



COMMUNICABLE DISEASE PREVENTION PLAN

April 2022

Once again, the government no longer requires that we maintain a COVID-19 Safety Plan and has instead reinstated the requirement that employers have a communicable disease prevention plan.

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 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 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 plan, particularly if they feel an important aspect of physical health or safety has not been adequately addressed.

Office Attendance and Interactions

- **Illness:** Team members should avoid the office when sick. They should use available paid sick time. If paid sick time has been used, the firm will allow available vacation time to be used. The firm will also consider whether it would be appropriate to allow time to be made up.
- **Work Stations:** When interacting with another team member in work stations, please keep interactions as brief as reasonably possible. When a longer discussion is needed, it is best meet in a meeting room or empty office, if one is available.
- **Masks:** Masks are not required. Some team members may continue to be more comfortable wearing masks when away from their workspace, which all team members should respect.

Shares Spaces and Room Occupancy Limits

The following occupancy limits are recommended, but more people can be in the room if everyone attending is comfortable. If clients or team members are uncomfortable in being in close proximity to others, organize the room accordingly.

- **Abbotsford Boardroom:** 6 people
- **Matsqui Boardroom:** 12 people
- **Vancouver Boardroom:** 4 people
- **Lunchroom:** 4 people

Shared Equipment

- **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.

Clients and Other Visitors to the Office

- **Illness and Self-Isolation:** Persons suffering from symptoms associated with COVID-19 should avoid coming into the office. Anyone who has tested positive for COVID-19 should isolate for the period of time recommended by the BC Centre for Disease Control.
- **Client Meetings:** Client meetings should be scheduled in advance and reception given as much advance notice as possible. Boardroom and conference rooms must be booked in advance through reception.
- **Barriers:** Plexiglass barriers will be used at reception in the immediate future and portable barriers can be used in meetings when requested or required by clients or team members.