



RETURN TO THE NBTF BUILDING PLAN

The NBTF building has been closed to staff for almost two full months (since March 17, 2020) as a result of the COVID-19 Pandemic. 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 no new cases in the past two weeks and a loosening of some restrictions.

In preparing for the gradual return of the staff to the NBTF building, a professional cleaning service was brought in the week of April 27th to disinfect the interior of the building in its entirety. It is still critical that we continue to respect the guidelines of physical distancing not only to ensure a safe return to work but also to maintain a safe and healthy working environment.

I would encourage you to familiarize yourself with these new operational requirements that have been put in place in the NBTF building as the information in this document will serve as your orientation back to work.

Employees are expected to work from their regular location when they return to the building and any requests to work remotely will be discussed with their immediate supervisor.

Public Access to the Building

It is important to note that the building will continue to be closed to the public for the foreseeable future. This includes all family members and friends. Only staff members will be allowed in the building.

NBTA Credit Union

The NBTA Credit Union will continue to operate with a reduced staff. On May 11th, they will return to full-time hours. However, access to the NBTA Credit Union can only be gained through the bank machine entrance.

Dave Gorman Financial Services

They will operate with reduced hours and will remain closed to the public.

Johnson Insurance

They will operate with a reduced staff and will remain closed to the public.

NBTA and AEFNB Counselling Services

This area will remain closed and services will continue to be offered remotely.

Entrance and Exiting the Building

Signage will be placed at all entrances indicating that the building is closed to the public. A list of COVID-19 symptoms will also be posted and should a staff member exhibit any of the symptoms, they are to return home and contact their supervisor. Under no circumstances should you enter the building if you exhibiting more than one symptom.

All staff must use the main entrance to access the building at all times, no exceptions. Doors will remain locked at all times and fobs must be used in order to gain access.

When exiting the building, staff will be required to use 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.

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 5:00 p.m. Any requests to stay longer or work weekends in the building will have to be approved by Executive Director of the NBTF.

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.

Signage

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

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.

I would also ask that any personal deliveries be directed to another address.

Mail Room

The mail room has been designated as a single occupancy only. It should also be noted that the vending machines will not be refilled during this time.

Photocopiers

When using any photocopier on the second floor, it is important to remember to physically distance. Any use of the copier or other machinery in the print room behind the reception on the first floor will have to be discussed with the building manager due to limited access.

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”.

Doors

Doors located at the bottom and top of each stairwell will be left open in order to minimize contact with the handles. This will also be the case for the glass doors leading into the NBTF and the NBTA areas.

Elevators

Elevators will be designated single occupancy only.

Washrooms

Washrooms will be designated single occupancy only. Signs will be posted on the entrance door to the washrooms, with one side indicating “Occupied”, and the other “Vacant”.

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 will be closed.

Hallways

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

Meeting Rooms

The only meeting space available will be room 204 ABC, which has been set up as a hollow square for a maximum 12 people. This room is to be used sparingly and must be cleaned after each use. There will also be signage to indicate the entrance and exit to the room. This room 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
- Wayne-Nightingale Centre
- Meeting room 229B

Use of technology for meetings

In order to maintain physical distancing, staff will be required to use virtual meeting technology, text, email, phone, etc. to communicate between offices. It is also recommended that whenever possible, all documentation be shared electronically.

Custodians

Custodians will work the following shifts on Monday to Friday:

- 8:00 to 1:00 p.m.
- 2:00 to 7:00 p.m.

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

Staff Cleaning Responsibilities

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

Building Manager

The Building Manager (in the building from 9:00 a.m. until 2:00 p.m. on Monday to Friday) will schedule all service requirements of the building. Staff will be notified on days which outside service providers will be in the building.

In conclusion, given all that has happened in the past several weeks, I certainly understand that staff may be anxious about a return to the building. It is important to know that the NBTf's primary focus in preparing for this return has been 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 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 regarding the reopening of the building and should changes 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