

Guidance for Employers: Requirements for Managing Temporary Foreign Worker Arrivals During the COVID-19 Pandemic

Department of Health
Department of Post-Secondary Education, Training and Labour

Government of New Brunswick Direction to Employers

The current emergency circumstance occasioned by COVID-19 is an exceptional situation, never before experienced in New Brunswick and most parts of the world. New Brunswick employers have been seeking advice from provincial departments on how to manage the arrival and mandatory 14-day quarantines required of Temporary Foreign Workers (TFWs) by the federal and provincial governments. This *Guidance for Employers: Requirements for Managing Temporary Foreign Worker Arrivals During the COVID-19 Pandemic* provides critical advice to employers and sets out mandatory requirements that must be met under the provincial state of emergency. The mandatory requirements apply to all employers bringing TFWs into New Brunswick, whether from outside of Canada or from another part of Canada. The Guidance and mandatory requirements complement other federal and provincial directives relating to preventing the spread of COVID-19, TFW arrivals and quarantine requirements.

The mandatory requirements apply to employers bringing TFWs into New Brunswick from outside of Canada who:

- have not been in Canada for 14 days, and
- will be employed in the fishing, aquaculture, agriculture and forestry industry. Other sectors of employment could include, but are not limited to, the food processing plant and live-in caregiver industries.

The *Guidance for Employers: Requirements for Managing Temporary Foreign Worker Arrivals During the COVID-19 Pandemic* **may not apply** to employers bringing TFWs into New Brunswick who:

- are coming from another Province and have resided in Canada for 14 days. For these TFWs, employers are to refer to the WORKSAFE NB document [Embracing The New Normal](#) and call 1-800-999-9775.

The guidance document as outlined is subject to change and will in fact be changed as together we gain experience in effectively and appropriately addressing all that needs to be. It will remain in effect until further notice.

The guidance document and its requirements are administered by the Department of Post-Secondary Education, Training and Labour (PETL) in collaboration with the Department of Health and the Department of Public Safety.

The primary point of contact for employers is:
Nicolas Carrière, Population Growth Division - PETL
Telephone: 506 478-1864
Email: nicolas.carriere@qnb.ca

Summary of Requirements to be met by Employers

Employers must submit the following information to the Population Growth Division - PETL:

1. At least 2 weeks in advance of the scheduled arrival of TFWs:
 - a. An acceptable bacteriological report of the drinking water system, taken within the past month.
 - b. An acceptable inorganic report of the drinking water system, taken within the past 5 years.
2. At least one week in advance of the scheduled arrival of TFWs:
 - a. Plans for housing the TFW during the 14-day quarantine period, pre-screening checklist (See Appendix A), health monitoring plan and illness response plan, for approval by the Department of Health; and
 - b. Proof of health insurance coverage for the TFWs.
3. At least 24 hours in advance of the scheduled arrival of TFWs, employers must provide a manifest of TFWs coming to NB, whether from outside Canada or from another part of the country.

All information may be submitted by email. If email is not an option, contact Nicolas Carrière at 506 478-1864.

NOTE: All TFWs must have a passport as well as a work permit in their possession upon arrival.

Requirements

Requirements prior to arrival

Manifest

The manifest is to include the name of each TFW, the date of arrival of each TFW into New Brunswick, the method of transportation into New Brunswick, information on where each TFW is coming from, the location where each TFW will be staying in New Brunswick, and the name and contact information of the employer. See Appendix C – Vehicle Passenger Manifest.

Health Insurance

The Government of New Brunswick requires proof that the employer has complied with federal requirements to provide health insurance to TFWs. Documentation must be submitted to Nicolas Carrière, Population Growth Division (PETL).

Approved Housing and Accommodations

Employer plans for housing and accommodating TFWs during the 14-day quarantine period must be approved in advance of the arrival of TFWs. Employers must submit a pre-screening checklist at least one week in advance of the scheduled arrival of the TFW. See Appendix A for the required pre-screening checklist.

While the deadline for submitting these plans is a minimum of one week before the scheduled arrival of the TFW, earlier submission will ensure that the employer has sufficient time to address

any identified issues in the plan before the TFW's arrival. Approval is based on an onsite inspection by Health Protection Services.

COVID-19 Awareness

The employer is to provide information to the TFW on COVID-19, including current physical and social constraints (such as distancing, etc.) related to COVID-19 in New Brunswick, on or before their first day of arrival. The Department of Health has created a resource page where employers can access material on COVID-19. Information can be found on the [New Brunswick Coronavirus webpage](#) (Click on **Awareness Resources** and then **More Resources**). Information must be provided in a language the TFW understands.

Similar information and graphics need to be posted within the facilities before TFWs arrive at their accommodation. These posts should include local contact numbers and resources including 811 and 911.

Supplies

Employers are required to ensure TFWs have all the necessary supplies required during the 14-day quarantine period, including appropriate accommodations, food, cleaning and personal supplies, a potable water supply, and access to wifi.

Health Monitoring Plan

Employers must have a health monitoring plan in place prior to the arrival of all TFWs. The plan is to clearly indicate how employees will be monitored daily for symptoms during the 14-day quarantine period. The plan would include instructions to staff and TFWs on how to self-monitor. For information on self-monitoring, refer to **Awareness Resources** on the [New Brunswick Coronavirus webpage](#).

Illness Response Plan

The employer must have an illness response plan in place prior to the arrival of all TFWs. The plan is to outline the procedures to follow should a TFW become ill while waiting for the employer at the pick-up location, during travel to their accommodation, and during the 14-day quarantine period.

Information on what to do if someone has symptoms can be found on the [New Brunswick Coronavirus webpage](#). The site also includes a self-assessment tool to determine if someone should be tested for COVID-19.

Personal Protective Equipment (PPE)

Upon arrival in the province the employer must be aware of and ensure implementation of appropriate PPE to protect the TFWs, staff and the broader NB public. Details on when and how to use PPE is outlined in the document, WORKSAFE NB document [Embracing The New Normal](#).

Requirements upon arrival

The following table illustrates the pathway of TFWs upon entry into Canada. For TFWs coming from outside of Canada or from another part of Canada who are entering New Brunswick by private ground transport, border patrol would screen the vehicle. To avoid delay, or possible denial of entry, submission of a manifest 24 hours in advance is critical.

Stage of Process	Components
Arrival in Canada	Canada Border Services health screening upon entry
↓	No Symptoms
	Symptomatic Quarantined
Transfer to New Brunswick	<ul style="list-style-type: none"> ▪ Air transfers to an NB airport ▪ Private ground transport
↓	
	14-Day Quarantine
	Employers must provide: <ul style="list-style-type: none"> ▪ Accommodations ▪ Food/water ▪ Information/IT ▪ Health Monitoring ▪ Wages (but employees will not be allowed to work during this time) Employers must: <ul style="list-style-type: none"> ▪ Inform TFWs that, on day 10 of the 14-day quarantine, the TFW will be tested for COVID-19; testing is mandatory. Refer to the <i>Testing for COVID-19</i> section of this document for more information. ▪ Report symptoms to public health
↓	No Symptoms
	Symptomatic Individual Isolation
Place of Employment	Employer follows public health protocols Signage Log/Checklist

Arrival Point

If arriving via air, TFWs are to be met by the employer representative in the “luggage” area. In instances where TFWs are entering New Brunswick via land transportation, an employer representative must meet the transportation vehicle at the provincial border checkpoint.

Public Safety staff who are responsible for screening TFWs at the arrival point must advise the Department of Health (NB Health Emergency Operations Centre - NBHEOC@gnb.ca) of the TFWs entering NB.

Alternatively, an employer may choose to contract private transportation services to pick-up TFWs. This option could likely be required if the mode of transportation provided by the employer, or the transportation mode used to deliver TFWs to the border check point, did not meet the physical distancing requirements of New Brunswick.

***The driver should have a copy of the manifest to ensure everyone is accounted for.**

As part of the employer Illness Response Plan, the employer must have a process established to manage TFWs who become ill while at the pick-up location. Part of the plan should include screening TFWs for symptoms at the pick-up location e.g. “Are you feeling sick with fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell?”

If washrooms are available, TFWs should be advised to use the washroom and wash their hands before proceeding to the vehicle transporting them to their housing accommodation. The driver is to advise TFWs to load their own luggage into the vehicle.

Throughout this process it is important that the driver and TFWs remain at least 2 meters away from each other and continue to follow good personal hygiene practices.

Transportation to Quarantine Accommodation

As part of the employer Illness Response Plan, the employer must have a process established to manage TFWs who become ill during transportation to the quarantine accommodation. **Drivers should have a supply of community masks that can be provided to TFWs if symptoms develop during the journey.**

The following are actions that can be taken to help prevent spread of illness:

- Maintain social distancing of 2 meters when transporting passengers. **Each TFW must be seated based on the physical distancing requirement at all times.**
- Transportation should not stop during transit. Exceptions would include medical emergencies.
- Drivers should have a supply of community masks that can be provided to a TFW if symptoms develop during transport.
- Drivers to consider wearing disposable gloves if they must touch TFW items. Use one pair of gloves per TFW and throw them away after. Use hand sanitizer after removing the gloves.
- Advise TFWs that if coughing and sneezing, that they do so into their arm or a tissue. The vehicle should have a container for garbage for the disposal of tissues. A hand sanitizer is to be used afterwards.
- Advise TFWs to keep their hands away from their face and mouth.
- Upon arrival to the destination, TFWs are to be guided directly to their accommodation.
- Wash hands (with soap and warm water for at least 20 seconds) or use an alcohol- based hand sanitizer (minimum content of 60% alcohol) after each transport.

- The employer is to ensure vehicles are cleaned and disinfected upon arrival at the TFW accommodation (quarantine facility). Pay careful attention to high touch surfaces such as door handles, armrests and seatbelts.
- Use a disinfectant that has a DIN number and is labelled as a viricide (Link to disinfection sheet on Government of New Brunswick website <https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/CDCOVIDE.pdf>)

Requirements for self-isolation

The requirements under self-isolation apply to those under the 14-day quarantine period.

Upon arriving at the quarantine accommodation, or to an off-site housing facility the employer plans to use during the 14-day quarantine period, TFWs are required to self-isolate for 14 days following their arrival. They are not allowed to work during this period. For information on self-isolating refer to the “Stay safe and stay informed” section on the [New Brunswick Coronavirus website](#). Public Safety will be conducting periodic checks to ensure compliance with the housing and accommodation plan submitted by the employer.

As well, please note that Service Canada reserves the right to inspect at any time; you will have received a communication from the Federal Government in this regard.

Housing and Accommodations

- The employer must house TFWs that are self-isolating in accommodations that are separate from those not subject to a 14-day quarantine.
- If new TFWs are housed for self-isolation in the same accommodations as other TFWs who are self-isolating, and cannot be separately isolated from the other TFWs, then the clock resets to the day the most recent TFW arrived. This is to account for the potential exposure from the new TFW from outside of the province to those already here.
- Owners of facilities such as hotels and motels that house TFWs are to be notified that TFWs are under a 14-day quarantine. The owner is responsible to have security do regular walk throughs to ensure that guests are maintaining social distancing and not gathering in any common areas or rooms.
- The employer can have up to 10 employees under self-isolation in the same facility provided the physical spacing of 2 meters can be maintained. An exception to this would be hotels and motels, where the infrastructure can accommodate larger numbers of TFWs.
- Shared sleeping facilities are permitted assuming that social distancing requirements are followed. Beds must be a minimum two meters apart.
- Shared facilities (e.g. bathroom, kitchen, living space) are allowed, provided there is sufficient space for TFWs to respect the self-isolation requirements.

Food and Supplies

- Employers to ensure there are groceries in the house upon TFWs arriving.
- Employers and business owners (e.g. motels/hotels) must put into place or have systems to ensure TFWs are able to access food and personal supplies without leaving the accommodations (e.g. access to wifi, telephones, etc.).

- Employers are responsible for any required shopping for TFWs.
- TFWs may prepare their own meals, if infrastructure is in place and the social distancing requirements can be maintained. If this is the case, meal times may need to be staggered.
- TFWs have the option to order food online and have it delivered for their own individual use. The food should be paid for in advance. Each worker is responsible for arranging receipt of their own individual order. TFWs are to advise the company delivering the food of the drop off location (the delivery person is not to have contact with TFWs). TFWs are to retrieve their food when the delivery person has left the drop off location.
- If the employer provides meals to TFWs, meal times should be set.
- If meals are delivered or prepared on site by the employer, meals may be delivered to the TFWs bedroom door (or door of hotel/motel room) or placed at a designated location in the kitchen for each TFW to pick up if the layout permits.
- Buffet lines are not permitted.
- Employers are encouraged to use only pre-packaged snacks.
- Do not allow shared food containers, such as shared pitchers of water, salt and pepper shakers, etc. in dining areas.
- For accommodations with kitchens, unless the employer has a staff member managing the kitchen, TFWs will be responsible for washing their dishes. It is recommended that each TFW have their own designated dishes and utensils.
- For accommodations without kitchens, TFW will leave their dirty dishes outside their room for pick up by the employer.
- Ensure that staff handling food practice good hand hygiene and do not work in food handling areas if they are ill.

NOTE: After receiving direction from Public Health, workers that are required to individually isolate must have meals dropped off outside their room, with meal delivery times set. It is recommended that designated or disposable dishes and utensils be used by ill workers. If designated, dirty dishes and utensils are to be left outside the room for pick-up. Disposable gloves can be used by the staff who are picking up and handling these items.

Cleaning and Disinfection

- The employer is responsible to provide the cleaning materials (e.g. paper towels, household cleaning and disinfection products, dish soap, laundry soap, etc.).
- Regular household cleaners, disinfectant wipes or diluted bleach solution can be used according to the label directions. Information on cleaning and disinfection can be found on the [Government of New Brunswick](#) website.
- The employer is to ensure that all common areas are cleaned and disinfected twice daily, or more often if required. Items such as countertops, kitchen tables and chairs, furniture, light switches and door knobs, may need to be disinfected more frequently.
- A log should be maintained. Workers can do this. The employer can also use the services of a professional cleaner, if desired.
- Unless the services of a professional cleaner are used, TFWs will be responsible for garbage collection and removal from the building. For TFWs staying in hotel/motel like settings then garbage will be picked up outside the room.
- Use disposable gloves and protective clothing when cleaning surfaces or items that have been soiled with bodily fluids.

Shared Laundry Facilities

If laundry facilities are not provided, linen changes will be arranged through a drop off at the door with towels and sheets once per week or more often if requested.

If laundry facilities are provided, the following is required:

- Keep a 2 meter distance from others. Consider scheduling laundry time.
- Wash hands before and after doing the laundry.
- Wipe down controls and handles before and after use.
- Don't leave soiled clothing or baskets on top of machines or tables.
- Don't shake dirty laundry before putting it in the machine.
- Wash with soap and the warmest water possible. Do not overload the machine.
- Don't leave dryer door open when not in use.
- Dry items at highest temperature possible and dry them completely.
- Disinfect your hamper before filling with clothes.

Personal Hygiene

- Avoid touching the face, eyes, nose or mouth with unwashed hands.
- Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately.
- Hand washing must be encouraged
 - before and after eating food
 - before and after preparing food
 - after sneezing, coughing or blowing your nose
 - after touching dirty surfaces such as taps, doorknobs, phones, remotes
 - after using the bathroom
- The employer must ensure that all workers have the tools needed to practice good hygiene. This includes access to facilities that enable them to wash their hands often with soap and warm water, and providing an alcohol-based sanitizer (minimum 60% alcohol) if soap and water are not available and hands are not visibly soiled.
- Signage on personal hygiene etiquette is to be posted throughout the facility. This would include common areas, kitchen preparation area, washrooms and laundry rooms. Information can be found on the [New Brunswick Coronavirus webpage](#) (Click on **Awareness Resources** and then **More Resources**).

Personal Protective Equipment (PPE)

The use of PPE may be required by TFW and staff. See **Appendix E** for guidance on different types of PPE as well as procedures on how to properly put on and remove PPE.

Requirements for monitoring

Employers must perform daily check-ins to monitor the health of TFWs, and to ensure that the TFW does not leave the quarantine site at any time. If monitoring in person, social distancing of 2

meters must be maintained, and the use of a community mask, and safety glasses is recommended.

A daily check-in MUST be done with each TFW, either in person or verbally, AND MUST include the completion of a daily log (See Appendix D). The log is to include the date and time, the name of the TFW, responses to answers, measured temperature and any actions that resulted. There needs to be clear accountability for who is responsible for that task, and that individual assigned must be able to properly speak a language that the TFW can converse in.

Prior to entering into New Brunswick, employers are to advise TFWs that they are required to self-monitor for symptoms during the 14-day quarantine period. When self-monitoring, TFWs must monitor for symptoms of respiratory illness, avoid crowded places, and increase personal space from others when possible. A daily self-assessment questionnaire to monitor symptoms can be found in Appendix B. TFWs who develop symptoms must stay in their housing unit, isolate from others as quickly as possible, contact their employer, and call TELECARE-811.

For information on self-monitoring and self-isolation, refer to **Awareness Resources** on the [New Brunswick Coronavirus webpage](#).

Once the employer becomes aware that a TFW has become ill, the employer must isolate the TFW, as indicated on the webpage above. The TFW must contact TELECARE -811 and, if a test is required, the employer and TFW must coordinate next steps such as arranging transportation for testing, calling ahead before seeking in person medical assistance, and wearing appropriate PPE. The TFW must remain in isolation until the TFW is informed that the test results are negative. If the Regional Medical Officer of Health contacts the TFW to inform of a positive test result, the TFW must remain in isolation and immediately inform the employer and follow the local public health authority advice. The employer must contact the local public health authority for advice and recommendations, including their Illness Response Plan to determine where the TFW is to be housed if isolated. Isolating means avoiding contact with others, which could result in removing the TFW from the current accommodation to another location as outlined in the employers Illness Response Plan.

Local public health authorities may be reached at the following telephone numbers:

Normal business hours, Monday to Friday, 08:30hrs to 16:30 hrs:
Health regions 1 and 7, (506) 869-6287
Health region 2, (506) 658-3025
Health region 3, (506) 444-3201
Health regions 4, 5 and 6, (506) 547-2137

All health regions, Monday to Friday after hours, Saturday and Sunday 24 hrs: (506) 658-3103

Testing for COVID-19

- **The employer must inform TFWs that, on day 10 of the 14-day quarantine, (day 11 or 12 if day 10 falls on a weekend) the TFW will be tested for COVID-19; testing is mandatory.**
 - Employers can contact PETL (phone: 506-478-1864 or email nicolas.carriere@gnb.ca) for questions on the testing process. PETL can then, if needed, refer the employer to the appropriate DH representative.
- Public Safety – Inspection and Enforcement will notify the Department of Health (NB Health Emergency Operations Centre) of TFWs entering NB.
- Department of Health will notify EMANB.
- EMANB will advise the employer of the swabbing location/date/start time.
- EMANB will go to the quarantine site to swab the TFW. The employer must be present at the quarantine site on the day of testing to facilitate the process. This applies to any, and all swabs.
- In the event that the EMANB staff notice that a TFW is symptomatic, the EMANB staff will proceed with swabbing and then immediately call the Regional Medical Officer of Health regional office. EMANB will provide the regional office with the following information: name of employee, name of employer, and the location of the TFW, including the room number if applicable.

Negative result for a TFW

- **If the result of the test is negative, a confidential note to that effect will be delivered to the TFW in a sealed envelope. The TFW must still complete the 14-day quarantine.**
- **Department of Health will make all efforts to expedite getting the written results to the TFW as soon as possible. In some circumstances, (e.g. swabbing on day 12), written negative test results may be delivered to the TFW after day 14 has expired.**
- **The TFW must remain at the quarantine site until they have received the written copy of the negative test result, unless otherwise directed by the Regional Medical Officer of Health (RMOH).**

Positive result for a TFW

- If the result of the test is positive, Public Health staff will communicate the result to the TFW, by phone (with translation if required). In that case, both the TFW and the employer are to follow the procedures outlined under “Requirements for monitoring” as described above.
- In such a scenario, the RMOH will determine who will be retested on Day-14 of the isolation and who may be released from isolation 3 days later, providing all the test results are negative.
 - RMOH will contact EMANB and make arrangements for testing. EMANB can be reached through the Medical Communications Management Center (MCMC) Operations Manager at 506 862-7800

At all times, measures to protect Temporary Foreign Workers' privacy rights must be implemented and respected.

Other Information

Information and resources on COVID-19 are available from the [Government of New Brunswick](#) and the [Government of Canada](#).

Appendix A

Pre-Screening Checklist for Temporary Foreign Worker 14-Day Quarantine Facility

Business Name: _____

Date: _____

14-Day Quarantine Facility Address: _____

The employer is responsible for completing a Pre-Screening Checklist for each individual 14-Day quarantine facility. The employer is responsible for attaching photos to support their assessment. The pre-screening checklist is to be submitted to your local Health Protection Services office.

	Yes	No	Comment
The employer has reviewed the following documents:			
Guidance for Employers: Requirements for Managing Temporary Foreign Worker Arrivals During the COVID-19 Pandemic			
Government of Canada - Guidance for Employers of Temporary Foreign Workers regarding COVID-19			
The following documents are available at the self-isolation unit, including any necessary directions:			
COVID-19 Daily Self-Assessment Questionnaire (See Appendix B)			
Self-Monitor Poster			
Self-Isolation Poster			
The following personal hygiene communication and supplies are available at the self-isolation unit:			
Hand Washing Poster			
Hand Sanitizer Poster			
Protect Yourself and Others from Getting Sick Poster			
Community Masks (Refer to COVID-19 questions answered in hyperlink)			
Thermometer (1 per TFW)			
Disposable Gloves			
Safety Glasses			
Hygiene Supplies – soap, water, hand sanitizer, towels, toilet paper and female hygiene products			
Laundry Facilities and Supplies			
The following cleaning and disinfecting communication and supplies are available at the self-isolation unit:			
Cleaning and Disinfecting Procedures			
Cleaning and Disinfection Info Sheet			
Cleaning supplies – cleaners, disinfectants, cloths			
House Cleaning and Disinfecting Log			

	Yes	No	Comment
The following communication, supplies and logs are openly available in the common areas: <i>Photos must be submitted to verify all items in this section.</i>			
Physical Distancing Poster - 2 meter rule			
Furniture position allows for 2 meter rule			
Protect Yourself and Others from Getting Sick Poster			
Hand Sanitizer Poster			
The following communication and supplies are openly available in the bathrooms:			
Hand Washing Poster			
Hand Sanitizer Poster			
Hygiene Supplies- soap, water, hand sanitizer, towels, toilet paper and female hygiene products			
The following communication and supplies are openly available in the bedrooms:			
Physical Distancing Poster – 2 meter rule			
Bed Spacing – Photos must be submitted to verify single occupancy rooms or beds a minimum of 2 meters apart			
Bed Linens and Pillows – weekly washing schedule			
The following communication, supplies and logs are available in the kitchen facilities:			
Grocery supply available			
Procedure for workers to request supplies			
Space to prepare meals			
Pots, pans, and utensils to prepare meals			
Dishes, cutlery, and cups available			
Kitchen cleaning and disinfecting supplies			
Hand Washing Poster			
Waste & recycling receptacles with bags			
Physical Distancing Poster – 2 meter rule			
If a Worker is Sick the following is available:			
COVID-19 Daily Self-Assessment Questionnaire (See Appendix B)			
Alternate space or accommodation plan in place for sick worker to isolate from others.			
Access to the On-line COVID-19 Self-Assessment Form and accessibility to phone to contact 8-1-1			
Consulate Contact Information			

I certify to the best of my knowledge the information documented in the assessment checklist is true.

Signature: _____

Enterprise Name: _____

Date: _____

14-Day Quarantine Facility Address: _____

The employer is responsible for completing a Pre-Screening Checklist for each individual housing unit. The employer is responsible for attaching photos to support their assessment. The Pre-Screening Checklist will be submitted to Health Protection Services and may be shared with other appropriate government officials as necessary.

Appendix B

COVID-19 Daily Self-Assessment Questionnaire

COVID-19 Daily Self-Assessment Questionnaire
<p>1. If you answer “yes” to any one of the following symptoms call 9-1-1 immediately. If too ill to contact your employer, advise a co-worker to contact you employer immediately.</p>
<p>Do you have any 1 of the following symptoms?</p> <ul style="list-style-type: none"> <input type="checkbox"/> severe trouble breathing (struggling for each breath, can barely speak) <input type="checkbox"/> bluish lips or face <input type="checkbox"/> you think the patient has a life-threatening emergency <input type="checkbox"/> short of breath even at rest <input type="checkbox"/> moderate trouble breathing (must speak in short phrases) <input type="checkbox"/> it hurts to take a deep breath <input type="checkbox"/> cannot lie down because of trouble breathing <input type="checkbox"/> current breathing trouble is keeping you from managing your chronic health conditions <input type="checkbox"/> you feel very sick and need to be seen urgently
<p>2. Contact your employer and call 8-1-1 if you have any 2 of the following symptoms</p>
<p>Do you have any 2 of the following symptoms?</p> <ul style="list-style-type: none"> <input type="checkbox"/> fever <input type="checkbox"/> new cough or a cough that is getting worse <input type="checkbox"/> sore throat <input type="checkbox"/> runny nose <input type="checkbox"/> headache <input type="checkbox"/> new onset of fatigue <input type="checkbox"/> new onset muscle pain <input type="checkbox"/> diarrhea <input type="checkbox"/> loss of taste or smell
<p>3. Do you have any other symptoms?</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Yes, if yes please list symptoms below. <input type="checkbox"/> No <hr/> <hr/> <hr/> <hr/>

Appendix C

Passenger Manifest – land and smaller airports

Driver Information		
Driver Name:	Driver's Licence No.	
Address:	Telephone:	
Vehicle Type/Make/Model:	Licence Plate No.	Color:
Destination:	Arrival Date and Time at airport or NB border:	

Passenger Information						
No.	Name of Passenger	Sex	Address (Location coming from)	Destination	Employer Name	Employer Telephone
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

APPENDIX D:

Daily Check-In Log

No	Employee Name	Date	Time	Temp	Has the employee answered YES to any of the questions in Appendix B: COVID-19 Daily Self-Assessment Questionnaire, if YES indicate what actions were taken
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Daily Check-In Log Confirmed By: _____

Date: _____

APPENDIX E:

Personal Protective Equipment (PPE)

The use of PPE may be required for staff who need to tend to a TFW (urgent medical need), or while meeting the requirements of the guidelines (e.g. temperature taking, etc.). The following provides guidance on when to use different types of PPE, as well as information on how to put on and take off PPE.

Medical Masks

Face masks provide a physical barrier that may help prevent the transmission of the virus from an ill person to a well person by blocking large particle respiratory droplets propelled by coughing or sneezing. However, using a mask alone is not guaranteed to stop infections and should be combined with other prevention measures including [respiratory etiquette](#) and [hand hygiene](#).

Applying a consistent approach to putting on and taking off a mask are key in providing overall protective benefits.

- Guidance for Donning (putting on) a facemask:
 - Put on a facemask by placing the mask over the mouth and nose, ensuring a complete seal and stretching elastics over the head.

- Guidance for Doffing (taking off) a facemask:
 - Clean hands.
 - Remove the mask by untying the bottom ties and then the top ties or pull off by the straps.
 - The front is considered contaminated, so remove slowly and carefully.
 - After removing facemask, discard into a plastic-lined waste container.
 - Clean hands.

Non-Medical/Community Masks

Wearing a community face mask is an additional public health measure people can take to reduce the spread of COVID-19. It is recommended that a community mask be worn in public places when physical distancing cannot be maintained. A community face mask is not intended to protect the wearer, but it may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms.

When wearing a community face mask, but one should use a well-fitted (non-gaping) mask and practice good hand hygiene before wearing and after removing a mask.

Eye Protection

Eye protection is recommended to protect the mucous membranes of the eyes during care or activities likely to generate splashes or sprays of body fluids including respiratory secretions. Eye

protection should be worn over prescription eye glasses (Prescription eye glasses alone are not adequate protection against respiratory droplets).

- Guidance for Donning (putting on) eye protection:
 - Protective eye wear should be put on after putting on a mask.
 - If you wear eye glasses, ensure goggles cover eye glasses
 - After applying eye protection, gloves should be donned.

- Guidance for Doffing (taking off) eye protection:
 - To remove eye protection, first remove gloves and perform hand hygiene. Then remove the eye protection by handling the arms of goggles or sides or back of face shield. The front of the goggles or face shield is considered contaminated.
 - Discard the eye protection into a plastic lined waste container. If the eye protection is not intended for single use, clean it with soap and water and then disinfect it with a bleach solution (See Cleaning and Disinfection section of this document), being mindful not to contaminate the environment with the eye protection.
 - Perform hand hygiene.

Single Use Gloves

Single use gloves should be worn when in direct contact with the ill person, cleaning contaminated surfaces, and handling items soiled with body fluids, including dishes, cutlery, clothing, laundry, and waste for disposal. Gloves are not a substitute for hand hygiene; Hand hygiene must be performed before and after putting on and taking off gloves.

- Guidance for Donning (putting on) gloves:
 - Wash hands before putting gloves.
- Guidance for Doffing (taking off) gloves:
 - To remove gloves safely, with one of your gloved hands pull off your glove for the opposite hand from the fingertips, as you are pulling, form your glove into a ball within the palm of your gloved hand. To remove your other glove, slide your ungloved hand in under the glove at the wrist and gently roll inside out, and away from your body. Avoid touching the outside of the gloves with your bare hands.
 - Gloves must be discarded into a plastic-lined waste container and hand hygiene performed after each use.