

# 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 reduced our occupancy numbers for our premises, where possible.
- Our offices remain open to essential client meetings by appointment only.
- All essential vendors or service providers have been contacted to ensure they are aware of our health and safety requirements, including the requirement to be fully vaccinated against COVID-19 to be present on site, and wearing masks in our offices. Odlum Brown provides PPE to vendors, where necessary.
- 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.
- Our landlord, Waterfront Properties, has established and posted occupancy limits for elevators.

## FIRST-LEVEL PROTECTION: ELIMINATION

- Internal and external meetings are encouraged to be held virtually wherever possible to facilitate physical distancing.
- Team members are working in a hybrid model to reduce on-site occupancy numbers.
- Policies are in place to require daily self-monitoring for symptoms of illness. Any team member who has symptoms of illness is required to refrain from entering our offices.

## 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.
- 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.

- The available boardrooms must be reserved in advance so we can keep track of who is using these spaces, and when.
- 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.
- A new process for mail distribution has been put in place to limit travel throughout the office.
- Team members' personal packages will no longer be received by Odlum Brown.
- Signage is in place to support these policies, where appropriate.

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

- Team members are required to wear a three-ply surgical mask or N95/KN95 style respirator on the premises any time they leave their office/workstation.
- Odlum Brown will provide three-ply surgical masks to any team members working on site who require them.
- We have communicated with team members regarding the proper use of masks.
- 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.
- Meeting rooms have disinfectant wipes and hand sanitizer available for use.
- All team members working on site have been provided with the following for their personal use:
  - » 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.

## 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 Friday.
- A strict “clean desk policy” has been implemented to facilitate thorough cleaning.
- We expect all team members to take personal responsibility for following kitchen facilities cleanliness guidelines.



## 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.

- Any team member experiencing any symptoms of illness or who has been directed to self-isolate must refrain from entering the workplace.
- We have leveraged remote work to reduce the number of team members on site at any given time.
- All individuals, including those with symptoms of COVID-19, those who have been designated a close contact or those who have traveled outside of Canada must follow the guidance of public health.
- All team members working at an Odlum Brown office are required to be fully vaccinated against COVID-19.
- At this time, our office is open to essential client meetings by appointment only. 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 until they have completed any self-isolation as required under public health guidance.
- 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 declare that they meet our firm's mandatory vaccination policy.
- We have posted signage at our premises, including entry checks, 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 with any health and safety concerns.**



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