



Team Canada COVID-19 Safety Plan

These guidelines have been designed to manage the provincial measures for our offices in Ontario. Our goals are to provide a safe environment for all team members and visitors to our offices. Please also refer to our *Connected Workplace Program* for other measures relating to working together.

Effective January 2022, the guidelines that have been separate for each office have been combined into one set of guidelines for the Canadian Operations.

Our office work is categorized at LEVEL 1 as of January 31, 2022.

OFFICE LEVELS 0-3

Levels are defined here:

Level 0	<i>Working at Home</i>	No physical contact; work from distance.	Offices will remain for open for access unless otherwise specified.
Level 1	<i>First Steps</i>	Strongly enforced guidelines for proximity and levels of building occupancy.	Minimize meetings in person. Maintain 2m distance. Follow provincial guidelines for permitted indoor gathering sizes. Visitors screened prior to arrival at the office. Healthy visitors welcomed with appropriate PPE.
Level 2	<i>Almost There</i>	Strides toward an in-person community.	In-person meetings to take place as long as 2m of distance is kept between all participants.

			<p>Visitors screened prior to arrival at the office. Healthy visitors welcomed with appropriate PPE.</p> <p>Guidelines:</p> <ul style="list-style-type: none"> • General Office: full capacity • <i>Kitchen: maintain 2m apart</i> • Boardroom: be prudent • Face coverings on when not at your desk.
Level 3	<i>The New Normal</i>	We can all eat in the lunchroom again.	<p>Monday morning meeting held in the office.</p> <p>Boardroom back up to full capacity.</p> <p>Kitchen reopened for normal use. Increased sanitization still there yet modified for stability.</p>

FOR EACH OF US

- These are tough times on many people. Please be mindful of your mental health/ stress levels, and consider that others around you may be facing their own challenges. Please reach out to the EAP, a counseling service, HR, your manager, or any of the executive team should you feel you need support. These continue to be challenging times and the priority remains keeping everyone safe and healthy, both physically and mentally.
- Each person has a unique risk level and set of personal responsibilities that will dictate when you are able to return to the office. This can range from health concerns to childcare responsibilities. We have anticipated this. Please speak to your manager and work out an arrangement that will allow you to fulfill your obligations, both to yourself and to the company.
- *Have you been exposed to someone who has tested positive?* Report all scenarios of exposure to your manager and Megan Beecroft in HR for additional guidance or resources prior to your return to the office to ensure all protocols are being followed. As a company, we need records of exposure for both contact tracing and containment. As always, we will publish team communications when needed.
- For information on how to proceed in the case of exposure, follow the provided “Ontario: What to do if you’ve been exposed to Covid-19”. Guidance link found in Additional Information below.

GENERAL

- Effective 05Jan2022, Ontario updated the Public Health Measures and Guidance which encourages all employees who can do so to work remotely (link in Additional Information below). We have temporarily paused our “Return to Office & Connected Workplace Program” as a result. Offices will remain open for anyone who requires access. We are back at our Level 1, modified for the current situation.
- For employees located outside of the province of Ontario, please refer to your local guidelines for province-specific regulations. Information for Canada can be found here: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html> and will provide links to access province-specific guidelines.

EVERYONE’S ROLE

- Please screen yourself using the online self-assessment screening tool provided by the Province of Ontario prior to entering either office. A copy of your screening result should be sent to hr@ifabpartners.com. This must be completed at least once prior to building entry, and repeated if there are changes or as necessary if there is a change to the screening questions required. The self-assessment screening tool can be found here and in the “Additional Information” links below: <https://covid-19.ontario.ca/self-assessment/>
- Use the COVID-19 risk assessment to help determine if you should be doing certain activities. See the list of links in the appendix.
- *Not feeling well?* Stay home, please! As always, make sure you take your laptop home every night so you have the capacity to work from home.
- If you or a household contact are experiencing symptoms of COVID-19, you must isolate for 5 days (if fully vaccinated) or 10 days (if partially vaccinated, immunocompromised or unvaccinated) following the onset of symptoms. Isolation can end if symptoms have improved for at least 24 hours.
- If you are in contact with anyone who has tested positive for COVID-19, please report this to your manager, HR, or a member of the executive team immediately. A risk assessment will be completed.
- Keep your distance (2 meters to be exact).
 - Be mindful of your surroundings.
 - Feel like you are sitting too close to your neighbour? Chat with them, see if you can bump over a couple feet to create a comfortable gap between you.
 - Do not share phones or computers. Clean any shared items (such as the Hilti) before and after use.
- Please stay as paperless as possible.

OUR SPACE

- Please sanitize your hands every time you enter the office.
- Adhere to the occupancies for meeting rooms as posted on each door and maintain 2m distance.

- Kitchen in Toronto:
 - Capacity limit of 2 persons maximum effective January 5, 2022.
 - Try to keep the flow of traffic in one direction.
 - Be mindful of distancing and rotate accordingly.
 - Wipes are provided, after you touch anything for common use in the kitchen (e.g. coffee maker).
- Kitchen in Cambridge:
 - Capacity limit of 5 persons maximum effective January 5, 2022.
 - Be mindful of distancing and rotate lunch preparation accordingly.
 - The dishwasher will be run when full. If you prefer to use your own dishes and take them home to wash, that's fine too.
 - Wipes will be provided, after you touch anything for common use in the kitchen (e.g. the microwave).
- Please use the in/out board at reception. This is a safety item in the event of a fire alarm or other emergency.

BUSINESS ITEMS

- Monday Morning Meeting:
 - These meetings will continue to take place on Teams until we reach Level 3.
 - When in office work is appropriate, groups are encouraged to gather in meeting rooms to call in.
- Work on site:
 - Only go to site when necessary. Follow our clients' protocols.
 - When more than one person is required on site and we'd usually carpool, please arrange to travel separately or discuss options on how people can travel safely together.
- Travel:
 - Interprovincial travel is subject to the rules of each province.
 - International travel is subject to the federal rules of both Canada and the country to which travel is intended.
 - All arrangements should be reviewed in advance with an appropriate manager and HR in order to ensure protocols are being followed.
 - Government provided information on exemptions for fully vaccinated travelers is available (see additional info below).
 - Employees should report any status update upon return to Canada to their manager to ensure return to office protocols are being followed.

HYGIENE

- Physical distancing is very important. Please ensure you practice this at the office.
- Good hand washing falls right behind that! Hand sanitizer is also available.
- Please follow the recommended best practices for personal hygiene, including coughing/sneezing into your elbow, disposing of tissues immediately, and avoid touching your face.
- Use of personal protective equipment (PPE):

- Face coverings need to be tight fitting and cover your mouth, nose, and chin. No scarves or bandanas.
- Masks will be provided for visitors.
- Staff are asked to wear a face covering when in the office unless they are seated at their workstation or eating.
- Wipes will be provided for common touch points such as printers, the fridges, the coffee area.
- Washrooms are cleaned 2 times per week.

VOLUNTARY REPORTING OF VACCINATION STATUS

The company recognizes that it is our duty to provide a workplace that ensures the health and safety of every individual. After review of the documents released from the Ontario government in July 2021 regarding case management and contact tracing for immunized and previously positive individuals, we have requested the voluntary reporting of COVID-19 vaccination status as part of our responsibility as an employer towards the safety and wellbeing of our employees. This was completed in August 2021.

If there is a change in your vaccination status, please reach out to HR to update.

- No proof of vaccination is required at this time; however, each person may need to provide proof if requested (i.e., for travel) so please ensure you are prepared to do so should the need arise.
- Responses will be kept strictly confidential and only shared with the Board of Directors, General Managers, and Human Resources.
- All new employees will also be asked for voluntary reporting.
- Employees who are not fully vaccinated will be contacted separately with additional workplace instructions.
- When your status is updated for any reason, please send an email to HR.

VISITORS

- All visitors are subject to screening. Please follow instruction in Appendix A.

JOINT HEALTH & SAFETY COMMITTEE (JHSC)

- As part of the promotion of a safe work environment for everyone, the JHSC will help demonstrate physical distancing and good cleaning procedures. If anyone needs assistance, just ask.
- We always have the right to refuse unsafe work. OHS Act Section 43 outlines the procedure that must be followed. The overall goal for us (always) is that dangers are eliminated, and that the remaining risks are mitigated to be very low for us all. There is no manual or set rules on how to do this.

FEEDBACK LOOP

- Uncomfortable with how these guidelines are being followed? If there are concerns with regards to the guidelines listed, please reach out to Megan Beecroft. These concerns will be addressed in a confidential manner.

ADDITIONAL INFORMATION

- We are obligated to report any cases of COVID-19 at certain thresholds and to enable contact tracing when asked.
- These guidelines have been compiled with the best information known at the time of issue. This is a living document and can be adjusted to reflect updates.
- Refer also to the Dennis Group COVID-19 Safety Plan located on SharePoint [Dennis Group's COVID-19 Response](#) for information on all Dennis Group office across the US.
- Guidelines were compiled with reference to:
 - Health and Safety Guidance During COVID-19 for Employers of Office Settings. (n.d): <https://www.pshsa.ca/resources/health-and-safety-guidance-during-covid-19-for-employers-of-office-settings>
 - Workplace Safety & Prevention Services Guidance on Health and Safety for Office Sector during COVID-19. (n.d.): <https://www.wsps.ca/WSPS/media/Site/Resources/Downloads/covid-19-office-health-and-safety-guidance.pdf?ext=.pdf>
 - COVID 19 Vaccinated travelers entering Canada: <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada>
 - COVID 19 Travel: Checklists for requirements and exemptions: <https://travel.gc.ca/travel-covid/travel-restrictions/exemptions>
 - My COVID-19 Visit Risk Calculator: <https://covidvisitrisk.com/riskscore-english.html>
 - Covid-19 Public Health Measures and Advice: <https://covid-19.ontario.ca/public-health-measures>
 - Ontario: What to do if you've been exposed to COVID-19: <https://covid-19.ontario.ca/exposed>
 - Ontario – COVID-19 Self Assessment: <https://covid-19.ontario.ca/self-assessment/>
 - Ontario: COVID-19 Screening Tool, Updated January 31, 2022: <https://covid-19.ontario.ca/screening/worker/>

We will get through this together!

This document has been prepared by Megan Beecroft with reviews by the executive team and with the support of the Joint Health & Safety Committee. Any questions or requests for interpretation can be directed first to Megan Beecroft.

Appendix A: COVID-19 Screening Tool for Businesses and Organizations

(Updated January 31, 2022)



Office of the Chief Medical Officer of Health

COVID-19 Screening Tool for Businesses and Organizations (Screening Workers)

Version 11 – January 31, 2022

1. In the last 10 days have you experienced any of the symptoms below?

If you **are fully vaccinated** and not immune compromised **and** experienced the symptom(s) **over 5 days ago** and the symptom(s) have been improving for over 24 hours (48 hours for gastrointestinal symptoms) **and** you do not have a fever, **select “No.”**

If you are **unvaccinated or immune compromised and** experienced the start of symptom(s) **over 10 days ago** and the symptom(s) have been improving for over 24 hours (48 hours for gastrointestinal symptoms) **and** you do not have a fever, **select “No”**.

If you are symptomatic and tested negative for COVID-19 on a single PCR test or two rapid antigen tests (RAT) taken 24-48 hours apart **and** symptoms have been improving for over 24 hours (48 hours for gastrointestinal symptoms) **and** you do not have a fever, **select “No”**.

- Fever and/or chills
- Cough or barking cough (croup)
- Shortness of breath
- Decrease or loss of taste or smell

2. In the last 10 days have you experienced any of the symptoms below?

If you **are fully vaccinated** and not immune compromised and experienced the symptom(s) **over 5 days ago** and, the symptom(s) have been improving for over 24 hours (48 hours for gastrointestinal symptoms) **and** you do not have a fever **select “No”**.

If you are **unvaccinated or immune compromised** and experienced the start of symptom(s) **over 10 days ago**, the symptom(s) have been improving for over 24 hours (48 hours for gastrointestinal symptoms) **and** you do not have a fever, **select “No”**.

If you are symptomatic and tested negative for COVID-19 on a single PCR test or two rapid antigen tests (RAT) taken 24-48 hours apart and your symptom(s) have been improving for over 24 hours (48 hours for gastrointestinal symptoms), and you do not have a fever, **select “No”**.

For symptom(s) that are new, worsening or different from an individual’s baseline health **select “Yes”**. Otherwise, symptom(s) should not be chronic or related to other known causes or conditions.

- Runny or stuffy/congested nose
- Sore throat
- Headache
- Muscle aches/joint pain
- Fatigue
- Nausea, vomiting and/or diarrhea

3. In the last 14 days, have you travelled outside of Canada AND been advised to quarantine (as per the federal quarantine requirements)?

Yes No

4. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

Staying at home/self-isolation can be because of an outbreak or contact tracing.

Yes No

5. In the last 10 days, have you tested positive for COVID-19?

If you are fully vaccinated and not immune compromised and the test was more than 5 days ago, select “No”.

This includes a positive COVID-19 test result on a lab-based PCR test, rapid antigen test or a home-based self-testing kit.

Yes No

6. Do any of the following apply?

- You live with someone who is currently isolating because of a positive COVID- 19 test
- You live with someone who is currently isolating because of COVID-19 symptoms
- You live with someone who is waiting for COVID-19 test results

If you tested positive for COVID-19 (on a lab-based PCR test, rapid antigen test, or home-based self-testing kit) on or after December 20, 2021 and have already completed your isolation period, select “No”.

Yes

No

7. In the last 10 days, have you been identified as a “close contact” of someone who currently has COVID-19 and doesn’t live with you?

If you are fully vaccinated and not immune compromised, select “No”.

If you tested positive for COVID-19 (on a lab-based PCR test, rapid antigen test, or home-based self-testing kit) on or after December 20, 2021 and have already completed your isolation period, select “No”.

Yes

No

If you have answered NO to all questions from 1 through 7, you are welcome in the office.

If you have answered YES to any questions from 1 through 7, please stay home and inform your manager, Human Resources, or a partner of your situation. You will need to self isolate and contact your health care provider to determine if you need a COVID-19 test.

A worker may only enter the workplace if they have passed the screening. Any worker who enters the workplace must continue to follow all public health and workplace control measures, including masking, maintaining physical distance and hand hygiene.