



NBCSA COVID-19 Start-up Plan

Main Office

NBCSA's main office will remain closed to the general public except by appointment. Appointments will only be allowed if the physical distancing requirement (minimum 2 meters) can be met and both parties have completed a COVID-19 screening using the WorkSafeNB COVID-19 Health Assessment Screening tool. The physical distancing requirement will remain in effect for the entirety of the appointment.

Public health advice posters will be displayed throughout the building.

Health Monitoring:

- After completion of original COVID-19 screening, employees will notify employer if there are any changes to their health condition. Actions as per the screening process will then be taken.
- Individuals who are experiencing symptoms of COVID-19, those who should be self-isolating, or those who refuse to answer screening questions will not be permitted to enter the office.

Hand Washing:

- In addition to our regular hand washing facilities, hand sanitizer will be available.

Physical Distancing:

- At all times physical distancing requirements will remain in effect (minimum 2 meters).

Enhanced Cleaning and Disinfecting Protocol:

- Proper hand washing instructions will be posted in all washrooms.

**PLEASE DO NOT ENTER THE MAIN OFFICE WITHOUT ANSWERING THE
FOLLOWING QUESTIONS**
Screening for COVID-19
Staff

Date		Employee	
Employer		Contact #	

1. Do you have **at least two** of the following symptoms:
 - Fever above 38°C
 - New onset muscle pain
 - Sore throat
 - Runny nose
 - Headache
 - New onset fatigue
 - New or worsening chronic cough
 - Diarrhea
 - Loss of taste
 - Loss of smell

2. Are you under the age of 18 and experiencing purple fingers or toes?
If you answered YES to question 1 or 2, self-isolate immediately and call 811 or your family physician for further direction.

3. Have you returned from travel outside of New Brunswick?
If you answered YES to question 3, you must immediately self-isolate for 14 days unless you have a written exemption. If you have or develop symptoms, call 811 or your family physician.

4. Have you had close contact within the last 14 days with a confirmed case of COVID-19?
If you answered YES to question 4, you must immediately self-isolate for 14 days, if you have or develop symptoms, call 811 or your family physician.

5. Have you had close contact within the last 14 days with a person being tested for COVID-19?
If you answered YES to question 5, you may enter the building. However, you must self-monitor for symptoms. If symptoms develop, self-isolate and call 811.

Instructors/Classroom

Health Monitoring:

- All participants and instructors will be required to complete a daily health screening upon entry to building using the WorkSafeNB COVID-19 Health Assessment Screening tool. A copy of the screening questionnaire has been included.
- Individuals who are experiencing symptoms of COVID-19, those who should be self-isolating, or those who refuse to answer screening questions will not be permitted to participate in training and will be required to reschedule.

Hand Washing:

- In addition to our regular hand washing facilities, hand sanitizer will be available.

Physical Distancing:

- Maximum class sizes have been reduced to allow for required physical distancing between students.
- Participants will be required to queue outside the classroom prior to training, maintaining at least 2 meters (6.5 feet) distance from one another.
- Participants will be signed in one at a time and must complete the daily health assessment at that time.

Enhanced Cleaning and Disinfecting Protocol:

- NBCSA will ensure that the classroom we are renting will have an increased cleaning and sanitization schedule.

In an additional effort to reduce potential transmission on frequently contacted surfaces:

- Training materials left behind (e.g. pens, handouts) will be discarded.
- Students are encouraged to bring their own beverage (e.g. water, coffee).
- Students are required to bring their own fall arrest harness and lanyard to Fall Protection courses. If this is not possible, the NBCSA will have a limited number available which will be cleaned after each use.
- Additional controls may be implemented based on the individual needs of the training course.

Screening for COVID-19

PLEASE DO NOT ENTER THE CLASSROOM WITHOUT ANSWERING THE FOLLOWING QUESTIONS

Date		Student	
Trainer		Contact #	

1. Do you have **at least two** of the following symptoms:
 - Fever above 38°C
 - New onset muscle pain
 - Sore throat
 - Runny nose
 - Headache
 - New onset fatigue
 - New or worsening chronic cough
 - Diarrhea
 - Loss of taste
 - Loss of smell
2. Are you under the age of 18 and experiencing purple fingers or toes?
If you answered YES to question 1 or 2, self-isolate immediately and call 811 or your family physician for further direction.
3. Have you returned from travel outside of New Brunswick?
If you answered YES to question 3, you must immediately self-isolate for 14 days unless you have a written exemption. If you have or develop symptoms, call 811 or your family physician.
4. Have you had close contact within the last 14 days with a confirmed case of COVID-19?
If you answered YES to question 4, you must immediately self-isolate for 14 days, if you have or develop symptoms, call 811 or your family physician.
5. Have you had close contact within the last 14 days with a person being tested for COVID-19?
If you answered YES to question 5, you may enter the building. However, you must self-monitor for symptoms. If symptoms develop, self-isolate and call 811.

Auditing

- All auditors, **before attending** an audit, will be required to complete a health screening using the WorkSafeNB COVID-19 Health Assessment Screening tool. A copy of the screening questionnaire must be submitted to the COR department at cor@nbcsa.ca.
- Individuals who are experiencing symptoms of COVID-19, those who should be self-isolating or those who refuse to answer screening questions will not be permitted to participate in the auditing process and will be required to reschedule.
- Auditors will also be required to follow the COVID-19 policy of the company that they are performing the audit on. If the company has no policy then the auditor should not proceed until they have one from the company.
- If auditors cannot meet the physical distancing requirement of 2 meters, they shall require appropriate PPE or the audit will need to be rescheduled.

Screening for COVID-19

PLEASE DO NOT START AUDIT WITHOUT ANSWERING THE FOLLOWING QUESTIONS

Date		Company	
Auditor		Contact #	

1. Do you have **at least two** of the following symptoms:
 - Fever above 38°C
 - New onset muscle pain
 - Sore throat
 - Runny nose
 - Headache
 - New onset fatigue
 - New or worsening chronic cough
 - Diarrhea
 - Loss of taste
 - Loss of smell
2. Are you under the age of 18 and experiencing purple fingers or toes?
If you answered YES to question 1 or 2, self-isolate immediately and call 811 or your family physician for further direction.
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