

La Place covid-19 operation plan

This plan is for the orange phase (as described by Public Health NB – as of May 11th, 2020)

As the government of NB begins to loosen some of the quarantine restrictions and recommend businesses can be open in a controlled manner; one of the essentials to achieving this safely is for each business to take their re-opening procedures and responsibilities seriously. In that vein it has been recommended that each business prepare an operational plan. In preparing the plan businesses will have the opportunity to review their processes and implement new procedures.

We at Adelin Properties have prepared our plan (below) which covers the common areas of our buildings. It is important to note that at the time of this writing this plan attempts to cover the essentials as recommended by New Brunswick Public, however we are aware that the situation surrounding covid-19 changes daily, therefore this is meant to be a living document that changes and adapts as our situation evolves.

This document is not intended to be the final word nor is it fully comprehensive to all possible scenarios, it is simply a guide and should be used together with other information to inform your decision making.

AWARENESS

Signage will be posted at entrances and throughout the building guiding people through the proper protocols, but just as importantly to bring awareness to covid-19, including prevention, hand and respiratory hygiene, and the importance of physical distancing. (appendix I)

SCREENING

No person shall enter the building if they exhibit any symptoms of Covid-19, have been in contact with anyone who is infected with the disease or has travel outside the province in the last 14 days.

Visitors:

La Place will attempt to pre-screen visitors in advance via telephone, email or through social media/website info. There will be a screening checklist posted at the entrance. The visitors log must be kept up to date, the log must collect information such as name, email or telephone number, time of entry and time of exit.

Employees:

Members will be made aware of screening protocol and new office etiquette which will limit entrance to anyone exhibiting signs of Covid-19 or who has been in contact with a confirmed case.

PHYSICAL DISTANCING

The aim is to limit contact between all persons using the space. There is only one point of entrance and the designated traffic pattern will be clockwise around the space. Members will have access to their private offices at all times and will be responsible for their own physical distancing protocols within that office; however all members should respect each other's space and not enter the office of others.

All users of the space will be encouraged to wear a community face mask when interacting with each other or in the common areas.

Throughout the common areas of La Place (hot desking, fixed desks, copy room, reception area and kitchen) all occupants must be mindful of the 6 foot distancing standard and not use the space if the physical distance cannot be maintained. Plexi dividers can be provided to help in separation of those who need to work closely together. We have plexiglass partitions on hand, and will adjust accordingly if needed.

Meetings rooms are to be used by appointment only. There will be minimum booking times as well as additional turnaround time between each meeting to ensure a La Place team member is able to disinfect the space properly. Meeting attendees must designate one person as the "Main Contact", this person will be designated as the person who will interact with the La Place team for the purposes of getting supplies or tech help. Meeting room users will not be permitted to gather in or occupy any other space in La Place (public washrooms on the second floor are available).

- La Ville; 10 people maximum (with plexi) 6 without plexi;
- Le Village 4 with plexi only;
- la campagne 2 people.

Kitchen services will be limited. Upon arriving in the kitchen, each tenant needs to wash their hands. Until further notice, we plan to:

- All creamers/ milks/ sugar/ sweetener will be in individual packages.
- One person allowed in the kitchen at a time

All other dishes in the La Place kitchen will no longer be accessible. Disposable water glass will be available, but it is encouraged that people bring their own water bottles.

The lunch space will now be limited to one person per table. Only one chair per table will be left in kitchen.

All shared office supplies are to be removed. This includes stapler, markers, hole punch, and pens/ pencils.

Meeting rooms will have marker packets pre-made. They will contain two markers that are sanitized after each use.

HAND & RESPIRATORY HYGIENE

All occupants and users of the building are encouraged to practice enhanced hand hygiene as handwashing is one of the best ways to protect yourself and prevent the spread of disease. Posters will be placed in strategic locations to remind occupants to sneeze or cough into their elbows, wash or sanitize hands often, and not touch their faces.

The use of community face masks is strongly encouraged.

CLEANING

The cleaning of the space will be the responsibility of the janitorial staff with additional support by all occupants.

Occupants:

Surface disinfection is the responsibility of everyone; people should be aware of which surfaces they come into contact with and be good citizens by decontaminating spaces before and after each use. Surface disinfection products will be made available.

Janitorial Team:

The regular nightly cleaning of the janitorial team will continue as before, with additional emphasis on touch points. There will be a second daytime shift of janitors who will focus on touch point disinfection once per day.

La Place Team:

The La Place staff are responsible for upkeeping a touch point disinfecting schedule.

After meetings: designated team member to disinfect room after each meeting – this includes:

- Tabletops
- Chairs/ arm rests
- Door handle and vertical push area (both sides)
- Makers and erasers (limited to 2 markers/meeting)
- TV/audio visual controls and cables
- Light switch

Cleaning tips:

Cleaning and disinfecting are both important; cleaning products remove germs and dirt from surfaces by using soap and water whereas disinfecting products are used to kill germs on surfaces using chemicals, ensure proper contact time is adhered to based on manufacturer recommendations. Proper cleaning procedures include both methods.

Cleaning staff should use gloves while cleaning, and thoroughly wash hands with soap and hot water after removing gloves; staff should also wear community face masks while performing their work. The use of damp cleaning methods such as damp clean cloths, and/or a wet mop are suggested over dusting or sweeping which

can distribute virus droplets into the air. Reusable cleaning items should be washed using regular laundry soap and hot water (60-90°C).

Touch Points include:

- Light Switches
- Coffee maker
- Alarm keypad
- Doorknobs/ handles
- Coffee thermos
- Countertops/ tabletops
- Fridge/ microwave
- Photocopiers
- Bathroom fixtures

In the event we have a confirmed case linked to our space we will do the following:

- Advise all occupants and visitors of the time and day of when the potential contamination potentially occurred.
- Participate in contact tracing
- Identify affected areas in the building – close suites and/or common areas accordingly
- Contact service provider for deep cleaning protocol (appendix H)

* The implementation of an accurate logbook is crucial in tracing back to the source. Our logbook will be located at the entrance to the space and monitored by reception.

COMMUNICATION

A master communication list has been created for contact with members

Tenants and other occupiers should look to our website and social media for any special announcements (in addition to emails);

Mass communication will occur via email; in the event that special or direct information must be communicated individual phone calls will be made.

SOURCES

Worksafe NB - Workplace measures to mitigate the spread of coronavirus disease (COVID-19)

https://www.worksafenb.ca/media/60984/covid-19_health_and_safety_measures_for_workplaces.pdf

Worksafe NB - embracing the new normal

<https://www.worksafenb.ca/media/60996/embracing-the-new-normal.pdf>

GNB provincial framework recovery plan

https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/COVID19_health_recovery_framework.pdf

PNB – operational plan

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

Public Health phases and triggers

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

GOV CAN downloadable documents

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources.html#covid-awareness-table>

APPENDICES

Appendix A – Screening checklist poster

- <https://www.worksafenb.ca/media/60944/covid-19-screening-questionnaire-english.pdf>
- <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/help-reduce-spread-covid-19/help-reduce-spread-covid-19-eng.pdf>
- <https://www.canada.ca/content/dam/phac-aspc/images/services/publications/diseases-conditions/physical-distancing/physical-distancing-en.pdf>

NOTICE



Screening for COVID-19

PLEASE DO NOT ENTER THE BUILDING WITHOUT ANSWERING THE FOLLOWING QUESTIONS

1. Do you have at least two of the following symptoms: fever above 38° C or signs of fever (feeling hot or chills), a new or worsening chronic cough, a sore throat, a runny nose, a headache, new onset fatigue, new onset muscle pain, diarrhea, loss of taste or loss of smell?

If you answered YES to question 1, self-isolate immediately and call 811 or your family physician for further direction.

2. Have you returned from travel outside of New Brunswick or outside of Canada within the last 14 days?
3. Have you had close contact within the last 14 days with a confirmed case of COVID-19?

If you answered YES to question 2 or 3, self-isolate. If you have or develop symptoms, call 811 or your family physician.

4. Have you had close contact within the last 14 days with a person being tested for COVID-19?

If you answered YES to question 4, you may enter the building however you must self-monitor for symptoms. If symptoms develop, self-isolate and call 811.

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Hand washing

- <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>

Appendix E – each occupant disinfection responsibilities and how to



<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/cleaning-disinfecting-public-spaces/cleaning-disinfecting-public-spaces-eng.pdf>