



COVID-19 Operational Plan – Revised March 8/2021

The Fredericton Inn is dedicated to the health and safety of its patrons and staff during the COVID-19 pandemic. We feel it is of upmost importance that our staff and guests follow all guidelines provided by the department of health and Government of New Brunswick.

Whether we are welcoming a member of our staff or our patrons into the property it is mandatory that community face masks are worn in all indoor public spaces or outdoor public spaces as per the current phase of recovery.

Thank you for wearing a mask
Merci de porter un masque



before entering
avant d'entrer

Masks are mandatory in
all indoor public spaces.












Les masques sont
obligatoires dans tous les
espaces publics intérieurs.

www.gnb.ca/coronavirus

 **Brunswick**

Recovery Level Comparison

Updated February 26th, 2021

	Lockdown	Red	Orange	Yellow
 Bubble	A one-household bubble includes the people you live with. Can be extended to caregivers, an immediate family member who needs support and one other person	A one-household bubble includes the people you live with. Can be extended to caregivers, an immediate family member who needs support and one other person	Your household and Steady10 – a consistent list of 10 social contacts or less per household	Your household and Steady15* – a consistent list of 15 social contacts or less per household
 Masks	Masks mandatory in indoor public places. Masks required in outdoor public spaces when physical distancing cannot be maintained	Masks mandatory in indoor public places. Masks required in outdoor public spaces when physical distancing cannot be maintained	Masks mandatory in indoor public places. Masks required in outdoor public spaces when physical distancing cannot be maintained	Masks mandatory in indoor public places
 Social Gatherings	Indoor – Your household bubble Outdoor – no informal or formal gatherings	Indoor – Your household bubble Outdoor – 5 people or less with masks and physical distancing	Indoor informal - Your household and Steady10 only Indoor formal - Permitted only with your household and your Steady 10 Outdoor informal - Permitted only with your household and your Steady 10 Outdoor formal - Permitted with physical distancing of 50 people or fewer with an operational plan	Indoor informal - Your household and Steady15 only Indoor formal - Occupancy limits based on a maximum of 50% capacity of facility with physical distancing Outdoor informal - 50 people or less with physical distancing Outdoor formal - Permitted with physical distancing of 50 people or fewer with an operational plan
 Restaurants	Drive-thru, takeout and delivery only	Drive-thru, takeout and delivery only	Patrons must remain seated. You can only dine with your household and Steady10	Patrons must remain seated.* You can only dine with your household and Steady15
 Business / Retail	Public facing stores that provide access to necessities and are permitted to operate (i.e. food, fuel, medication, etc.) are only permitted to sell essential items	Open with a COVID-19 operational plan	Open with a COVID-19 operational plan	Open with a COVID-19 operational plan
 Gyms	Closed	Closed	Open with a COVID-19 operational plan with strict measures	Open with a COVID-19 operational plan
 Spas / Salons	Closed	Closed	Open with a COVID-19 operational plan with strict measures	Open with a COVID-19 operational plan
 Schools / Daycares	Schools, colleges, universities and private schools must be closed to students, but may admit employees to facilitate online/remote delivery of courses. Daycares open with strict measures	K-12 schools open with additional health and safety measures. Daycares open with strict measures	K-12 schools / daycares are open with strict measures	K-12 schools / daycares are open with appropriate measures
 Entertainment Centres	Closed	Closed	Open with a COVID-19 operational plan – max capacity 50 people with physical distancing	Open with a COVID-19 operational plan – up to a maximum 50% venue capacity with physical distancing
 Faith Venues	Virtual or drive-in service only	Virtual or drive-in service only	Open with a COVID-19 operational plan – max capacity 50 people with physical distancing	Open with a COVID-19 operational plan – up to a maximum 50% venue capacity with physical distancing
 Recreation / Sport	Organized sports are closed. Exercising alone or with persons in your bubble is permitted	Organized sports are closed. Exercising alone or with persons in your bubble is permitted	Physically distanced Skills and Drills within a single team with an operational plan that meets all recreation and sport directives	Sports teams are permitted to play within their league across zones, following their operational plan. Tournaments or larger events within a zone may be permitted, subject to approval of the plan

*Updated



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 as we all have a role to play in the controlling the spread of the virus. If you are unwell you are advised to stay home and contact your supervisor a replacement will be found for your shift.

In accordance with Public Health guide-lines you are not permitted to work if you:

Required to self-isolated because of travel.

Been directed by a public health authority to self-isolate or quarantine within the last 14 days.

Are experiencing one or more of the symptoms listed in below, if so self-isolate and call 811 for direction.

Monitor your health for the following symptoms:



**If you start having symptoms, isolate yourself from others as quickly as possible and
IMMEDIATELY CALL TELECARE-811**

For the latest information visit: www.gnb.ca/coronavirus

New Brunswick
Brunswick



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/ sign out for your scheduled shift, please follow this procedure:

- 1) Wear your community face mask, sanitize your hands.
- 2) Have your temperature taken and recorded.
- 3) Take your time card from the rack and place it on the sign in/ sign out area and step back.
- 4) Inform the front desk agent of your sign in/ sign out time.
- 5) Once signed in/ signed out, you may start your shift/ end your shift. The front desk agent will place your card back on the rack.

Physical Distancing

All Fredericton Inn employees, patrons and members of the general public must be masked and remain six feet/ two meters apart at all times.

Furniture in lobby areas have been re-arranged so that people can maintain six feet/ two meters of distance.

Our front desk area is demarcated at the six feet/ two-meter distance all staff, patrons and general public are to follow social distancing protocols. Plexiglass barriers have been installed at our front desk for the health and safety of our staff and patrons.

All conference room setups have social distancing taken into account and are not to be re-arranged unless all protocols can be followed.

Our two food and beverage outlets have had the number of tables/ seats reduced and rearranged to meet all required social distancing guidelines, in areas where social distancing cannot be followed plexiglass barriers have been installed for the safety of our staff and guests. All public access buffets will not be offered at any point during the COVID-19 pandemic.

Public washrooms that are in use have had their maximum occupancy reduced to meet Public Health guidelines.



All employees will have staggered lunch periods in areas of the hotel that will allow for physical distancing.

When employees are receiving their assigned task lists, they are to follow all physical distancing protocols at all times.

Personal Protective Equipment/ PPE

All employees of the Frederickton Inn were issued a community face mask as part of their uniform. All employees are responsible for washing and maintaining their community facemask. Gaiters or face shields do not replace the mandatory community face mask. If you are unable to wear a community face mask please notify your supervisor immediately and further working arrangements can be arranged. Gloves are available for use but do not replace frequent handwashing or proper hand hygiene.

Hand and Respiratory Hygiene

All employees of the Frederickton Inn are to wash/ sanitize their hands at the following times:

- Prior to shift and end of shift.
- Before and after preparing food.
- Before and after eating.
- After using the washroom.
- After you cough or sneeze.
- Before and after using a community face mask.
- After handling cash or debit terminals.
- Use of a public access phone.
- Any high contact surfaces.

All washrooms have proper handwashing materials provided along with posted literature on proper handwashing and respiratory hygiene. Sanitizing stations are provided outside of all in use public washrooms/ meeting rooms and supplied with government approved sanitizer.

Public areas, entrances and elevators have literature posted providing guidance regarding: self-monitoring, physical distancing, mandatory masks, respiratory and hand hygiene.



Cleaning and Disinfection

All of our departments have been assigned cleaning and disinfection task lists governing the areas that they are responsible for. All sanitizing being done is with government approved chemicals.

Front Desk – Reception Area/ Lobby
Housekeeping: Public areas/ washrooms and guest rooms
Banquet/ Porter: Meeting rooms/ food service outlets
Maintenance: Current work area/ shop/ pool area
Kitchen: Food preparation areas
Administration: Front office area
Food & Beverage: Food service outlets

Guest room cleaning protocols

- Housekeeping staff must:
 - Wash hands or use alcohol-based hand sanitizer before entering and after exiting a guestroom.
 - Discard all single use items either provided by the hotel or left by the guest.
 - Conduct targeted cleaning and disinfecting of high-touch surfaces such as tables, light switches, countertops, handles, desks, remote controls, phones, toilets, toilet flush handles, sink faucets, door handles, pens, and irons.
 - Wear disposable gloves when handling trash.
 - Wash hands with soap and water for at least 20 seconds immediately after handling waste.
 - If a guest is ill and isolating in their hotel room, discontinue all but essential housekeeping services to the room.

- Additional precautions should be taken for cleaning a room after a guest who has been ill has checked out of the hotel:
 - Do not let anyone enter the room previously occupied by the ill guest.
 - Wait at least 24 hours before you enter the room. If 24 hours is not feasible, wait as long as possible.
 - If possible, open outside doors and windows to increase air circulation as long as this does not create any additional safety hazards to staff or guests.
 - Thoroughly clean and disinfect the room, as stated above.



Guest room cleaning protocols- continued

- Carpeted areas should be cleaned using a vacuum equipped with a HEPA filter, if available.
- Once the room has been appropriately cleaned and disinfected, it can be opened for guest use.

- Wash all hotel linens according to the manufacturer's label and dry on the highest setting possible. Allow items to dry completely before removing.
 - Staff should wear disposable gloves when handling dirty laundry. Wash hands immediately after removing gloves.
 - Do not shake dirty laundry.

Self-Isolating Guests

For our guests who have chosen our property for their Self-Isolation period, we wish to remind you that during your stay all government protocols concerning Self-Isolation must be followed. A Self-Isolation information package will be provided to you upon check in, for further information please visit the government of New Brunswick website.

Our housekeeping department will not be cleaning your room during this period of isolation, any requests you may have must be arranged with our front desk and said items will be safely left outside of your guest room door. Any garbage or linens that you need to be removed from your room must be bagged and placed outside of your guest room door for disposal. While in isolation you are not to leave your guest room to socialize or ask the housekeeping staff for supplies. We thank our guest for their continue diligence during these difficult times.

Appendix

ATTENTION



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 the Atlantic bubble in the past 14 days (unless exempt from self-isolation)?
- Has an individual in your household returned from outside of the Atlantic bubble 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?

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.

For the latest information visit: www.gnb.ca/coronavirus

BRUNSWICK

USE HAND SANITIZER

PROTECT YOURSELF AND OTHERS FROM GETTING SICK

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

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 :

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

BRUNSWICK

Coronavirus (COVID-19)

PUBLIC HEALTH ADVICE



PROTECT YOURSELF AND OTHERS FROM GETTING SICK BY

PHYSICAL DISTANCING



For more information, please visit:
[GNB.CA/CORONAVIRUS](https://www.gnb.ca/coronavirus)



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](https://www.gnb.ca/coronavirus)



Steps for Effective Hand Washing



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

To help combat the community spread of COVID-19, WEARING A COMMUNITY FACE MASK IS REQUIRED in public when physical distancing can't be maintained. 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.



For the latest information visit:
GNB.CA/CORONAVIRUS

New Brunswick
Brunswick