



**RECOMMENDED BEST PRACTICES
DURING COVID-19**

Version 3

APRIL 26, 2021
GOLF NEW BRUNSWICK

Distributed in collaboration with the PGA of Canada, Atlantic





RECOMMENDED BEST PRACTICES DURING COVID-19

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Foundational Statements

1. Golf Courses in New Brunswick will be required to meet or exceed current Public Health regulations as established for their health zones.
2. Golf Courses in New Brunswick are encouraged to use the Recommended Best Practices as outlined in this document.

Introduction

Building on a successful 2020 season, golf facilities in the Province of New Brunswick are expected to continue with their COVID-19 Operational Plan while also updating them based on the current phase restrictions and regulations in their respective health zone.

In preparing for the 2021 season, facilities and individuals are still required to maintain physical distancing measures along with continued adherence to the [general guidelines from Public Health](#) and the [Guidelines for New Brunswick Workplaces issued by WorkSafe NB](#). Golf facilities will now be required to update their Operation Plan to account for any changes in policies or guidelines as they relate to the lessened or potential increased restrictions.

As the Province of New Brunswick continues to battle the COVID-19 pandemic, golf courses and facilities are reminded to stay up to date on all mandatory Public Health Measures as they apply to their specific health region.

As of midnight, on April 15, 2021 the following public health alert levels by zone were in place.

- Zone 1 (Moncton region) – [Yellow Alert Level](#)
- Zone 2 (Saint John region) – [Yellow Alert Level](#)
- Zone 3 (Fredericton region) – [Yellow Alert Level](#)
- Zone 4 Regions
 - Edmundston – [LOCKDOWN Alert Level](#)
 - Upper Madawaska – [LOCKDOWN Alert Level](#)
 - Grand Falls – [Orange Alert Level](#)
 - Saint-Léonard – [Orange Alert Level](#)
 - Drummond – [Orange Alert Level](#)
 - New Denmark – [Orange Alert Level](#)
 - Four Falls – [Orange Alert Level](#)
 - Saint-Quentin – [Yellow Alert Level](#)
 - Kedgwick – [Yellow Alert Level](#)
- Zone 5 (Campbellton region) – [Yellow Alert Level](#)
- Zone 6 (Bathurst region) – [Yellow Alert Level](#)
- Zone 7 (Miramichi region) – [Yellow Alert Level](#)



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Except for those zones in the “Lockdown” alert level golf courses can continue to operate within the guidelines of their respective alert levels and provided they maintain a detailed operational plan for all aspects of their business.

The information and recommendations contained in this document has been provided as a general guideline and prepared for facilities located in zones with alert levels of Yellow or Green as of the date of publication. It remains the responsibility of the individual facilities to keep themselves up to date on any applicable changes in Public Health guidelines or the Provincial Mandatory Order for the duration of the 2021 golf season.

Key Points for Consideration

Some key points for consideration under the Yellow Alert Level include

1. **TOURNAMENTS (RECREATION / SPORT)** - Sports teams will be allowed to play within their league across zones, following their operational plan. **Tournaments or larger events within a zone may be permitted, subject to the approval of an operational plan and risk assessment.**

Note: This means that if a golf course wishes to hold a “Tournament” it MUST include only individuals from within their zone. Individuals from outside the host club’s zone ARE NOT able to participate in a tournament currently.

2. **BUBBLE** - Under the Yellow Alert Level, a household can maintain an expanded bubble of 15 contacts from outside their household. The “Steady 15” may socialize together, including going to restaurants, and may include members from other zones that are in the same alert level.
3. **GATHERINGS** - Outdoor gatherings with physical distancing of 50 people or fewer are permitted with physical distancing. For formal events, **an operational plan is required.**
4. **MASKS** - Masks must be worn in public spaces (including retail businesses, malls, service centres, public transport, etc.). **However, masks are not a substitute for physical distancing.**
5. **RESTAURANTS** - Licensed premises such as a bar or restaurant must ensure all patrons are seated at all times, except to enter and exit the premises and to go to and from washrooms.
 - Controlled Venues - Controlled venues at which seating is offered for the purposes of eating, drinking, socialization ... are required to maintain a record of the names and contact information of all persons who attend. More information can be found in [Collection of names and contact information under the Mandatory Order COVID-19](#).
6. **TRAVEL** - Travel between yellow zones is permitted.
 - Necessary travel only is recommended to a zone in a different alert level... **If travelling to a different alert level, follow the rules for that alert for two weeks upon returning to your zone.**



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While golf clubs have been given flexibility, and services will vary from club to club, golfers should note that several restrictions remain in place, which for the time being will be consistent across the province, including but not limited to.

1. **Power Carts** - may only be shared by individuals from the same household or their “Steady 15”.
2. **Flagsticks** - As part of their operational plan, Golf Courses may choose to allow golfers to remove flagsticks and use bunker rakes provided the following procedures are in place.
 - **Regular Cleaning** – As part of the club’s operational plan, a club must maintain a regular cleaning schedule for flagsticks and bunker rakes that would see flag poles and bunker rakes cleaned at least two to three times daily (i.e., flagsticks and bunker rakes should be treated like on course washrooms). If the club’s capacity will not allow for regular cleaning, then flagsticks should be always left in the hole and bunker rakes should not be provided on course.
 - **Signage** – If a club chooses to provide bunker rakes and allow flagsticks to be removed, Public Health suggests signage be used to inform players that.
 - Hands should be sanitized, at the players’ expense, before and after touching flagsticks or bunker rakes.
 - The removal of flagsticks and the use of bunker rakes are **optional** and that players are accepting all associated risks with the removal of flagsticks and the use of bunker rakes.

While facilities can allow players to remove flagsticks, and use bunker rakes, as part of their operational plan, Golf NB and the PGA of Canada Atlantic strongly recommend against this practice. We encourage our partners and members to continue with the practice of always keeping flagsticks in the hole and to remove bunker rakes from the golf course to help limit the total number of touchpoints available to participants during their round.

3. **Adjusted Cups** – If golf clubs choose not to allow flagsticks to be removed, measures should be put in place to limit the depth to which a holed golf ball can travel below the level of the cup. This will continue to reduce a golfer’s need to touch the flagstick and improve their ability to remove their ball from the hole without creating additional touchpoints on the golf course.
4. **Washrooms**- Golfers can expect continued restrictions on access to washrooms and locker rooms.

Golf NB, in consultation with our partners at the Atlantic Allied Golf Associations will continue to work with the Province of New Brunswick on behalf of the golf industry to amend and evolve provincial restrictions and best practices as we move through the golf season.

Should you have any questions or require clarification on the Government’s restrictions, recommendations, or best practices, please feel free to contact the Golf NB office.



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GENERAL GUIDELINES & MINIMUM STANDARD RECOMMENDATIONS

For Facilities in the YELLOW Alert Phase

Cleaning and Sanitizing

RECOMMENDATIONS	RECOMMENDED / MANDATE
<ul style="list-style-type: none"> Expand cleaning and disinfection of common / high-touch surfaces in accordance with the public health order. These areas include, but are not limited too; counter surfaces, tables, public washrooms, door handles, etc. 	RECOMMENDED
<ul style="list-style-type: none"> All rental equipment should be washed or sanitized before the exchange. If items cannot be cleaned and disinfected, isolate goods in a separate bin (labelled with return date) for at least 24 hours before giving it to another participant. <p>Employees/volunteers must wash their hands after handling any clothing / equipment that has been tried on. Glove use is not required. If staff are using gloves, they should be changed after every interaction.</p> <p><i>Source; Tourism, Heritage & Culture – Sport & Recreation Branch, COVID-19 Frequently Asked Questions</i></p>	RECOMMENDED MANDATE
<ul style="list-style-type: none"> Equipment (computers, mowers, etc.) used by staff will be cleaned and sanitized before and after each use. 	RECOMMENDED
<ul style="list-style-type: none"> All staff will be trained to observe COVID-19 safety protocol and have access to proper cleaning supplies. 	RECOMMENDED
<ul style="list-style-type: none"> Employees must have access to gloves and sanitizing wipes and are required to stay home if they are unwell or symptomatic. 	MANDATE





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Mask & Physical Distancing Requirements

<ul style="list-style-type: none"> • Face masks must be worn in public spaces in NB. <p>Note: Face masks are not a substitute for physical distancing. 2m distancing is required by anyone not in a steady 15 even when masked.</p> <ul style="list-style-type: none"> • For outdoor venues, masks are not required where 2m physical distancing is maintained however venue operators and organizers must consider people’s movement and the potential for congested areas where masks would be recommended. 	MANDATE
<ul style="list-style-type: none"> • Physical distancing must ALWAYS be observed. Facilities MUST implement measures to ensure that where possible employees and golfers; <ul style="list-style-type: none"> ○ Keep a minimum of two metres between individuals. ○ Avoid personal contact before, during and after the round. <ul style="list-style-type: none"> ▪ No Shaking Hands, etc. <p>Note: Golf Facilities MAY chose to relax, or remove, physical distancing requirements for individuals from the same household or designated “Steady 15”.</p>	MANDATE
<ul style="list-style-type: none"> • Golf courses are to limit the number of people on the golf course at one time by either increasing tee-time intervals and / or blocking off additional starter times. <p>It is imperative that golf course pace of play is maintained and back-ups at any tee boxes are avoided. Golf courses must manage their tee sheet closely and make adjustments to ensure each group is spaced out from each other with the recommendation to have no more than one foursome at a tee box or at a green.</p>	RECOMMENDED RECOMMENDED
<ul style="list-style-type: none"> • Tee times should only be made online or over the phone. 	RECOMMENDED
<ul style="list-style-type: none"> • Groups will consist of 2, 3, or 4 people. <ul style="list-style-type: none"> ○ No groups will be combined. 	RECOMMENDED
<ul style="list-style-type: none"> • Groups will be asked to wait to be called to first tee to start. 	RECOMMENDED
<ul style="list-style-type: none"> • Groups will be asked to keep NO LESS than ½ of a hole between their group, the group ahead and the group behind. <ul style="list-style-type: none"> ○ Pace of play will be monitored to ensure groups maintain this space apart. 	RECOMMENDED
<ul style="list-style-type: none"> • Golfers will be asked to leave immediately after their round. 	RECOMMENDED
<ul style="list-style-type: none"> • There will be no staff gathering places such as lunchrooms or smoking areas. 	RECOMMENDED



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<ul style="list-style-type: none"> ▪ Groups should not congregate in the clubhouses, restaurants or on decks/patios <ul style="list-style-type: none"> ○ Measures should be put in place to reduce/avoid groups of any size from congregating. ○ Measures should be in place to avoid groups of players from combining tables with other groups. <p>Note: Golf Facilities MAY chose to relax, or remove, physical distancing requirements for individuals from the same household or designated “Steady 15”.</p>	<p>RECOMMENDED</p>
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Golf Operations

<ul style="list-style-type: none"> • All players must have a tee time <ul style="list-style-type: none"> ○ No walk-on players will be permitted. <p>Note: The current mandatory order requires that organizations keep a record of the names and contact information of all persons who attend and must make those records available to Public Health Inspectors upon request.</p>	<p>RECOMMENDED</p> <p>MANDATE</p>
<ul style="list-style-type: none"> • Walking is encouraged. 	<p>RECOMMENDED</p>
<ul style="list-style-type: none"> • Use of Power Carts <ul style="list-style-type: none"> ○ Limit of one person per golf cart unless the occupants reside in the same household or are part of the “Steady 15”. ○ Golf carts will not have scorecards, pencils, tees, towels, sand dispensers, or club / ball washers. ○ Must be fully sanitized before and after each use. 	<p>MANDATE</p>
<ul style="list-style-type: none"> • Two Golf Bags per Power Cart <ul style="list-style-type: none"> ○ To continue to limit touchpoints, the addition of a second golf bag on a power cart should be discouraged. <p>Note: Golf Facilities MAY chose to apply an exemption for individuals from the same household or designated “Steady 15”.</p>	<p>RECOMMENDED</p>
<ul style="list-style-type: none"> • Caddies are restricted as it would involve the exchange of clubs between individuals 	<p>MANDATE</p>
<ul style="list-style-type: none"> • Driving range may remain open provided; <ul style="list-style-type: none"> ○ All physical distancing measures can be adhered to ○ Range balls, buckets, etc. can be fully sanitized between each use. 	<p>RECOMMENDED</p>
<ul style="list-style-type: none"> • Private / group lessons are permitted provided; <ul style="list-style-type: none"> ○ All physical distancing measures can be observed. 	<p>MANDATE</p>



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Communication and Education

<ul style="list-style-type: none"> • Signage MUST be posted to caution players about the risks of COVID-19; <ul style="list-style-type: none"> ○ Proper hand hygiene ○ Respiratory hygiene ○ Physical distancing, Etc. 	MANDATE
<ul style="list-style-type: none"> • Signage MUST be placed throughout the facility and in outdoor settings as applicable. <ul style="list-style-type: none"> ○ Signage should be placed at a minimum; <ul style="list-style-type: none"> ▪ At any common entrance ▪ Where people tend to congregate. 	MANDATE
<ul style="list-style-type: none"> • Signage should be posted in; <ul style="list-style-type: none"> ○ Parking lots ○ On course encouraging social distancing and COVID-19 safety practices. 	RECOMMENDED
<ul style="list-style-type: none"> • Golf Course “Regulations and Restrictions” will be clearly posted on or around the 1st Tee 	RECOMMENDED
<ul style="list-style-type: none"> • Golfers will be made aware of the regulations and measures the course has taken to make it safe to play when they book their tee time; <ul style="list-style-type: none"> ○ If they book online, they will receive this info by email, if they call an operator will inform them. 	RECOMMENDED

Screening

<ul style="list-style-type: none"> • A modified approach to Active Screening is now required for Organized Sport activities (Men’s Nights, Ladies Nights, Seniors Days, etc.) which includes: <ul style="list-style-type: none"> ○ Passive screening using the <u>screening questionnaire</u> must be conducted at home prior to leaving for the activity. ○ For activities involving youth, upon arrival at the activity, a volunteer must conduct an additional check by asking the child if the passive screening took place prior to coming to the activity and asking them if they are experiencing any symptoms of COVID-19. If the passive screening did not, the volunteer must conduct the screening with the child (parent) prior to their entrance. ○ In addition, the volunteer must request all patrons to sanitize their hands upon entrance to the premises. Note that screening may be done using an electronic system (e.g. Teamsnap) provided the participant is prompted to respond to the questions and the system records the answers. <p>Source – Question #12 <i>Sport & Recreation Branch, COVID-19 Frequently Asked Questions</i></p>	MANDATE
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Isolation Requirements

<ul style="list-style-type: none"> Individuals who have travelled outside of New Brunswick who are required to “self-isolate” or “work-isolate” are not allowed to participate in sport and recreation activities from 14 days from the time of arrival in New Brunswick. More details are available in the GNB Mandatory Order. <p>Self-Isolation Requirements</p> <ul style="list-style-type: none"> Household members of individuals who are self-isolating MUST self-isolate if they are unable to limit direct contact with the individual who is self-isolating. For example, a parent caring for a young child. <p>Work-Isolation Requirements</p> <ul style="list-style-type: none"> Household members of individuals who are work-isolating can continue sport/recreation activities but should self-monitor for symptoms. To do so, all guidance in the “When and How to Self-Isolate” document must be followed. If anyone in the household develops 1 symptom, all members of the household must then self-isolate until they receive the result of a COVID-19 test. <p><i>Note: Facilities can adopt stricter requirements to mitigate risk if they feel it is required</i></p> <p>Source – Question #3 Sport & Recreation Branch, COVID-19 Frequently Asked Questions</p>	<p>MANDATE</p>
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Health & Safety

<ul style="list-style-type: none"> All staff must stay home if they are experiencing any symptoms: <ul style="list-style-type: none"> sore throat, cough, runny nose, headache, fever, etc. 	<p>MANDATE</p>
<ul style="list-style-type: none"> Players exhibiting signs of illness will not be permitted to play. 	<p>RECOMMENDED</p>
<ul style="list-style-type: none"> Staff will ask any guests / members to leave the property if they witness any of the safety protocols being ignored. 	<p>RECOMMENDED</p>





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Appendix I Guidance Document of General Public Health Measures During COVID-19 Recovery [\(CLICK HERE\)](#)

Introduction

As the Government of New Brunswick moves into recovery for COVID-19, it is critical that public health measures are followed to reduce the risk impact of further waves of COVID-19 to the public and to progress towards a 'new normal'. Some services will open sooner than others, depending on level of risk and potential negative impact. A gradual lifting of restrictions, while watching closely for any resurgence, is the best way to protect community health. During the recovery phase, it is important to understand that this is **NOT** business as usual, and that the directives and advice outlined in this document will remain in place until the risk is effectively controlled (which may include availability of specific COVID-19 treatments or vaccine) depending upon how the situation of COVID-19 evolves. It is critical that everyone continues to adhere to these guidelines so that we maintain the excellent mitigation work that we have come to see in New Brunswick so far. This is keeping our communities and loved ones safe.

Purpose

The following document provides high-level guidance for businesses, organizations, and service providers. This resource provides an overview of the minimum required public health measures that must be implemented by businesses/organizations as phased reopening progresses. Businesses/organizations are responsible for developing and implementing a plan (details below) that will enable public health measures to be upheld effectively. This document will not prescribe business/ organization-specific information as it is the responsibility of each operator to ensure an adequate plan is in place prior to opening.

This guideline does not replace requirements in any applicable legislation or requirements by licensing bodies.

For updated information on COVID-19 and guidance, visit the Government of New Brunswick website at www.gnb.ca/coronavirus. Workplaces should also visit the WorkSafe NB website at www.worksafenb.ca/.

Requirements for Businesses, Education Institutions, Organizations, and Service Providers

Businesses and service providers (term used broadly to encompass all sectors that are permitted to open through phased reopening) can contribute to the transmission of COVID-19, therefore it is important for these settings to implement appropriate public health measures to prevent and reduce the spread of COVID-19 amongst employees, contractors, and the public.

New Brunswickers have done an excellent job of flattening the curve of COVID-19. For the recovery period to be successful, it is important that everyone (both the public and business community) continues to follow public health measures.

Your workplace will experience operational changes – 'business as usual' will not be likely during the recovery period.



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COVID-19 Operational Plan

Businesses/services must develop a [COVID-19 Operational Plan Guide](#) outlining how daily operations will meet requirements outlined in this document (e.g., physical distancing, cleaning and disinfecting, hand and respiratory hygiene, pre-screening for symptoms). The plan must explain procedures on how the operator will be able to adapt to these requirements in their unique environment.

It is the responsibility of each business to ensure they have an Operational Plan in place that outlines how they will manage the safe opening and operation of their business/service. **This plan must follow the recommendations and requirements of Public Health and WorkSafe NB and the business may be asked to share their plan upon request of the proper authorities.** This may occur during an unannounced visit or a pre-scheduled visit by a Public Health Inspector, WorkSafe NB or Department of Public Safety.

- Facilities that cannot adapt to all of the minimum requirements outlined below should not open during the recovery period. Refer to Appendix A for Role of Regulators. Deficiencies in plans or operational compliance may result in warnings, charges and or immediate closure. A reminder that businesses/services are still required to follow the Occupational Health and Safety Act. Refer to Appendix B.

Each business/service, venue or responsible entity must have a manager, or someone appointed by management, responsible for the COVID-19 Operational Plan for that business or entity.

Work through the list below to help guide you through the process of creating your own unique operational plan. **The overarching public health measures that the plan must accommodate include the following:**

- Facilitate physical distancing for staff and customers/patrons;
- Ensure adequate cleaning and disinfection;
- Facilitate hand and respiratory hygiene; and,
- Enable staff to stay home when ill. The following will help to guide your thinking as you begin to develop your Operational Plan:
- A review of the [risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic](#) from the Public Health Agency of Canada to help guide thinking.
- Consideration of the demographics of workplace employees and customers/patrons (consider how to accommodate those who have self-identified as being vulnerable to COVID-19, but do not discriminate against anyone with potential vulnerabilities and do not force divulgence of personal health information).
- Consideration of how staff, customers/patrons' interface and interact within your unique setting. Reflect on questions such as (this list is not exhaustive, but will help to guide thinking):
- Are there areas where people tend to congregate in your setting? If so, how will you mitigate this?
- What surfaces are the most 'high touched' in your setting? How will you ensure proper, frequent cleaning?



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- Are there aspects of your service/business that you may not be able to continue with due to changes such as physical distancing? If so, how can you adapt while keeping the community safe?
- Can your work, or aspects of your work, be moved online?
- Are there design changes to your setting that could be made to better facilitate physical distancing?

The plan must include details on what actions will be taken for the business/service to achieve and accommodate the required public health measures. This is required in order to remain open.

Please determine actions needed to mitigate risks and incorporate findings into the operational plan. **Minimum required components are listed below** and must be expanded upon to provide context specific detail on how each measure will be achieved. This will constitute the basis of the Operational Plan.

- Identification and documentation of unique risks (including a focus on people and setting).
- A plan for active screening for staff. Refer to Appendix C for a sample of a screening questionnaire for COVID-19.
- Enable staff to stay home when ill (e.g., unpaid sick leave will likely encourage staff to show up for work when they are ill).
- Practice and facilitate physical distancing, ensuring 2 metres (6 feet) between yourself and others and staying home when possible. Physical distancing will likely require design or structural changes (e.g., limiting the number of people in a store, using signage cues to encourage one-way flow throughout a facility, having cues at checkout points to demonstrate physical spacing requirements, etc.). Consider enabling staff to work from home where possible.
- Practice and facilitate [personal hand hygiene etiquette](#).
- Ensure adequate [cleaning and disinfection of high-touch surfaces](#).
- Follow guidelines on [community masks](#).
- Develop a plan for additional employee protection where warranted based on risk assessment (e.g., plexiglass barriers).
- Develop a plan for communicating COVID-19 public health measures to staff and the public. Signage must be posted on proper hand hygiene, respiratory hygiene, and physical distancing throughout the facility and outdoor settings as applicable. [Click here](#) for sample resources.
- Incorporate guidance on accountability and monitoring into your Plan, tailored to your unique business/service.

Please refer to Appendix D for sample checklist and list of resources to support your operational plan. For guidance from the Canadian Centre for Occupational Health and Safety [click here](#).

It is important to reiterate that the Operational Plan will look different for many businesses/services. The public health measures as outlined above may feel basic, but they are essential. To further guide your thinking as you begin to develop your Operational Plan, please see Figure 1 for reference below.



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Overview of general themes for approaching action on public health measures for COVID-19 as New Brunswick moves into the Recovery Phase.

Physical distancing – Employers/operators should restructure physical settings and responsibilities to adhere to the distance needed between people (e.g. increasing space between people and/or reducing the number of employees within a space at a given time). In addition, wherever possible people should have the option to work or access businesses, schools and other settings from home.

Engineering controls – creating physical barriers between people when distancing is not possible; increasing ventilation.

Administrative controls – redistributing responsibilities to reduce contact between individuals, using technology to facilitate communication.

PPE and non-medical masks – having people wear medical PPE when required (in health care settings) and community face masks.



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Appendix A

Public Health for Citizens	WorkSafe NB for Employees
<p>The Office of the Chief Medical Officer of Health's mission is to improve, promote and protect the health of citizens of New Brunswick.</p> <p>The Public Health Act provides wide ranging powers to prevent and control the spread of diseases such as COVID-19.</p> <p>Requirements can be placed on individuals (i.e. self isolation) or on businesses with orders to address a health hazard.</p> <p>Public health guidance documents in support of these goals are made available on the COVID-19 website: GNB COVID-19</p>	<p>WorkSafe NB is committed to promoting healthy and safe workplaces for New Brunswick's workers and employers.</p> <p>WorkSafe NB supports the direction provided by public agencies necessary to slow the progression of COVID-19 and provides guidance to workplaces on implementing appropriate preventative measures.</p>

Appendix B

Occupational Health and Safety Act

The requirements of the Occupational Health and Safety Act remain unchanged – even during a pandemic.	
Employers	Employees
<ul style="list-style-type: none"> - Take every reasonable precaution to ensure the health and safety of employees. - Provide employees with instruction, supervision and training. - Comply with this Act, the regulations and any order made in accordance with this Act or the regulations. 	<ul style="list-style-type: none"> - Ensure their own health and safety and that of other persons at, in or near the place of employment. - Report any hazards to the employer or supervisor. - Wear or use such protective equipment as necessary.





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Appendix C

Screening Questionnaire for COVID-19

YOU SHOULD NOT GO TO WORK IF YOU FEEL SICK

If you have 2 or more of the following symptoms, stay home, self-isolate, and call 811:

- fever or signs of a fever (such as chills)
- new cough or worsening of a chronic cough
- sore throat
- headache
- runny nose
- new onset of fatigue
- new onset of muscle pain
- diarrhea
- loss of taste or smell.

If you answer YES to any of the following, then you must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

- Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- Have you been diagnosed with COVID-19?
- Have you returned from travel outside of New Brunswick within the last 14 days?
- Have you been told by public health that you may have been exposed to COVID-19?
- Follow public health advice if you are waiting for testing results for COVID-19



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Appendix D

Check List and Resources for Businesses/Organizations:

Operational Plan

- I have created a COVID-19 Operational Plan Guide for my business.
- My plan has input from my staff.
- My plan is available and readily accessible should a Public Health Inspector, WorkSafe NB or Public Safety request to see it.
- I have communicated my plan with my staff.

Public Health Measures

- Hand sanitizer is available at the entrance/exit for public, customer, patient and staff use.
- Practice and facilitate respiratory etiquette.
- Follow guidelines on community masks.
- Practice and facilitate physical distancing.
- Physical barriers such as partitions or plexiglass may be used in high traffic areas.
- Ensure adequate cleaning and disinfection of high-touch surfaces.

Recovery Signage

- COVID-19 Screening Tool is visible prior to entry into my business.
- Clear physical distancing guidance.
- Post external signs indicating COVID-19 physical distancing protocols.
- Floor markings may be used where service is provided or lines form.
- Wearing a non-medical mask, also referred to as a community face mask, is required when unable to maintain physical distancing in the community (i.e. grocery stores, pharmacies, etc.). Business are required to have signage on the door is clear and visible.
- Handwashing etiquette are posted clearly in all washroom facilities.
- Public awareness surrounding COVID-19 include symptoms and health hygiene and etiquette is visible.

Human Resources / Staffing

- Staff are encouraged to stay home when ill and I have an established protocol when staff call in ill or become ill during their shift.
- I have a dedicated team member to regulate entry into buildings and public spaces to prevent congestion.



RECOMMENDED BEST PRACTICES DURING COVID-19

Version 3: April 26, 2021

- I have a dedicated team member to ensure daily, adequate cleaning and disinfection of high touch surfaces.

Facility Management

- Our business has a house cleaning and disinfecting Log.
- I have cleaning supplies – soap, cleaners, disinfectants, cloths, sanitizer, towels, toilet paper, disposable gloves.
- Ensure work/service areas have frequent sanitization.
- Ensure washrooms have frequent sanitization.
- Cashless or no-contact payment should be used to the greatest extent possible.
- Congregation of people should be actively discouraged.
- Sites can use outdoor space to allow for physical distancing.

Resources:

All resources can be found on the [GNB COVID-19](#) website.

[Hand Washing Poster](#)

[Hand Sanitizer Poster](#)

[Protect Yourself and Others from Getting Sick Poster](#)

[Non-Medical Masks or Face Coverings](#)

[Cleaning and Disinfection Info Sheet](#)