

### The key elements of our COVID-19 Safety Plan include:

#### Physical distancing measures implemented throughout the office include:

- Only a minimum amount of staff allowed to return to the physical office. Remote working encouraged and supported.
- Signs posted indicating maximum number of employees per room such as offices, meeting rooms, washrooms, elevators.
- Signs posted reminding staff to stay 6 ft. (~2 m) apart at all times.
- Workspaces are at least 6 ft. (~2 m) apart.
- Directional signage posted to guide the flow of employees throughout the office.
- Changes made to kitchen and lunchroom usage.
- Significantly reduced the number of face-to-face meetings and now meet virtually instead.

#### Engineering controls implemented:

- Plexiglass partition installed at the reception desk.
- Increased the physical space between chairs in reception area as well as in every meeting room.

#### Administrative controls (clear rules and guidelines) created and communicated:

- Signage posted throughout the office indicated the flow of employee movement, distancing requirements and good hygiene requirements.
- Good hygiene practices are communicated and encouraged:
  - Regular hand washing
  - Avoid touching your face
  - Cover coughs and sneezes
  - Disinfect frequently touched surfaces
  - Disinfect your workspace at the end of every shift
- All employees are required to review the health screening questions to ensure that they can enter the building.
- Updated **Health Etiquette and Sickness Protocols** developed and distributed to all staff.

#### Personal protective equipment:

- Employees have the option of wearing face masks. They may bring their own or masks will be available at reception.
- Masks must be worn immediately if employees start to feel ill at work (before they go home).
- Gloves will be available if employees need them. They are located at reception.
- Hand sanitizing stations will be available at all entrances and on each floor near the elevator.

These modifications and controls, combined with the following measures, are to help reduce the risk of transmission of COVID-19:

- Workplace policies are in place to ensure staff with cold or flu symptoms do not come to work.
- Sick day policies allow staff to be off or work safely from home when they are ill or have symptoms of a cold or flu.
- There are revised cleaning and sanitation procedures throughout the office and common areas.
- We have removed unnecessary tools and equipment to reduce contact points and simplify the cleaning process.
- Work from home options are available to reduce contact intensity.

**For our full COVID-19 Safety Plan, you may contact us and request a copy of our *Return to the Office Plan*.**