

OFFICE RETURN POLICY SUMMARY

TRAVEL RESTRICTIONS

- Non-essential business related travel is prohibited.
- Use public transportation only when absolutely necessary while visiting the office, and you must wear a mask and gloves when doing so (available upon request).
- Individuals travelling outside of the country will be required to stay in quarantine for 14 days upon return.

SICK LEAVE

- Individuals who feel unwell in any way will be required to submit a sick leave request in BambooHR, and will be asked not to return to the office until they feel 100% their normal selves.
- Individuals will be required to self-isolate if they:
 - Have had symptoms of COVID-19 in the last 10 days (14 days); symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
 - Have arrived from outside of Canada, are taking care of ill family members with COVID-19 symptoms, or have been in contact with a confirmed COVID-19 case (14 days).
 - Have tested positive for COVID-19 (1 month). If you have tested positive, please notify the P&C team, and you will be permitted back in the office when your healthcare practitioner has cleared you with a negative test result.

VISITORS

- No outside visitors allowed in the office until further notice.
- All interviews and meetings must be virtual.

DAILY SELF PRE-SCREENING

- Before being allowed to enter the office, the answer to the following pre-screening questions must be 'No' (posted on the entrance door):
 - Have you experienced any fever, shortness of breath or cough in the past week?
 - Have you been in close contact with anyone experiencing COVID-19 symptoms?
 - Have you travelled outside of Canada within the last 14 days?
- We strongly recommend performing a health self-screening each time prior to coming to the office, inclusive of:
 - Taking temperature to ensure it's not >38°C (100.4 °F).
 - Observing any symptoms such as cough, shortness of breath, difficulty breathing, fever.

HAND WASHING

- All individuals must wash their hands with soap and water for at least 20 seconds following entering the office, using the washroom, or touching door handles.
- Avoid touching your face at all times, and especially in between hand washes.

PHYSICAL DISTANCING

- Keep 6 feet (2m) apart from others at all times.
- Eliminate contact with others, such as handshakes or hugging, etc.
- We ask that each individual please wear a mask while walking around the office and using any common area. Masks will be available at the office.
- Some areas will be inaccessible or limited as the office undergoes reorganization during each Phase of our return to office:
 - Entrance Doors/Hallways - Please only enter through the East entrance door, and exit through the West. Hallways will be one-way as designated.
 - Meeting Rooms - Limited
 - 2+ occupancy meeting rooms will only allow 2 people max
 - 2 occupancy meeting rooms will only allow 1 person max
 - Kitchen Seating Area / Common Areas - Closed until further notice

EVENT RESTRICTIONS

- No in-office events or gatherings allowed. All events must be virtual or postponed.

OFFICE HOURS

- The office will be accessible only from 8 AM - 6 PM Monday - Friday, in order to ensure it gets properly sanitized and cleaned daily. The office will not be accessible over the weekend.
- You will be required to use your fob to gain access to the 6th floor at all times. Anyone without a fob will now need to use the intercom at the front door of the building to gain access.

OFFICE CLEANING

- On May 19th and 20th 2020, the office was professionally deep cleaned and disinfected using a fogger with hospital grade disinfectant mist.
- In addition to regular cleaning services, the following disinfection services will occur multiple times a day: inside and outside lobby entrance/exit doors, iPad station, kitchen and kitchen appliances, washrooms, and high touch point areas around the office (handles, knobs, buttons, switches, etc).
- Cleaning logs will be posted near high traffic areas for the cleaners to mark and for us to be able to monitor cleaning schedules.
- We ask everyone who does come into the office to disinfect their work station at the end of each day using disinfectant wipes/spray provided at the office.