

COVID-19 Unit Operational Plan Phase One

Please complete the following document to identify the precautions required in your unit work spaces to ensure the health and safety of faculty, staff and students.

Once this document is complete, please submit to your supervisor for their review; followed by review of your Dean or Director; and finally, to the Environmental Health and Safety Office.

Once operational plans are approved by the unit's lead (Vice-President or President), any employees returning to campus will be required to read and sign off on a back-to-work orientation package. Links to this package will be circulated soon.

Date: August 31, 2020

Personnel: Fredericton Pickleball Club

Nature of work: Play Pickleball

Work in building: REC Gym

Room-specific operational plans: Gym precautions

WorkSafeNB table:

Please complete the following table, which will help you identify the tasks associated with completing your operational plan. Faculties and departments are only required to complete the sections relevant to their space. Prior to completing the table, please review these two resources:

Government of New Brunswick:

[Guidance Document of General Public Health Measures During COVID-19 Recovery](#)

WorkSafeNB:

[Embracing the New Normal: As We Safely Return to Work](#)

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	Every signs in and agrees to follow the Plan	Email, Website and Facebook	Done – FPC has a COVID Operational Plan
Complete a risk assessment to determine the engineering, administrative controls and/or PPE controls necessary to mitigate the risk of COVID-19 exposure.				N/A
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	Sign-in Questionnaire	Email, website and Facebook	Done
Physical Distancing				
Implement a two-metre physical distance protocol.	Physical Distancing			Done
<ul style="list-style-type: none"> Consider both employees and visitors/customers. 				All FPC members
<ul style="list-style-type: none"> Arrange furniture to promote the two-metre rule. 				Will sit apart to honour social distancing
<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.). 				N/A
<ul style="list-style-type: none"> Determine if installation of physical barriers such as partitions or Plexiglas is feasible. 				N/A
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			N/A
Evaluate options to reduce staff onsite, such as having some staff work from home, changing shift times and, implementing flexible work hours.				N/A
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).				N/A
Hand and Respiratory Hygiene				
Promote frequent handwashing.	Handwashing Poster		FPC COVID-19 Operational Plan	Done
Have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel.				N/A
Have minimum 60% alcohol-based hand sanitizer readily available.	Hand Sanitizer Poster	Hand Sanitizer provided on site	FPC COVID-19 Operational Plan	Done

Communicate frequently about good respiratory hygiene/cough etiquette.	Protect yourself and others		FPC COVID-19 Operational Plan	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			N/A

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)				
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	FPC COVID-19 Operational Plan	Email, website and Facebook	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			N/A
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 handwashing and have minimum 60% alcohol-based hand sanitizer readily available. 				N/A
Cleaning and Disinfection				
Ensure availability of all necessary supplies for cleaning and disinfecting.	Cleaning and Disinfection for COVID-19			
Washrooms		Hand Sanitizer provided	Email, website and Facebook and word of mouth onsite	Done
<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. 				N/A
<ul style="list-style-type: none"> Hand-washing posters must be posted. 	Handwashing Poster			N/A
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.	Health Canada information on non-medical masks and face coverings			N/A
Develop procedures for selection, use, decontamination (if applicable), storage, handling, limitations, inspection requirements, change-out requirements and employee training, if coverings are used.				
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.				N/A
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			N/A

**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 <u>must be implemented</u>				
Where feasible, install physical barriers (clear plastic guard, cubicle walls of appropriate design, curtains).				N/A
If physical barriers are not possible:				N/A
<ul style="list-style-type: none"> Implement active screening processes. 				N/A
<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	Hand sanitizer located at sign-in station	Email, website and Facebook and visible on site.	Done
Provide personal protective equipment such as:				N/A
<ul style="list-style-type: none"> Hand protection (nitrile, rubber or latex gloves) 	OHS Guide-PPE			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.			Sign-in and Sign-out log is kept.	Done
Additional Protection				

<p>Use <u>non-medical face coverings</u> 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			N/A
---	---	--	--	-----

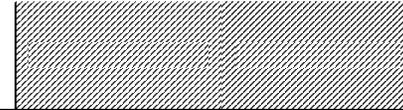
EMBRACING THE NEW NORMAL

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)
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			N/A
Communicate to all employees their three rights under the <i>OHS Act</i> .	Guide to Legislation - Three Rights			N/A
Provide employee orientation, information and training on the new policies and processes implemented regarding COVID-19.	OHS Guide-New Employee Orientation			N/A
Provide employee training on the work refusal process.	Right to Refuse			N/A
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.				N/A
Ensure all <u>employees</u> receive information, instruction and training on the <u>personal protective equipment</u> required to protect against COVID-19.				N/A
Provide, maintain and make available <u>personal protective equipment</u> .				N/A
Implement a disciplinary process for correction of employee violations of company policies and procedures.				N/A
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			N/A
Provide competent and sufficient supervision to ensure employees are complying with policies, procedures and processes established.	OHS Guide topic- Supervision		N/A	

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](#)



N/A

Include guidance that is not provided in this template and is recommended by your industry association or [other resources](#).

Sector Specific Additional Resources				

Signatures:

Employee responsible for workspace

Alden Briggs _____ August 31, 2020 _____
Print Name Signature Date

Dean/Director

*Please rank the priority of this operational plan for Phase One of reopening

Print Name Signature Date

Workplace Health and Safety

Print Name Signature Date

Unit lead (Vice-President or President)

Print Name Signature Date