

Kornfeld LLP – COVID-19 Return to Work Plan (May 14, 2020)

Risks in the workplace:

- Where do people congregate, such as break rooms, production lines, or meeting rooms?
 - Reception, kitchen, photocopy rooms, boardrooms
- What job tasks or processes require workers to come into close proximity with one another or members of the public?
 - Client meetings
- What materials that are exchanged, such as money, credit cards, and paperwork?
 - Files, paperwork in accounting, mail
- What tools, machinery, and equipment do people come into contact with in the course of their work?
 - Photocopiers, back door pinpads, computer keyboards and mice, phones
- What surfaces are touched often, such as doorknobs, elevator buttons, light switches, equipment, and shared tools?
 - Photocopiers, back door pinpads and door knobs, computer keyboards and mice, phones, Reception pickup area surfaces and phone, kitchen cupboard handles, microwave, faucet, coffee urns, fridge handle.

Measures to implement to reduce risk:

- Cleaning and hygiene
 - Handwashing – can be done in the kitchen or in the washrooms. Hand sanitizer is available in the elevator lobby and will be available in both photocopy rooms, at Reception, in the Conference Room and in the kitchen.
 - Staff are required to wash their hands for at least 20 seconds using soap and warm water upon arrival at the office (including when returning from breaks).
 - Sanitization – twice daily wipe downs of commonly touched surfaces (Reception area, back door knobs and pinpads, kitchen handles and surfaces) to be completed

by Office Services/Firm Administrator. All staff in the office agree to wipe down their desk area with cleaning products provided by the firm at least twice a day.

- Kitchen utensils/dishes - the firm will provide disposable options for use in addition to the shared items stocked in the kitchen.
- Maintaining physical distance
 - Occupancy limits will be posted in certain areas of the firm, as below. Please maintain appropriate distancing in shared spaces and in the hallways - we may provide additional regulations as to the flow of personnel in common spaces as needed.
 - Kitchen - maximum of 3 people at a time
 - Large Photocopy Room - maximum of 2 people at a time
 - Small Photocopy Room - maximum of 1 person at a time
 - Large Boardroom - maximum of 6 people at a time
 - Small Boardroom and Conference Room - maximum of 3 people at a time
 - Bathrooms - please try to keep the number of people in the washrooms to 2 people at a time maximum (recognizing that this may become more difficult if our neighbours return to their office) and please maintain physical distancing while in the bathroom.
 - Reception door will remain locked to control the number of people in the office.
 - Where distance cannot be maintained, the firm will consider separating people with partitions or plexiglass barriers.
- Personal protective equipment
 - Public health officials in BC have recommended that masks be used as a way to prevent transmission of the virus where physical distancing cannot be maintained.
 - We will have a limited number of masks available in the office for use as needed (e.g. when meeting with clients or other external parties), but employees may wish to obtain disposable or reusable masks for their personal use.
- Limiting visitors
 - The Reception door will remain locked. Personnel are encouraged to schedule meetings via videoconferencing where possible.
 - If clients or other external parties require access to the office, the person holding the meeting will be responsible for sanitizing any areas used by the external parties.

- As appropriate, please also consider sending out a note to any meeting attendees based on the example in [Appendix A](#).
- For any external contractors who require entry (other than Bentall Centre personnel and cleaning staff who have their own protocol), supervision and sanitization will be arranged by the Firm Administrator. Anyone arranging for the entry of such persons must inform the Administrator in advance.

Illness and travel policies:

- Illness
 - Anyone with symptoms of COVID-19 (including fever, chills, cough, shortness of breath, sore throat and painful swallowing) must self-isolate at home for a minimum of 10 days. If a case is confirmed, the isolation period must be at least 14 days.
 - Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
 - If you begin to feel ill while at work, immediately notify the Firm Administrator or the Managing Partner, who will assist in arranging transportation home if necessary.
 - Conference Room - If needed, staff and/or clients who experience an onset of symptoms while at the firm may use the Conference Room to isolate themselves while transportation is arranged.
 - A temporal thermometer, hand sanitizer and sanitizing wipes will be placed in the Conference Room for use by employees. The thermometer must be sanitized after each use.
- Employee vacation and travel
 - Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, is required to self-isolate for 14 days and monitor for symptoms.
- Transportation to work and parking
 - For those who are not comfortable using public transit, the firm will pay for parking for the time being.
 - The Advanced Parking lot under the Scotiabank building at 510 Burrard is ideal for daily parking as you can park with an app and the price is not dependent upon arrival time (lot is available 7am-7pm). If you prefer to park in the Bentall lot, please be mindful of your arrival time to avoid additional costs (must be in before 9am and out by 6pm to avoid higher cost parking).

Communication and training:

- Firm Administrator will conduct virtual meetings for staff and associates as required to ensure they understand the policies and to answer any questions or address any concerns.
- Signage with details of occupancy limits and effective hygiene practices will be posted in common areas.
- Signage will be posted at the main Reception door and back doors indicating who is restricted from entering the premises (including visitors and workers with symptoms).

Monitoring and updating plans as needed:

- Safety concerns
 - If you are concerned about something that isn't working or if you identify any new safety issues, please speak to the Firm Administrator as soon as possible. The Firm Administrator will work to update our policies and procedures to ensure that staff are kept safe and healthy.

Appendix A:

Dear client,

Regarding your appointment on [DATE], our office is following guidelines to ensure staff and visitors' safety.

We strictly observe physical distancing requirements. As such, our conference rooms and other facilities have a reduced capacity which will be posted. Please respect all capacity limits and maintain a 2-metre distance from others wherever possible.

We expect you will be attending your appointment with a maximum of [#] people. Please let us know if this is not the case.

Our elevators have a maximum capacity of four people. Please allow enough time in the event you must wait for an elevator.

Finally, we ask that if you are not feeling well, or are showing symptoms of illness, please reschedule your appointment.

Regards,