

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 / organization)				
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.				Done
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 FAQ			N/A
Physical Distancing				
Implement a two-metre physical distance protocol.	Physical Distancing	See: Physical Distancing	Poster and training	Done
<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. 				
<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.). 				
<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.).	FAQ			Done
Evaluate options to reduce staff onsite, such as having some staff work from home, changing shift times and, implementing flexible work hours.				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).				Done
Hand and Respiratory Hygiene				
Promote frequent handwashing.	Handwashing Poster	Retail: Dedicated handwash sink in market and two public washrooms. Production: 3 washrooms	See: Handwashing	Done
Have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel.				Done

Have minimum 60% alcohol-based hand sanitizer readily available.	Hand Sanitizer Poster	At cash, entrances, on benches near product, offices, in vehicles	Poster, verbal, training	Done
Communicate frequently about good respiratory hygiene/cough etiquette.	Coronavirus disease (COVID-19): Prevention and risks		Signage	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	Enhanced cleaningschedule and assigning tools	Training	Done
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 / 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 .	Screening tool FAQ	Active: in red and for production. Passive for retail in yellow and orange	Verbal, poster, training	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.	FAQ	Follow worksafe instructions	verbal, training	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. 		Installed easy to clean protectors on pin pads		Done
<ul style="list-style-type: none"> If you must handle money, ensure regular handwashing and have minimum 60% alcohol-based hand sanitizer readily available. 				Done
Cleaning and Disinfection				
Ensure availability of all necessary supplies for cleaning and disinfecting.	Cleaning and Disinfection for COVID-19			Done
Washrooms		See: Cleaning		
<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. 				Done
<ul style="list-style-type: none"> Hand-washing posters must be posted. 	Handwashing 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

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.	Health Canada information on non-medical masks and face coverings Infographic Poster FAQ	Provide disposable and reusable masks to staff	Training, Signs, Verbal	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.				Not Started
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	Available through benefit package		Done
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 / organization)				
If your workplace CANNOT ensure minimal interaction of people within two metres of each other – the requirements listed below <u>must be implemented</u>				
Where feasible, install physical barriers (clear plastic guard, cubicle walls of appropriate design, curtains).	FAQ	At cash registers		Done
If physical barriers are not possible:				
<ul style="list-style-type: none"> Implement active screening processes. 	FAQ	For production	See: Screening	Done
<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			Done
Provide personal protective equipment such as:				
<ul style="list-style-type: none"> Hand protection (nitrile, rubber or latex gloves) 	OHS Guide-PPE FAQ			N/A
<ul style="list-style-type: none"> Eye protection (safety glasses, goggles or face shield) 				N/A
<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.				N/A
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)
Occupational Health and Safety Act and Regulation Requirements				
Communicate to employees and supervisors their responsibilities under the <i>OHS Act</i> and regulations.	OHS Guide-Three Rights			Done
Communicate to all employees their three rights under the <i>OHS Act</i> .				Done

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			Done
Keep <u>records</u> of visitor and employee log (with confirmation those individuals were actually screened), as well as orientation, training and inspections.				Done
Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.				Done
Ensure all <u>employees</u> receive information, instruction and training on the <u>personal protective equipment</u> required to protect against COVID-19.	Interpretation			Done
Provide, maintain and make available personal protective equipment.				Done
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).	OHS Guide-JHSC			Done
Provide competent and sufficient supervision to ensure employees are complying with policies, procedures and processes established.	OHS Guide topic-Supervision			Done
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.	FAQ			Done
Include guidance that is not provided in this template and is recommended by your industry association or other resources.				
Sector Specific Additional Resources				