

July 3 2020

Fredericton Inn COVID19 Best Practices
(revised the 15th of every month)

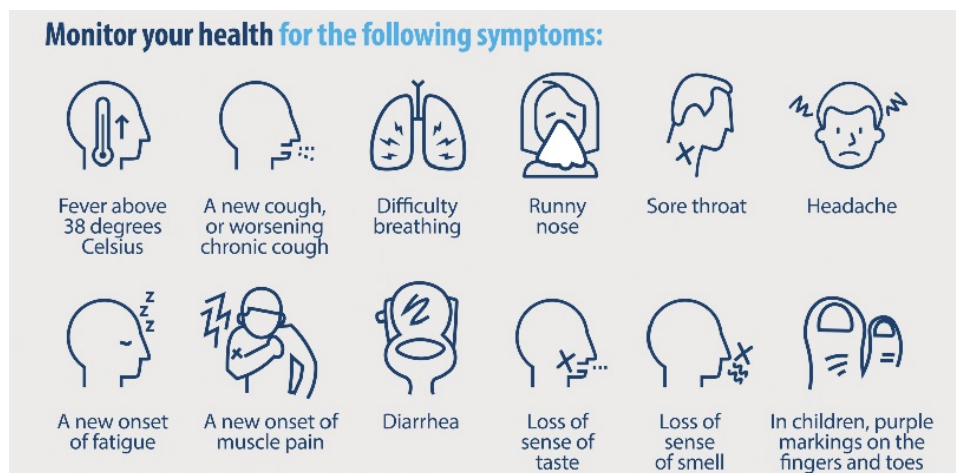
Self-Assessment Employee Pre-screening

All employees are asked to read this document to ensure they are aware of the signs and symptoms of COVID-19. In accordance with Public Health directions, you are not permitted to return to work and must contact your supervisor if you answer YES to the following:

Are you required to self-isolate because you have travelled outside of New Brunswick within the last 14 days?

Have you been directed by a public health authority to self-isolate or quarantine within the last 14 days?

Do you have at least two of the COVID-19 symptoms list below? If so, self-isolate and call 811 for direction.



By entering the building, you agree that your answer to each question is NO as of the date and time you entered the workplace. When you sign in and sign out for your scheduled shift, please follow this procedure:

- 1) sanitize hands
- 2) take your time card from the rack and place on the sign-in/sign-out area and step back.
- 3) inform the Front Desk Agent of your sign in time
- 4) once signed-in/signed-out, you may start your shift/end your shift. The Front Desk Agent will place back on rack.

Physical Distancing

All Inn Personnel, guests, clients and the public must remain six feet/two metres apart at all times. Furniture in lobby areas have been rearranged so that people can maintain six feet/two meters of distance. Tape is on the floor spaced 6ft apart at check-in desk and throughout the hallways of the building. In Conference Room spaces, tables have been configured and arranged so that each person is 6ft apart. If food and beverage has been ordered, tape has been placed 6ft apart on the floor to create a line at the food and beverage station(s).

Restaurant seating is rearranged so tables are 6ft apart. For fixed structures(booths), signage is available for Restaurant Personnel to use and are to close tables where physical distancing is not possible.

Front Desk & Office

Plexiglass barrier is installed at Front Desk and at Office Administration. One person is scheduled to work at a given shift at Front Desk. When changing shifts, staff must stay 6ft apart. When meetings between personnel are scheduled, persons to sit 6ft apart.

Housekeeping

Lunch hour has been staggered so only 4 people are at lunch at the same time and must sit 6ft apart. Masks are required in hallways, stairwells and public areas where physical distancing cannot be abided by. When receiving the list of duties for the day, must line up and stay 6ft apart.

Maintenance

One to two persons working during one shift. To wear a mask throughout hotel and when in the office together if social distancing is not possible.

Brass Rail

One to two persons working during shift. Lunch is taken separately. Must wash hands after handling money, before serving food. To wear a mask at all times.

Regency

One to two persons working during shift. Lunch is taken separately. Must wash hands after handling money, before serving food. Wear masks at all times.

Porters

Must maintain 6ft/2 meters of distance between other staff and clients/guests. To wear mask in conference room and public areas of hotel.

Personal Protective Equipment

All Inn personnel to receive a community facial mask as part of their uniform. All personnel are responsible for washing and maintaining it. Gloves are available but do not replace frequent hand washing. Housekeeping supervisors are to monitor housekeepers use of masks and spot check.

Hand and Respiratory Hygiene

All Inn personnel are to wash hands or sanitize hands at the following times:

- prior to shift
- end of shift
- before and after preparing food
- before and after eating
- after using the toilet
- after you cough or sneeze
- before and after using a community mask
- after handling contaminated laundry/linens

Paper towels in washrooms are in an enclosed container.

Sanitizer stations are available at check-in desk, entrance of washrooms,

Cleaning and Disinfection

When changing shifts, Front Desk Personnel are to sanitize keyboards, switchboard phone and surfaces they've used.

Photocopier.....	Each staff member is asked to wipe down the photcopy machine after use.
Guest Room Door Knobs...	Maintenance department is responsible for sanitizing door knobs of guest rooms
Lobby ATM.....	Front Desk Personnel are responsible for sanitizing every hour
Front Desk Debit Machine..	Front Desk Personnel are responsible for sanitizing after each guest use
Lobby Area.....	Lobby Personnel to clean and fill out <u>Lobby Cleaning Duties</u> checklist daily
Washrooms.....	Lobby Personnel to clean and fill out <u>Lobby Cleaning Duties</u> checklist daily

Check-in Desk.....	Front Desk Personnel are responsible for sanitizing every hour
Conference Chairs, Tables...	Porter Personnel to sanitize after tear-down and set-up. If multi-day meeting, to be sanitized at end of day.
Lobby Desk Phone.....	Sanitizer wipes are available for clients to wipe down prior to using
Guest Rooms.....	Left empty for 48 hours after each guest checks out. Linens are heat treated. Refer to <u>Housekeeping checklist</u> .

Signage

Lobby Entrance, Staff Entrance, Entrance A, B, C, D, E, F, G, H has the following Public Health posters:

Self-Monitoring Poster

Protect Yourself and Others from Getting Sick Poster

Physical Distancing Poster

Hand-washing poster is posted in all public washrooms and staff room washrooms.

Physical Distancing in Elevator Poster is at the two hotel elevators and on each floor.

Hand Sanitizer Poster is at each hand sanitizer station.

Physical Distancing Poster is posted throughout guest room hallways, stairwells and in the elevator.

Protect Yourself and Others from Getting Sick Poster is posted throughout guest room hallways, stairwells and in the elevator.

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. Wear a community face mask in public when physical distancing is challenging.

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

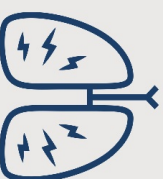
Monitor your health for the following symptoms:



Fever above
38 degrees
Celsius



A new cough,
or worsening
chronic cough



Difficulty
breathing



Runny
nose



Sore throat



Headache



A new onset
of fatigue



A new onset of
muscle pain



Diarrhea



Loss of
sense of
taste



Loss of
sense
of smell



In children, purple
markings on the
fingers and toes

Protect **yourself** and **others** from getting sick



Elbow cough/ sneeze



Wash hands often



Avoid touching eyes,
nose, mouth with hands



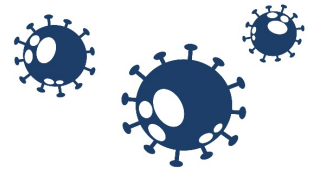
Cough in tissues
and throw away



Avoid contact with
sick person

Coronavirus (COVID-19)

PUBLIC HEALTH ADVICE



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



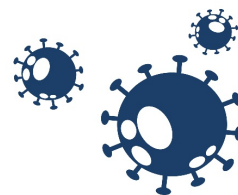
For more information, please visit:

GNB.CA/CORONAVIRUS

New Brunswick
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Physical Distancing in Elevators

PUBLIC HEALTH ADVICE



PROTECT YOURSELF AND OTHERS FROM GETTING SICK.



ONLY 2 PEOPLE PER ELEVATOR TRIP PLEASE

For the latest information visit:
WWW.GNB.CA/CORONAVIRUS

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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



New Brunswick
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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

New Brunswick
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