



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):

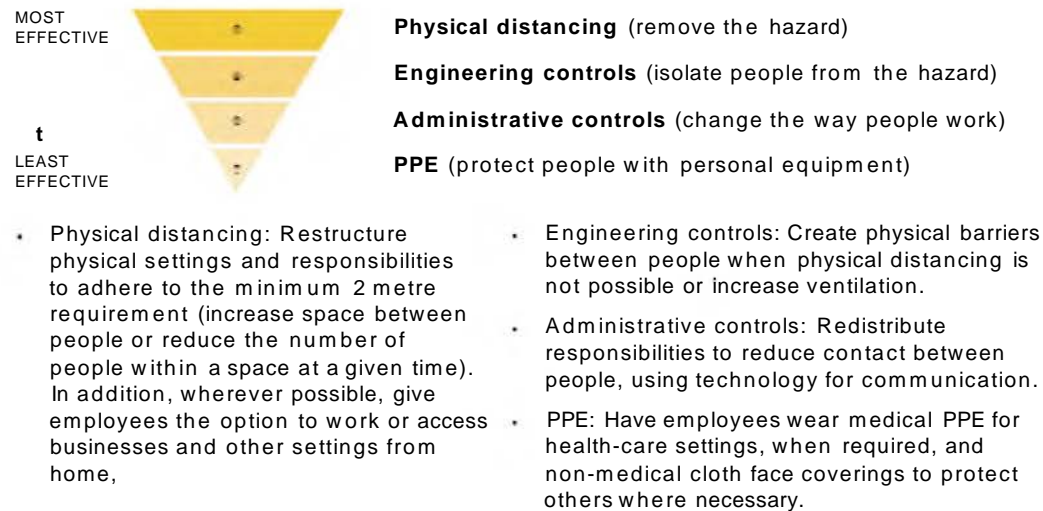
Name	Date	Name	Date
Name	Date	Name	Date
Name	Date	Name	Date



EMBRACING THE **NEW NORMAL** AS WE SAFELY RETURN TO WORK

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.





EMBRACING THE
NEW NORMAL
 AS WE SAFELY RETURN TO WORK

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. Determine whether you need isolation elements as part of the operational plan for your workplace. For requirements, see page 14 of the <i>Embracing the New Normal</i> guide.	Isolation for Out-of-Province Workers form			
Physical Distancing				
Implement a two-metre physical distance protocol.				
<ul style="list-style-type: none"> Consider both employees and visitors/customers. 				
<ul style="list-style-type: none"> Arrange furniture to promote the two-metre rule. Provide visual cues (ensure two-metre markings on floor, directional movement for patrons, no-stopping areas in narrow hallways, etc.). 	Physical Distancing			
<ul style="list-style-type: none"> Determine if installation of physical barriers such as partitions or Plexiglas is feasible. 				
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			
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).				
Hand and Respiratory Hygiene				
Promote frequent handwashing.				
Have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel.	Handwashing Poster			
Have minimum 60% alcohol-based hand sanitizer readily available.	Hand Sanitizer Poster			
Communicate frequently about good respiratory hygiene/cough etiquette.	Coronavirus disease (COVID-19): Prevention and risks			
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			

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)				
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 <i>Embracing the New Normal</i> guide.	Screening tool			
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			
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 <u>clean devices after each use</u>. 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.	Cleaning and Disinfection for COVID-19			
Washrooms				
<ul style="list-style-type: none"> Equip with hot and cold running water under pressure, liquid soap, paper towel, toilet paper and <u>garbage containers where possible</u>. Hand-washing posters must be posted. 	Handwashing Poster			
<p>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.</p> <p>Additional Considerations:</p> <p>Use non-medical face coverings for employees, clients and visitors to minimize the risk of transmitting COVID-19.</p> <p>Develop procedures for selection, use, decontamination (if applicable), storage, handling, limitations, inspection requirements, change-out requirements and employee training, if coverings are used.</p>	Health Canada information on non-medical masks and face coverings			
<p>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.</p> <p>Provide mental health support to all workers, including access to an employee assistance program (EAP) or information on public health supports, if available.</p>	GNB Mental Health Resource			



EMBRACING THE
NEW NORMAL
 AS WE SAFELY RETURN TO WORK

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)				
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:				
<ul style="list-style-type: none"> Implement active screening processes. 				
<ul style="list-style-type: none"> Implement enhanced handwashing 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) 				
<ul style="list-style-type: none"> Eye protection (safety glasses, goggles or face shield) Other PPE as determined necessary through the risk assessment 				
In areas/rooms where minimal interaction of people within two metres of each other is not possible, maintain a visitor and employee log. This must be made available to Public Health for contact tracing purposes if it's identified that a person who tested positive for COVID-19 was present in that area.				
Additional Protection				
<p>Use non-medical face coverings 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>	Health Canada information on non-medical masks and face coverings			

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