



## **COVID-19 SAFETY PLAN**

**June 2020**

This safety plan is in place until further notice. As an overarching requirement, all team members are expected to follow best practices in respect of hand hygiene (regular hand washing/sanitizing) and physical distancing (2 metres).

In applying this plan, please be prudent and use common sense. The requirements of this plan not only protect you, they protect all team members.

Consistent with our core values, team members are all accountable to each another to follow this safety plan. If errors are made, any team member can graciously, courteously, sensitively and privately address the matter with the other team member. For repeated or consistent problems that are not able to be addressed in this manner, please discretely bring the matter to the Laurie's attention (if that is not possible, please approach Kevin or Ian).

This safety plan is subject to change from time to time based on regulatory requirements or additional information/guidance on best practices. Team members should feel free to suggest revisions or additions to the safety plan, particularly if they feel an important aspect of physical health or safety has not been adequately addressed.

Signs have been posted around the office. Please comply with the signage at all times.

### **Office Attendance and Interactions**

- **Illness:** Team members are not permitted to come to the office when sick. For 2020, we have expanded paid sick days to 10 (based on full-time work hours). For illness extending beyond these days, team members can take vacation days, unpaid days.

Team members suffering from symptoms associated with COVID19 (fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, loss of appetite) should use the BCCDC Self-Assessment Tool found [here](#). If required, you must self-isolate for 10 days (based on the latest recommendation from the BCCDC) or when symptoms are gone, whichever is later.

A no-contact digital thermometer will be acquired by the office and will be used if any team member suspects that he/she may have an elevated body temperature. If so, the team member must leave the office immediately and will be considered ill.

- **Start and end times:** The starting and ending times of team members are already staggered, which should avoid crowding at entries and exits. We are open to changes to start/end times for normal working days if crowding becomes an issue.
- **Working Away from the Office:** When possible, lawyers may continue to work out of the office. Some non-lawyer team members may continue to work out of the office as directed or permitted. This will be assessed based on individual circumstances and the needs/demands of the team and our clients.<sup>1</sup>
- **Work Stations:** Except when unavoidable, team members should not meet or have discussions in or around work stations. Use email, telephone or MS Teams for all interactions that do not require in-person discussion. When interacting with another team member in work stations, stand only on the space indicated on the floor to maintain the 2 metre spacing.
- **Hallways:** Team members should avoid passing one another in tight hall and passageways. Leave sufficient space and do the “hallway shuffle”. Whenever possible, ensure 2 metres are maintained. When it is impossible to avoid coming within 2 metres of another team member (including those in work stations) it should be in passing, only.

Provide adequate space in and around printers and copiers. If someone is at a printer/copier, avoid going to that place. Your print job will be there for you to retrieve when the area is clear.

### **Shares Spaces and Room Occupancy Limits**

The following occupancy limits apply in order to ensure appropriate physical distancing:

- **Boardroom:** 4 people, spaced to ensure 2 metres between each person (except for clients in the same household, who can be closer together)
- **Conference room:** 2 people, 2 metres apart.
- **Vancouver Boardroom:** 2 people, 2 metres apart.

---

<sup>1</sup> Remote working is not a permanent arrangement for any team member. Consistent with our core value of balancing life’s priorities, we are concerned that long-term work-from-home is not in the best interests of the team or individual team members who will lose a separation between work and home lives.

- **Lunchroom:** Team members are encouraged to eat lunch at their desks or out of the office. If using the lunchroom, no more than 3 people, each 2 metres from the others, may be in lunchroom at any one time: maximum 2 people at the table (2 metres apart) and one on the couch.
- **Work Room:** 4 people, each 2 metres from the others.
- **Offices:** Normally 2 people. If you can carefully triangulate staying 2 metres apart without touching surfaces, only very short interactions that are unavoidable are permitted.
- **Washrooms:** Subject to other occupancy limits that may be established by our landlords, no more than 2 people should be in a washroom at any one time.

When 2 metre physically distancing is not possible, team members should sanitize hands before and after meetings and wear masks during interactions.

If you use another person's office or work station, it should be wiped down with sanitizing wipes (including equipment such as telephones) before and after each use.

### **Shared Equipment**

- **Washing/Sanitizing Hands:** Wash/sanitize your hands before and after using/touching any shared equipment (such as the photocopiers, printers, refrigerator, coffee pot, microwave, staplers, etc.) or using/touching shared work area surfaces (lunchroom, workroom, etc.)
- **Sanitizing Equipment:** Photocopiers and printers will be sanitized three times per day by Laurie, Cathy or Pattie, but this is not a substitute for washing/sanitizing your hands before and after each use.
- **Sanitizing Shared Surfaces:** Shared work surfaces (workroom, lunchroom) will be sanitized twice per day by Laurie, Cathy or Pattie, but this is not a substitute for washing/sanitizing your hands before and after each use.
- **Smaller Equipment:** To the extent possible, use smaller office equipment such as staplers at your desk and avoid using shared items in the workroom. If you forget to sanitize your hands before and after using these items, it is your responsibility to sanitize them after your use.
- **No Shared Personal Items:** Shared items such as plates, cutlery, etc. are being removed. Bring your own from home for personal use. Take them home with you each day or store them at your desk (not in the kitchen cupboards).
- **Shared Work Spaces:** To the extent possible, use only your own work station/office. If you use another persons' office or work station, wipe it down

with sanitizing wipes or spray before and after use, including all surfaces that you have or may touch.

- **Phones and Computers:** Use only your own phones and computers/keyboards. If it is necessary and unavoidable to use a shared phone or computer, wipe them down with sanitizing wipes or spray before and after use by the “visiting” team member. This includes phones in the conference room and board rooms.
- **Refrigerator:** Avoid (or at least reduce) bringing food items that require refrigeration. This will reduce the number of times that team members touch the refrigerator and will also avoid shared handling of any food items.

If team members come into the office early morning, evenings or weekends, they are responsible for sanitizing all shared equipment and surfaces before and after their use.

### **Clients and Other Visitors to the Office**

- **Illness and Self-Isolation:** Persons suffering from symptoms associated with COVID19 (fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, loss of appetite) are not permitted into the office. Neither is anyone who has been required by public health orders to self-isolate. Signage has been posted.
- **Client Meetings:** Client meetings should be scheduled in advance and reception given as much advance notice as possible. Boardroom or conference room must be booked in advance through reception. Room occupancy limitations apply.

Meetings must be scheduled with at least 30 minutes between the anticipated end of one meeting and the beginning of the next.

- **Reception:** No waiting in the reception area is permitted. Clients will be immediately directed into the booked meeting room.

If there are people waiting for any reason that cannot be accommodated in designated meeting rooms, they will be asked by reception to wait in the lobby or in their car. They can be texted or called when they are able to come into the office.

- **Deliveries and Pick-Ups:** Delivery and pick up areas of reception will be marked. All visitors must maintain the 2 metre distancing based on floor labels.
- **Contact Tracing:** Those meeting with clients or other visitors are responsible for maintaining a record of the meeting and ensuring that they have contact information for the visitor. If in doubt, obtain the information at the time of the meeting and provide it to reception, who will keep a record with the room booking information.

- **Physical Distancing:** Those visiting the office are expected to follow 2 metre physical distancing and stand in the locations indicated on the floor.
- **Barriers:** Plexiglass barriers will be used at reception and portable barriers can be used in meeting rooms when 2 metre physical distancing is impossible or when requested or required by clients or team members.
- **Sanitizing Surfaces:** Surfaces in meeting rooms (including plexiglass barriers) will be wiped down with sanitizer following each client meeting by the receptionist.
- **Refreshments:** No food or beverages will be offered or served to clients.