



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 3 as of March 21, 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. Visitors screened prior to arrival at the office. Healthy visitors welcomed with appropriate PPE.

			<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>	<p>We can all eat in the lunchroom again.</p> <p>Congratulations, we made it!</p>	<p>Monday morning meeting held in the office. <i>Note – we will continue on MS Teams for the time being. It's great to be able to be in person when we need it.</i></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

- Learning to live with and manage COVID-19 will look different for every individual. We encourage everyone to show compassion and understanding towards your colleagues, while we all adjust at our own pace and support each other through this transition. While masks/face-coverings will no longer be required, please feel free to continue to wear a mask or face covering to suit your comfort level. More information on living with and managing COVID-19 from the Ministry of Health can be found [here](#), and at the links below: [Living With and Managing COVID-19 - Ontario Ministry of Health](#)
- 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 March 21, 2022, Ontario has updated the Public Health Measures and Guidance. With this update is the removal of the mask mandate. Employees are no longer required to wear a mask in the offices on a regular basis (subject to some exceptions explained below). We are at a Level 3.
- ~~Effective March 1, 2022, Ontario has updated the Public Health Measures and Guidance. The main adjustment being the removal of capacity limits in all indoor facilities. As we see Covid-19 infections continue to reduce, the remote work requirement previously in place has been lifted and we encourage employees to return to the office for in-person collaboration with the re-introduction of our “Return to Office and Connected Workplace Program”. We are at Level 2.~~
- 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

- Employees are no longer required to complete a daily screening and send to HR; however, everyone is encouraged to continue to self-screen daily and complete the assessment if you are unsure if you should attend the office. The most up to date screening can be found here and in the “Additional Information” below: <https://covid-19.ontario.ca/screening/worker/>
- ~~Please screen yourself using the online 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 or hrcan@dennisgroup.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 screening tool can be found here and in the “Additional Information” links below:~~
- 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 have a household contact who has symptoms or is confirmed positive case, you no longer need to isolate. You may enter the workplace; however, as per the guidance from the Ontario Public Health, self-monitoring and wearing a mask is encouraged. ~~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.~~
- **Maintain a comfortable distance** 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:
 - Maintain a **comfortable 2m** distance.
 - ~~○ 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:
 - Maintain a **comfortable 2m** distance.
 - ~~○ 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:
 - **Meetings can take place in the boardrooms as desired. Microsoft Teams will still continue to host the meeting due to the size of our group and we encourage everyone to attend and take part.**
 - ~~○ 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

- **Maintaining a comfortable distance remains important while we adjust to these new protocols.** 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

- Visitors are no longer required to complete a screening form prior to entering the office; however, all visitors should complete the sign-in/sign-out form upon entering and exiting the office for any required contact tracing and for our safety measures that existed prior to the pandemic.
- ~~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. OSHA 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>
- 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 March 9, 2022 Updated February 4, 2022 <https://covid-19.ontario.ca/screening/worker/>
- Living with and Managing COVID-19 – Ontario Ministry of Health: https://assets.documentcloud.org/documents/21399054/220309_reopening_final.pdf
- Ontario Moving to Next Stage: <https://news.ontario.ca/en/release/1001600/ontario-moving-to-next-phase-of-reopening-on-february-17>
- Ontario: Covid-19 Public Health Measures and Advice: <https://covid-19.ontario.ca/public-health-measures>

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.