

COVID-19 OFFICE PROTOCOLS

June 17, 2020

In accordance with public health regulations and WorkSafe rules, HLC requires anyone entering the HLC premises to become familiar with and follow policies designed to minimize the risk of transmission of COVID-19 within our workplace.

The risk of COVID-19 transmission is increased by the frequency, duration, and proximity of contacts with other people and through contact with infected surfaces. This requires policies that control the number of people present in the office and how our office space is used. It also requires that HLC be aware of the presence of every individual who enters the workplace for contact tracing purposes.

Every person in the office must follow the protocols outlined below.

1. Please ensure that you maintain a minimum two metre distance between you and others at all time. If, in certain circumstances, and for short periods of time, you are unable to maintain a two metre distance please wear a mask.
2. No one who has any illness or has an immediate family member or housemate who is ill, even with the common cold, will be allowed to enter the office.
3. Anyone who starts to feel ill while in the office must immediately put on a mask, report the illness to the Administrator or the person with whom they are meeting, and find a safe way home.
4. If you discover that a close contact has been diagnosed with COVID-19, or if you begin to show symptoms of illness within 14 days of being in the office, you must immediately report this to the Administrator and self-isolate at home for a period of 14 days, or for 48 hours after symptoms have resolved. If permitted, you should access testing and report the results to the Administrator.
5. Anyone who has travel outside of Canada must comply with the provincial health order requiring a self-isolation plan for 14 days upon return and register a self-isolation plan with public health authorities. No person will be admitted to the HLC premises until the full self-isolation period had expired.
6. Every person entering the office will be required to wash their hands with soap and water or use hand sanitizer immediately upon arrival and frequently thereafter.
7. Common touch surfaces will be cleaned periodically throughout the day and sanitizing wipes are available for anyone who wishes to clean the space they will be occupying or the equipment they will be using.
8. Any person taking transit to the office is required to wear a mask during his/her time on transit.

9. A physical barrier will be placed in front of the reception desk to ensure safe distancing.
10. Upon arrival at the 21st floor reception area, each guest or contractor will be asked to read the door notice and complete a contact/declaration form, a copy of which is attached as Appendix A.
11. If a client arrives directly on the 18th floor, the lawyer conducting the meeting will require the guest to complete a contact/declaration form and provide it to the Administrator.
12. After completing their contact/declaration form, guests will be immediately guided to their assigned boardroom, ensuring that they maintain a 2 meter distance from other people at all times.
13. Only one person may be in the kitchen at one time.
14. A maximum of two people are permitted in the restrooms as any given time, with the exception of the All Gender restroom on the 22nd floor which remains at one person at a time.
15. The following maximum capacities will apply to boardrooms:

| Room | Max. No. of People |
|------|-------------------------------|
| 22L | 6 |
| 22S | 4 |
| 21 | 3 |
| 18L | 3, with add'l seats by window |
| 18S | 2 |

16. Refreshments, other than bottled water, will not be offered.
17. Receptionists will wipe down door knobs and high touch common surfaces in 21st floor reception and elevator lobby areas hourly.
18. Hand hygiene is to be maintained by all personnel and guests at all times, particularly when using common areas.
19. Do not share pens, keyboards, staplers, phones or other personal equipment.
20. Service people or contractors coming into the office must be masked and must maintain two metre distance from HLC personnel.