



JML Return to Work Safety Plan

Jenkins Marzban Logan (“JML”) and Muirfield Management Corp. (“Muirfield”) are committed to providing a workplace that is safe for staff and visitors. This is JML’s COVID-19 Return to Work Safety plan. It will be visibly posted for all employees and guests.

Risks at the workplace

The virus that causes COVID-19 spreads in several ways. It can spread when a person talks, coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

- We will reduce the risk of person-to-person transmission by implementing physical distancing protocols to reduce both proximity and contact time.
- We will reduce the risk of surface transmission through education on hand washing and enhanced cleaning.

Key Pointers

- Stay at home when you have cold or flu symptoms (coughing, sneezing, runny nose, sore throat, fatigue);
- handwashing is mandatory upon entry to and exit from any shared space;
- physical distancing requirements of 2 metres must be adhered to at all times;
- no handshaking;
- clients and staff will not be admitted if they are exhibiting signs of illness.

Nelson Square Rules:

- Masks must be worn while on the premises of 808 Nelson Street, Vancouver
- There is a limit of 2 people per elevator car
- Line ups for the elevator must observe physical distancing guidelines of 2 metres

Special Notes

- **ALL common rooms require handwashing or hand sanitizer before entry and upon exit.**



Implementation

First level protection (elimination):

We have taken steps to limit the number of people at the workplace and ensure physical distancing whenever possible.

- We have established and posted occupancy limits for different common areas of our premises.
- All employees have been educated about and are required to adhere to the posted occupancy limits for shared workspaces, meeting rooms and social/lunch areas.
- In order to reduce direct contacts, wherever possible we will try to hold virtual meetings.
- Remote working arrangements will be used in specific circumstances: where an employee is symptomatic, has had direct contact with a person diagnosed with COVID-19 or has travelled internationally.
- We have implemented safety measures including education, signage and physical barriers to keep employees at least 2 metres apart, wherever possible.

Second level protection (engineering): Physical organization

- Our workspaces have an allowance of at least 2 metres between all staff and no-one directly faces another staff member.
- Seating has been removed to ensure occupancy limits are observed in communal areas.
- The office is cleaned every night with special attention to high contact and shared areas.
- Employees are to maintain a clean, clutter free work area, desk or office at all times.
- Individual employee computers, chairs, desktops, and phones should not be touched by other employees.

Third level protection (administrative): Rules and guidelines

We have created and implemented rules and guidelines and have clearly communicated these through a combination of training and signage.

Measures in place include:

- **Kitchen – 9th Floor**
 - Maximum capacity = 2
 - Encouraged to be “self contained” to avoid using the kitchen if at all possible
 - Wash hands upon entry and before touching any appliances
 - Wash hands or use hand sanitizer before exiting kitchen
 - Eating in the kitchen is permitted but eating at one’s own desk is preferred
 - Disinfecting of eating area afterwards is required
 - Everyone should bring their lunch in a reusable container along with their own utensils in order to minimize use of the dishwasher for personal lunch containers
 - Coffee cups must be placed directly in the dishwasher and if it is full, everyone must fully rinse their cup before leaving it in the sink



- **Kitchen – 10th Floor**
 - Maximum capacity = 1
 - Wash hands upon entry and before touching any appliances
 - Wash hands or use hand sanitizer before exiting kitchen
- **Mailroom – 9th floor**
 - Maximum capacity = 2
 - Hand sanitizer must be used before and after the use of any equipment (copytrak, printer, etc.)
- **Main Boardroom**
 - Maximum capacity = 6
 - Adequate “down” time will be scheduled between meetings to allow for disinfecting
 - Room must be disinfected after each use by the meeting organizer (only they will know which areas were occupied)
 - Any meals brought in for a small group meeting should be pre-packed individual portions
 - Lawyers and clients are encouraged to wear non-medical masks during their meetings
- **Roundroom**
 - Maximum capacity = 3
 - Adequate “down” time will be scheduled between meetings to allow for disinfecting
 - Room must be disinfected after each use by the meeting organizer (only they will know which surfaces, chairs were touched)
 - Lawyers and clients are encouraged to wear non-medical masks during their meetings
- **Reception**
 - Maximum Capacity = 5
 - Only bottled water will be offered (self-serve)
- **Bathrooms – 9th floor**
 - Single occupancy
- **Hallways**
 - Traffic in main hallways will be one-directional
- **Stairwell**
 - Maximum capacity = 1
- **LAA stations**
 - Please stand against the outer wall to allow for appropriate distancing before addressing staff at their work stations
- **Private Offices**
 - Do not enter offices beyond the doorway unless:
 - you are specifically invited in; and
 - you can maintain appropriate distancing
- **Entrances on 9th and 10th floor**
 - Everyone must enter on the 9th floor through the gate unless it is closed.
 - Everyone must use hand sanitizer upon entering the office.



- **Mail / Couriers**
 - Mail will be wiped down with a disinfectant wipe.
 - Items delivered by courier will be wiped down with a disinfectant wipe.
 - Deliveries of personal items to the office (eg. Amazon) are not permitted.
- **Individual Work Areas**
 - In order to allow for thorough night-time surface cleaning, all desks must be kept clear and free of accumulated items.
 - In addition to regular janitorial cleaning, every work space will be provided with disinfectant wipes and every employee must routinely clean their own desk, keyboard, phone and chair.
 - Do not “borrow” anything from someone’s desk (eg. pen, stapler) unless the item is thoroughly disinfected before you return it to their workspace.
- **Clients and Visitors**
 - All visitors must be recorded in the shared “visitor’s calendar” for contact tracing, if required.
 - Clients are not permitted to bring guests to their appointments unless they have received lawyer approval to bring a guest.
 - Clients should arrive no earlier than their appointment time
 - All visitors must wear a non-medical mask.
 - Staff are not permitted to bring guests to the office.

Fourth level protection:

Optional use of masks

- The use of non-medical masks is optional in the office.
- Anyone using non-medical masks while commuting to work or at the office should practice proper use, removal and storage guidelines.

Effective cleaning and hygiene practices

We have reviewed the information on cleaning and disinfecting surfaces. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.

- There are sufficient handwashing facilities that are visible and easily accessed.
- The washrooms are maintained by the landlord and will have enhanced cleaning.
- All employees must wash their hands regularly, including on arrival at the office and before and after using shared workspaces.
- We have communicated good hygiene practices to workers and visual reminders are posted throughout the office.



Revised Policies

We have revised our policies to safely manage the workplace, including policies around who can be at the workplace, how to address illness and how workers can be kept safe in adjusted working conditions.

Covid-19 Safety Policy:

- Anyone showing symptoms of COVID-19 is prohibited from the workplace.
- Anyone who has had symptoms of COVID-19 in the last 10 days including fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache is prohibited from the workplace and must work remotely for 10 days or until symptom free.
- Anyone directed by Public Health to self-isolate must work remotely.
- Anyone who has arrived from outside of Canada or travelled to an international destination must follow self-isolation rules and work remotely for 14 days.
- Anyone who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

If an employee starts to feel unwell at work:

- They should report even mild symptoms to their manager, be provided with a mask and immediately go home.
- They are to work remotely for a minimum of 10 days or until they are symptom free.
- Any surfaces the employee has been in contact with will be safely cleaned and disinfected.
- While protecting employee privacy, anyone who the employee has been in direct contact with will be advised that they have been in direct contact with someone who is unwell and potentially showing signs of COVID-19.
- They will also be asked to work remotely for 10 days and monitor any symptoms.
- If the employee has been onsite with a client, the client will be advised.

Communication and Training

- We have Office Covid-19 Procedures to ensure everyone is trained in workplace safety policies and procedures.
- Everyone has received the Employee Return to Work Guide and policies for staying home when sick.
- Any new employees will be trained and receive the Return to Work Guide.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.

Monitoring and updating

Things may change as we operate and receive new directions from health authorities and the government. This is an evolving situation.



- If a new area of concern is identified, we will take steps to update our policies and procedures.
- We regularly monitor risks and make changes to our policies and procedures as necessary.
- All employees know they can raise any health and safety concerns with HR or the managing partners.

Golden Rule

- Be kind, be calm and be safe and treat others as you would like to be treated.