



## **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 6ft distancing. If not possible then Mask must be worn.
- 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](mailto: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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**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.**

Auditor 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.