

RE-OPENING & RECOVERY OF NEW BRUNSWICK - A GUIDE FOR BUSINESSES & ORGANIZATIONS



In this document, we attempt to summarize the guidance information that has been provided by the Government of New Brunswick regarding reopening the economy over the coming days and weeks.

Please note that the following document is not a fully comprehensive guide to all possible responsibilities, obligations or actions that your business may have to take to comply with provincial re-opening rules.

The government does not intend to produce a prescription checklist for sectors or types of business. This guide is meant to be an outline to get businesses thinking about what is important for their particular operation(s).

The government has advised that they do not expect that a vaccine will be available for 12 to 18 months or more, meaning life will not return to normal for some time. Physical distancing, health screenings, physical barriers (plexiglass), hand washing, surface cleaning, masks and face coverings will be the new normal.

MAY 2020

RE-OPENING & RECOVERY OF NEW BRUNSWICK

As New Brunswick's phased re-opening of the economy continues, we encourage all businesses and organizations to create a plan for re-opening if you have been closed. For those who have remained open during the crisis, be sure that you are complying with all requirements – starting with creating a COVID-19 Operational Plan (further details below).

The high-level requirements put forward by the Government of New Brunswick for businesses and organizations reopening their operations in the coming days and weeks are:

1. Develop a COVID-19 Operational Plan COVID-19
2. Awareness (signage)
3. Pre-Screening Tool
4. Physical Distancing
5. Cleaning and Disinfection Procedures
6. Facilitating Personal Hygiene Etiquette
7. Personal Protection Equipment (PPE)
8. If You Cannot Ensure Physical Distancing
9. Sector-Specific Guidance

1. Operational Plan (Required)

In order to open your business, **you must** develop a **COVID-19 Operational Plan** outlining how daily operations will be managed to meet the additional measures outlined by the Government of New Brunswick and summarized in this document. Your first step should be conducting a risk assessment (# and intensity of contacts, social distancing) within your operation and identify appropriate mitigation measures.

The government does not intend to provide sector-by-sector prescriptive checklists regarding what specific actions your operation will be required to comply with operational plan requirements. These will depend on individual factors such as the layout of your space, how you normally interact with customers/clients and more.

The government also does not intend to review operational plans in advance but may ask to see your plan during a scheduled or unscheduled visit by provincial officials. **Your Operation Plan should include, at a minimum:** COVID-19 Awareness (signage), Pre-Screening Tool, Physical Distancing, Cleaning and Disinfection Procedures, and Facilitating Personal Hygiene Etiquette.



RE-OPENING & RECOVERY OF NEW BRUNSWICK

2. COVID-19 Awareness (signage)

Signage must be posted on proper hand hygiene, respiratory hygiene, and physical distancing throughout the facility and outdoor settings as applicable. How this is applied will vary depending on your facility, but signage is required. Signage should be placed at a minimum at any common entrance and where people tend to congregate. Further information can be found on the [New Brunswick Coronavirus webpage](#). (Click on Awareness Resources/More Resources). Available Public Health Posters Include:

- [Self-Monitoring Poster](#)
- [Hand-Washing Poster](#)
- [Hand Sanitizer Poster](#)
- [Protect Yourself and Others from Getting Sick Poster](#)
- [Physical Distancing Poster](#)

3. Pre-Screening Tool

Businesses and organizations should advise that staff and patrons who are either symptomatic and/or have been advised by Public Health to self-isolate, should remain home and not enter the premises. Operators should actively pre-screen staff before the beginning of each shift. The government's pre-screening questionnaire example can be found on the last page of its [Phase One Guidance Document](#).

4. Physical Distancing

Remember that this is not 'business-as-usual'. In order to accommodate physical distancing requirements, patrons and staff must not be permitted to congregate in groups. This may (and likely will) result in alterations to how the workplace is set up, how the activity would normally occur or how patrons and staff would normally interact and go about business.

- Patrons may partake in their activity while maintaining a minimum of two metres or six feet between themselves and others at all times (with the exception of members of the same household or 'bubble').
- Where possible, a designated staff member should monitor adherence to physical distancing requirements on premise.
- Situations where interfacing between staff and customers is common might deserve special considerations for mutual protection (installing a plexiglass screen at the cash, for example).



RE-OPENING & RECOVERY OF NEW BRUNSWICK

- In elevators, limit the number of people getting into each car to no more than 2 at a time.
- People should consider only riding the elevator with their own family, taking the stairs, or waiting for the next elevator.

In situations where physical distancing is not possible, refer to Section 8, below.

5. Cleaning and Disinfection Procedures

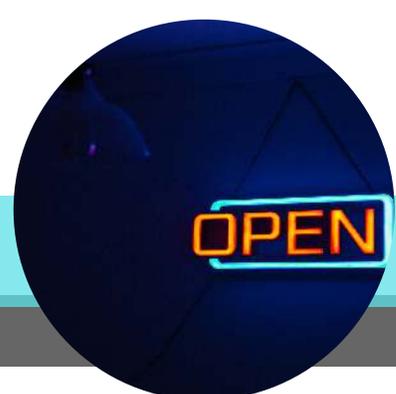
All common areas must be cleaned and disinfected twice daily, or more often as required (e.g., if soiled).

- Items such as countertops, chairs (including below the front of the seat), rental/shared equipment, cashier equipment, light switches, public washrooms, doorknobs, and furniture will need to be disinfected more frequently throughout the day.
 - We recommend keeping a record of your cleaning efforts daily
- Use disposable gloves when cleaning surfaces. Make sure that other staff and patrons are removed from the area during clean-up.
- When choosing a cleaning product, it is important to follow product instructions for dilution, contact time and safe use, and to ensure that the product is:
 - Registered in Canada with a Drug Identification Number (DIN)
 - Labelled as a broad-spectrum virucide
 - More information [here](#)

6. Facilitating Personal Hygiene Etiquette

Businesses and organizations will need to ensure that they are enabling thorough and frequent hand hygiene for patrons and staff by signposting and making sure basic supplies are provided. These supplies include:

- For handwashing
 - hot/cold potable running water
 - liquid soap
 - paper towel
 - garbage bins
 - **or** minimum 60% alcohol-based hand sanitizer
- toilet paper
- cleaning and disinfecting supplies



RE-OPENING & RECOVERY OF NEW BRUNSWICK

- personal protection equipment (non-medical masks and disposable gloves) as appropriate.
- Where public washrooms are available, they must be equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, and garbage containers. Handwash signs must be posted.

7. Personal Protective Equipment

Risk of infection with the virus that causes COVID-19 can be mitigated using multiple strategies in combination. The first strategy is to avoid situations and people that pose a risk, by having people stay home when ill and maintaining a two-metre distance from others. When it's not possible to avoid contact with others, hand hygiene and respiratory etiquette are very important to reduce spread. Personal protective equipment (PPE), such as face masks and gloves, can be used in certain situations to protect people from infectious diseases.

8. If Physical Distancing Cannot be Maintained in Your Workplace

If an employer cannot consistently maintain a two-metre separation between people due to essential work activities that require brief sporadic interaction with others, or if there will be unavoidable periods of close interaction, the following steps must be taken (as per WorkSafeNB):

- First consider the installation of a physical barrier, such as a clear plastic guard, that can protect workers from potential exposure. If not possible,
- All persons entering a workplace must be actively screened for symptoms of COVID-19.
 - Active screening must include temperature checks of all persons, provided a noncontact thermometer (e.g. infrared) is available. Disposable thermometers may be used provided a proper procedure to maintain a non-contact temperature check is implemented.
 - 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.
 - Any person exhibiting symptoms of COVID-19 must not enter the workplace or, if already mid-shift, be immediately asked to leave the workplace. Dial 811 immediately for instructions.



RE-OPENING & RECOVERY OF NEW BRUNSWICK

- Proper hand-washing and enhanced sanitation/cleaning practices must be followed in areas where multiple people handle tools, goods, supplies, equipment or other shared items. Limit tools to one person if possible. Tools or equipment which must be shared, must be disinfected before and after use.
- A risk assessment to determine the engineering and/or PPE controls necessary must be completed, and adequate personal protective equipment must be provided such as:
 - Hand protection (nitrile gloves)
 - Eye protection (safety glasses, goggles, or face shield)

9. Sector-Specific Guidance

The Government of New Brunswick have provided the following sector-specific guidance since the COVID-19 crisis began that may help developing your Operational Plan:

- Guidance for [Pet Groomers](#) (26 April 2020)
- Guidance for [Garden Centres](#) (25 April 2020)
- Guidance for [Take-Out Restaurants, Food Trucks and Ice Cream Shops](#) (18 April 2020)
- Advice to [Taxi Drivers](#) (11 April 2020)
- Guidance for [Grocery Stores and Retail Food](#) (11 April 2020)
- Guidance for [Workers Who Provide In-Home Care](#) (non-personal care) (10 April 2020)
- Guidance for [Hotels](#) (10 April 2020)
- Guidance for [Apartment Building Operators, Employees and Residents](#) (10 April 2020)

The federal government has published the following sector-specific tip sheets:

- [Daycares](#)
- [Transportation](#)
- [Construction](#)
- [Retail](#)
- [Restaurants and Food Service](#)
- [Food Processing](#)
- [Agriculture](#)

Economic Recovery Plan Documents and resources

- [Phase One Guide Document](#) of public health measures required by the Office of the Chief Medical Officer
- The [latest version](#) of New Brunswick's State of Emergency mandatory order
- WorkSafeNB [COVID-19 Resource](#)



RE-OPENING & RECOVERY OF NEW BRUNSWICK

Still looking for more information?

- Other Useful Resources:
 - The Province of Ontario has issued [sector-specific guidelines](#), which may be helpful to you for reference.
 - J.D. Irving, Ltd., has shared their company [COVID-19 Workplan](#), which contains helpful examples of signage, workspace setups, cleaning & disinfecting checklists/protocols, and more.

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