

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

Physical distancing measures implemented throughout the office include:

For staff:

- Reduction of the number of staff working in the physical office. Remote working is 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' (~2m) apart at all times.
- Workspaces are at least 6' (~2m) 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.

For guests:

- Only 1 family unit (up to a max. of 5 people) will be allowed in the reception/bookstore area at a time.
- Signs posted reminding guests to stay 6' (~2m) apart at all times.
- Markers installed outside the front entrance and on the inside floor indicating where guests should stand while they are waiting to enter, to pay, to meet with a staff person, for the elevator, etc.
- Curbside pick-up of product orders is available.

Engineering controls implemented:

- Front doors will remain locked to allow for crowd control
- 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
- Updated **Health Etiquette and Sickness Protocols** developed and distributed to all staff.
- All employees and guests are required to review the health screening questions to ensure that they can enter the building.
- Communal items such as magazines, samples, candy dishes, etc. have been removed.
- Inventory in the bookstore will only be replenished when there are no guests shopping.

Personal protective equipment

- Face masks must be worn in all common areas of the building. Employees do not need to wear a mask while at their desk/workstation. Employees may bring their own mask, or they will be available at reception.
- Masks must be worn immediately if an employee starts to feel ill at work (before they go home).
- Employees will be required to wear a face mask when assisting guests in the reception/bookstore area.
- Guests will be asked to wear a mask when they are in the building.
- Gloves will be available if employees need them. They are located at reception.

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- Hand sanitizing stations will be available at all entrances, on each floor near the elevator, and at the reception desk for guests to use before or after the payment process.

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 COVID-19.
- 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.

To see our full plan, you may contact us and request a copy of our *COVID-19 Safety Plan*.