EMBRACING THE NEW NORMAL
AS WE SAFELY RETURN TO WORK

GUIDELINES FOR NEW BRUNSWICK WORKPLACES IN A COVID-19 ENVIRONMENT

VERSION 4: NOVEMBER 3, 2020
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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 workplace, 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 requirements and 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.

While this guide often refers to the terms “workplaces” and “businesses,” the practices also apply to non-profits and community organizations.
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, and continues to be regularly updated, due to the increased presence of COVID-19 and its risks to the health and safety of everyone. The following measures, which particularly affect workplaces, include:

- Every business proprietor and service provider, every employer and workplace manager **must take all reasonable steps to minimize the risk of COVID-19 transmission** among their employees, patrons and visitors, and must comply with all directives and guidelines from WorkSafeNB and the Chief Medical Officer of Health relevant to COVID-19 transmission. This includes government entities, charities, not-for-profit organizations, as well as for-profit businesses.

- When a workplace includes a **public indoor space** in which proprietors and/or employees interact with patrons, customers, clients or the general public, everyone must wear a face mask at all times except when eating or drinking. In workplaces where the public is not admitted, workers must wear a face mask when working within two metres of each other and when accessing common areas like lobbies, hallways, washrooms, stairwells and elevators.

- When physical distancing and engineering controls (such as partitions or Plexiglas) are not possible, **persons must wear a face mask**.

- Anyone who **admits patrons to a venue** at which seating is offered for purposes of eating, drinking, socialization, celebration, ceremony or entertainment must maintain a record of the names and contact information of the persons who attend and must make those records available to Public Health inspectors. Where anyone hosts, organizes or permits gatherings larger than 50, they have the same requirements.

- Every person who has **been outside of New Brunswick** must **pre-register their travel** with the New Brunswick **Travel Registration Program** and **self-isolate for 14 days** on entry to New Brunswick. There may be exceptions. Please see the **Mandatory Order**.

Requirements can vary by health zone and recovery phase. Consult the **Public Health** website to learn of current restrictions in your area.

**Face masks must cover the mouth and nose!**
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 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.

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<tr>
<td>☐ people in my workplace <strong>can</strong> reliably interact with each other at least two metres apart</td>
<td>☐ people in my workplace <strong>cannot</strong> reliably interact with each other at least two metres apart</td>
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**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. 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

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 masks 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 if you are well and not exhibiting any symptoms. Remember, more is not always better. Use PPE only as required to avoid unnecessary waste.

* Increased ventilation, in this instance, includes choosing outdoor rather than indoor spaces, and the addition of fresh air when available. It does not include use of fans or similar systems to blow, recirculate or mobilize air without the addition of fresh outdoor air.
Your responsibility as an employer, whether for a business, non-profit or community organization, 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 for your zone 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.

Use WorkSafeNB’s [COVID-19 Operational Plan for Workplaces](#) template and Public Health’s guidance.
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.
Every employer must take every reasonable precaution to ensure minimal interaction of people within two metres of each other.

**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); face masks 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.
- Clarify where mask use is required in your workplace following the requirements of Public Health.
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 face masks 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 two 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 in size, footprint, staffing, etc. The individual measures they are able to implement determine their capacity.
Every employer must take every reasonable precaution to ensure minimal interaction of people within two metres of each other.

CANNOT maintain 2m distance

stay safe measures:

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

- Install a physical barrier, such as a plastic guard, if possible, to help protect workers from potential exposure before considering other options. See your CONTROL OPTIONS on page 6.
- Face masks are mandatory in indoor public areas and when workplaces are unable to ensure physical distancing or use appropriate engineering controls.
- Keep visitor and employee logs for access points and rooms where physical distancing is not possible. Appointment books and reservation lists with names and contact information can replace logs for tracing visitors.

Active vs. passive screening

In most cases, passive screening will apply to New Brunswick workplaces. Passive screening is generally in the form of signage, asking workers and visitors to screen themselves. Active screening is required when workplaces cannot maintain two metres between people and engineering controls are not feasible. Active screening occurs when an employer actively seeks information to determine the health status of people entering the workplace.

- Active screening must be conducted by a designated individual who asks workers the screening questions and requires a response. An electronic active screening system that prompts the person to respond and documents the response is permitted.
- A best practice is to conduct temperature checks of persons not able to maintain two metres of distance as part of the active screening process. When adding this measure, you must use a non-contact thermometer (such as infrared) or other acceptable device. An alternative to infrared thermometers is disposable thermometers.
- You must actively screen employees at the start of each shift. Employees in high-risk groups (travelled outside of the province in the previous 14 days or have potential exposure to a positive case) may benefit from active screening on a more frequent schedule (such as every 12 hours).
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.

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. Jason has implemented an active screening process that he diligently follows.
additional requirements for GATHERINGS

stay safe measures:

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

• Organizations that offer seating and admit patrons for eating, drinking, socialization, celebration, ceremony or entertainment must maintain a record of the names and contact information of the persons who attend and must make those records available to Public Health inspectors.

• For any gathering of more than 50 people,* employers must also collect and keep name and contact information of individuals at the event in addition to following requirements from WorkSafeNB and the Chief Medical Officer of Health.

* Please refer to New Brunswick’s current Emergency Order, as this number may fluctuate.
People crossing inter-provincial borders can bring significant health risks to New Brunswick. To reduce the risk, the Government of New Brunswick has been monitoring and limiting travel to and from the province.

Residents, including workers, of New Brunswick, Prince Edward Island, Newfoundland and Labrador and Nova Scotia* can freely travel within the four Atlantic provinces without the requirement to self-isolate for 14 days.

**WORKERS FROM OUTSIDE THE ATLANTIC BUBBLE**

People from outside of the Atlantic provinces entering New Brunswick for work must either **self-isolate for 14 days** or have a **WorkSafeNB-approved isolation plan** before entering the province. The isolation plan addresses how outside workers would be isolated from New Brunswickers in the first 14 days of their arrival.

New Brunswick-based employers or general contractors can submit their isolation plan for approval by completing an **online form** at worksafenb.ca. Non-New Brunswick-based employers or contractors must complete the online form as well as submit their full COVID-19 operational plan. Email the plan to prevention@ws-ts.nb.ca.

Submit your isolation plan (and full operational plan if a non-New Brunswick-based employer) **at least 15 business days** before the worker’s arrival in New Brunswick. This must be approved by WorkSafeNB before the worker enters the province. If the worker arrives before a plan is approved, they will be ordered to self-isolate for 14 days by the Department of Public Safety.

*Additional exemption may apply to other jurisdictions. See the Government of New Brunswick’s **Recovery Plan**.

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**Pre-register your travel**

Everyone must register for travel into New Brunswick. Workers from outside the Atlantic bubble must also have an approved isolation plan from WorkSafeNB before arrival. The Travel Registration Program allows those who intend to travel to pre-register, verify that they meet the health screening criteria, and know what documents are required for entry. You can **pre-register online** or by calling 1 833 948-2800.

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For detailed travel information, see **Travel Information** at the Government of New Brunswick website.
ENTERPRISE-LEVEL PLANS

Employers can choose to provide an enterprise/corporate-level isolation plan. It must name the person responsible for the plan and the measures in place for all workers entering the province. The individual designated to manage isolation elements and travel must maintain manifests and schedules for workers entering the province and provide the documentation to individual workers for presentation at the provincial entry point.

EXPIRATION

Individual trip plans are in effect for the dates noted in each plan. Enterprise-level plans are in effect for up to six months from date of approval and can be renewed upon resubmission to WorkSafeNB for up to an additional six months. Apply for renewal by email: prevention@ws-ts.nb.ca. Please review your previously submitted form to ensure all information is up-to-date before applying for renewal.

EXEMPTIONS

The Department of Public Safety determines whether entry is authorized at the border entry point. For more information on border travel, please call 1 844 462-8387 or visit the Government of New Brunswick website.

INTERNATIONAL CONSIDERATIONS

Workers entering New Brunswick from international locations are also subject to the federal Quarantine Act. Please contact the Canadian Border Services Agency to obtain the requirements.

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, organizations must 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 requires thoughtfulness and planning. We need to change our fundamental behaviours of how work gets done, how we keep our facilities clean and how we interact with co-workers and customers. As we continue to adjust to 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
prevention@ws-ts.nb.ca
1 800 999-9775

Service New Brunswick
snb.ca
helpaide@gnb.ca
1 844 462-8387

Check out resources at the Canadian Centre for Occupational Health and Safety! 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

Download the COVID Alert app!
Connect with WorkSafeNB by Facebook, LinkedIn, Twitter, Instagram and YouTube!
Sign up for E-News at worksafenb.ca/e-news
COVID-19 OPERATIONAL PLAN TEMPLATE

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 provisions of the Mandatory Order. Please see the most recent order at the Government of New Brunswick website.

You do not need to submit the operational plan to WorkSafeNB. 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 an editable Word format. This document and linked resources are also available in French.
COVID-19 OPERATIONAL PLAN TEMPLATE

Company / Organization 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):

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COVID-19 OPERATIONAL PLAN FOR WORKPLACES TEMPLATE (vers. 4, November 3, 2020) | 2
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 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 masks to protect others, where necessary.

* Increased ventilation, in this instance, includes choosing outdoor rather than indoor spaces, use of air filtration, and the adding of fresh air when available. It does not include the blowing of fans or recirculating or mobilizing existing air.
<table>
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<tr>
<th>Action Items</th>
<th>Resources</th>
<th>Details of Implementation</th>
<th>How is it communicated?</th>
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<td>Public Health requirements (applies to EVERY workplace / organization)</td>
<td>Risk Assessment Guideline Health Canada</td>
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<td>Risk Assessment</td>
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<tr>
<td>Complete a risk assessment to determine the engineering, administrative controls and/or PPE controls necessary to mitigate the risk of COVID-19 exposure.</td>
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<tr>
<td>Determine whether you need isolation elements as part of the operational plan for your workplace. For requirements, see page 14 of the <em>Embracing the New Normal guide</em></td>
<td>Isolation for Out-of-Province Workers form FAQ</td>
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<td>Physical Distancing</td>
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<td>Implement a two-metre physical distance protocol.</td>
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<tr>
<td>• Consider both employees and visitors/customers.</td>
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<td>• Arrange furniture to promote the two-metre rule.</td>
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<td>Physical Distancing</td>
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<td>• Provide visual cues (ensure two-metre markings on floor, directional movement for patrons, no-stopping areas in narrow hallways, etc.).</td>
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<td>• Determine if installation of physical barriers such as partitions or Plexiglas is feasible.</td>
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<td>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.).</td>
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<td>FAQ</td>
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<td>Evaluate options to reduce staff onsite, such as having some staff work from home, changing shift times and, implementing flexible work hours.</td>
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<td>FAQ</td>
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<td>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).</td>
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<td>Hand and Respiratory Hygiene</td>
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<td>Promote frequent handwashing.</td>
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<td>Handwashing Poster</td>
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<td>Have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel.</td>
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<td>Hand Sanitizer Poster</td>
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<tr>
<td>Have minimum 60% alcohol-based hand sanitizer readily available.</td>
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<td>Coronavirus disease (COVID-19): Prevention and risks Cleaning and Disinfection for COVID-19</td>
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<td>Communicate frequently about good respiratory hygiene/cough etiquette.</td>
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<td>Evaluate the workplace for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily).</td>
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<td>Action Items</td>
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**Public Health requirements (applies to EVERY workplace / organization)**

### Screening and Monitoring

Determine if your workplace must implement a passive or active screening process. For more information on 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.

### 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.

- 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.

### Mask Use

Ensure employees, clients and visitors follow current Public Health guidelines on mask use. This may include procedures for selection, use, decontamination (if applicable), storage, handling, limitations, inspection requirements, change-out requirements and employee training.

### 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.

### Resources

- *Screening tool*
- *FAQ*
- *Cleaning and Disinfection for COVID-19*
- *Handwashing Poster*
- *Health Canada information on non-medical masks and face coverings*
- *Infographic*
- *Poster*
- *FAQ*
- *GNB Mental Health Resource*
<table>
<thead>
<tr>
<th>Action Items</th>
<th>Resources (Examples, Templates, Guidance Documents)</th>
<th>Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc.)</th>
<th>How is it communicated? (Poster, Training, Verbal Notice)</th>
<th>Status (Done, In Progress, Not Started, N/A)</th>
</tr>
</thead>
</table>

### Public Health requirements (applies to EVERY workplace / organization)

If your workplace CANNOT ensure minimal interaction of people within two metres of each other – the requirements listed 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.
### Occupational Health and Safety Act and Regulation Requirements

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Resources (Examples, Templates, Guidance Documents)</th>
<th>Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc.)</th>
<th>How is it communicated? (Poster, Training, Verbal Notice)</th>
<th>Status (Done, In Progress, Not Started, N/A)</th>
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<tbody>
<tr>
<td>Communicate to employees and supervisors their responsibilities under the OHS Act and regulations.</td>
<td>OHS Guide-Three Rights</td>
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<td>Communicate to all employees their three rights under the OHS Act.</td>
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<td>Provide employee orientation, information and training on the new policies and processes implemented regarding COVID-19.</td>
<td>OHS Guide-New Employee Orientation</td>
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<td>Provide employee training on the work refusal process.</td>
<td>Right to Refuse</td>
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<td>Keep records of visitor and employee log (with confirmation those individuals were actually screened), as well as orientation, training and inspections.</td>
<td>Interpretation</td>
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<td>Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.</td>
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<td>Ensure all employees receive information, instruction and training on the personal protective equipment required to protect against COVID-19.</td>
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<td>Provide, maintain and make available personal protective equipment.</td>
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<td>Implement a disciplinary process for correction of employee violations of company policies and procedures.</td>
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<td>Consult on any new policies and processes established in relation to COVID-19 (JHSC or health and safety representative, if any, or employees).</td>
<td>OHS Guide-JHSC</td>
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<td>Provide competent and sufficient supervision to ensure employees are complying with policies, procedures and processes established.</td>
<td>OHS Guide topic-Supervision</td>
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<td>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.</td>
<td>FAQ</td>
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*Include guidance that is not provided in this template and is recommended by your industry association or other resources.*

### Sector Specific Additional Resources

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