



COVID-19 NBTF BUILDING PLAN – Orange Level
Updated : January 6, 2021

This document is a supplement to the operational plan dated November 12 2020

The following highlights the changes in directives that will take place in the NBTF building as a result of zone 3 being placed in an orange alert level (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>)

It is critical that we continue to respect the guidelines of physical distancing and wearing community masks to maintain a safe and healthy working environment for all.

I would encourage you to familiarize yourself with the new requirements, outlined below, that have been put in place in the NBTF building.

Public Access to the Building

The **first floor** of the building will remain open to the public

NBTA Credit Union

Regular operations and business hours.

Dave Gorman Financial Services

Regular operations and business hours.

Johnson Insurance

Regular business hours with limited services available on site.

The **second floor** of the building is **closed** to the public

Entering and Exiting the Building

A list of COVID-19 symptoms is posted and should any employee exhibit any of the symptoms, they are not to enter the building and are to return home and contact their supervisor.



All staff must continue to use the main entrance to access the building at all times. Key fobs must be used in order to gain access to the second floor.

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

***** In an emergency situation where we have to evacuate the building, please follow the regular evacuation plan.**

Community Masks (Staff)

Building staff will be required to wear a community mask at all times unless they are alone in their own office (including meeting rooms regardless of ability to social distance).

Massage and Reflexology

These services will resume when we return to a yellow phase.

Itinerant Workers

Itinerant workers will not be permitted to return to the building during this orange phase.

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.

Commuting

Staff that commute between Health Zones need to speak with their supervisor with regards to expectations.

Staff Cleaning Responsibilities

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

NBTF Executive Director and Receptionist

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.
Kerry

