

Best Practices Guide


Centralized Facilities Self-Isolation Plan (OFF FARM)

This Best Practices Guide has been created to help you fully complete the required **Centralized Facilities Self-Isolation Plan** (Off farm) document as required by Nova Scotia Public Health.

WHEN COMPLETED, PLEASE SEND COMPLETED PLAN AND PHOTOS TO:

Sara Bone at Perennia at sbone@perennia.ca Sara will contact you to confirm your completed submission. If you have any concerns that your submission has not been received, please call her at 902-678-7722 or 902-300-4710.

KEY THINGS YOU NEED TO KNOW:

- The Centralized Facilities Self-Isolation Plan must be completed **prior** to the arrival of your workers (we suggest you submit it as soon as you get confirmation of a date when workers are arriving)
- Please note the camera icon  as that is where photos are required with your submission
- After it is received, Perennia will forward the information on to the Nova Scotia Department of Labour and Advanced Education for review
- All resources (all documents, forms or posters) referenced in this document (federal and provincial) are available from the Nova Scotia Federation of Agriculture at: <https://nsfa-fane.ca/covid-19/tfw/> Where available, resources are available in Spanish, as well.
- It is recommended that **a full set of documents** (including posters, info sheets and logs) be created for each worker to have at the centralized isolation facility.

PLEASE NOTE:

- It is essential that employers understand their responsibilities regarding TFWs. Remember, as the employer you are responsible for providing your workers with the information they need to ensure their health and safety while in Nova Scotia – this includes education related to COVID-19.
- The provincial requirements for employers of TFWs include all federal requirements plus additional requirements from the Province of Nova Scotia.
- A working group was established to support you through these unprecedented times. The working group consists of representatives from Nova Scotia Federation of Agriculture, Perennia and Nova Scotia Department of Agriculture. We are here to support you through this and are not responsible for any enforcement or legislation. You remain responsible for your workers.
- **We are here to help, so please do not hesitate to contact us via email, phone or text with any questions:**
 - Carolyn Van Den Heuvel – cvandenheuvel@nsfa-fane.ca or (902)318-8977 (cell)
 - Kyla Pierik – kpierik@perennia.ca or (902)698-6873 (cell)
 - Rachael Cheverie – rachael.cheverie@novascotia.ca or (902)324-2178 (cell)

1. BUSINESS AND FACILITY INFORMATION SECTION:

Operation Name:	
Owner/Employer Name:	
Contact email and phone:	
Isolation Facility	
Name:	
Address:	
Type:	<input type="checkbox"/> private <input type="checkbox"/> commercial
Security:	<input type="checkbox"/> yes <input type="checkbox"/> no
Date to enter isolation:	

- **Complete one form per Centralized self-isolation facility (if your workers are going to more than one)**
- Include the exact civic address of the facility
- Add civic number or facility name at the top of page 2 and 3 of the form so that it is easy to see that the subsequent pages belong to that facility.

2. DOCUMENTS SECTION:

	Yes	No	Comments
The employer has reviewed the following documents:			
Most Recent Health Protection Order by the Medical Officer of Health	<input type="checkbox"/>		
Guidance for Employers of TFWs on COVID-19	<input type="checkbox"/>		
Nova Scotia Guidance for Temporary Foreign Workers	<input type="checkbox"/>		

- When you have this section fulfilled, be sure to check all **3 boxes** in this section

3. TRANSPORTATION SECTION:

Transportation arrangements:
Method to centralized isolation location from airport:
<input type="checkbox"/> Farmer driven vehicles
<input type="checkbox"/> Farmer supplied vehicles driven by TFW
<input type="checkbox"/> Hired bus or other transportation
Arrangement to work location after isolation period:
Other details:

- Indicate how your workers will be getting to the self-isolation location
- Indicate how your workers will get from the centralized facility to the work location after the 14 day isolation period.
- Add any other pertinent details.

4. GENERAL DOCUMENTS AVAILABLE FOR WORKERS SECTION:

Plan Requirements	How will this be achieved?
The following general documents to be available to the workers:	
Physical Distancing Poster – 2 meter and 5-person rule	
Self-Isolation Infographic	

- Indicate how you will make the documents available to your workers (*eg – a full set of documents will be printed and available for my workers at the centralized facility*)

5. CLEANING AND DISINFECTING COMMUNICATION AND SUPPLIES SECTION:

The following cleaning and disinfecting communication and supplies are available at the self-isolation unit:	
Cleaning and Disinfecting Procedures	
Cleaning supplies – cleaners, disinfectants, cloths	

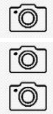
- Indicate how you will make the documents available to your workers (*eg – a full set of documents will be printed and available for my workers at the centralized facility*)

6. PERSONAL HYGEINE COMMUNICATION AND SUPPLIES SECTION:

The following personal hygiene communication and supplies are available:	
Hand Washing Poster	
Hand Sanitizer Info Sheet	
Stop the Spread of Germs Infographic	
Hygiene Supplies – soap, water, hand sanitizer, towels	
Laundry Facilities and Supplies	
Waste and recycling receptacles with bags	
Bed Linens and Pillows – weekly washing schedule	

- Indicate how you will make the documents and supplies available to your workers (*eg – a full set of documents will be printed and available for my workers at the centralized facility*) (*eg – the centralized facility has agreed to provide soap, water, hand sanitizer and towels. They will provide laundry and waste pick up once per week*).

7. SOCIAL DISTANCING REQUIREMENTS SECTION:



The following social distancing requirements are in place in the isolation facilities:	Please note: photographs of bedrooms, bathrooms and common areas are required.
Education of workers on social distancing	
Sleeping arrangements for workers	
Meal delivery plans between staff and workers	
Snacks for workers upon check in	
Method for contact between workers and employers	
Method for contact between workers and facilities	
Separation from other groups that may be in facility	

- A photo of each bedroom, bathroom and any common area of the centralized facility is required
- Indicate details of items above – be as descriptive as possible regarding details of your specific situation and the facility involved. The following are some examples:
 - *Information will be provided and we will have a discussion with our workers*
 - *Workers are in single rooms with private bathrooms*
 - *Meals will be dropped off by the facility catering at specified times – 3 times a day respecting physical distancing (room doors closed for drop off and pick up)*
 - *Snacks will be dropped off at the facility ahead of time or the catering at the facility will provide snacks*
 - *We will be in touch with our workers daily by being on site at times and electronically*
 - *If other groups are at the facility, our workers are contained on one floor without others*

8. HEALTH MONITORING SECTION:

The following requirements for health monitoring:	How will this be achieved?
COVID-19 Health Screening Log	
Daily check in by employers with workers	

- These documents are intended to help you and your workers continually log communications and health.

- Make available 14 copies per worker of the **COVID-19 Health Screening Form** for each worker prior to their arrival so they will have one for each day to monitor their situation.
- Have enough copies of the **COVID-19 Daily Health Screening Log for Employer** for you to use to monitor each worker during the 14 days.
- Keep these documents on hand and ask your worker to as well should they ever be needed to demonstrate compliance.

9. IF A WORKER GETS SICK SECTION:


If a worker is sick, the following is available:	
Alternate space plan in place for sick worker to isolate from others.	
Do on-line assessment tool or contact 8-1-1	
Consulate Contact Information	
COVID-19 Health Screening Log	

- Add any details of the alternate space plan for a sick worker to isolate (*eg. At what alternate location or alternate section of the centralized facility*)
- A full package of information, info graphics and posters for each worker, coupled with your verbal instruction and training as required would give the worker a toolkit of information including:
 - A process in place for the worker to do the online assessment or contact 8-1-1
 - The consulate Contact information available for all workers
 - A Health Screening Form Log for workers available for any worker who may become ill

10. SIGNATURE SECTION:

- Please be sure to sign, print your name and add the date.

SPECIAL NOTE ABOUT PHOTOS:

- The camera symbol  has been added to the sections that require photos.
- The photos of the centralized facility need to be current.
- If you are a great distance from the facility, you could ask the facility for a current photo. The date stamp on the photo or in the photo file properties would demonstrate that it was a current photo.

Please send your completed checklist to **Sara Bone at Perennia at sbone@perennia.ca**

