

MACLEAN LAW
COVID-19 Safety Plan
As at May 20, 2020

1. PHYSICAL DISTANCING / BARRIERS / PARTITIONS / HYGIENE

- All staff that can do their job from home, have been provided with IT equipment and have been encouraged to work from home when possible.
- Individuals attending the office are encouraged to do so at staggered or off-peak hours.
- Occupancy limits for each office have been established, with additional limits posted on individual rooms including the meeting rooms, boardrooms, washroom and staff lunchrooms.
 - Additional desks and chairs have been removed from shared space to better allow for social distancing and to ease in cleaning and disinfecting.
- A daily attendance log is being maintained to track attendance at the office to support contact tracing, if necessary.
- All staff are required to pre-register themselves if they will be attending the office to ensure we do not have overcrowding.
- At this time, visitors to the office are discouraged and only allowed if deemed necessary and after completing a health screening prior to their arrival.
- Signage has been posted to reinforce single direction traffic flow within the office to help avoid any congestion in our hallways.
- Markers have been installed to support distancing at reception.
- Where applicable, a 3-person maximum has been implemented for all elevators.
- Where possible, a drop-off area has been established for all couriers to limit interactions with individuals outside the office.
- Plexiglass barriers have been installed in strategic areas throughout the offices.
- Where possible, reception areas in the offices have been closed and partitioned off.
- The sitting area in our lunchrooms has been closed and the tables and chairs have been removed.
- Kitchen supplies have been removed, unplugged or closed off to reduce the high touch areas within the office.
- Where possible, interior doors have been propped open to allow for no-touch travel around the office.
- Additional hand washing stations have been set up in the staff lunchrooms.
- Hand sanitizer has been stationed throughout the office.
- As part of our ongoing education, signs have been placed around the offices regarding COVID-19 symptoms, physical distancing and hand hygiene.
- Certified cleaning solutions have been purchased and an office wide cleaning protocol has been created.
- Where applicable, central services is being reorganized to support less traffic flow throughout the office, as well as reduced high contact touch points.

2. Expectations around the following have been established:

- No staff are to attend the office if they or any member of their household has symptoms or who believes they may have come in contact with someone who has COVID-19.
- Communication within the office, to the extent possible, is to be conducted over the telephone or email.
- Wipes have been stationed around the office to support staff in wiping down any equipment used, or surfaces touched.
- Guidelines around hand hygiene frequency and timing while at the office.
- Wiping down of any equipment used or surfaces touched, including wiping down of the meeting rooms and boardrooms after use.
- Limiting group meetings in the offices to no larger than 4 people.
- Reporting requirements for anyone working in the office outside of normal business hours.
- Staff are encouraged to eat outside or at their desks.
- Members of an individual team are encouraged to alternate their attendance at the office to reduce the risk of an entire team being incapacitated.
- Communal foods are highly discouraged at the office.
- Guidelines for those individuals who commute to work via public transit.
- Any employee who starts displaying any COVID-19 symptoms at work must immediately self isolate and arrangements will be made for their transportation home.
- Staff are encouraged to acquire non-medical cloth masks for use on transit or when safe social distancing cannot be maintained.
- The wearing of masks is recommended by building management in all common areas including elevators, public bathrooms and the lobby.
- The wearing of masks is also recommended in any situation where physical distancing cannot be maintained.

3. Communication:

- An advisory taskforce has been formed from a diverse cross section of staff to develop policies and procedures around our COVID-19 Safety Plan.
- The taskforce will meet regularly over the coming weeks and months to continually evolve our COVID-19 Safety Plan as necessary.
- The Safety Plan has been communicated to staff and posted in the offices with any updates or revisions communicated across the firm on a regular basis.