



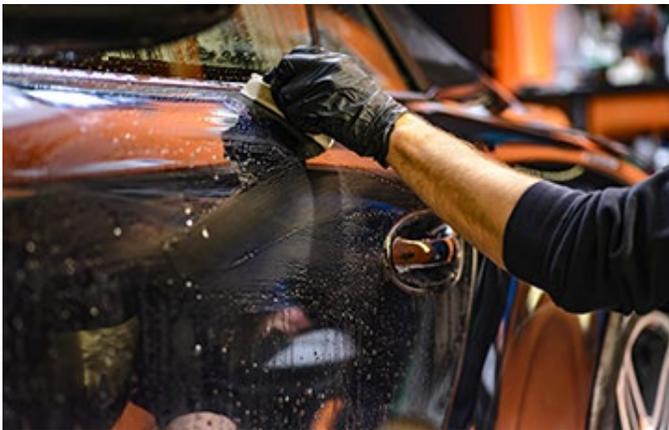
# EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK

GUIDELINES FOR NEW BRUNSWICK WORKPLACES  
RE-OPENING IN A COVID-19 ENVIRONMENT



VERSION 1: MAY 8, 2020



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# EMBRACING THE NEW NORMAL

## AS WE SAFELY RETURN TO WORK



### THE CHALLENGE

Because of the COVID-19 pandemic and the restrictions necessary to reduce risk, workplaces will not be the same as we left them and we will need to adjust. And while we all try to establish a new normal at our workplaces, there will certainly be an added layer of health and safety measures (physical distancing, screening, handwashing, etc.) required to ensure the safety of our workers, our customers and our visitors.

This booklet is designed to offer the guidance that New Brunswick workplaces need to help get business back up and running safely considering the pandemic.

### WHAT IS THE NEW NORMAL?

Make no mistake: the impacts of the COVID-19 pandemic has changed how we work. These changes extend to how individuals commute, enter workplaces, interact with others, manage tasks, and more. As we define our new normal in a COVID-19 world, workplace health and safety and the importance of strong safety leadership are more critical than ever before.

As a business owner, you probably have many questions, such as: What are my responsibilities to workers as well as to customers or clients? How can I ensure I'm

meeting provincial requirements? What does this new normal look like for my business, my employees, and my customers?

The first step is understanding the risk of COVID-19 exposure and transmission in your workplace. Jobs within a workplace vary, and so too will the risks of exposure. Performing an overall assessment of the workplace is important. Understanding the risks will help you determine appropriate precautionary measures.

**The most effective way to prevent the spread of COVID-19 is to ensure employees and customers practise physical distancing.** This requires maintaining at least two metres of separation between employees, customers, and visitors.

While this guide will provide recommendations for workplaces that can and those that cannot maintain two-metre distancing, WorkSafeNB encourages all workplaces to think outside of the traditional work environment and consider alternate working arrangements, such as working remotely, flexible hours, staggered start times, and the use of virtual meetings rather than in-person.

WorkSafeNB encourages workplaces to think outside of the traditional work environment.

# the state of EMERGENCY

and the Province of New Brunswick's mandatory order on COVID-19

A State of Emergency was declared in New Brunswick on March 19, 2020 due to the increased presence of COVID-19 and its risks to the health and safety of everyone. The following measures are in the order issued on May 8, 2020 and impact all New Brunswick workplaces:

- ▶ 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.
- ▶ 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.
- ▶ 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**.

# the role of REGULATORS

two government bodies regulate COVID-19 prevention in New Brunswick

## Public Health

The Office of the Chief Medical Officer of Health's mission is to improve, promote and protect the health of New Brunswick citizens. The *Public Health Act* provides wide-ranging powers to prevent and control the spread of diseases such as COVID-19. Requirements can be placed on individuals (i.e. self-isolation) or on businesses with orders to address a health hazard.

## WorkSafeNB

WorkSafeNB is committed to promoting healthy and safe workplaces for New Brunswick's workers and employers. WorkSafeNB supports the direction provided by public agencies necessary to slow the progression of COVID-19 and provides guidance to workplaces on implementing appropriate preventive measures.

# your RISK

## understanding your workplace risks

The risk level at each workplace differs due to various job roles, workplace population, job tasks and workspace. Review your risk to COVID-19 exposure by asking yourself and your team this question: **Can your workers regularly maintain a two-metre distance from others or is close proximity part of the job?** You may have some roles that are lower risk, meaning they can usually, if not always, maintain two metres of distance, and other roles that present higher risk, meaning they cannot regularly maintain two metres.

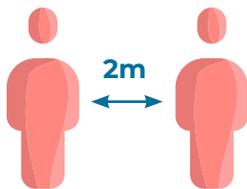
lower

higher

people in my workplace **can** reliably interact with each other at least two metres apart

people in my workplace **cannot** reliably interact with each other at least two metres apart

### key risk reducers – in and out of the workplace



As the Government of New Brunswick and the Public Health Agency of Canada states, physical distancing, effective handwashing and avoiding the touching of one's face are key preventive measures to contracting COVID-19. As you re-enter the workplace, these measures are critical!

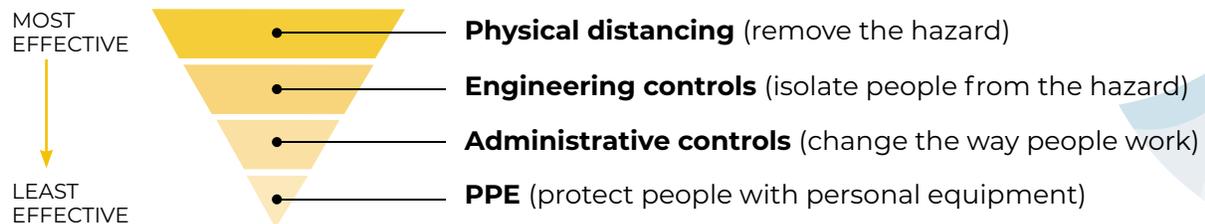


Zero risk is not possible in any setting and this isn't the objective. The expectation is that employers reduce risk as much as possible within their workplace. This may mean relying on a combination of controls that improve safety while allowing for economic viability.

# your CONTROL OPTIONS

consider the hierarchy of controls

Whenever you have more than one option for controlling a risk, consider this hierarchy of controls chart. Physical distancing is always the most effective control, then engineering controls, and so on.



- **Physical distancing:** Restructure physical settings and responsibilities to adhere to the minimum two 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.

## PPE: What's appropriate for your workplace?

PPE can include surgical masks, goggles, face shields, gowns, etc. The type will depend on the exposure risks to employees. The New Brunswick Chief Medical Officer of Health does not recommend the use of surgical masks by people who have no symptoms of respiratory infection, unless under isolation precautions as directed by Public Health.

It is NOT necessary to wear an N95 respirator or a surgical mask if you are well and not exhibiting any symptoms.



When physical distancing cannot be maintained, face coverings are mandatory as an additional measure to help prevent transmission of COVID-19 to others.

# every WORKPLACE

## what you need to do, no matter the risk level

Your responsibility as an employer is to take every reasonable precaution to ensure the health and safety of your employees. Ensuring that your employees and supervisors understand their responsibilities to minimize exposure to COVID-19 is essential for maintaining a safe workplace. You're also obligated to ensure your entire team understands and complies with the safety measures you have put in place. No matter what your risk level and choice of measures, training, communication and documentation are critical to prevent the transmission of COVID-19.



### STAY INFORMED

Be attentive to changes. Watch and listen to reliable information outlets, such as the Government of New Brunswick, Public Health Agency of Canada and WorkSafeNB. Comply with mandatory orders issued by Public Safety and any applicable directives and guidelines from Public Health.



### INVOLVE YOUR STAFF

Consult with staff, your joint health and safety committee or employee health and safety representative, as appropriate. Your employees can help with many aspects of communication, support and more.



### COMMUNICATE

Inform your supervisors and employees of their rights and responsibilities to reduce the risk of COVID-19 exposure. Regularly communicate with your employees the importance of protecting themselves and others from COVID-19, changes to processes and procedures, and why these changes are required.



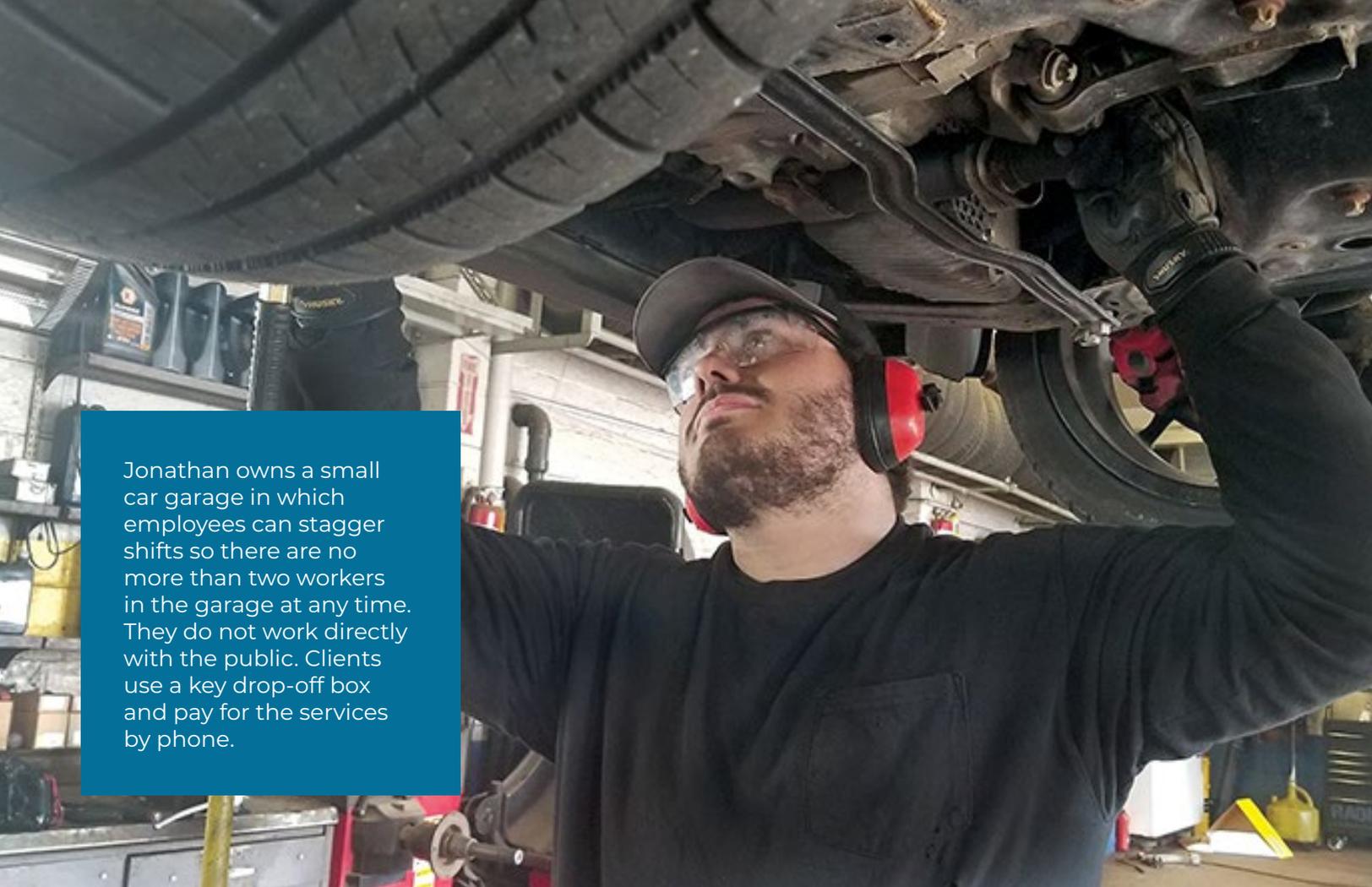
### PREPARE FOR AN EXPOSURE

If an employee tests positive for COVID-19, Public Health will provide them with clear direction, including steps they must take. Public Health may also contact the employer and other employees to provide direction, if necessary.



### CREATE A COVID-19 OPERATIONAL PLAN

You must have a documented plan that specifically addresses COVID-19. This requirement applies to all workplaces, whether you have continued to operate during the pandemic or are planning your re-opening. **While your documented plan doesn't need to be approved by WorkSafeNB or Public Health, it needs to be available at any time.** You could be asked for it by either regulatory body.



Jonathan owns a small car garage in which employees can stagger shifts so there are no more than two workers in the garage at any time. They do not work directly with the public. Clients use a key drop-off box and pay for the services by phone.



Marissa owns a small clothing retail shop. She can limit the number of customers in the store at one time. There is a self-screening survey for workers and customers as they enter the shop. She has added one-way directional arrows on the floor, and while customers must be close to workers when paying for items, she has installed a Plexiglas barrier to limit exposure.

# ✓ CAN maintain 2m distance

Every employer must take every reasonable precaution to ensure minimal interaction of people within two metres of each other.

## tip!

Check out:

Health Canada's **guideline for safe cleaning practices** - Hard-surface disinfectants for use against coronavirus (COVID-19).

WorkSafeNB's **sample self-screening tool** for employers with recommendations for implementation.

Wearing a face covering in public or other setting is not a replacement for proven measures such as handwashing and physical distancing.

## stay safe measures:

- Where possible, physically mark two-metre intervals. This could include indicating where customers should wait for service, marking aisles as one-way, separating desks by two metres, blocking seating to ensure two metres is maintained, controlling entrances and exits, etc.
- Adopt a **passive screening process** for staff and visitors before they enter the workplace. Passive screening could include signage/self-screening survey for workers and customers to self-administer before entering the workplace.
- Promote frequent handwashing. Ensure handwash stations have adequate soap, and both handwash stations and sanitizer are readily available.
- Adopt rigorous cleaning procedures. Evaluate the workplace for shared objects and common areas. Increase the frequency of cleaning of touched surfaces/objects, such as door handles, handrails, ATMs, etc.
- Inform staff on proper coughing/sneezing etiquette (into your sleeve or into a tissue and safely throwing out the tissue).
- Provide necessary personal protective equipment (PPE) and training on the proper use and maintenance of the equipment.
- Ensure all employees are fully aware of the preventive measures, and there are clear guidelines and instructions as well as enforcement of the measures. Employees must know how to lower their risk and what to do if that risk is compromised.





Kristin owns a hairstyling salon. To keep herself, employees and clients safe, she has eliminated walk-ins and there is no waiting room – all clients must book their appointment in advance by phone or online. Before the appointment, each client is actively screened. Kristin has marked designated areas on the floor where clients can stand and wait, and all clients must sanitize their hands before and after each service. She wasn't able to install barriers between the work stations so half of her staff work Monday, Wednesday and Friday and the other half work Tuesday, Thursday and Saturday. The clients and the stylists all wear cloth face coverings and no cash is exchanged. Kristen keeps a log book of all clients, the time of their appointments, and their contact information.



Luc owns an Italian restaurant. As part of his COVID-19 Operational Plan, he has posted screening signage at his entrance and designated a waiting area for customers, which ensures 2 metres is maintained between each group. He has installed physical barriers between seating areas where physical distancing isn't possible and rearranged other parts of the restaurant to ensure physical distancing. He has also restricted party size to align with guidelines by Public Health. Luc has trained his staff on physical distancing and how to best serve clients with minimal interaction within two metres. He thoroughly cleans the restaurant before opening, and has established enhanced sanitization practices. As an additional measure, he has designated one staff person per shift to ensure the safety measures are working and to make adjustments, if necessary. Every restaurant is unique due to size, footprint, staffing, etc. The individual measures they are able to implement determine their capacity.



# CANNOT maintain 2m distance

**Every employer must take every reasonable precaution to ensure minimal interaction of people within two metres of each other.**

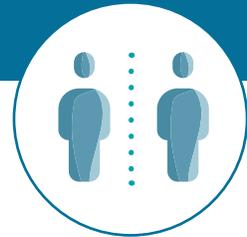
## stay safe measures:

All of the precautions for workplaces that can keep workers, clients and customers two metres apart continue to apply. In addition:

- Consider the installation of a physical barrier, if possible, such as a clear plastic guard, that may be used to protect workers from potential exposure.
- Rather than adopting a passive screening tool, actively screen employees and customers for symptoms and risks of COVID-19.
- Face coverings are mandatory as an additional measure to protect employees, clients and visitors when workplaces are not be able to ensure two metres of physical distancing.
- Keep visitor and employee logs for access points and rooms where physical distancing is not possible. In time, electronic records or control tracing applications may be available to help with this contact record keeping.



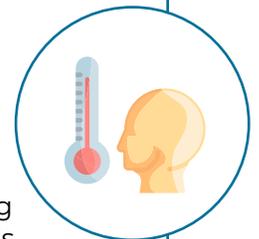
Physical barriers, such as Plexiglas, can help protect employees.



## What is ACTIVE screening?

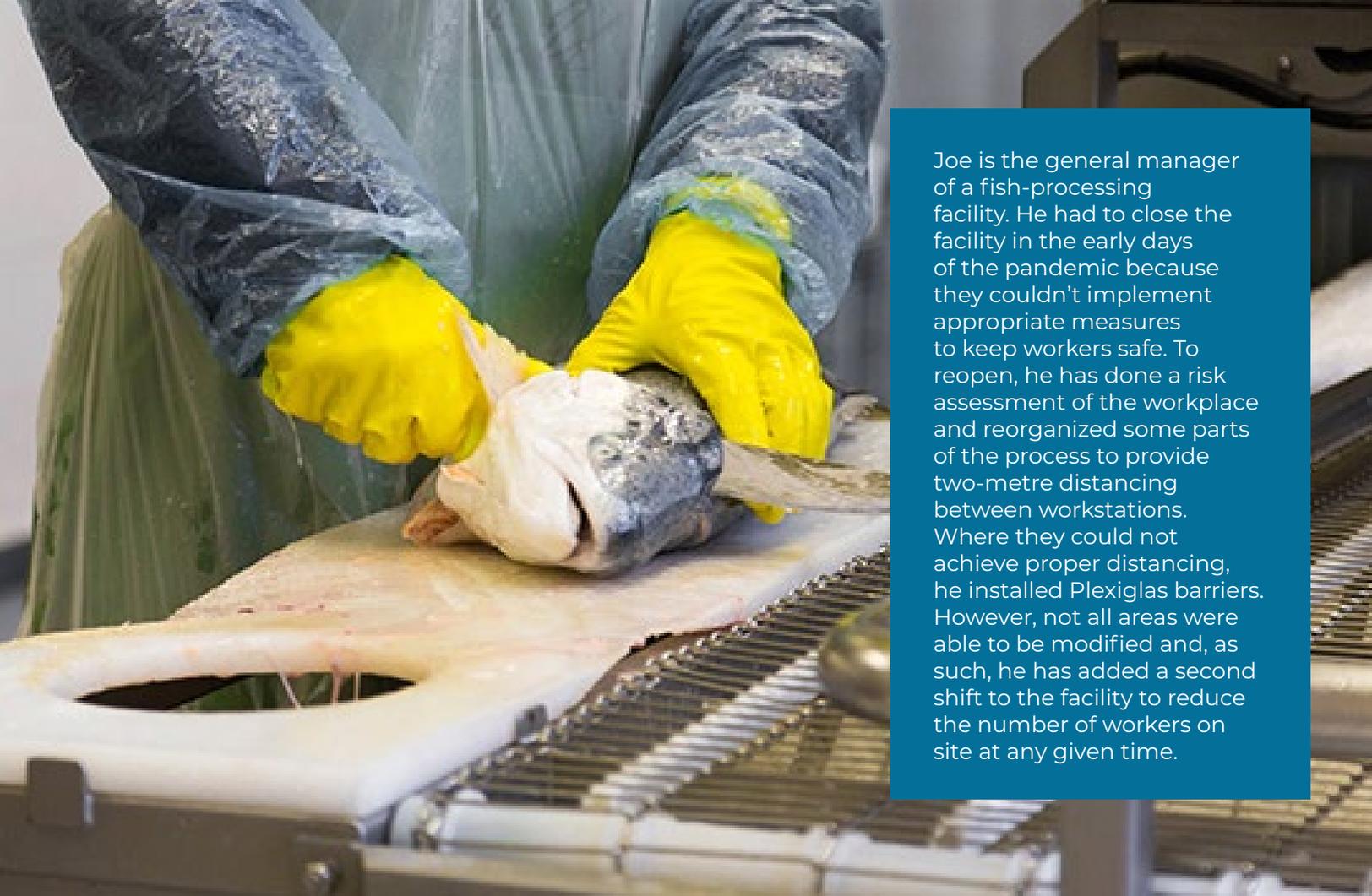
Active screening occurs when an employer actively seeks information to determine the health status of people entering the workplace. Alternatively, passive screening is generally in the form of signage, asking workers and visitors to screen themselves.

- ▶ Active screening needs to be conducted by a designated individual.
- ▶ Active screening requires conducting temperature checks of all persons, provided a non-contact thermometer (i.e. infrared) or other acceptable device, is available. An alternative to infrared thermometers is disposable thermometers.
- ▶ The active screening activity must be conducted at the start of each shift and repeated at least once every five hours.
- ▶ For personnel working 24-hour shifts, active screening, including temperature checks, must be conducted a minimum of four times during normal waking or active working hours, spaced in intervals of not more than five active working hours.





Jason has a patching business. The actual work of patching potholes requires at least two people working closely together and his crews travel to multiple work sites each day. In the work vehicles, it's not possible to install physical barriers. To make sure his workers do not develop symptoms throughout the day, Jason has implemented an active screening process that he diligently follows.



Joe is the general manager of a fish-processing facility. He had to close the facility in the early days of the pandemic because they couldn't implement appropriate measures to keep workers safe. To reopen, he has done a risk assessment of the workplace and reorganized some parts of the process to provide two-metre distancing between workstations. Where they could not achieve proper distancing, he installed Plexiglas barriers. However, not all areas were able to be modified and, as such, he has added a second shift to the facility to reduce the number of workers on site at any given time.

# crossing the BORDER and your WORKPLACE

People crossing interprovincial borders can bring significant health risks to New Brunswick. The Government of New Brunswick intends to minimize travel across New Brunswick's borders, and will pre-approve all entry into the province by policy.

In every case, permitted entry is conditional upon every individual entering provide identity documents, including contact phone number, agree that they have been provided written information documenting the requirements of the Chief Medical Officer of Health, and acknowledge that failure to comply with isolation and follow-up compliance checks by enforcement officials may result in consequences.

## RETURNING RESIDENTS

Current New Brunswick residents returning from away are permitted to enter New Brunswick by land, sea or air after screening, but are required to follow the advice of the Chief Medical Officer of Health, including self-isolation within New Brunswick for 14 days.

## RELOCATING TO NEW BRUNSWICK PERMANENTLY

Persons entering to relocate to New Brunswick permanently must follow the guidance of the Chief Medical Officer of Health, including self-isolation within New Brunswick for 14 days.

## PERSONS NOT REQUIRED TO SELF-ISOLATE

Certain persons are permitted to enter New Brunswick and are not required to self-isolate:

1. Those who demonstrate they are travelling through to another jurisdiction and who agree to limit stops to food, fuel and personal needs, and agree to follow the guidance of the Chief Medical Officer of Health.
2. Workers who are healthy and:
  - a. provide or support things essential to the health, safety, security or economic well-being of New Brunswickers, including:
    - i. commercial transportation of goods by truck, train and plane.
    - ii. maintenance of critical infrastructure telecommunications, transportation, data, fuel, electricity, manufacturing, water and wastewater, health and financial systems  
**that is urgent and unplanned and where New Brunswick services are not available.**
  - b. live in or near an interprovincial border community and commute to and from work locally, where the person lives in one province and works or operates a business in another.
3. Individuals who:
  - a. are healthy residents of Campobello Island who must cross the border to access required goods and services.
  - b. are patients, travelling with one caregiver, who must travel to access healthcare services in another province because the service is unavailable in New Brunswick.
  - c. are patients, travelling with one caregiver, from another province who must continue to access medical care in New Brunswick.

(continued)



## PERSONS NOT REQUIRED TO SELF-ISOLATE (continued)

- d. are a family unit of parents and children, to facilitate shared custody of children as per a court order or formal custody agreement.

*All such workers and individuals who are exempt from self-isolation must travel directly to and from work, destination and/or their accommodations, self-monitor and avoid contact with vulnerable individuals, and follow the guidance of the Chief Medical Officer of Health.*

## BUSINESSES, WORK AND WORKPLACES

### Persons Entering New Brunswick for Work for a Fixed Period

Unless the worker is a person entering New Brunswick under an arrangement with an employer previously approved by WorkSafeNB, persons entering for a specific period of work from another jurisdiction, with proof of their employment may enter, but must also follow the advice of the Chief Medical Officer of Health, including self-isolation within New Brunswick for 14 days before starting work.

### Businesses and Employers

Any business or employer must either:

1. Ensure that any workers contracted or employed who must travel from outside New Brunswick self-isolate within New Brunswick for 14 days, not leave their isolation site, and follow the guidance of the Chief Medical Officer of Health and WorkSafeNB before and after entering any workplace.

**OR**

2. Submit to WorkSafeNB, a minimum of 15 business days in advance, of expected employee arrival in the province and receive prior approval from WorkSafeNB of the isolation elements of an Operational Plan for interprovincial workers, which addresses that the employer will ensure that non-New Brunswick workers are, for 14 days after they enter New Brunswick from another province:
  - a. isolated from any New Brunswicker while they travel to and from their accommodations and worksite.
  - b. required to remain at their accommodations and isolated from contact with any New Brunswicker during work hours and while off duty.
  - c. effectively supervised to ensure these isolation measures are met.
  - d. compliant with any requirements set out by the Chief Medical Officer of Health or WorkSafeNB.

The isolation elements of the Operational Plan can be submitted to WorkSafeNB for approval by sending the plan to [prevention@ws-ts.nb.ca](mailto:prevention@ws-ts.nb.ca).

For purposes of clarity, any workers contracted or employed by an employer and who live in or near an interprovincial border community and commute to work daily, are not required to self-isolate as outlined above. Alternatively, any workers contracted or employed by an employer and who live in or near an interprovincial border community, but are unable to commute and return home daily, is subject to the self-isolation requirements as outlined above.

Any person who arrives from outside Canada is subject to the federal *Quarantine Act* and the provisions of that Act apply.

## EXCEPTIONS

Individuals may apply for approval to enter New Brunswick to provide care or companionship to a palliative care patient, to access child care services not available by other means other than an interprovincial border or to provide care for similar humanitarian needs. The Chief Medical Officer of Health may require individuals self-isolate for 14 days in such cases.

## OTHER PURPOSES

Travelling into New Brunswick for other purposes is not essential and not permitted.



Failing to comply with these requirements could result in significant fines plus a victim surcharge and administration fees!

# working TOGETHER

a new normal calls for adaptation and quick response to challenges

As the world emerges from the current pandemic, workplaces will make some fundamental shifts – shifts that address biological, physical and emotional challenges. We are confident that you will adapt and respond to the challenges, but it will require thoughtfulness and planning. People will need to change their fundamental behaviours of how work gets done, how we keep our facilities clean and how we interact with co-workers and customers. As we all move back into the new normal, we must continue to strive for injury-free and disease-free workplaces.

Still have questions? We're here to help.

## your RESOURCES

### WorkSafeNB

[worksafenb.ca](http://worksafenb.ca)

E-mail: [prevention@ws-ts.nb.ca](mailto:prevention@ws-ts.nb.ca)

1 800 999-9775

### Opportunities New Brunswick

<https://onbcanada.ca/team/business-navigators-2/>

E-mail: [nav@navnb.ca](mailto:nav@navnb.ca)

1 833 799-7966

tip!

Check out resources at the **Canadian Centre for Occupational Health and Safety!** [ccohs.ca/products/publications/covid19/](http://ccohs.ca/products/publications/covid19/)

**Public Health** is providing guidance for communities and community partners. There may be specific guidelines relevant to your workplace! ([www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory\\_diseases/coronavirus/community\\_guidance.html](http://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/community_guidance.html))

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## COVID-19 OPERATIONAL PLAN FOR WORKPLACES

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.

**You must comply with the following provisions of the Mandatory Order:**

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"><li>• Owners and managers of every workplace <b>must take every reasonable step to ensure minimal interaction of people within two metres of each other</b>, except in compliance with guidelines issued by WorkSafeNB and the Chief Medical Officer of Health.</li></ul> | <ul style="list-style-type: none"><li>• Owners and managers of every workplace <b>must take every reasonable step required to prevent persons who exhibit symptoms of COVID-19 from entering the workplace</b>, in accordance with advice issued by the Chief Medical Officer of Health or WorkSafeNB.</li></ul> | <ul style="list-style-type: none"><li>• Owners and managers of every workplace <b>must take every reasonable step required to prevent persons from entering workplaces who have travelled outside New Brunswick in the previous 14 days.</b></li></ul> |
|---|--|--|

**You do not need to submit the operational plan to WorkSafeNB before reopening.** Individual COVID-19 operational plans will not be reviewed or approved by WorkSafeNB or Public Health. However, plans will need to be produced during inspections or if a complaint is made and an investigation follows by one of the regulatory bodies.

The following template may serve as a starting point for your COVID-19 Operational Plan. It helps guide you through some of the key areas to consider when assessing the risk surrounding the safe opening and continued operations of your workplace. Additional guidance from an industry association may also be available to help you address industry- or workplace-specific needs. If you operate across various provinces, requirements specific to New Brunswick must be included in your plan.

Just as viruses can mutate, guidelines related to COVID-19 can change. As an employer, you're responsible for keeping up to date on current guidelines and to change your plans as required. Refer to [New Brunswick Public Health](#) and [WorkSafeNB](#) websites for updates that may affect your workplace.

This template is available in a [Word format](#).

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## COVID-19 OPERATIONAL PLAN FOR WORKPLACES – TEMPLATE

Company Name: \_\_\_\_\_

Plan Owner: \_\_\_\_\_

Plan Implementation Date: \_\_\_\_\_

Plan Revision Date: \_\_\_\_\_

Plan has been reviewed to assess any new risks or changes to regulatory guidelines (suggest monthly review):

_____	_____	_____	_____
Name	Date	Name	Date
_____	_____	_____	_____
Name	Date	Name	Date
_____	_____	_____	_____
Name	Date	Name	Date

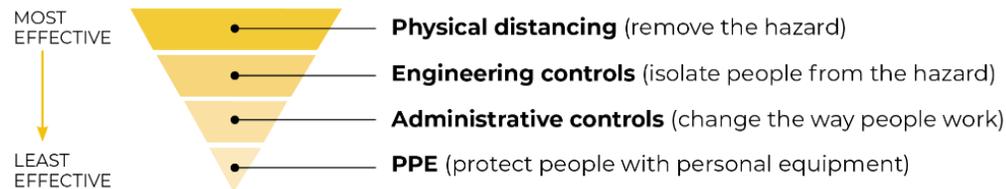
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## Effective Risk Mitigation – Infection and Prevention Controls

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 within the inverse pyramid and conduct the same exercise, and so on until you reach PPE as 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.

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Action Items	Resources (Examples, Templates, Guidance Documents)	Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc.)	How is it communicated? (Poster, Training, Verbal Notice)	Status (Done, In Progress, Not Started, N/A)
<b>Public Health Requirements (applies to EVERY workplace)</b>				
<b>Risk Assessment</b>	<a href="#">Risk Assessment Guideline Health Canada</a>			
Complete a risk assessment to determine the engineering, administrative controls and/or PPE controls necessary to mitigate the risk of COVID-19 exposure.				
Determine whether you need isolation elements as part of the operational plan for your workplace. For requirements, see page 14 of the <a href="#">Embracing the New Normal guide</a> .	<a href="#">Isolation for Out-of- Province Workers form</a>			
<b>Physical Distancing</b>				
Implement a two-metre physical distance protocol.	<a href="#">Physical Distancing</a>			
<ul style="list-style-type: none"> <li>Consider both employees and visitors/customers.</li> </ul>				
<ul style="list-style-type: none"> <li>Arrange furniture to promote the two-metre rule.</li> </ul>				
<ul style="list-style-type: none"> <li>Provide visual cues (ensure two-metre markings on floor, directional movement for patrons, no-stopping areas in narrow hallways, etc.).</li> </ul>				
<ul style="list-style-type: none"> <li>Determine if installation of physical barriers such as partitions or Plexiglas is feasible.</li> </ul>				
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.).	<a href="#">WorkSafeNB FAQ</a>			
Evaluate options to reduce staff onsite, such as having some staff work from home, changing shift times and, implementing flexible work hours.				
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).				
<b>Hand and Respiratory Hygiene</b>				
Promote frequent handwashing.	<a href="#">Handwashing Poster</a>			
Have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel.				
Have minimum 60% alcohol-based hand sanitizer readily available.	<a href="#">Hand Sanitizer Poster Coronavirus disease (COVID-19): Prevention and risks</a>			
Communicate frequently about good respiratory hygiene/cough etiquette.				
Evaluate the workplace for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily).	<a href="#">Cleaning and Disinfection for COVID-19</a>			

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<b>Public Health Requirements (applies to EVERY workplace)</b>				
<b>Screening and Monitoring</b>				
Determine if your workplace must implement a passive or active screening process. For more information on active screening, see page 11 of the <a href="#">Embracing the New Normal guide</a> .	<a href="#">Screening tool</a>			
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.	<a href="#">WorkSafeNB FAQ</a>			
<b>Receiving payment for good and services</b>				
<ul style="list-style-type: none"> <li>Use electronic payment devices (if possible). We encourage you to use the tap option or clean devices after each use.</li> </ul>				
<ul style="list-style-type: none"> <li>If you must handle money, ensure regular handwashing and have minimum 60% alcohol-based hand sanitizer readily available.</li> </ul>				
<b>Cleaning and Disinfection</b>				
Ensure availability of all necessary supplies for cleaning and disinfecting.	<a href="#">Cleaning and Disinfection for COVID-19</a>			
<b>Washrooms</b>				
<ul style="list-style-type: none"> <li>Equip with hot and cold running water under pressure, liquid soap, paper towel, toilet paper and garbage containers where possible.</li> </ul>				
<ul style="list-style-type: none"> <li>Hand-washing posters must be posted.</li> </ul>	<a href="#">Handwashing Poster</a>			
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.				
<b>Additional Considerations:</b>				
Use <u>non-medical face coverings</u> for employees, clients and visitors to minimize the risk of transmitting COVID-19.	<a href="#">Health Canada information on non-medical masks and face coverings</a>			
Develop procedures for selection, use, decontamination (if applicable), storage, handling, limitations, inspection requirements, change-out requirements and employee training, if coverings are used.				
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.	<a href="#">GNB Mental Health Resource</a>			

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Action Items	Resources (Examples, Templates, Guidance Documents)	Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc.)	How is it communicated? (Poster, Training, Verbal Notice)	Status (Done, In Progress, Not Started, N/A)
<b>Public Health Requirements (applies to EVERY workplace)</b>				
<b>If your workplace CANNOT ensure minimal interaction of people within two metres of each other – the requirements listed below <u>must be implemented</u></b>				
Where feasible, install physical barriers (clear plastic guard, cubicle walls of appropriate design, curtains).				
<b>If physical barriers are not possible:</b>				
<ul style="list-style-type: none"> <li>Implement active screening processes.</li> </ul>				
<ul style="list-style-type: none"> <li>Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.</li> </ul>	<a href="#">Cleaning and Disinfection for COVID-19</a>			
<b>Provide personal protective equipment such as:</b>	<a href="#">OHS Guide-PPE</a>			
<ul style="list-style-type: none"> <li>Hand protection (nitrile, rubber or latex gloves)</li> </ul>				
<ul style="list-style-type: none"> <li>Eye protection (safety glasses, goggles or face shield)</li> </ul>				
<ul style="list-style-type: none"> <li>Other PPE as determined necessary through the risk assessment</li> </ul>				
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.				
<b>Additional Protection</b>				
<p>Use <u>non-medical face coverings</u> for employees, clients and visitors to minimize the risk of transmitting COVID-19.</p> <p>Develop procedure for selection, use, decontamination (if applicable), storage, handling, limitations, inspection requirements, change-out requirements and employee training, if face coverings are used.</p>	<a href="#">Health Canada information on non-medical masks and face coverings</a>			

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<b>Occupational Health and Safety Act and Regulation Requirements</b>				
Communicate to employees and supervisors their responsibilities under the <i>OHS Act</i> and regulations.	<a href="#">OHS Guide-Three Rights</a>			
Communicate to all employees their three rights under the <i>OHS Act</i> .	<a href="#">Guide to Legislation - Three Rights</a>			
Provide employee orientation, information and training on the new policies and processes implemented regarding COVID-19.	<a href="#">OHS Guide-New Employee Orientation</a>			
Provide employee training on the work refusal process.	<a href="#">Right to Refuse</a>			
Keep <u>records</u> of visitor and employee log (with confirmation those individuals were actually screened), as well as orientation, training and inspections.				
Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.				
Ensure all <u>employees</u> receive information, instruction and training on the <u>personal protective equipment</u> required to protect against COVID-19.				
Provide, maintain and make available <u>personal protective equipment</u> .				
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).	<a href="#">OHS Guide-JHSC</a>			
Provide competent and sufficient supervision to ensure employees are complying with policies, procedures and processes established.	<a href="#">OHS Guide topic- Supervision</a>			
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.	<a href="#">WorkSafeNB FAQ</a>			
<b>Include guidance that is not provided in this template and is recommended by your industry association or <a href="#">other resources</a>.</b>				
Sector Specific Additional Resources				