

## Adelin Properties covid-19 operation plan

For commercial office buildings and common areas  
200 Champlain st., 140 Champlain st. and 735 Main street

*This plan is for the orange phase (as described by Public Health NB – as of May 11<sup>th</sup>, 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, therefor 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.

### SCREENING

Each building is to have a screening checklist posted at main entrances (appendix A). 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.

Adelin team members will be encouraged to self-isolate and work from home should they experience any symptoms; and our team has plans in place to ensure work from home happens smoothly and does not affect our ability to offer excellent customer service.

## PHYSICAL DISTANCING

The aim is to limit contact between all persons entering the building, first by screening at all entry points, then by physical separation, of 6 feet, and suggesting the wearing of community face masks.

We will aim to control the follow of pedestrians within the building by suggesting that the elevators be used for going up, while the stairwells should be used for going down (where able), additionally only one person is permitted in an elevator at a time. This will be achieved by signage and directional arrows. Benches, chairs, and other natural gathering points will be removed or blocked off, and the water fountains will be closed.

Public washrooms on the second and third floors will be limited to no more than 2 people at a time and the public washrooms on the first floor will be limited to 1 person at a time.

The buildings' control settings for the ventilation systems will be altered to permit more fresh air circulation as required.

## 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 building 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. Cleaning 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.

### 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).

Consider touchless waste bins, keeping doors open when possible, and implementing a clean desk policy

### *Touch Points include:*

- Door knobs/handles/push bars
- Light switches
- [Alarm] key pads
- Hand rails
- Elevator buttons
- Fridge, microwave, toaster oven
- Coffee maker
- Drawer/door handles and fronts
- Keyboard
- Mouse
- Pens/markers
- Telephones
- Copiers
- Staplers (office supplies)
- Faucets
- Countertops

- In the event we have a confirmed case linked to one of our buildings we will do the following:
  - Advise building occupants
  - Participate in contact tracing
  - Identify affected areas in the building – close suites and/or common areas accordingly
  - Contact service provider for deep cleaning protocol

## COMMUNICATION

A master communication list has been created for contact with the principal occupiers of the space.

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](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](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**

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

Version 3 – April 28, 2020

**HELP REDUCE THE SPREAD OF COVID-19**  
**CONTRIBUEZ À RÉDUIRE LA PROPAGATION DE LA COVID-19**

**TAKE STEPS TO REDUCE THE SPREAD OF THE CORONAVIRUS (COVID-19)**    **PRENEZ DES MESURES POUR RÉDUIRE LA PROPAGATION DU CORONAVIRUS (COVID-19)**

**STAY AWAY FROM OTHERS**

- Stay home when you are sick. Do not go to work or school. Do not visit friends or family.
- Do not go to public places like shopping centres, restaurants, bars, clubs, or gyms.
- Do not go to public transit.
- Do not go to public events.
- Do not go to public places like schools, daycares, or long-term care homes.
- Do not go to public places like libraries, museums, or parks.
- Do not go to public places like community centres, churches, or synagogues.
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**IF YOU MUST STAY OUTSIDE**

- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer if soap and water are not available.
- Wear a face mask.
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FOR INFORMATION IN FRENCH: [www.canada.ca/coronavirus](#)

**PHYSICAL DISTANCING**

Physical distancing (also called social distancing) means keeping a distance of at least two metres from others at all times. Everyone needs to practice physical distancing, even if you have:

- No symptoms of COVID-19
- No known risk of exposure
- No unexplained contact with others in the last 14 days

**DO YOUR PART TO HELP REDUCE THE SPREAD OF COVID-19.**  
This is the best way to keep you and the people around you safe.

**GREEN LIGHT (SAFE TO GO!)**

- Stay home with a person from a distance.
- Do not go to work, school, or public places.
- Do not go to public transit.
- Do not go to public events.
- Do not go to public places like schools, daycares, or long-term care homes.
- Do not go to public places like libraries, museums, or parks.
- Do not go to public places like community centres, churches, or synagogues.

**YELLOW LIGHT (USE CAUTION!)**

- Going to work, school, or public places.
- Planning, preparing, or for delivery.
- Working in your home, away from your family.
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**RED LIGHT (STAY HOME!)**

- Going to work, school, or public places.
- Planning, preparing, or for delivery.
- Working in your home, away from your family.
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FOR MORE INFORMATION: [www.canada.ca/coronavirus](https://www.canada.ca/coronavirus) 1-833-784-4397

Appendix B – elevator signage

Please respect social distancing and limit to 1 person in the elevator at a time, only traveling upward. Use stairs to descend.

Veillez respecter la distanciation sociale et limiter à une à la fois le nombre de personnes dans l'ascenseur, pour monter seulement. Utilisez les escaliers pour descendre.

LOCATIONS:

- Outside elevator on each floor
- Inside each elevator

Appendix C – stairwell signage

Please respect social distancing and only use stairs to descend. Use the elevator to ascend.

Veillez respecter la distanciation sociale et n'utilisez que des escaliers pour descendre. Utilisez les ascenseurs pour monter.

LOCATIONS:

- Outside stairwell on each floor

Appendix D – washroom signage



Please respect social distancing and limit to 2 people in the washroom at a time.

Veuillez respecter la distanciation sociale et limiter à deux à la fois le nombre de personnes dans les toilettes.

**LOCATIONS:**

- Outside washrooms on each floor

Hand washing



**LOCATIONS:**

- Inside washrooms on each floor

<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



- Deliver to each tenant
- Post at La Place

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