



## **COVID-19 NBTF BUILDING PLAN** **Updated : August 26, 2020**

New Brunswickers have demonstrated a strong sense of community by following the physical distancing and self-isolation directives from the Province and the Chief Medical Officer of Health, which allowed us to flatten the curve. This has resulted in few new cases in the past several weeks and a loosening of restrictions. (See attached New Brunswick COVID-19 Detailed Public Health Alert Level document :

<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/recovery.html#red>).

The NBTF building reopened its doors to staff in May 2020. It is critical that we continue to respect the guidelines of physical distancing to maintain a safe and healthy working environment for all.

As the NBTF prepares to open its doors to the public on August 31, 2020, it is important that all staff be aware of revisions to the May 2020 operational plan.

I would encourage you to familiarize yourself with these revised operational requirements that have been put in place in the NBTF building.

### **Public Access to the Building**

It is important to note that the **first floor** of the building will reopen to the public as of Monday, August 31, 2020.

#### **NBTA Credit Union**

Will resume regular operations and business hours starting August 31, 2020.

#### **Dave Gorman Financial Services**

Will resume regular operations and business hours starting August 31, 2020.

#### **Johnson Insurance**

To be determined

### **Signage**

There will be a large number of bilingual signs posted throughout the building to remind staff and visitors about physical distancing and the operational requirements to be observed.

### **Entering and Exiting the Building**

Signage will be placed at all entrances indicating that the **second floor** is accessible to the public by appointment only. The receptionist will have to be informed of scheduled



appointments in order to direct visitors when they arrive. Access will not be granted to those whose name is not on the visitors' list.

In the event that members arrive without an appointment, the receptionist will make a courtesy call to the staff member requested to check their availability. If the call is not answered, the receptionist will assume you were unavailable. It is important to inform the NBTF receptionist when absent from the building.

A list of COVID-19 symptoms will also be posted and should anyone exhibit any of the symptoms, they are not to enter the building. If a building staff member exhibits more than one symptom, they are to return home and contact their supervisor.

All staff and public must use the main entrance to access the building at all times. Fobs must be used in order to gain access to the second floor.

When exiting the building, staff and public can use the main entrance or one of the two side entrances (facing Montgomery Street School or Regent Street).

***\*\*\* If we ever find ourselves in an emergency situation where we have to evacuate the building, please follow the regular evacuation plan.***

### **Sign-in Book**

Anyone visiting the NBTF building or its tenants will be required to register (full name and phone number) at the reception area. This is done in order to facilitate contact tracing should it be necessary.

### **Community Masks (Public)**

Anyone visiting the NBTF or its tenants will be required to wear a community mask when entering and for the duration of their visit.

### **Community Masks (Staff)**

Building staff will be required to wear a community mask when unable to socially distance (2 metres) and in all common areas.

### **Food Service**

Food service providers can access the building using the main entrance in order to facilitate delivery. All food items must be individually packaged or wrapped (including breaks). We are not permitted at this time to have any self serve / buffet options. This includes treats from home, cake, etc. to celebrate or recognize special events in the building.

It will be important to notify the NBTF receptionist if you are expecting catering.



## **After Hours and Weekends**

In order to assist the custodial staff to keep a clean building, we are asking staff to be out of the building by 6:00 p.m.

Staff are still able to access the building after hours and on weekends. However, these visits should be short in duration.

If you're in the building after hours or on weekends, it is critical that you sign in and out at the reception. You must also deactivate the alarm upon arrival and reactivate when leaving, if you are the last person in the building.

## **Mail and Package Delivery**

A sign will be posted at the main entrance indicating that all deliveries and pick-ups (mail and packages) are to be made through the back door. The custodians will be the point of contact for all delivery and pick-up services and their cell phone number will be indicated on the sign. All mail and package deliveries will be placed in the mail room.

## **Mail Room**

The mail room has a 3-person maximum occupancy.

## **Photocopiers**

When using any photocopier or other machinery in the print/mail room, it is important to remember to physically distance.

Material will be provided to wipe down the photocopier after use. Please do not spray directly on the copier, use the provided paper towel.

## **Stairwells**

All stairwells will be designated single direction.

The main stairwell will be designated "up only" while the other two will be designated "down only".

## **Elevator**

The elevator will be designated single occupancy only.

## **Doors**

Doors located at the bottom and top of each stairwell will be kept closed. Fobs will have to be used to access the second floor. The glass doors leading into the NBTf and the NBTa areas will remain open in order to minimize contact with the handles.



## Washrooms

Washrooms on the **first floor** will be reserved for staff only. Signs will be posted on the entrance door to the washrooms, with one side indicating “Occupied”, and the other “Vacant”. **Double Occupancy is acceptable. However, community masks must be worn.**

Cleaning materials will be placed in washrooms in order for staff to disinfect before and after use.

## Kitchen and Lunch Room

A maximum of two people will be permitted to use the kitchen at once if they are able to physically distance themselves from one another.

The only coffee available will be single serve. No large urns of coffee or tea will be available.

Cleaning materials will be placed in the kitchen in order for staff to disinfect the area used.

The lunchroom on the second floor will remain closed.

## Hallways

Physical distancing is to be respected at all times in the hallways.

## Meeting Rooms

Face to face meetings will resume August 31, 2020. The NB COVID-19 **Public Health Alert Level** document (see link) will be followed in determining meeting participant maximum numbers which will be posted in each meeting room.

The only meeting spaces available will be room 204 ABC, which has been set up as a hollow square for a maximum 12 people (room can be set for a maximum of 24) and the Wayne Nightingale Room for a maximum of 10 people. These rooms are to be cleaned after each use. There will also be signage to indicate the entrance and exit doors to the rooms. These rooms can only be booked by the Executive Directors of the Associations or the Federation.

The following rooms will not be available for use :

- Johnson’s Board Room
- Meeting room 210
- Meeting room 229B

## Use of technology for meetings

In order to maintain physical distancing, staff will continue to use virtual meeting technology, text, email, phone, etc. as much as possible to communicate with others. It is also recommended that whenever possible, all documentation be shared electronically.



## Massage and Reflexology

These services will return after August 31, 2020 by appointment only.

## Itinerant Workers

All itinerant workers are permitted to return to the building. However, they must be provided a copy of the operational plan by the hosting organization. Failure to abide by the plan may result in denied access to the building.

## Community Use of the Building

The NBTF building will remain closed for community use until further notice. This includes all events normally held by active and retired members.

## Custodians

Custodians have returned to their regular shifts from Monday to Friday:

- 7:00 to 3:00 p.m.
- 3:00 to 10:00 p.m.

Custodians will focus on common areas of the building (lobby, kitchen and washrooms) and items frequently used (light switches, door handles, railings, photocopiers, etc.)

## Staff Cleaning Responsibilities

It will be important for staff to keep cleaning their own desk surface, office door handles and light switches on a regular basis. Cleaning materials will continue to be provided. While custodians will continue with regular duties, this will certainly be to your advantage and help them out.

## NBTF Executive Director and Liette Savoy

Will schedule all service requirements of the building. It is important to note that all service providers will be required to wear a community mask while in the building.

In conclusion, it is important to know that the NBTF's primary focus remains the health and safety of all staff who work in the building. I would encourage you to discuss any concerns or suggestions you might have on how we can make things better with your direct supervisor.

It is critical that we all do our part in order to maintain a safe and healthy building. That is why it is important that these operational requirements continue to be followed. Staff found to be non-compliant will be reported to their respective supervisor.

In the event that you believe the work is likely to endanger your health or safety, you will have to provide supporting information and the request will be evaluated by your supervisor and, if needed, by WorkSafe NB.



We will continue to take our lead from the Province and the Chief Medical Officer of Health and should modifications be required, they will be communicated to all building staff immediately.

Thank you for your understanding and cooperation during these unusual times.

Stay safe, stay healthy and don't forget to wash your hands!

*Kerry*

