

## COVID-19 OPERATIONAL PLAN (SAMPLE)

**Meeting date & time:** June 17<sup>th</sup>, 2020 – 7:00 p.m.-9:00 p.m.

**Meeting location:** HNB Office – 861 Woodstock Road, Fredericton, NB – E3B 7R7

Action Item	Details of Implementation	How is it communicated?	Status
<b>Decision Making</b>			
The HNB Executive Director, in consultation with the HNB Board of Directors will responsible for the development, implementation and oversight of the Operational Plan.	Review with HNB Board of Directors during bi-weekly meeting.	Email	Complete
<b>Risk Assessment</b>			
Complete risk assessment of office space	Examined board room and public space. Determined that the space falls into the low risk category.		Complete
<b>Physical Distancing</b>			
Implement two-metre physical distancing protocol	Based on the square footage of board room (400 sq feet), a maximum of 6 attendees can attend	Maximum occupancy signs posted outside board room, as well as individual offices. Inside	Complete

	<p>meeting in board room.</p> <p>Sq footage (400) x 60% / 36 = 6.66</p>	<p>board room will be X's marked on floor, where the attendee's chairs should be placed.</p>	
	<p>Signage in hallway and boardroom</p>	<p>Signage and limit capacity of the board room.</p> <p>As hallways don't allow for the required distancing, masks should be worn in the hallways. HNB will maintain a supply of masks.</p>	<p>Complete</p>
	<p>When accessing the hallways and other common areas, people should attempt to not congregate. In all cases, masks should be worn in common areas</p>	<p>Signage</p>	<p>Complete</p>

<b>Health and Respiratory Hygiene</b>			
Promote frequent handwashing	Signage posted in all washrooms and kitchen area	Government produced signage	Complete
Handwashing stations	Washrooms are equipped with hot/cold running water, paper towels and had soap  Hand sanitizer made available at public entrance and kitchen area	Government produced signage	Complete
Good respiratory hygiene/cough etiquette	Keeping yourself and others from getting sick signage is distributed to all offices as well as posted throughout the common spaces.	Government produced signage	Complete
<b>Screening and Monitoring</b>			
Meeting attendees	Using the screening tool, meeting attendees will be required to self-monitor before attending the meeting.	Government of NB covid-19 screening tool (appendix A). This tool will be distributed to all meeting attendees.	Complete

	<p>If, after completing the screening, an attendee is required to stay home, they should notify the HNB Executive Director immediately and follow the recommendations provided in the screening tool.</p>	<p>Information on self-monitoring and self-isolating will also be made available, if they are required to stay home. If a meeting attendee displays any symptom while at the office, they will be required to go home follow the screening tool guidelines.</p>	<p>On-going</p>
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**Additional Resources:**

COVID-19 Operational Plan Guide - <https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/covid-op-plan-guide.pdf>

Work Safe NB – Embracing the new normal - <https://www.worksafenb.ca/media/60996/embracing-the-new-normal.pdf>

Hockey Canada Safety Guidelines - [https://hnb.ca/images/hnb/pdf/HC\\_RTH\\_SafetyGUIDELINES\\_8.5X11\\_ENG\\_FINAL.pdf](https://hnb.ca/images/hnb/pdf/HC_RTH_SafetyGUIDELINES_8.5X11_ENG_FINAL.pdf)

## Appendix A – Covid-19 Screening Tool

### Please Do Not Enter the Facility Without Answering The Following Questions

1. Do you have any of the following symptoms: fever/feverish, cough, sore throat, headache or runny nose?

If you answered YES, and have only one symptom, then stay home and do not return until you are fully recovered.

If you answered YES, and have 2 or more of the symptoms, then self-isolate at home and call 811.

2. If you answer YES to any of the questions below, 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. ([https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory\\_diseases/coronavirus.html](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html))

- a. Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- b. Have you had close contact within the last 14 days with a person being tested for COVID-19?
- c. You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
- d. Have you returned from travel outside of New Brunswick within the last 14 days?
- e. You have been told by public health that you may have been exposed to COVID-19.