

# Out-of-Province Travel Plan

(for New Brunswick-based workers)

Company name	Employer number	Date (yyyy-mm-dd)
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**Employers should submit the form at least 10 business days in advance of the planned departure date. This plan must be approved by WorkSafeNB before the worker leaves the province. Submit your plan by email: [prevention@ws-ts.nb.ca](mailto:prevention@ws-ts.nb.ca)**

Employers must establish a **COVID-19 out-of-province travel plan** for New Brunswick-based workers. Any international travel is subject to the federal *Quarantine Act* and the employer should contact Canada Border Service Agency for additional information. The travel period **cannot normally exceed 14 days**. Exceptions will be considered on a case-by-case basis. Employers can choose to provide an enterprise-level travel plan that includes a list of the roles/occupations to which the plan applies instead of submitting a plan for each individual worker. When not conducting work activities while out of province, workers must self-isolate, avoiding contact with people as much as possible.

Individual trip plans are in effect for the dates noted in each plan. Enterprise-level plans are in effect for up to three months from date of approval and can be renewed upon resubmission to WorkSafeNB for up to an additional three months. Applications for renewal of plans may be made by email: [prevention@ws-ts.nb.ca](mailto:prevention@ws-ts.nb.ca).

**If the state of the pandemic changes substantially, as determined by the New Brunswick Chief Medical Officer of Health, and stricter border controls become necessary, any and all travel plans may be cancelled at any time.**

Is this a first-time application for approval of a travel?

Yes  No, this is an application for renewal

If yes, please complete this form in full. If no, sign and date this form and attach the original application. Please ensure all information in the original application is current.

## Your information

Person responsible for development, implementation and monitoring of out-of-province travel plans		Title
Mailing address		
Town/City	Postal code	Phone number (include area code)
Email address	Preferred method of contact	

## Worker awareness and compliance

New Brunswick workers may be travelling to an area where the risk of infection may be higher than in New Brunswick. In addition, they may have further obligations to minimize risk of exposure during and after the travel. Current information for Canadian jurisdictions is found at <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html#a3>

How will the worker be made aware of <b>risks of infection</b> at destination before travel?	How will the worker be made aware of their <b>obligations</b> during and after their travel out of province?
How will the worker be made aware of <b>consequences</b> of not complying to obligations during and after their travel out of province?	How will the worker be made aware of any <b>changes</b> to risks and/or obligations <b>during</b> their travel out of province?

## Travel arrangements

Destination name (company, organization, etc.)		Address	
Town/City	Province	Postal code	
How will the worker travel to and from the destination while ensuring minimal interaction with other people who are outside of their travel group? (number and type of vehicles, number of workers per vehicle, etc.)			
Date(s) of travel to destination (yyyy-mm-dd) From                      to		Return date(s) of travel to New Brunswick (yyyy-mm-dd) From                      to	
How will the worker minimize risks while travelling to and from the destination (breaks, meals, etc.)?			

## Accommodation

Complete this section only if the worker(s) stays overnight.

Name/type	Address
Dates of stay (yyyy-mm-dd) From                      to	
How will the worker get essential goods during isolation (meals, consumer goods, cleaning of laundry, etc.) while ensuring minimal interaction with other people who are outside of their travel group?	
How will the worker travel between the accommodation and workplace? (number and type of vehicles, number of workers per vehicle, etc.)	
How you will ensure the worker remains at their place of accommodation when not at work?	

## Work description/supervision

Description of work to be performed
How will the worker complete tasks with little to no two-metre proximity to others?
If physical distancing <b>cannot</b> be consistently maintained, what physical barrier or administrative control measure(s) will you use?
If physical distancing <b>cannot</b> be consistently maintained and physical barriers or administrative control measures are not possible, provide details (and/or attach diagrams) as to why.
If physical distancing <b>cannot</b> be consistently maintained and physical barriers or administrative control measures are not possible, list the personal protective equipment you'll use and time limits you'll set to reduce exposure risk.
How will you ensure that there will be minimal interaction with others who are not in the same work or travel group during meals?

How will you ensure that appropriate sanitization practices and physical distancing measures are in place during breaks and for accessing washrooms? Alternatively, what cleaning and sanitizing measures will be implemented?

## Return to New Brunswick

The worker must be aware that there is a risk that they may have been infected with COVID-19 and that they could pose a risk to vulnerable persons both in their immediate household and at the workplace for 14 days following their return. Vulnerable persons include:

- anyone aged 65 and over; and
- persons with known underlying medical conditions and/or compromised immune systems.

Is the worker aware of this risk, and agreeable to limit contact with vulnerable persons?

Yes  No

During the 14-day period following the return, the worker must carefully watch for any symptoms of COVID-19. If two or more symptoms are observed, the worker must call 811 immediately for direction.

Is the worker aware of and agreeable to this requirement?

Yes  No

During the 14-day period following the return, the worker must carefully follow all Public Health advice to prevent any possible transmission, including:

1. Not knowingly approaching within two metres of other people, except family and friends.
2. When outside of their home, maintain a distance of at least two metres between themselves and other people.
3. When physical distancing of two metres is not possible outside the home, they must wear a face covering or remove themselves from the location.

Is the worker aware of and agreeable to this requirement?

Yes  No

Note: You are responsible for staying up-to-date on changes that could affect your out-of-province travel plans, including isolation requirements. Refer to [New Brunswick Public Health](#) and [WorkSafeNB](#) websites.

Submit by email to [prevention@ws-ts.nb.ca](mailto:prevention@ws-ts.nb.ca)

### Do you have a MyServices account?

MyServices is a secure online platform, where employers can access cost of claim statements, submit forms, email claim managers and more. To register, go to WorkSafeNB's [MyServices registration page](#) or call 1 800 999-9775.

#### Questions?

Toll-free 1 800 999-9775  
M–F, 8 a.m. to 4:30 p.m.  
[prevention@ws-ts.nb.ca](mailto:prevention@ws-ts.nb.ca)

#### Fax

Toll-free 1 888 629-4722

#### Mail

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