



## Brigham Interiors Team Members

- ✓ Nicole Brigham (Owner)
- ✓ Shelby Wilson (Assistant)

## Quick Message

As we continue through this pandemic, the number one priority of Brigham Interiors is the safety of employees, their families, clients, and the general public. A *COVID-19 Operation Plan* has been developed and will be regularly updated as information is received and new protocols are given. This has been a challenging time for all New Brunswickers, but by working together we will be able to come out of the pandemic stronger.

In this document, we attempt to summarize the information that has been made public by the Government of New Brunswick regarding business reopening and/or staying open throughout the course of the pandemic. Even though a vaccine is starting to be distributed, it will take time for all residents to be vaccinated, meaning operation will not return to normal for some time. Our new normal will include:

- ✓ Physical distancing (six (6) foot/two (2) metres).
- ✓ Health screenings.
- ✓ Physical barriers.
- ✓ Handwashing and sanitizing.
- ✓ Surface cleaning.
- ✓ Mask and face coverings.

## Disclaimer

Please be advised that the information in this document will be regularly updated and evolve as rules and regulations are restructured by the Federal and Provincial Governments. Updates will be brought to the attention of staff, but it is their responsibility to review changes, and understand what the changes mean to the day-to-day operation of Brigham Interiors.



## Risk Assessment

Office: Brigham Interiors  
133 Atkinson Ln  
New Maryland, NB  
E3C 1J7

\*From 9AM until 3:30PM Monday to Friday, Nicole and Shelby are the only people in the home\*

- ✓ Employees – There are two (2) full time employees.
- ✓ Office space – The office is located in **Nicole's (Owner) home**.
  - There is a designated room, on the main floor for the office.
  - Each employee has their own desk/work area, facing different directions.
  - Sewing machine, surger, cover stitch and iron/ironing board are used by both employees.
- ✓ Entrance(s) – There are three (3) entrances into the building.
  - The main entrance (front door).
  - Secondary entrance (garage door).
  - Back door (sunroom) **not** used for business purposes.
- ✓ Washroom(s) – There are three (3) washrooms in the home.
  - Two (2) washrooms upstairs, **not** used for business purposes.
  - One (1) washroom on main level, used by both staff and family.
- ✓ Eating area – Kitchen.
  - The kitchen/eating area is shared between Brigham Interiors staff and Brigham-Lovely family members.
  - Most days, Nicole and Shelby eat at different times.
- ✓ Other areas used by Brigham Interiors – When working on larger projects the 'dining room' is used.
  - The dining room has door on two (2) of the walls that can be closed to segregate the room.
- ✓ Outdoor area – Front Porch.
  - The front porch is used to access the front door.
  - Completed client orders are left on the porch for contactless pickup.
- ✓ Customers – No customers enter the home!
- ✓ Interaction with customers – In Person
  - Going to client home to meet in person, walkthrough space and discuss needs and solutions.
- ✓ Interaction with customers – Virtually
  - Hold consultations via Zoom allowing clients to still receive the same quality



services without having to physically be together.

- ✓ Product pickup – Physical products (i.e.: masks, neck ups, pillows) are packaged, labelled and left outside on the front porch for clients to grab and go.
- ✓ Product delivery– Physical products (i.e.: masks, neck ups, pillows) are packaged, labelled and delivered are left at client’s door.  
Nicole coordinates with client in advance.

## Self-Assessment Employee

- ✓ Employees are asked to read this document to ensure they are aware of the signs and symptoms of COVID-19. With similar symptoms to the common cold, flu as well as allergies, it can become confusing and overwhelming, the chart bellow should help with some of the confusion.

SYMPTOM	COVID-19	COMMON COLD	FLU	ALLERGIES
Fever	Common	Rare	Common	Sometimes
Dry cough	Common	Mild	Common	Sometimes
Loss of smell and taste	Sometimes	Common	Common	Common
Shortness of breath	Sometimes	X	X	Common
Headaches	Sometimes	Rare	Common	Sometimes
Aches, muscle pains	Sometimes	Mild	Common	X
Sore Throat	Sometimes	Common	Sometimes	X
Fatigue	Sometimes	Sometimes	Common	Sometimes
Chills, repeated shaking	Sometimes	Rare	Common	X
Diarrhea, vomiting	Rare	X	Sometimes*	X
Swollen toes	Rare	X	X	X
Runny nose	Rare	Common	Sometimes	Common
Sneezing	X	Common	Sometimes	Common

\*Sometimes for children

Sources: CDC, WHO, American College of Allergy, Asthma and Immunology

INSIDER

<https://www.businessinsider.com/coronavirus-symptoms-compared-to-flu-common-cold-and-allergies-2020-3>



## Employee and Visitor Pre-Screening

- ✓ If you answer YES to any of the following, you are not permitted to return to work and must contact Nicole (Owner):
  - i. Are you required to self-isolate because you have travelled outside of New Brunswick within the last 14 days?
  - ii. Have you been directed by a public health authority to self-isolate or quarantine within the last 14 days?
  - iii. Do you have two or more of the listed COVID-19 symptoms? If so, self-isolate and call 811 for direction.
- ✓ You can also look at *Appendix 1) Screening: ATTENTION* and *Appendix 2) How to Self-Monitor* for more information.
- ✓ Brigham Interior employees and visitors are required to complete a COVID-19 Screening Questionnaire (*Appendix 3) COVID-19 Screening Questionnaire*) each day. These questionnaires will be kept on file until the end of the pandemic and the Government of New Brunswick states they can be discarded.

The questionnaires can be found in the folder on top of the dresser by the front door.

Questions	YES	NO
Do you have at least two of the following symptoms: <ul style="list-style-type: none"> <li>• fever about 38° Celsius</li> <li>• new or worsening cough</li> <li>• sore throat</li> <li>• runny nose</li> <li>• headache</li> <li>• new onset fatigue</li> <li>• new onset muscle pain</li> <li>• diarrhea</li> <li>• loss of taste</li> <li>• loss of smell</li> </ul>		
Do you have any new or unusual symptoms?		
Have you returned from outside of New Brunswick in the last 14 days?		
Have you had close contact with in the last 14 days of a confirmed case of covid-19?		
Have you had close contact* with in the last 14 days with a person being tested for covid-19?		
Have you had a positive test for covid-19 or are you awaiting results from covid-19 testing?		

- ✓ A completed questionnaire will include the following:
  - Name & date.
  - All six (6) questions answered.
  - Temperature
  - Signed.
- ✓ More copies of the questionnaire can either be copied or printed from either computer.
- ✓ **By entering the office, all employees agree that their answer to each question was NO as of the date and time of entrance.**



# COVID-19 Operational Plan

Last updated: January 2021

## Physical Distancing

- ✓ Where Shelby is the only employee, and a none resident of 133 Atkinson Ln, she was added as part of the Brigham-Lovely Family bubble (Steady20) back in February 2020 when cases of COVID-19 started to appear. All parties agree and have been taking all necessary precautions to protect the bubble and each other.
- ✓ Whenever possible six (6) foot/two (2) metres is kept between Nicole and Shelby and family members.
- ✓ If a guest enters, six (6) foot/two (2) metre distancing is to be maintained and mask are to be worn.
- ✓ Mask are worn at all times when out dealing with the general public, even if able to maintain six (6) foot/two (2) metre distancing.
- ✓ All meetings will be planned within the limitations of physical distancing protocols.
- ✓ Eliminate contact greetings such as handshakes and hugs.
- ✓ All staff are advised to wash and sanitize hands when entering the buildings.
- ✓ All visitors are advised to use hand sanitizer when entering the buildings.

### Appendix 4) Physical Distancing





# COVID-19 Operational Plan

Last updated: January 2021

## Unable to Ensure Physical Distancing

- ✓ If unable to ensure physical distancing, masks must be worn!
- ✓ Hand sanitizer will be available.
- ✓ Wash hands as soon as possible, preferable before going back to your desk.
- ✓ You are advised to wash your hands thoroughly and frequently when able.

## Protect Yourself and Others:

### Facilitating Personal Hygiene Etiquette

- ✓ Wash your hands often with soap and water for at least 20 seconds.

#### Appendix 5) Steps for Effective Hand Washing



#### Appendix 6) Reduce the Spread of COVID-19 – Wash Your Hands



- ✓ Use an alcohol-based hand sanitizer if soap and water are unavailable.





Appendix 7) Use Hand Sanitizer

## USE HAND SANITIZER

PROTECT YOURSELF AND  
OTHERS FROM GETTING SICK

When soap and water are not  
available, do the following:

1

Dispense gel into hands.  
*Verser du désinfectant  
dans la main.*



2

Rub together.  
*Frotter les mains  
ensemble.*



3

Rub hands until dry.  
*Frotter les mains jusqu'à  
ce qu'elles soient sèches.*



## UTILISEZ UN DÉSINFECTANT POUR LES MAINS

MESURES À PRENDRE POUR ÉVITER  
D'ÊTRE MALADE ET QUE D'AUTRES  
PERSONNES SOIENT MALADES

Lorsque vous n'avez pas accès à du  
savon et de l'eau, faites comme suit :

For the latest information visit:  
Pour obtenir des renseignements à jour :

[www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)





- ✓ Disinfect and clean frequently touched objects and surfaces.
- ✓ Disinfect notebook, pen, fan decks, and any other equipment that was used during an in-home consultation or an installation. Don't forget to sanitize hands once back in vehicle.

*Appendix 8) Cleaning and Disinfection for COVID-19*

## Cleaning and Disinfection for COVID-19



Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as door knobs, handrails, etc., should be cleaned at least twice daily and when soiled.

When choosing an environmental cleaning product, it is important to follow product instructions for dilution, contact time and safe use, and to ensure that the product is:

- Registered in Canada with a Drug Identification Number (DIN)
- Labelled as a broad-spectrum virucide

All soiled surfaces should be cleaned before disinfecting, unless otherwise stated on the product.

The following hard-surface disinfectant products meet Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2, the coronavirus that causes COVID-19. <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

**If using household bleach, the following is recommended:**

Disinfectant	Concentration and Instructions
Chlorine: household bleach – sodium hypochlorite (5.25%)	1000 ppm <ul style="list-style-type: none"><li>• 1 teaspoon (5 ml) bleach to 1 cup (250 ml) water or</li><li>• 4 teaspoons (20 ml) bleach to 1 litre (1000 ml) water</li><li>• Allow surface to air dry naturally</li></ul>

### Precautions when using bleach

- Always follow safety precautions and the manufacturer's directions when working with concentrated solutions of bleach. To avoid injury, use appropriate personal protective equipment during handling (read the label and refer to the material safety data sheet).
- Chlorine bleach solution might damage some surfaces (e.g., metals, some plastics).
- Never mix ammonia products with bleach or bleach-containing products. This practice produces chlorine gas - a very toxic gas that can cause severe breathing problems, choking and potentially death.
- Clean the surface before using the chlorine bleach solution.
- A bottle of bleach has a shelf life, so check the bottle for an expiry date.
- Do not pre-mix the water and bleach solution, as it loses potency over time. Make a fresh solution every day.
- When mixing a chlorine bleach solution, it is important to pour the chlorine into the water and not the reverse.
- Try not to breathe in product fumes. If using products indoors, open windows and doors to allow fresh air to enter.

For the latest information visit: [www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)



- ✓ When coughing as well as sneezing, turn your head away from others and use a tissue to cover your nose and mouth, drop your tissue into a waste bin, clean your hands after discarding tissue using soap and water for at least 20 seconds. If soap and water are not available use hand sanitizer.





# COVID-19 Operational Plan

Last updated: January 2021

## Appendix 9) Cough Etiquette



- ✓ Strongly encourage (now made mandatory by the Government of New Brunswick) to wear non-medical masks, also referred to as community face masks, when out in the community, even when maintain physical distancing.

## Appendix 10) Use of a Community Face Mask





Appendix 11) Understanding Mask Differences

UNDERSTANDING MASK DIFFERENCES AND RECOMMENDATIONS FOR COMMUNITY USE						
Mask Type	Community face masks (soft fabric coverings)	Single use disposable masks	HEPA mask	Commercial face mask with air vent or valve	Face shield	Face paint, bandana, scarf, etc.
Recommended	✓	✓	✗	✗	✗	✗
Intended purpose	Helps prevent respiratory infection, especially if someone is coughed but before symptoms. Masks should cover your nose and mouth and fit snugly to the face with ties or ear loops. They must be able to be washed or changed when they are dirty. Follow Public Health Agency of Canada, advice on how to make your mask to ensure there are no gaps between layers of protection.	Helps prevent person-to-person, respiratory infection transmission, especially if someone is coughed but before symptoms. Masks should cover your nose and mouth and fit snugly to the face with ties or ear loops. They must be able to be washed or changed when they are dirty. Recommended high-seam-sealing. Avoid touching the outside of the mask.	Designed to be used for a single use and should be used to protect the patient or caregiver. Not recommended for community use.	Both directions in which these particles are caught. They are not recommended during the COVID-19 outbreak.	Usually worn with a hood and may not be as effective as other types of masks. They do not protect the wearer but are useful for protecting the mouth and nose. Masks for children, infants or face masks should be designed to be safe and secure and should not be used for face covering.	Must be worn in a way that it is not a barrier to the face. They are not effective at protecting the face from infection.
Made of	Lightweight fabric, like cotton or linen. Avoid fabric that is made of fabric that is not breathable.	Non-woven fabric with ear loops.	Reusable synthetic plastic.	Typically made from plastic, the vented with the addition of a mesh valve.	Typically made of plastic.	Typically made from a cloth like fabric or paper and should not be used for face covering.

- ✓ From the time of exiting the vehicle until return mask are to be worn.
- ✓ All business require mask be worn before entering their premise (guideline set by the Government of New Brunswick), be conscious of this when out sourcing and collecting supplies.

Appendix 12) Thank You for Wearing Your Mask



- ✓ Stay home if sick!
- ✓ Practice Social Distancing of six (6) foot/two (2) metres at all times.



## PPE – Personal Protective Equipment

- ✓ There are mask available in the office.
- ✓ Nicole and Shelby both have their own thermometers to check temperatures in the morning.
- ✓ Both Nicole and Shelby carry their own hand sanitizer in their bags.

## BPP – Business Preparedness Products

- ✓ As changes are requires by the Government of New Brunswick changes will be made to the office.
- ✓ There is hand sanitizer and wipes readily available in the office, at front door, as well as in the CRV.
- ✓ There is a bottle of hand sanitizer beside the order pick up tote for customers to use.
- ✓ As of right now no other changes are needed to the work environment.

## Signage

- ✓ Where this is an in-home office, and there is only one (1) employee, there are no signs posted throughout the home.
- ✓ Customers did not enter the office before the COVID-19 outbreak, therefor signs have not been posted notifying customers of no entry.
- ✓ Even though the posters are not posted through the house they are included in the *Operation Plan* and staff are aware of the requirements and their responsibilities.

Screening: ATTENTION (Appendix 1)

How to Self-Monitor (Appendix 2)

Physical Distancing (Appendix 4)

Steps for Effective Hand Washing (Appendix 5)

Reduce the Spread of COVID-19 – Wash Your Hands (Appendix 6)

Use Hand Sanitizer (Appendix 7)

Cleaning and Disinfection of COVID-19 (Appendix 8)

Cough Etiquette (Appendix 9)

Use of a Community Face Mask (Appendix 10)

Understanding Mask Differences (Appendix 11)

Thank You for Wearing Your Mask (Appendix 12)

Recovery Level Comparison – January 2021 (Appendix 13)

How Does Contact Tracing Work (Appendix 15)

- ✓ More information and government provided infographics can be found on the Government of New Brunswick's website.

<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/resources.html>



## Cleaning & Disinfecting

- ✓ Cleaning/disinfecting of personal work space is to be done first thing in the morning, and again at the end of the day before leaving for the night. This includes wiping down keyboard, mouse, monitor, desk/drawers and any other surfaces that are touched frequently.
- ✓ Any surfaces that are shared between employees are to be wiped down after each use.
- ✓ The order pick-up tote is sanitized before being placed outside in the morning, as well as when it is brought back indoors in the evening. If there is a lot of traffic in and out of the tote during the day it is sanitized again periodically throughout the day.
- ✓ Any items used during an in-person consultation or installation are to be wiped down immediately after the meeting.
- ✓ There are wipes and sanitizer in the CRV to be able to disinfect when out of the office.
- ✓ Wipes and other cleaning supplies are provided and can be found in the office.
- ✓ Washrooms are cleaned regularly, and are stocked with soap and paper towel. Paper towel is to be used for drying hands, not a reusable hand towel.

## Consultations, Instalations and Meetings

- ✓ Guidelines set by the Government of New Brunswick will be followed for each Recovery Level (red, orange, yellow)!

*Appendix 13) Recovery Level Comparison – January 2021*

	Red	Orange	Yellow
<b>Hotels</b>	Upper tier hotels only Includes a complete individual rooming layout	High tier hotels only Includes a complete individual rooming layout	Only 10% operational 50% of all room contacts at full
<b>Resto</b>	Resto maximum 10 tables public space. Resto required to maintain public space when physical distancing cannot be maintained.	Resto maximum 10 tables public space. Resto required to maintain public space when physical distancing cannot be maintained.	Resto maximum 10 tables public space
<b>Local Outlets</b>	Yellow - Not tiered but includes a complete individual rooming layout	Yellow - Not tiered but includes a complete individual rooming layout	Yellow - Not tiered but includes a complete individual rooming layout
<b>Restaurants</b>	Open 40% indoor and 100% outdoor	Open 50% indoor and 100% outdoor	Open 60% indoor and 100% outdoor
<b>Restrooms / Retail</b>	Open with a COVID-19 operational plan	Open with a COVID-19 operational plan	Open with a COVID-19 operational plan
<b>Gyms</b>	Open	Open with a COVID-19 operational plan and physical distancing	Open with a COVID-19 operational plan
<b>Spa / Salons</b>	Open	Open with a COVID-19 operational plan and physical distancing	Open with a COVID-19 operational plan
<b>Schools / Daycare</b>	10 to 12 children to classroom that are spaced with their teachers	All schools / daycares are open with strict measures	All schools / daycares are open with appropriate measures
<b>Entertainment Venues</b>	Open	Open with a COVID-19 operational plan	Open with a COVID-19 operational plan
<b>Laundry Services</b>	Open (with no employees on site)	Open with a COVID-19 operational plan - Max capacity 10	Open with a COVID-19 operational plan
<b>Recreation / Sport</b>	Open	Recreation permitted only within a complete team with an operational plan	Recreation play with an operational plan - Recreation permitted



- ✓ All meetings will be planned within the limitations of physical distancing protocols.
- ✓ Public health has stated that events held outdoors may be lower risk for transmission of respiratory illness than those held indoors due to higher ventilation. However, the best option to limit any risk of transmission would be to hold activities and meetings virtually, whenever possible.
- ✓ Meetings that can be done over the phone or via Zoom will be done virtually rather than in person.
- ✓ As much sourcing as possible will be done via the internet (websites, e-mail) to avoid potential exposure.
- ✓ Clients have the option to do a virtual consultation rather than an in-home (if still permitted based on recover level) consultation.

## Handling Payments

- ✓ Use of electronic payment (e-transfer) are preferred whenever possible.
- ✓ If cash is handled, put money away and wash/sanitize hands immediately.
- ✓ If a cheque is received, use bank app to deposit cheque by taking a photo. Resulting in not needing to go to the bank.
- ✓ Do not touch your face after handling money.
- ✓ Wash and Sanitize hands after doing any form of physical transaction.

## On The Go

- ✓ When possible, only one (1) employee will go to in-home consultations or installations.
- ✓ Employees should avoid travelling in the same vehicle if and when possible. By traveling separately, the risk of both employees contracting COVID- 19 is minimized.
- ✓ If travelling together is the only option, both employees must be screened before entering the vehicle and monitored throughout the day.
- ✓ A *Passenger Log (Appendix 14)* tracking when employees travel together as well as where they went must be kept and made available to Public Health for contact tracing purposes if it is determined that a person who tested positive for COVID-19 was present in the vehicle.

*Appendix 14) Passenger Log*

Date	Driver	Passenger(s)	Reason/Detonation	Time





- ✓ Employees must keep as much space between each other as possible. Employees must not sit directly beside each other; the passenger must sit in the back seat diagonally across from the driver if traveling in a medium-small vehicle (normally seats four (4) to five (5) people). Employees must keep their same seats throughout the trip/day.
- ✓ The use of a mask is mandatory if a distance of six (6) foot/two (2) metres can not be maintained while in the vehicle.
- ✓ The vehicle must be disinfected (i.e., seats, steering wheel, dashboard, console) after returning back to the office.
- ✓ Wipes and sanitizer are available in the vehicle.
- ✓ Wash and sanitize hands once returning back to the office.

## Experiencing Symptoms

- ✓ An employee must report any symptoms of fever (or signs of a fever such as chills, sweats, muscle aches and light-headedness), cough, headache, sore throat, runny nose, while at work, IMMEDIATELY.
- ✓ The situation will be assessed and a decision on returning to the workplace, contacting Public Health and receiving medical care (if needed), will be determined.
- ✓ If a member of the Brigham-Lovely household starts to show symptoms, a decision will be made on how to proceed. If it is determined that working in the office is not an option, Shelby will be notified and will work from home until returning to the office is cleared.

## What the recovery levels look like at Brigham Interiors

	<i>Yellow</i>	<i>Orange</i>	<i>Red</i>
<b>Mask</b>	Follow Public Health Guidelines: Indoor	Follow Public Health Guidelines: Indoor and Outdoor	Follow Public Health Guidelines: Indoor and Outdoor
<b>Office</b>	YES We are part of each other's 'steady20'. Work areas disinfected in the morning and as well as at the end of the day. Office equipment that is shared is sanitized after each individual use.	YES We are part of each other's 'steady20' Physical distancing maintained as much as possible. Work areas disinfected in the morning and as well as at the end of the day. Office equipment that is shared is sanitized after each individual use.	YES Work from home. Any materials needed will be obtained by a contactless drop off/pickup or shopped following the shop's protocol.  Communication via e-mail, text or phone



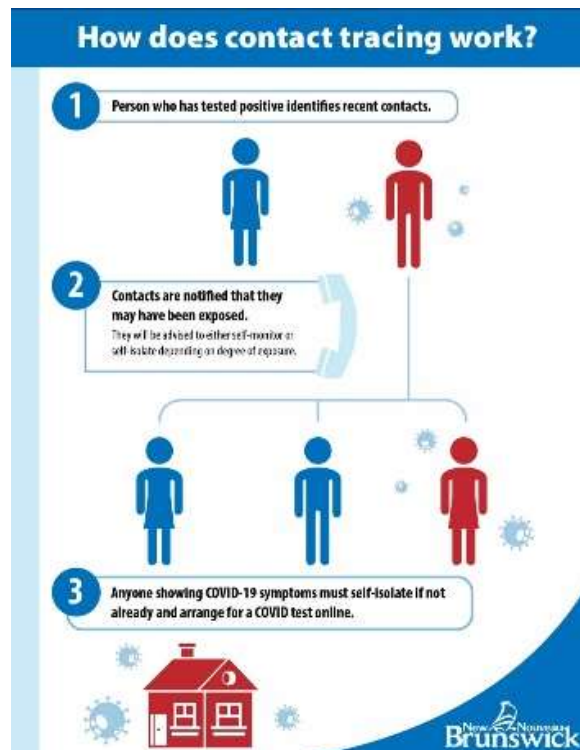
<b>Vehicle</b>	<p>YES</p> <p>Multiple Brigham Interiors employees in a vehicle at the same time. Vehicle disinfected</p>	<p>YES</p> <p>Only one Brigham Interiors employee in a vehicle at a time. If traveling together, the passenger must sit in the backseat diagonal from the driver. Vehicle disinfected</p>	<p>YES</p> <p>Only one Brigham Interiors employee in a vehicle at a time.</p>
<b>In-Person consultations</b>	<p>YES</p> <p>Wearing mask and following sanitizing protocol. Clients and Brigham Interiors employees must complete COVID-19 Screening Questionnaires provided. Multiple Brigham Interiors employees may go to the consultation</p>	<p>YES</p> <p>Wearing mask and following sanitizing protocol. Clients and Brigham Interiors employees must complete COVID-19 Screening Questionnaires provided. Only one Brigham Interiors employee at the consultation.</p>	<p>YES</p> <p>Wearing mask and following sanitizing protocol. Clients and Brigham Interiors employees must complete COVID-19 Screening Questionnaires provided. Only one Brigham Interiors employee at the consultation.</p>
<b>Virtual Consultations</b>	<p>YES</p> <p>Completed via Zoom</p>	<p>YES</p> <p>Completed via Zoom</p>	<p>YES</p> <p>Completed via Zoom</p>
<b>Installations</b>	<p>YES</p> <p>Wearing mask and following sanitizing protocol. Clients and Brigham Interiors employees must complete COVID-19 Screening Questionnaires provided. Multiple Brigham Interiors employees may go to the installation.</p>	<p>YES</p> <p>Wearing mask and following sanitizing protocol. Clients and Brigham Interiors employees must complete COVID-19 Screening Questionnaires provided. Only one Brigham Interiors employee at installation.</p>	<p>NO</p> <p>Arrangements will be made to complete installation once returning to orange phase and all parties are comfortable.</p>
<b>Order pick-up</b>	<p>Contactless</p> <p>Items left outside Brigham Interiors front door. Sanitizer available next to items.</p>	<p>Contactless</p> <p>Items left outside Brigham Interiors front door. Sanitizer available next to items.</p>	<p>Contactless</p> <p>Items left outside Brigham Interiors front door. Sanitizer available next to items..</p>



## Positive COVID-19 Test

- ✓ Public Health recommendations will be followed!
- ✓ Public Health is advising anyone who has been **exposed** to someone who has been diagnosed with COVID-19 to **self-monitor** themselves for fourteen (14) days.

### *Appendix 15) How Does Contact Tracing Work*



If during the **self-monitoring** period COVID-19 symptoms start to develop, they are to start **self-isolating**. The individual should also visit the assessment tools on the Government of New Brunswick's website and book a COVID-19 test if required!

[https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory\\_diseases/coronavirus/coronavirusexposure.html#/app/symptom-checker/guides/399/what-to-do](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/coronavirusexposure.html#/app/symptom-checker/guides/399/what-to-do)

- ✓ Public Health is advising anyone who has been in **close contact** with someone who has been diagnosed with COVID-19 to **self-isolate** for fourteen (14) days.



- ✓ If contacted by Public Health, regarding exposure or close contact, Nicole (owner) is to be contacted immediately.
- ✓ If self-monitoring, a decision will be made regarding working in office or at home during the fourteen (14) day monitoring period.
- ✓ If self-isolating with no symptoms, employee is not permitted to return to the office until the fourteen (14) day isolation period expires.
- ✓ If self-isolating with symptoms, employee is not permitted to return to the office until the fourteen (14) day isolation period expires and a negative COVID-19 test is confirmed.

## Response Plan for Testing and Contact Tracing

- ✓ The individual must immediately isolate themselves and follow guidance from health officials.
- ✓ Public Health will determine if there is a need to inform the employer of the test results.
- ✓ Public Health will require access to the visitor and employee logs to determine the potential spread.
- ✓ Public Health will advise anyone who has been exposed to someone diagnosed with COVID-19 and identify any required measures that are to be put in place.
- ✓ Public Health will lead the process of tracing the identity of other persons that may have been exposed.
- ✓ Public Health may require the employer's assistance in the process.

Brigham Interiors is required to:

- ✓ Cooperate with Health officials and adhere to their advice.  
If the case is confirmed positive by Public Health, the employer must report the exposure to WorkSafeNB.  
1 800 999-9775.
- ✓ With the guidance of Public Health, communicate measures that must be taken following the potential spread of COVID-19.
- ✓ Public Health will also identify if any communication is needed external to your workplace.
- ✓ Follow Public Health's advice regarding closing or restricting access to the workplace to clean surfaces and equipment which the confirmed case was in contact with (*Appendix 8) Cleaning and Disinfection for COVID-19*).  
If applicable, follow Public Health's advice before re-occupying the workplace.
- ✓ Screening process already in place for entering the workplace.
- ✓ Re-evaluate the workplace including preventive measures to determine if changes are required. Also, re-visit *Operational Plan* to see if any adjustments need to be made.
- ✓ If needed, consult with Public Health and/or WorkSafeNB for further guidance!

## Additional Resources



# COVID-19 Operational Plan

Last updated: January 2021

- ✓ *The Fredericton Chamber of Commerce* partnered with *The Chamber of Commerce for Greater Moncton* as well as the Saint John Region Chamber of Commerce to create the 'Re-Opening & Recovery of New Brunswick – A Guide for Businesses & Organizations' for business to use as a guide for operation during the COVID-19 pandemic.  
<https://fchamber-8f4d.kxcdn.com/wp-content/uploads/2020/05/COVID-19-Reopening-Recovery-Guide-May-2020.pdf>
- ✓ Government of New Brunswick: State of Emergency Declaration  
<https://www2.gnb.ca/content/dam/gnb/Corporate/pdf/EmergencyUrgence19.pdf>
- ✓ Government of New Brunswick: Coronavirus  
[www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)
- ✓ Government of New Brunswick: Coronavirus Disease (COVID-19)  
<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html>
- ✓ Government of New Brunswick: Resources  
<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/resources.html>
- ✓ Government of New Brunswick: Guidance Document of General public Health Measures During COVID-19 Recovery  
<https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/guidance-ph-measures.pdf>
- ✓ Government of New Brunswick: COVID-19 Operational Plan Guide  
<https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/covid-op-plan-guide.pdf>
- ✓ Office of Chief Medical Officer of Health:  
<https://www2.gnb.ca/content/gnb/en/departments/ocmoh.html>
- ✓ WorkSafe NB: COVID-19: What You Need to Know  
<https://www.worksafenb.ca/safety-topics/covid-19/covid-19-what-you-need-to-know/>
- ✓ Office of Chief Medical Officer of Health:  
<https://www2.gnb.ca/content/gnb/en/departments/ocmoh.html>
- ✓ Government of Canada: Coronavirus Disease (COVID-19)





<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>


- ✓ IPAC – Infection Prevention and Control Canada: Coronavirus (COVID-19) Provincial Guidance Documents  
<https://ipac-canada.org/provincial-guidance-documents.php>

## Appendix

### 1) Screening: ATTENTION


# ATTENTION

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**If you answer 'YES' to any of the following questions, **DO NOT ENTER** this building. Please return home and self-isolate.**


- Do you have **TWO (2)** of the following symptoms that are not related to a known pre-existing health condition (i.e., seasonal allergies)? If YES, you should be tested for COVID-19.




Fever




Cough (or worsening cough)




Diarrhea




Loss of sense of smell and taste




In children, purple markings on the fingers and toes




Runny nose




Sore throat



Muscle pain



Headache



Fatigue/  
exhaustion

- Have you been advised by Public Health, a health-care provider or a peace officer that you are currently required to self-isolate?
- Are you waiting for a COVID-19 test or COVID-19 test results AND have been told you need to self-isolate?
- Have you travelled outside of New Brunswick in the past 14 days (unless exempt from self-isolation)?
- Has an individual in your household returned from outside of New Brunswick in the past 14 days for any reason, and now someone within the household has developed one or more symptoms of COVID-19 as listed above?


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**If you answered 'NO' to the above questions, **YOU MAY ENTER** the facility.**

If you are experiencing any symptoms, you should get tested. You can register for a test online by clicking 'Get tested' on the GNB Coronavirus website, calling Tele-Care 811 or by contacting your primary health-care provider.

November 27th, 2020

For the latest information visit: [www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)





2) How to Self-Monitor

## How to Self-Monitor



You have been asked to monitor yourself for symptoms because you may have been exposed to COVID-19. The following measures will help prevent the spread of disease to others in your home and your community.

For the next **14 days**, Public Health asks that you:

### Monitor your health for the following symptoms:



Fever



New cough or worsening cough



Runny nose



Sore throat



Headache



A new onset of fatigue



A new onset of muscle pain



Diarrhea



Loss of sense of taste or smell



In children, purple markings on the fingers and/or toes

### Keep your hands clean

Wash your hands often with soap and water for at least 20 seconds or as long as it takes to sing the birthday song twice. Dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet. If soap and water are not available, use an alcohol-based hand sanitizer.

#### When to wash your hands:

- Before and after preparing food;
- Before and after eating;
- After using the toilet;
- After you cough or sneeze;
- Before and after using a surgical/procedure mask;
- After disposing of waste or handling contaminated laundry;
- Whenever hands look dirty.





3) COVID-19 Screening Questionnaire

# B.i. Covid-19 Screening Questionnaire

Name: \_\_\_\_\_  
\_\_\_\_\_

Date questionnaire completed:

It is important that you read understand complete this questionnaire and submit this questionnaire to the folder in addition by signing completing this questionnaire you will agree to the disclosure of the content of the questionnaire to Nicole Brigham for the purpose of ensuring compliance with Brigham Interiors policy on screening for covid-19.

With the continued concerns arising from covid-19 Brigham Interiors is taking the necessary precautions to prevent or limit the exposure to covid-19 and ensure appropriate health measures are taken at the workplace.

For employees' contractors or visitors to the workplace prior to entering the workplace this questionnaire must be completed and the complete a questionnaire must be submitted to the folder indicated to keep on file until the end of the covid-19 pandemic. Once the paper copies are no longer needed, they will be shredded.

Completion of this questionnaire is voluntary however if not completed you will not be permitted to enter the workplace.

Should you experience any symptoms listed below or have had close contact with any person experiencing symptoms after completing this questionnaire you must have eyes Nicole Brigham immediately and will not be permitted entry to the workplace until the necessary approvals are granted.

All responses to this question are treated as confidential and will only be disclosed to individuals as permitted by law, we thank you for your cooperation in responding to the questions below.

Questions	YES	NO
Do you have at least two of the following symptoms: <ul style="list-style-type: none"><li>• fever about 38° Celsius</li><li>• new or worsening cough</li><li>• sore throat</li><li>• runny nose</li><li>• headache</li><li>• new onset fatigue</li><li>• new onset muscle pain</li><li>• diarrhea</li><li>• loss of taste</li><li>• loss of smell</li></ul>		
Do you have any new or unusual symptoms?		



Have you returned from outside of New Brunswick in the last 14 days?		
Have you had close contact with in the last 14 days of a confirmed case of covid-19?		
Have you had close contact* with in the last 14 days with a person being tested for covid-19?		
Have you had a positive test for covid-19 or are you awaiting results from covid-19 testing?		

Please know if you have answered yes to any of the six questions about you are not permitted to enter the workplace.

\*Close contact is defined as a person who is provided care for the individual including healthcare workers family members or other caregivers or who had other similar close physical contact with a person with a consistent and appropriate use of personal protective equipment or who lived with or otherwise had closed pro long contact within two metres with the person while they were infectious or had direct contact with the infectious bodily fluids of the person example was coughed or sneezed on while not wearing recommended personal protective equipment.

\*\*Anyone who has tested positive for covid-19 can only return to the workplace if they've provided satisfactory evidence that they have recovered from covid-19.

By signing this questionnaire or by completing and submitting this questionnaire electronically I agree to the following:

1. If I experience any symptoms of fever or signs of a fever such as chills sweats muscle aches and light-headedness cough headache sore throat runny nose or have been in close contact with anyone who has been suspected or confirmed to have covid-19 or have been in contact with anyone who has symptoms of a fever or signs of a fever cough headache sore throat runny nose after signing or submitting this questionnaire I will advise Nicole Brigham immediately and will not into the workplace until cleared to do so.
2. I will submit to any reasonable and additional screening for covid-19 required by Brigham Interiors which may include but not limited to taking my temperature which additionally screening may result in my being refused permission to enter or required to leave the workplace;
3. I will report any symptoms as listed while at work to Nicole Brigham immediately and follow directions respecting access to the workplace and contact with public health or otherwise assessing medical care as the case may be;
4. The answers to these six questions above are true; and
5. I consent the disclosure of the confidential information contained in this covid-19 screening questionnaire to Nicole Brigham of Brigham Interiors for the purpose of assessing whether or not I have covid-19 symptoms as well as confirming there has been any compliance with this covid-19 screening questionnaire

Signature: \_\_\_\_\_





4) Physical Distancing

**Coronavirus (COVID-19)**  
**PUBLIC HEALTH ADVICE**

**PROTECT YOURSELF AND OTHERS FROM GETTING SICK BY  
PHYSICAL DISTANCING**

IT IS VITAL TO ENSURE A  
DISTANCE OF  
**2 METERS / 6 FEET**  
BETWEEN EACH OTHER  
UNLESS WEARING A  
**COMMUNITY FACE MASK**

For more information, please visit:  
**GNB.CA/CORONAVIRUS**

**New Brunswick**





5) Steps for Effective Hand Washing

## Steps for Effective Hand Washing

1



**Wet hands**

2



**Apply Soap**  
Liquid or clean bar soap

3



**Rub vigorously together**  
Pay special attention around nails and between fingers

4



**Rinse well**

5



**Dry with paper towel**  
Use paper towel to turn off tap

6



**Wash hands often**





# COVID-19 Operational Plan

Last updated: January 2021

## 6) Reduce the Spread of COVID-19 – Wash Your Hands

**REDUCE THE SPREAD OF COVID-19,  
WASH YOUR HANDS.**

- 1 Wet hands with water
- 2 Rub palms
- 3 Rub for at least 20 seconds, make sure to cover all surfaces
- 4 Rinse well
- 5 Dry hands with paper towel
- 6 Throw away paper towel

Wash your hands thoroughly, including:

- Between fingers
- Back of hand
- Under nails

Use hand sanitizer or foot sanitizer if you cannot wash your hands.

1-800-794-4387 [canada.ca](https://www.canada.ca)

Canada



7) Use Hand Sanitizer

## USE HAND SANITIZER

PROTECT YOURSELF AND OTHERS FROM GETTING SICK

When soap and water are not available, do the following:

1

Dispense gel into hands.  
*Verser du désinfectant dans la main.*



2

Rub together.  
*Frotter les mains ensemble.*



3

Rub hands until dry.  
*Frotter les mains jusqu'à ce qu'elles soient sèches.*



For the latest information visit:  
Pour obtenir des renseignements à jour :

[www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)





8) Cleaning and Disinfection for COVID-19

## Cleaning and Disinfection for COVID-19



Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as door knobs, handrails, etc., should be cleaned at least twice daily and when soiled.

When choosing an environmental cleaning product, it is important to follow product instructions for dilution, contact time and safe use, and to ensure that the product is:

- Registered in Canada with a Drug Identification Number (DIN)
- Labelled as a broad-spectrum virucide

All soiled surfaces should be cleaned before disinfecting, unless otherwise stated on the product.

The following hard-surface disinfectant products meet Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2, the coronavirus that causes COVID-19. <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

**If using household bleach, the following is recommended:**

Disinfectant	Concentration and Instructions
Chlorine: household bleach – sodium hypochlorite (5.25%)	1000 ppm <ul style="list-style-type: none"><li>• 1 teaspoon (5 ml) bleach to 1 cup (250 ml) water or</li><li>• 4 teaspoons (20 ml) bleach to 1 litre (1000 ml) water</li><li>• Allow surface to air dry naturally</li></ul>

### Precautions when using bleach

- Always follow safety precautions and the manufacturer's directions when working with concentrated solutions of bleach. To avoid injury, use appropriate personal protective equipment during handling (read the label and refer to the material safety data sheet).
- Chlorine bleach solution might damage some surfaces (e.g., metals, some plastics).
- Never mix ammonia products with bleach or bleach-containing products. This practice produces chlorine gas - a very toxic gas that can cause severe breathing problems, choking and potentially death.
- Clean the surface before using the chlorine bleach solution.
- A bottle of bleach has a shelf life, so check the bottle for an expiry date.
- Do not pre-mix the water and bleach solution, as it loses potency over time. Make a fresh solution every day.
- When mixing a chlorine bleach solution, it is important to pour the chlorine into the water and not the reverse.
- Try not to breathe in product fumes. If using products indoors, open windows and doors to allow fresh air to enter.

For the latest information visit: [www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)







# COVID-19 Operational Plan

Last updated: January 2021

## 9) Cough Etiquette





10) Use of a Community Face Mask

### USE OF A COMMUNITY FACE MASK TO HELP REDUCE THE SPREAD OF COVID-19

To help curtail the community spread of COVID-19, **WEARING A COMMUNITY FACE MASK IS REQUIRED** in public spaces (including retail businesses, malls, service centers, public transport, etc.). This measure is to protect people around the person wearing the face mask, in case they are infected but do not have symptoms.

Community face masks are not a substitute for proper hand hygiene or physical distancing. Continue to wash your hands frequently and stay at least 2 metres (6 feet) away from people, except those in your household.

#### HOW TO PUT ON YOUR MASK

It is important to understand that community masks have limitations and need to be used safely.

1. Hold the face covering by the ends and drape.
2. Before putting on your mask, wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.
3. Place your face in away from your face. Scoop the elastic loops of the mask around your ears. If your mask has straps, tie them securely ensuring your mask fits snugly on your face.
4. Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
5. Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.

For the latest information visit:  
[GNB.CA/CORONAVIRUS](http://GNB.CA/CORONAVIRUS)  
Nov 2nd, 2020





# COVID-19 Operational Plan

Last updated: January 2021

## 11) Understanding Mask Differences

UNDERSTANDING MASK DIFFERENCES AND RECOMMENDATIONS FOR COMMUNITY USE						
Mask type	 Community face mask (cloth-face covering)	 Single use disposable mask	 N95 mask	 Community face mask with air vent or valve	 Face shield	 Face paint, goggles, safety, etc.
Recommended	✓	✓	✗	✗	✗	✗
Intended purpose	Helps prevent yourself and others, especially if someone is infected but has no symptoms.  Masks should cover your nose and mouth and fit snugly to the face with no coverings. The mask should be comfortable and not restrict your vision.  Follow local health agency of Canada, all use or health care use masks to reduce the risk of person-to-person transmission.	Helps protect yourself and others, especially if someone is infected but has no symptoms.  Masks should cover your nose and mouth and fit snugly to the face with no coverings. Your mask should be comfortable and not restrict your vision.  Government health authority.  Avoid touching the outside of your mask.	Designed to be used for emergency use, and should be used for use for work of professionals in health or public use setting.	Only appropriate for use when other particles are present. They are not recommended during the COVID-19 outbreak.	Usually worn with a hood and safety cap for eye protection.  They do not protect the wearer face, but do help to prevent the spread of germs and virus.  Shields by allowing workers to face mask and reduce the risk of mask contamination may reduce contact to a face covering.	Should not be worn instead of a face mask because of a face mask's effectiveness in preventing the transmission of germs.
Made of	Lightweight fabric, like cotton or linen. Avoid fabric that is made of fabric that makes it hard to breathe it through.	Non-woven fabric and other synthetic materials.	Available synthetic plastic.	Typically made from cloth, but sometimes with the addition of a non-woven fabric.	Typically made of plastic.	Typically made from a single piece of fabric that is not folded and not lined, and is not a cloth mask. Avoid wearing them on the face of the wearer.



12) Thank You for Wearing Your Mask





# COVID-19 Operational Plan

Last updated: January 2021

## 13) Recovery Level Comparison – January 2021

### Recovery Level Comparison - January 2021

	Red	Orange	Yellow
<b>Public</b>	Open temporary public - includes all program or individual evening support	High restricted public - includes a program or individual evening support	Study 19 - essential 50% of services subject to test
<b>Public</b>	Mask mandatory in indoor public space. Masks required in outdoor public space when physical distancing cannot be maintained.	Mask mandatory in indoor public space. Masks required in outdoor public space when physical distancing cannot be maintained.	Mask necessary in indoor public space
<b>Food/ Beverage</b>	Indoor - Full licensed kitchen facilities - 2 people or less with masks and physical distancing	Indoor - Full licensed kitchen facilities - 2 people or less with masks and physical distancing	Indoor - Full licensed kitchen facilities - 50% less with physical distancing
<b>Entertainment</b>	None - No indoor and outdoor	None - No indoor and outdoor	None - No indoor and outdoor
<b>Retail/ Retail</b>	Open with a COVID-19 operational plan	Open with a COVID-19 operational plan	Open with a COVID-19 operational plan
<b>Gym</b>	Closed	Open with a COVID-19 operational plan with strict measures	Open with a COVID-19 operational plan
<b>Gym / Fitness</b>	Closed	Open with a COVID-19 operational plan with strict measures	Open with a COVID-19 operational plan
<b>Library/ Programs</b>	0 to 11 visitors virtually that are open with strict measures	0 to 11 visitors - facemasks required with strict measures	0 to 11 visitors - facemasks required or open with appropriate measures
<b>Entertainment Center</b>	Closed	Open with a COVID-19 operational plan	Open with a COVID-19 operational plan
<b>Leisure/ Recreation</b>	Outdoor (open to) - requires strict measures only	Open with a COVID-19 operational plan - max capacity 50%	Open with a COVID-19 operational plan
<b>Recreation/ Sport</b>	Closed	Recreation permitted only with a complete health and safety operational plan	Recreation play with an operational plan - tournament permitted

[www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)







15) How Does Contact Tracing Work

