

# COVID-19 SAFETY PLAN

## VANCOUVER

At Odlum Brown Limited, the health and safety of our clients, team members and community is our top priority. Enormous effort has been made to ensure a safe and well-prepared environment, and the policies that follow were designed to keep us all safe.

We expect all team members present at our offices to take personal responsibility for adhering to them, as well as following good health hygiene practices and leading with good judgment both within our premises and outside of them.



**“It’s in our hands, as long as we remember to wash them.”**

– Dr. Bonnie Henry

### RISK ASSESSMENT

Team members from all areas of Odlum Brown were involved in conducting a risk assessment to identify communal spaces, heavy traffic areas, high-touch surfaces, shared office equipment and closely configured workstations.

### RISK-REDUCTION PROTOCOLS

In line with guidance from WorkSafeBC, provincial government and health authorities, and the Investment Industry Association of Canada (IIAC), we have selected and implemented protocols to minimize the risks of transmission at Odlum Brown in the following categories: elimination, engineering controls, administrative controls and personal protective equipment (PPE).

#### FIRST-LEVEL PROTECTION: ELIMINATION

- We have established and posted an occupancy limit for our premises.
- Our offices remain closed to the public.
- All essential vendors or service providers have been contacted to ensure they are aware of our health and safety requirements, including wearing masks and gloves while on site. Odlum Brown provides PPE to vendors, where necessary.
- Work-from-home arrangements will continue for a contingent of team members until further notice.
- We have implemented measures to keep team members and others on site at least six feet (two metres) apart, wherever possible. Only team members whose workstations are the appropriate distance apart, or have protective barriers in place, will be present in the workplace at any one time.
- Workstations and chairs are not to be shared; team members must use only their designated workstation.
- Team members on site remain consistent throughout the week.

## FIRST-LEVEL PROTECTION: ELIMINATION

- Arrangements have been made for staggering arrival/ departure times, where possible.
- We have established and posted occupancy limits for common areas such as lunch rooms.
- Our landlord, Waterfront Properties, has established and posted occupancy limits for elevators.
- All smaller meeting rooms remain closed. The available boardrooms must be reserved in advance so we can keep track of who is using these spaces, and when.
- Internal meetings are encouraged to be held virtually wherever possible to facilitate physical distancing.
- Only team members who are approved to be working on site are permitted on the premises without express authorization. Remote team members who are approved to visit the premises will be given an appointment time and be required to complete a COVID-19 Screening Tool prior to admittance.

## SECOND-LEVEL PROTECTION: ENGINEERING

- Where possible, doors are left open to reduce the need to touch door handles and to facilitate traffic flow.
- We have installed plexiglass barriers for our public-facing team members at our Reception desk and our Client Services counter.
- We have installed plexiglass barriers at certain workstations identified to be high-traffic areas or locations where team members face each other.
- Furniture items, such as tables and chairs in kitchen areas, have been removed or pushed aside to discourage gathering and create more space for physical distancing.
- We have confirmed that our HVAC building standards are up to code.

## THIRD-LEVEL PROTECTION: ADMINISTRATIVE

We have identified rules and guidelines for how team members should conduct themselves, and have clearly communicated them through a combination of a policies and procedures guide and posted signage.

- Policies regarding high-touch surfaces are in place, such as washing hands after use, wiping down surfaces after use and/or avoiding touching surfaces with bare hands.
- Queuing for certain communal spaces and equipment is discouraged.
- Floor decals have been installed to indicate six-foot distance or discourage standing, where appropriate.
- Mail is opened and distributed by a designated team member from each office zone to limit contact with these items.
- Team members' personal packages will no longer be received by Odlum Brown.
- Kitchen policies have been implemented to limit the use of shared appliances and prohibit the use of communal dishes and utensils.
- Signage is in place to support these policies, where appropriate.

## FOURTH-LEVEL PROTECTION: PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All team members working on site have been provided with the following PPE for their personal use:
  - » two non-medical fabric face masks,
  - » one canister of disinfectant wipes and
  - » one individual-sized bottle of hand sanitizer gel.
- Additional supplies are available on request.
- Disposable vinyl gloves are also available to all team members on site, and where to obtain these items has been communicated.
- Designated PPE disposal bins are available in the elevator lobby of every floor, and are clearly marked.
- Standing hand sanitizer dispensers have been placed at every entrance to our office, and throughout.
- Wearing a mask is strongly recommended in instances where physical distancing may be difficult (in line with guidance from Public Health Canada).
- We have communicated with team members regarding the proper use of masks.

## EFFECTIVE CLEANING AND HYGIENE PRACTICES

We have reduced the risk of surface transmission through effective cleaning and hygiene practices:

- Our workplace has multiple handwashing facilities on site for our team members, and we have communicated good hygiene practices to team members.
- We have engaged a dedicated full-time cleaner for all floors of our Vancouver office. Responsibilities include:
  - » sanitizing all high-touch surfaces on all four floors of our office at a minimum twice daily;
  - » thorough kitchen cleaning, including microwaves, counters, sinks/faucets and water coolers; and
  - » replenishing hand sanitizer stations.
- Nightly cleaning service is performed by an organization contracted by the landlord.
- In addition, a deep cleaning service is conducted every Saturday.
- A strict “clean desk policy” has been implemented to facilitate thorough cleaning.
- We have restricted access to items such as the dishwasher and instructed team members to bring their own water bottles, dishes and utensils, in order to simplify the cleaning process.



## POLICIES AND PROCEDURES

We have developed the necessary policies around who can be at the workplace, how to address illness that arises at the workplace and how we can adjust our working conditions to keep our team members safe.

- Our COVID-19 Screening Policy ensures that team members and others showing symptoms of COVID-19 are prohibited from entering the workplace. All team members are required to complete an acknowledgement of this policy before coming to work on site.
  - » Any team member experiencing any symptoms of illness is required to work from home for 14 days. No exceptions.
  - » If a member of a team member's household is sick, we ask that they similarly declare this and work from home.
  - » Any team member who attends a gathering of 50 or more people is asked to report this, for tracing purposes.
  - » Anyone who is experiencing symptoms of illness must not enter an Odlum Brown office.
  - » Anyone directed by Public Health to self-isolate must not enter Odlum Brown premises.
  - » Anyone who has traveled outside of Canada must not enter an Odlum Brown office until 14 days subsequent to their return.
- Many of our team members continue to work from home.
- In line with provincial health authorities, we recommend our team members avoid all non-essential travel outside of Canada at this time. International travelers must self-isolate for 14 days upon return.
- At this time, we are not welcoming members of the public to our offices. All essential vendors and service providers have been contacted to ensure they are aware of our health and safety requirements. Odlum Brown provides PPE to vendors, where necessary.
- First aid attendants have been provided Occupational First Aid (OFA) protocols for use during the COVID-19 pandemic. We have secured specialty COVID-19 first aid kits with enhanced PPE and have oriented our first aid attendants as to their location and use.
- Our team members have been trained through an Emergency Management Training program and have been provided access to Odlum Brown's Physical Security Threat Policies and Procedures document.
- Our policy addresses team members who may start to feel ill at work. It includes the following:
  - » Sick team members should report to their Manager/Supervisor, even with mild symptoms.
  - » Sick team members should be asked to clear their workstation, sanitize their hands, put on a mask and go straight home.
  - » The team member will be recommended to, once home, consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.
  - » If the team member is severely ill (e.g., difficulty breathing, chest pain), call 911.
  - » If the team member presented symptoms of COVID-19, an additional deep cleaning will be performed.
  - » The team member must refrain from entering the workplace for a minimum of 14 days, until symptom-free.
- All leaders have been provided with an Illness Reporting Procedure workflow document to appropriately manage and/or escalate these scenarios.

## COMMUNICATION AND TRAINING

- All team members have received a comprehensive guide in reference to new COVID-19-related policies and procedures. This includes policies regarding working from home if sick, as well as much of what is noted in this COVID-19 Safety Plan.
- All team members are required to complete an acknowledgement of our COVID-19 Screening Policy before coming to work on site.
- We have posted signage at our premises, including entry checks, occupancy limits, physical distancing reminders and effective hygiene practices.
- All team members have received communication related to the proper use of masks.

**All policies and procedures are subject to change as we continue to operate amid this pandemic situation. We will address new areas of concern or evolving considerations, as necessary, in collaboration with our team members. Team members can contact their direct leader or the Chief Operations Officer with any health and safety concerns.**



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