

EMPLOYERS OF TEMPORARY FOREIGN WORKERS ARRIVING TO NEW BRUNSWICK

Because you have jobs awaiting Temporary Foreign Workers (TFWs) who will travel to New Brunswick, you are carefully planning for their arrival. However, due to COVID-19, extra planning and diligence are needed, extra processes and preparations are involved, and **you are required to notify the Province** ahead of your workers' arrival. This checklist is useful for those preparations, and we recommend that you take advantage of the information and guidance that it provides. If you have any questions, write to Matthew Rushton, Employer Liaison at: matthew.rushton2@gnb.ca or call him at 1-506-429-4078.

PREPARE FOR YOUR WORKERS' ARRIVAL

Beginning March 14, 2021, The Federal Government is implementing more stringent arrival requirements for TFWs. Please be aware of and plan accordingly for the [Federal 3-day quarantine requirement upon landing at designated Canadian airports](#) before your workers can then proceed to the province of New Brunswick. For any questions related to Federal requirements and regulations, please contact the Temporary Foreign Worker Program Employer Contact Centre at 1-800-367-5693.

Please note: All workers must quarantine for a full 14 days upon arrival in New Brunswick.

<input type="checkbox"/> Valid Workers' Housing Inspection Certificate	<p>You must have a valid and approved inspection certificate from Health Protection Services for your workers' living accommodations when this is a requirement under the Federal Temporary Foreign Worker Program.</p> <p>This inspection may include a requirement for updated water tests:</p> <ul style="list-style-type: none"> - an acceptable bacteriological report of the drinking water system - an acceptable inorganic report of the drinking water system <p>Please contact Health Protection Services immediately to determine whether you will require any updates or a new Inspection of your workers' accommodations</p>
-------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contact information for Health Protection Services in your Region

Northern Region - Bathurst, Campbellton, Caraquet, Edmundston, Grand Falls, Shippagan, Tracadie Yves Levesque, Regional Director Office : 506-549-5550 Cell : 506-544-1804 yves.levesque@gnb.ca	Central Region – Fredericton, Woodstock, Perth- Andover Alexander Murdoch, Regional Director Bureau : 506-444-4921 Mobile : 506-470-0231 Alexander.murdoch@gnb.ca	Eastern Region - Moncton, Miramichi Josée Thériault, Regional Director Office: 506-856-2896 josee.theriault@gnb.ca	Southern Region - Saint John, Sussex, St. Stephen Shaun Crawley, Regional Director Office: 506-658-3022 Cell: 650-8961 shaun.crawley@gnb.ca
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Supplies

- The employer is responsible to provide the cleaning materials (e.g. paper towels, household cleaning and disinfection products, dish soap, laundry soap).
- Regular household cleaners, disinfectant wipes or diluted bleach solution can be used according to the label directions

Personal Protective Equipment (PPE)

Upon arrival in the province the employer must ensure that appropriate PPE are provided to protect TFWs

Information on COVID-19

- The employer must provide the TFWs with **information on COVID-19** on or before their first day of their arrival, including current physical and social constraints (such as distancing) related to COVID-19 in New Brunswick. Resources: <https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/resources.html>
- The employer must clearly communicate to the TFWs that it is the worker's responsibility to remain in self-isolation for 14 days and that they may be subjected to provincial and federal enforcement action if self-isolation is not respected.
- The employer is required to ensure TFWs have all the necessary supplies required during the 14- day self-isolation period, including appropriate accommodations, food, cleaning and personal supplies, a potable water supply, and access to wi-fi.

Testing for COVID-19

- The employer must inform TFWs that, on day 10 of the 14-day self-isolation (day 11 or 12 if day 10 falls on a weekend), the TFW will be tested for COVID-19; testing is mandatory.

<input type="checkbox"/> Proof of Workers' Health Insurance Coverage	<p>As the employer of TFWs, you must comply with federal requirements to provide health insurance to these workers</p>
<input type="checkbox"/> 14-Day Quarantine Health Monitoring and Illness Response Plans For complete details about developing these plans, carefully read and consult the following document : Guidance for Employers: Requirements for Managing Temporary Foreign Worker Arrivals During the COVID-19 Pandemic	<p>The employer must have a health monitoring plan in place prior to the arrival of all TFWs. The plan must clearly indicate how employees will be monitored daily for symptoms</p> <p>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 TFWs become ill while waiting for the employer at the pick-up location, during travel to their accommodation, and during the 14-day self-isolation period.</p> <p>A daily check-in MUST be done with each TFW, either in person or verbally, AND MUST include the completion of a daily log</p> <p>If you think you, your staff or TFW have symptoms, follow the link and conduct a self assessment https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html</p>
<input type="checkbox"/> Registration with the NB Travel Registry	<p style="text-align: center;">Page 1 of 2</p> <p>Once you have your workers' travel itinerary confirmed, you need to register the workers with the provincial Travel Registry . You will also need to provide the workers' travel registration numbers when you notify the province.</p>

NOTIFY THE PROVINCE

Ideally at least 2 weeks before your workers arrive, or as soon as you have their travel Itinerary confirmed you must notify the Province of your workers impending arrival, and you must provide proof that all preparations are in place by including the following seven (7) items in your correspondence.

<input type="checkbox"/>	Valid and approved Worker Housing Inspection Certificate (when this applies to your situation)	<p>Once you have all of these items gathered and ready, and ideally at least 2 weeks prior to the workers' arrival, send these documents together via email to the following email address: matthew.rushton2@gnb.ca</p>
<input type="checkbox"/>	Proof of Workers' Health Insurance Coverage	
<input type="checkbox"/>	14-Day Quarantine Health Monitoring Plan and Illness Response Plan	
<input type="checkbox"/>	Workers' confirmed Flight/Arrival Information	
<input type="checkbox"/>	A manifest document that includes workers full name, date of birth (please use the format: yyyy-mm-dd), nationality, and languages spoken	
<input type="checkbox"/>	Confirmation of workers' registration with the NB Travel Registry including the travel registration number for each worker (you can include these numbers in the manifest document noted just above if you prefer).	
<input type="checkbox"/>	A company mailing address to which the Department of Health can forward workers' official COVID test results	

USEFUL LINKS

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Guidance for Employers: Requirements for Managing Temporary Foreign Worker Arrivals During the COVID-19 Pandemic • Embracing the New Normal • COVID- 19 Resources – posters, infographics, etc. • WorkSafe NB | <ul style="list-style-type: none"> • NB Travel Registry • Government of New Brunswick COVID- 19 • Temporary Foreign Worker Program – COVID 19 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|