

## **RETURNING TO THE OFFICE AFTER COVID-19**

The health and safety of our team and our clients are our top priority. In accordance with WorkSafeBC and BC's Provincial Health Officer, we have devised the following Safety Plan to ensure the safe return of our team to the office.

### **WORKPLACE RISKS**

- We have identified areas where there may be risks, either through close physical proximity, or through contaminated surfaces.
- We have created a Return to Work Committee, comprising team members from all areas of the Firm.
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where team members are close to one another or members of the public.
- We have identified the tools and equipment that our team members share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

### **PROTOCOLS TO REDUCE WORKPLACE RISKS**

- We have reviewed rules, regulations, orders, and industry-relevant resources put forward by WorkSafeBC, BC's Provincial Health Officer, other health and safety associations, and other professional and industry associations.
- We have engaged frontline team members, supervisors, and our Return to Work Committee.

#### **FIRST LEVEL PROTECTION: ELIMINATION PROTOCOLS**

*Limit the number of people at the workplace and ensure physical distance whenever possible.*

- Team members continue to work remotely;
- Those whose positions require them to come in do so with reduced frequency;
- Reception is in the office with reduced frequency (Tuesdays and Fridays);
- Floor access is currently restricted;
- Building elevator occupancy limits have been implemented – only 2 people at a time are permitted to ride in an elevator;
- Occupancy limits have been established in shared spaces as follows:
  - Gold Room – 6 people,
  - Silver Room – 4 people,
  - Marble Room – 1 person,
  - Kitchen – 2 people,
  - Print/copy room – 1 person,
  - Washrooms – 1 person;

- Internal and client meetings are conducted over the phone or over virtual meeting platforms;
- Future in-person internal and client meetings will be limited based on room occupancy and physical distancing requirements;
- Personal protective equipment is available for all on-site team members and clients upon request;
- Signage has been posted throughout the firm indicating physical distancing and occupancy protocols;
- Deliveries are limited – a representative of DB meets couriers in the building lobby to accept incoming deliveries or send outgoing deliveries.

#### SECOND LEVEL PROTECTION: ENGINEERING

##### *Barriers and partitions.*

- All workstations provide at least 2m (6ft) of physical distance between firm members or have partitions;
- Members sharing offices have been re-assigned to physically separate work spaces;
- Additional barriers will be provided to reception;
- We have included barrier cleaning in our cleaning protocols.

#### THIRD LEVEL PROTECTION: ADMINISTRATIVE

##### *Rules and guidelines.*

- Identified guidelines for how team members should conduct themselves.
- Clearly communicated these rules and guidelines to our team members through a combination of training and signage (IN PROGRESS).
- Implemented self-administered health screening for the team prior to arriving at the office and provided training to team (IN PROGRESS);
- Implemented an addendum to our Firm Sick Policy to address COVID-19 (IN PROGRESS);
- Drafted a Remote Work Policy which we will implement in due course (IN PROGRESS);
- Enhanced cleaning and sanitization protocols;
- Provided cleaning and sanitization materials;
- Kept doors open during business hours;
- Provided single-use (disposable) products for food and drink (IN PROGRESS);
- Additional hand sanitization stations have been placed strategically throughout office (IN PROGRESS).

#### FOURTH LEVEL PROTECTION: MASKS

- Currently, masks are considered an optional safety measure for firm members;
- Masks are available to all firm members and clients upon request;
- Guidance on the proper use of masks has been provided and training is being developed with an anticipated delivery date of late June (IN PROGRESS).

## CLEANING PROTOCOLS

*Reduce the risk of surface transmission through effective cleaning and hygiene practices.*

- We have reviewed the information on cleaning and disinfecting surfaces put forward by WorkSafeBC, BC's Provincial Health Officer, and other health and safety associations.
- Our workplace has enough handwashing facilities on site for all our team members. Handwashing locations are visible and easily accessed.
- We have communicated good hygiene practices to team members.
- We have removed unnecessary tools and equipment to simplify the cleaning process (IN PROGRESS).
- A professional, third-party janitorial service provides enhanced routine cleaning;
  - All-purpose cleaning solutions have been replaced with germicidal solutions (viricides as available).
  - Cleaners wear nitrile gloves and face masks throughout their shifts.
  - Touchpoints such as door handles and light switches are sanitized during each shift, common Areas covers all touchpoints in the lobby, elevators and washrooms.
- Enhanced cleaning protocols for DB members have been established and training is being developed with an anticipated completion date of late June;
- Additional sanitization stations have been strategically placed throughout the office;
- Individually wrapped disposable cups and utensils have been provided for firm members (IN PROGRESS);
- PPE is available for all on-site firm members (IN PROGRESS).

## POLICIES

Our workplace policies ensure that team members and others showing symptoms of COVID-19 are prohibited from the workplace, including:

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are limited in the workplace.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic (IN PROGRESS).
- We have a work from home policy in place (if needed) (IN PROGRESS).
- Ensure team members have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place (IN PROGRESS).

Our workplace policies address team members who may start to feel ill at work (IN PROGRESS). It includes the following:

- Sick team members should call Natalie, Dave or Grace, even with mild symptoms.
- Sick team members will be asked to wash or sanitize their hands, provided with a mask, and isolated in the building's designated isolation room (5th Floor, Suite 501). Sick team members will be asked to go straight home.
- If the team member is severely ill (e.g., difficulty breathing, chest pain), call 9-1-1.
- Clean and disinfect any surfaces that the ill team member has come into contact with.

## **COMMUNICATION PLANS AND TRAINING**

- We have a plan to ensure everyone is trained in workplace policies and procedures (IN PROGRESS).
- All team members have received the policies for staying home when sick (IN PROGRESS).
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices (IN PROGRESS).
- We have posted signage at both the main entrance indicating who is restricted from entering the premises, including visitors and team members with symptoms (IN PROGRESS).
- Supervisors have been trained on monitoring team members and the workplace to ensure policies and procedures are being followed (IN PROGRESS).

## **MONITORING THE OFFICE AND UPDATING PLANS**

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Team members know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or team member health and safety representatives (or, in smaller workplaces, other team members).