily).

Screening and Monitoring

Determine if your workplace must implement a passive or active screening process. For more information on active screening, see page 11 of the Embracing the New Normal guide.

Prepare for the possibility that an employee tests positive for COVID-19 and may have been in the workplace. Inform your employees of the procedures to be followed.			
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Receiving Payment for Goods and Services

Use electronic payment devices (if possible). We encourage you to use the tap option or clean devices after each use.

If you must handle money, ensure regular handwashing and have minimum 60% alcohol-based hand sanitizer readily available.

Cleaning and Disinfection

Ensure availability of all necessary supplies for cleaning and disinfecting.

Washrooms

- Equip with hot and cold running water under pressure, liquid soap, paper towel, toilet paper and garbage containers where possible.
- Hand-washing posters must be posted.
- If multiple stalls and sinks are provided in washrooms, consider whether you need to limit access through maximum numbers allowed in the space at one time.

Additional Considerations

Use **non-medical face coverings** for employees, clients and visitors to minimize the risk of transmitting COVID-19.

Develop procedures for selection, use, decontamination (if applicable), storage, handling, limitations, inspection requirements, change-out requirements and employee training, if coverings are used.

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Consider implementing a self-isolation unit. Isolate persons showing signs of COVID-19 immediately at the workplace. Keep the person isolated until they are picked up to avoid contaminating others.

Provide mental health support to all workers, including access to an employee assistance program (EAP) or information on public health supports, if available.

If your workplace CANNOT ensure minimal interaction of people within two metres of each other - the requirements below must be implemented

Where feasible, install physical barriers (clear plastic guard, cubicle walls of appropriate design, curtains).

If physical barriers are not possible:

- Implement active screening processes;
- Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.

Provide personal protective equipment such as:

- Hand protection (nitrile, rubber or latex gloves);
- Eye protection (safety glasses, goggles or face shield);
- Other PPE as determined necessary through the risk assessment

In areas/rooms where minimal interaction of people within two metres of each other is not possible, maintain a visitor and employee log. This must be made available to Public Health for contact tracing purposes if it's identified that a person who tested positive for COVID-19 was present in that area.

Additional Protection

Use non-medical face coverings for employees, clients and visitors to minimize the risk of transmitting COVID-19.

Develop procedure for selection, use, decontamination (if applicable), storage, handling, limitations, inspection requirements, change-out requirements and employee training, if face coverings are used.

COVID-19 OPERATIONAL ACTIONS

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Occupational Health and Safety Act and Regulation Requirements

Communicate to employees and supervisors their responsibilities under the OHS Act and regulations.	
Communicate to all employees their three rights under the OHS Act.	
Provide employee orientation, information and training on the new policies and processes implemented regarding COVID-19.	
Keep records of visitor and employee log (with confirmation those individuals were actually screened), as well as orientation, training and inspections.	
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	
Ensure all employees receive information, instruction and training on the personal protective equipment required to protect against COVID-19.	
Provide, maintain and make available personal protective equipment.	
Implement a disciplinary process for correction of employee violations of company policies and procedures.	
Consult on any new policies and processes established in relation to COVID-19 (JHSC or health and safety representative, if any, or employees).	
Provide competent and sufficient supervision to ensure employees are complying with policies, procedures and processes established.	
Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the workplace. Public Health will advise the employee and/or the employer if there is a need to communicate with the employer or workforce during contact tracing. If the employer is advised of a positive case, they must then report it to WorkSafeNB.	