

EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK



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 provisions of the Mandatory Order, reissued on July 9, 2020. These include:

- Owners and managers of every workplace 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.
- When physical distancing and engineering controls (such as partitions or Plexiglas) are not possible, persons must wear a face covering that covers their mouth and nose.
- 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 self-isolate for 14 days on entry to New Brunswick, with exceptions. (See the [Mandatory Order](#) and [page 14](#) of the guide).

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.

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COVID-19 OPERATIONAL PLAN FOR WORKPLACES – TEMPLATE

Company Name: **St. John's United Church**

Plan Owner: **Kimberley Buck de Jesus**

Plan Implementation Date: **September 6, 2020**

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

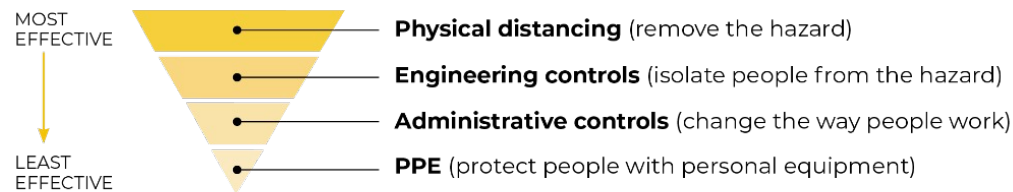
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Effective Risk Mitigation – Infection and Prevention Controls

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)
Public Health Requirements (applies to EVERY workplace)				
Risk Assessment	Risk Assessment Guideline Health Canada			
Complete a risk assessment to determine the engineering, administrative controls and/or PPE controls necessary to mitigate the risk of COVID-19 exposure.		Reviewed material from Health Canada, Worksafe NB, UCC and Chief Medical Officer NB	Posters, Training, Action, Written Correspondence, Social Media	Done & document revisions on-going
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 .	Isolation for Out-of-Province Workers form			N/A
Physical Distancing				
Implement a two-metre physical distance protocol.				Done
<ul style="list-style-type: none"> Consider both employees and visitors/customers. 				Done
<ul style="list-style-type: none"> Arrange furniture to promote the two-metre rule. 				Done No access currently to general areas
<ul style="list-style-type: none"> Provide visual cues (ensure two-metre markings on floor, directional movement for patrons, no-stopping areas in narrow hallways, etc.). 				Done
<ul style="list-style-type: none"> Determine if installation of physical barriers such as partitions or Plexiglas is feasible. 	Physical Distancing	Building remains closed to public, marking on floor, IF open for Sunday service - no access to general areas, one-directional access in sanctuary. Plexiglass installed in office. One person (behind gate) in office at a time. Contact Tracing: Sign-in sheets for ALL entering building. Registration for Sunday service	Signage, written communication and social media	Done
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.).	WorkSafeNB FAQ	Continue to use virtual meetings (telephone). Revised work schedule for staff to promote	Signage, written communication and social media	Done

		minimal presence at one time. No public access to building other than the sanctuary for Sunday service.		
Evaluate options to reduce staff onsite, such as having some staff work from home, changing shift times and, implementing flexible work hours.		Office Admin continues to work at home – brief visit Wednesday morning. Minister as required, most often late afternoon and evenings, with door closed when Custodian in building. Custodian 7:00 – 1:30 Monday, Tuesday, Thursday and Friday	Action, verbal and written communication	Done
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).		Training and Education, masks when physical distancing not possible	Action, verbal and written communication	Done
Hand and Respiratory Hygiene				
Promote frequent hand washing.		Education & signage	Action, verbal and written communication	Done
Have hand wash stations readily available and equipped with running hot/cold water and adequate soap and paper towel.	Hand washing Poster	3 washrooms available for staff	Action, verbal and written communication	Done
Have minimum 60% alcohol-based hand sanitizer readily available.	Hand Sanitizer Poster	Purchased	On-site at entrances and offices	Done
Communicate frequently about good respiratory hygiene/cough etiquette.	Coronavirus disease (COVID-19): Prevention and risks	Education & signage	Action, verbal and written communication	Done
Evaluate the workplace for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily).	Cleaning and Disinfection for COVID-19	Education & posters, sign-off sheet for cleaning by Custodian	Action, verbal and written communication	Done

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Public Health Requirements (applies to EVERY workplace)				
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 .	Screening tool	Passive Screening	Posters, Written and Verbal communication, Social media. Registration for Sunday service will include COVID-19 screening questions, repeating questions at entrance to building on Sunday morning	Done
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.	WorkSafeNB FAQ	Situation will be handled by Public Health to ensure privacy and correct protocols. Staff are to contact 8-1-1 if they exhibit any symptoms, and do not return to workplace until cleared to do so. Clean	Phone	Done
Receiving payment for good and services				
<ul style="list-style-type: none"> Use electronic payment devices (if possible). We encourage you to use the tap option or clean devices after each use. 				N/A
<ul style="list-style-type: none"> If you must handle money, ensure regular hand washing and have minimum 60% alcohol-based hand sanitizer readily available. 		Ensure hand washing after handling money		Done
Cleaning and Disinfection				
Ensure availability of all necessary supplies for cleaning and disinfecting.	Cleaning and Disinfection for COVID-19	Hand sanitizer, bleach, wipes		Done
Washrooms				
<ul style="list-style-type: none"> Equip with hot and cold running water under pressure, liquid soap, paper towel, toilet paper and garbage containers where possible. 			Signage	Done
<ul style="list-style-type: none"> Hand-washing posters must be posted. 	Hand washing Poster			Done

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.				N/A
Additional Considerations:				
Use <u>non-medical face coverings</u> 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.	Health Canada information on non-medical masks and face coverings	Training & Education, particularly on disposal	Masks and gloves are available on-site	Done
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.		Individual will be brought to Owen Fraser Hall to be seated, while awaiting immediate pickup, ensure mask are still worn and thorough cleaning of area afterwards		Done
Provide mental health support to all workers, including access to an employee assistance program (EAP) or information on public health supports, if available.	GNB Mental Health Resource	Remind staff		Done

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Public Health Requirements (applies to EVERY workplace)				
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).		Adjusted work schedules, separate office for Minister and plexiglass in admin area	Action	Done
If physical barriers are not possible:				n/a at this time If staff are not able to physical distance, will change to

				ACTIVE screening measures
<ul style="list-style-type: none"> Implement active screening processes. 				
<ul style="list-style-type: none"> Implement enhanced hand washing and sanitation/cleaning practices in shared areas and for shared items. 	Cleaning and Disinfection for COVID-19			
Provide personal protective equipment such as:	OHS Guide-PPE			
<ul style="list-style-type: none"> Hand protection (nitrile, rubber or latex gloves) 		Available on site		
<ul style="list-style-type: none"> Eye protection (safety glasses, goggles or face shield) 		Available on site		
<ul style="list-style-type: none"> Other PPE as determined necessary through the risk assessment 				N/A
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.				Done
Additional Protection				
Use <u>non-medical face coverings</u> 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.	Health Canada information on non-medical masks and face coverings	Mandatory , except when working completely alone		Done

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Occupational Health and Safety Act and Regulation Requirements				ALL in progress
Communicate to employees and supervisors their responsibilities under the <i>OHS Act</i> and regulations.	OHS Guide-Three Rights	Remind staff	Print document	
Communicate to all employees their three rights under the <i>OHS Act</i> .	Guide to Legislation - Three Rights		Distribute document	
Provide employee orientation, information and training on the new policies and processes implemented regarding COVID-19.	OHS Guide-New Employee Orientation	Meet with staff		
Provide employee training on the work refusal process.	Right to Refuse	Meet with staff	Send link to video & material	
Keep <u>records</u> of visitor and employee log (with confirmation those individuals were actually screened), as well as orientation, training and inspections.		Log in place, review screening with staff		
Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.		Update Chair, Finance & Property as FYI		
Ensure all <u>employees</u> receive information, instruction and training on the <u>personal protective equipment</u> required to protect against COVID-19.		Meet with staff		
Provide, maintain and make available <u>personal protective equipment</u> .		On site		
Implement a disciplinary process for correction of employee violations of company policies and procedures.		Escalating scale: Verbal, written and monetary		
Consult on any new policies and processes established in relation to COVID-19 (JHSC or health and safety representative, if any, or employees).	OHS Guide-JHSC	As applicable, meet with staff		
Provide competent and sufficient supervision to ensure employees are complying with policies, procedures and processes established.	OHS Guide topic- Supervision	Spot checks		
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.	WorkSafeNB FAQ	Meet with staff		
Include guidance that is not provided in this template and is recommended by your industry association or other resources.				
Sector Specific Additional Resources				

