

COVID-19 SAFETY PLAN

WORKPLACE ACCESS

1. Signs will be posted at both the main entrance and kitchen-side entrance stating the following:
 - (a) anyone experiencing any signs or symptoms of illness, including sore throat, cough, chills, shortness of breath, painful swallowing, headache, or fever will not be permitted to enter the office; and/or
 - (b) anyone who has arrived from outside of Canada, who is a contact of a confirmed COVID-19 case in the past 14 days, or who is under the direction of the provincial health officer to self-isolate will not be permitted to enter the office;
 - (c) all employees / contractors entering the office at any time must promptly wash their hands in the kitchen with soap and water for at least 20 seconds, especially after using the washroom and when preparing food;
 - (d) use hand sanitizer if soap and water are not available;
 - (e) when coughing and sneezing, cough or sneeze into a tissue or the bend of your arm, dispose of the tissues as soon as possible in the waste basket; and wash your hands right away; and
 - (f) avoid touching your eyes, nose, mouth with unwashed hands.

ENTRANCE / EXIT PROTOCOLS

2. All employees/contractors should enter the office in the mornings through the main entrance, drop their belongings (bags, coats, umbrellas, etc.) at their workstations or offices, and then promptly attend the kitchen to wash their hands.
3. Any time an employee/contractor leaves the office, for example to use the washroom, they must wash their hands upon their return to the office, and before returning to their workstations or office.
4. Any clients attending at the office should enter the office through the main entrance and be requested to use the hand sanitizer at the front desk before being seated in the boardroom. Clients will not be permitted to go beyond the front foyer/boardroom area of the office to reduce the risk of contamination/contagion.
5. A marker (tape) will be placed in the front foyer 2m from reception desk to serve as a reminder to visitors to maintain appropriate distance from her workspace. Reception should have separate hand sanitizer at the front desk for only reception's personal use.
6. If possible, each employee should have hand sanitizer in their office for their own use only.

WORKPLACE OPERATIONS

Visitors and/or Client Meetings

7. Client and contractor visits to the workplace should be prearranged, staggered, and communicated to the office by email.
8. Safety protocols must be communicated to all visitors prior to entry into the workplace (e.g. by email and/or signage posted to the entrance). Reception must keep a record of all visitors, including contractors, to the workplace, including their full names, contact information, dates and times they arrived and left the office, so that contact tracing may be done if required.
9. Virtual meetings with clients will be arranged wherever possible for the time being.

10. Where in person meetings are necessary, clients/visitors will be provided with a Visitor's Questionnaire prior to their scheduled meeting. On the day of the meeting, every person, must be asked prior to being permitted to enter the office:
 - (a) if they have travelled outside Canada in the last 14 days or been in close contact with anyone who has travelled outside Canada within the last 14 days,
 - (b) if they are experiencing any symptoms of illness, including cough, shortness of breath, chills, fever, sore throat, and headache,
 - (c) if they have been in contact with or cared for someone diagnosed or suspected of having COVID-19 in the past 14 days; and
 - (d) if they or anyone they have been in close contact with or cared for has been required to quarantine.
11. If the answer is "yes" to any of the above questions, access and entry to our office will not be permitted and the visitor/contractor will be rescheduled, or the meeting must be held virtually.
12. Meetings will be held in the boardroom and all efforts made to maintain distancing of at least 6 feet between participants at all times. For example, consider sitting at opposite ends of the boardroom table. In addition, meetings should be kept to less than two hours if possible, and limit total attendees to the meeting to four (one person on each side of the table).
13. If 6 feet of distancing is not possible, all participants to the meeting will be required to wear cloth/protective masks during the meeting.
14. Prior to any meetings, and after any meeting, the boardroom table should be sanitized and wiped down with Lysol wipes (or another cleaner that does not damage the antique surface).
15. During meetings, participants must not share tools, such as pens, or computer or phone.

16. If any participant leaves the office, they must use hand sanitizer or wash their hands immediately upon re-entry into the office.
17. All magazines and newspapers are to be removed from the waiting area.
18. Guests to the office should be encouraged to attend the office alone whenever possible, and to bring their own beverages – such as bottles of water – to minimize the need to serve beverages to guests during meetings. Should a guest require a beverage – tea, coffee, or water – employees must ensure their hands are sanitized before handling glasses/mugs to provide them to guests, and immediately after handling any used glasses/mugs.

Deliveries

19. All deliveries, mail, items to be couriered should be placed on the magazine table in the front foyer for pick-up or delivery.

Employee/Contractor Operations

20. In order to minimize risk of exposure to COVID-19 and to maintain physical distancing requirements, we will limit the number of people working in each of the distinct areas of the office (south end, north end, and main area) to three (3).
21. Lawyers will continue to work remotely and only attend at the office according to a pre-arranged schedule to minimize risk of exposure. If someone needs to come in on a different day, as much notice as possible will be given by sending an email. At this time, lawyers will be attending the office according to a fixed schedule, with the lawyers not scheduled in the office to remain working remotely.
22. Employees / contractors should remain in their office/workstations as much as possible during their working hours, and should maintain distancing of at least 6 feet at all times with fellow workers. Where work must be completed within 6 feet of one another, such as to train another employee, masks must be worn.

23. The main north-south hallway should remain clear and open at all times, as it is our only access point from one end of the office to the other. Only one person should be in the hallway at any given time. Allow colleagues to exit the main hallway before you enter it.
24. No one should enter another person's office, or touch their equipment, such as their computer, keyboard, phone, pens, etc. unless authorized by that person.

COMMUNAL SPACES AND SHARED EQUIPMENT

Kitchen Protocols

25. Only one person is permitted to be in the kitchen at a time.
26. **BEFORE using anything or touching anything in the kitchen, even if it is simply to get a glass of water, employees/contractors MUST wash or sanitize their hands EVERY SINGLE TIME.**
27. Because so many items in the kitchen, such as cutlery, dishes, coffee maker, and the fridge are shared, once hands are washed try to avoid touching your face.
28. Wipe down the counter tops with a Lysol wipe prior to preparing food. After using a communal item, such as coffee maker, kettle, fridge, microwave oven, milk jug, etc. wipe down the item with a Lysol wipe.
29. Bringing personal use cutlery, glasses, and dishes is highly encouraged.
30. Everyone should wash their hands again before eating.
31. Lunches and snacks cannot be eaten in the kitchen or other communal spaces.
32. Employees must wash their own dishes and load own dishes into dishwasher. Leaving dishware in the sink is to be minimized, unless for instance something is placed there deliberately to soak in which case the employee will return before the end of the day to finish cleaning it, or to place it in the dishwasher.

Visa Machine

33. Only one assistant on any given day will take payments by credit card using the credit card machine. If it is necessary for someone else to use the credit card machine, the machine must be disinfected prior to switching users using a Lysol wipe.

CLEANING SCHEDULE

Copiers

34. See the attached schedule for disinfecting common use surfaces:
- (a) in the kitchen, including coffee maker, microwave oven, compost, fridge doors, counter tops, cupboard handles, kettle, kitchen table, water jug, milk jug, sink taps;
 - (b) front foyer, main entrance, and bathroom door handles;
 - (c) office supply drawer and text books/reference cupboards;
 - (d) back entry door.
35. Shared office equipment such as the photocopiers, hole punch will also be disinfected multiple times daily with Lysol wipes in accordance with the attached schedule. Two assistants will be responsible for wiping down the photocopier and shared office equipment on the north side and one will be responsible for wiping down the photocopier and shared office equipment, as well as the office supplies drawer on the south side.
36. Prior to emptying the clean dishes out of the dishwasher, the cupboard doors and dishwasher handle should be disinfected with Lysol wipes **and hands MUST be washed.**

FEELING ILL AT WORK OR AT HOME

Ill at Work

37. Anyone (including all employees or contractors) who develop symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing at work must immediately put on a mask and remain in their office or at their workstation until they leave. They should endeavour to leave as soon as possible. Everyone will be provided a mask to have in their office or at their workstation for such an event.
38. After leaving the office, they must remain masked and either drive home in their personal vehicle or call a taxi to take them directly home. Public transit should be avoided unless absolutely necessary and again, they must wear their mask securely at all times.
39. Once home they are to self-isolate for a minimum of 10 days at home and call 811 for direction on whether to arrange for a test to determine if they have contracted COVID-19. They will not be permitted to return to the office until the period of self-isolation is over, or until confirmation that they received a negative test result for COVID-19 and their symptoms have otherwise dissipated.
40. Once home, they must also notify the firm by contacting the office, so that contact tracing at work can be completed. They can contact directly by phone or e-mail those they were in closer proximity with to advise them that they may have been exposed. They will also take all steps in a timely manner to notify any external party (clients, opposing counsel, administrative bodies, etc.) who may be impacted by their inability to work due to illness or the requirement that they self-isolate at home.

Ill at Home

41. Anyone (including all employees or contractors) who develop symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat, and painful swallowing while at home must remain at home, self-isolate for a minimum of 10 days at home, call 811 for direction on whether to arrange for a test to determine if they have contracted COVID-19. They will not be permitted

to return to the office until the period of self-isolation is over, or until confirmation that they received a negative test result for COVID-19 and their symptoms have otherwise dissipated.

42. They must also notify the firm by contacting the office, so that contact tracing at work can be completed. They can contact directly by phone or e-mail those they were in closer proximity with to advise them that they may have been exposed. They will also take all steps in a timely manner to notify any external party (clients, opposing counsel, administrative bodies, etc.) who may be impacted by their inability to work due to illness or the requirement that they self-isolate at home.

RETURNING FROM PERSONAL OR WORK TRAVEL OUTSIDE THE CANADA

43. Anyone (including all employees or contractors) who have arrived from outside of Canada, has been in close contact with someone who has arrived from outside Canada, or who has been in contact with someone with a confirmed diagnosis of COVID-19, must self-isolate for 14 days and monitor for symptoms, and will not be permitted to return to the office until the period of self-isolation is over.

REMOTE WORK ARRANGEMENTS

44. Employees must assess their workspace at home and ensure it is free of any hazards. If any hazards are present, they must be brought to the firm's attention immediately to be remedied in a timely manner. Employees should be mindful of protocols for evacuating their homes and determine an alternate temporary work location if needed, including potentially, the office.
45. Employees must take all reasonable steps to prevent and mitigate the loss of any firm data while working at home. To that end, employees should avoid taking home or keeping at home firm records, including physical client files, unless absolutely necessary, and where such necessity presents, assess how to maintain the confidentiality of such records at home while establishing a plan to ensure their safety from possible hazards including fires, theft, or floods.
46. Remote employees must also take reasonably prudent steps to ensure their home internet networks are secure and their computers have appropriate anti-virus and malware protection.

Disinfecting/Cleaning Schedule

South assistant to disinfect the following according to the schedule outlined below: all listed items in the kitchen, south-side shredding station, south-side printer, communal office supplies such as staplers, hole-punchers, the back entrance door-knobs and lock.

9:45 am

11:00 pm

1:00 pm

4:50 pm

Front-desk and North-side Assistants to disinfect the following according to the schedule outlined below: all listed items in the kitchen, north-side shredding station, north-side printer communal office supplies such as staplers, hole-punchers, front foyer desk and chairs, main entrance door-knobs and lock, office library and safe.

10:30 am

12:00 pm

2:00 pm

4:00 pm

5:50 pm

In the kitchen, please use a Lysol wipe to disinfect the following

1. All Countertops
2. Table
3. Refrigerator and Freezer Doors (particularly the tops of both doors)
4. Dishwasher (particularly the handle)
5. Faucet
6. Cupboard Handles
7. Coffee Machine
8. Toasters
9. Electric Kettle
10. Microwave
11. Compost Lid