



## **COVID-19 Safety Plan - Return to Safe Office Operations**

**May 19, 2020**

### 1. Risk Assessment

- a. A risk assessment was conducted by Human Resources, in collaboration with Health & Safety Representative, Meghan MacDonald.
- b. The key areas of infection risk at the office include:
  - i. Access points including the main building doors, elevator buttons, stairwell doors/railings, the Areti office doors and washroom door and keypad;
  - ii. Shared surfaces and equipment including office alarm panel, light switches, TV remote, printers, scanners, office supply cabinet, kitchen appliances;
  - iii. Shared spaces including the kitchen and lounge area including beer and cider taps;
  - iv. Delivery of courier packages;
  - v. Client and office visitor contact;
  - vi. Full pods would challenge physical distancing protocols.

### 2. Measures to Reduce Risk

- a. Working Remotely
  - i. Many staff members benefit from in person coaching and training, including the ability to quickly ask questions of senior accountants or managers/partners. Therefore, working from the office may be more ideal for some staff members, particularly those with less experience. However, for those whose only mode of transportation into the office is public transportation, the risk of infection may outweigh the benefit of coming into the office. Staff members are encouraged to speak to their manager about this risk/benefit analysis.
- b. Cleaning and Hygiene
  - i. Cleaning supplies including hand sanitizer, disinfectant spray/wipes, hand soap and paper towels will be supplied by Areti. Hand sanitizer will be available at reception, in the kitchen and in the lounge.



- ii. Hand sanitizer is to be utilized by staff upon entrance to the building, each time a staff member enters or exits the Areti office and after handling a courier delivery. Hands should be thoroughly washed throughout the day, especially after using the washroom or prior to eating. Staff should refrain from touching their face throughout the day.
  - iii. Whenever possible, elevator buttons should not be touched with bare hands. Staff members are encouraged to use a key, glove or elbow/sleeve when pressing the elevator buttons, or alternatively use the stairwell, taking care to use a glove or sleeve when opening the stairwell doors or using the railings.
  - iv. General Office Cleaning – The first staff member to arrive in the office is responsible for opening the office. This includes shutting off the alarm, sanitizing the alarm panel, sanitizing the main door handle, turning on all the lights and sanitizing the light switches. The main Areti door may be wedged open during the day to reduce contact or may be closed for security reasons. If the main Areti door is closed, staff are encouraged to enter the office using their FOB on the kitchen entrance and opening the door with an elbow or shoulder. The office will be thoroughly cleaned and disinfected weekly by our outsourced cleaning company. Disinfecting of handles, light switches, kitchen appliances, beer/cider taps and shared areas will be done throughout the day.
  - v. Workstation Cleaning – Staff members are encouraged to sanitize their workstations at the beginning and end of each workday.
  - vi. Kitchen Cleaning - When using the kitchen, employees are required to use hand sanitizer prior to using shared appliances such as the coffee maker, water cooler, fridge, microwave, etc. Snack dispensers will be emptied and not available until further notice.
- c. Physical Distancing
- i. Small pods must only contain a maximum of one person at a time and the large pods a maximum of two people by utilizing Unit 505 for additional office space. (See floor plan posted beside the kitchen). Some staff may continue to work remotely. When consulting with a fellow staff member, care should be taken to ensure that 2 metres of space remains between staff members.

Files can be viewed by each staff member on separate computer screens.

- ii. The posted COVID-19 building regulations must be followed when using the building shared spaces including the elevator and washrooms.
- iii. Courier packages will be dropped off at the reception desk. Care will be taken to leave appropriate distance from the delivery personnel when signing for the package if required.
- iv. There should be a maximum of two staff members in the kitchen at a time.

### 3. COVID-19 Policies

- a. All staff members are required to follow the prescribed cleaning, hygiene and physical distancing guidelines posted.
- b. There can be a maximum of 20 people in the office on any given day, if Unit 505 is utilized. This allows for maximums in each pod to be met and not exceeded. Staff members may work remotely to ensure this maximum is not exceeded.
- c. Any staff members with symptoms including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must not come into the office. If the symptoms appear during the day while in the office, the staff member must notify a Manager or Partner, leave immediately and self-isolate at home for 10 days. A thermometer is available in the First Aid Kit for staff to check their own temperature as needed. In case of symptoms experienced at the office, the staff member should not take public transit home but should drive or request a household member to pick him/her up. The [BC Centre for Disease Control Self-Isolation Protocol](#) must be followed. The staff member can work from home, if well enough to do so. Any staff member under the direction of the Provincial Health Officer to self-isolate must follow those instructions. Any staff member who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case but self-isolate for 14 days and monitor for symptoms, working from home through this period.
- d. Staff members exhibiting any symptoms above are encouraged to use the [BC COVID-10 Self-Assessment Tool](#), which will prompt testing if appropriate. Staff members that have tested positive for COVID-19 are obligated to inform a Partner immediately.



- e. Management has requested clients to refrain from coming into the office until further notice, holding all client meetings virtually. Staff members must refrain from inviting any visitors to the office until further notice.
4. Communication
    - a. The above COVID-19 Policies including Cleaning & Hygiene and Physical Distancing protocols will be emailed to all staff as well as posted in the lounge area of the office and on the Areti website.
  5. Monitor
    - a. Staff members are encouraged to raise any safety concerns with a Manager, Partner or the Health & Safety Representative at any time.
    - b. At the weekly team meeting, staff members will be asked if there are any concerns with the policies or procedures. Any difficulties or concerns identified will be addressed without delay.
  6. Address Risks of Resuming Operations
    - a. Operations were not halted; this is a resumption of in office work.
    - b. All staff members will be made aware of these policies and procedures.