

# MACLEAN LAW

## COVID-19 External Safety Plan as of May 2021

### Physical Distancing / Barriers / Partitions / Hygiene

1. All staff that are able to do their job from home have been provided with IT equipment and have been encouraged to work from home when possible.
2. Individuals attending the office are encouraged to do so at staggered or off-peak hours.
3. All staff are required to pre-register themselves if they will be attending the office to ensure we do not have overcrowding.
4. Occupancy limits for each office have been established, with additional limits posted on individual rooms including the meeting rooms, boardrooms, washroom and staff lunchrooms.
5. Additional desks and chairs have been removed from shared spaces to better allow for social distancing and to ease in cleaning and disinfecting.
6. A daily attendance log is being maintained to track attendance at the office to support contact tracking, if necessary.
7. Signage has been posted to reinforce single direction flow within the office to help avoid any congestion in our hallways.
8. Where applicable, a 3-person maximum has been implemented for all elevators.
9. Where possible, a drop-off area has been established for all couriers to limit interactions with individuals outside the office.
10. Plexiglass barriers has been installed around Reception.
11. Where possible, Reception areas in the offices have been closed and partitioned off.
12. The sitting area in our lunchrooms has been closed and the tables and chairs have been removed.
13. Various kitchen supplies have been removed, unplugged or closed off to reduce the high touch areas within the office.
14. Where possible, interior doors have been propped open to allow for no-touch travel around the office.
15. Additional hand washing stations have been set up in the staff room.
16. Hand sanitizer has been placed around various points in the office and all staff are encouraged to regularly wash and sanitize their hands.

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17. As part of our ongoing education, signs have been placed around the offices regarding COVID-19 symptoms, physical distancing and hand hygiene.
18. Certified cleaning solutions have been purchased and an office wide cleaning protocol has been created.
19. Where applicable, central services is being reorganized to support less traffic flow throughout the office, as well as reduced high contact touch points.

## Visitors / Guests

20. All staff have transitioned into conducting meetings virtually along with all initial consultations.
21. Visitors to all offices are discouraged and only allowed if deemed necessary.
22. If deemed necessary, staff are required to follow policy and schedule guests in for a specific date and time. Staff will contact the guest 24 hours prior the scheduled meeting to conduct a COVID-19 pre-screen test.
23. Guests who have scheduled in-person meetings are asked not to arrive early for their appointment. All guests are to required to wear their face mask at all times and must immediately sanitize or wash their hands upon arrival to our offices. Additional masks, gloves and face shields are available at Reception.
24. We will endeavour to schedule only one in-person appointment at a time to ensure we do not have overcrowding.
25. For the time being, guests are now allowed to bring additional visitors with them to the appointment. If personal support is required during the meeting, we will work to ensure appropriate arrangements are made.

## Expectations Have Been Established

26. No staff are to attend the office if they or any member of their household has symptoms, have recently undergone a COVID-19 test and are waiting for results, have received a positive COVID-19 test or who believe they may have been in contact with someone who has a suspected or confirmed case of COVID-19.
27. All staff are required to wear to their masks when not stationed at their work desk.
28. All staff and guests are required to wear their masks in all common areas of the building to which our office is located including elevators, public bathrooms and lobby.

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- 29. Communications within the office, to the extent possible, is to be conducted over the telephone, Zoom or email.
- 30. Wipes have been stationed around the office to support staff in wiping down their work station, equipment used or surfaces touched, and wiping down any meeting rooms and boardrooms after use.
- 31. Staff are encouraged to eat outside or at their desks.
- 32. Members of an individual team are encouraged to alternate their attendance at the office to reduce the risk of an entire team being incapacitated.
- 33. Communal food is not allowed in the office unless individually wrapped.
- 34. Guidelines for those individuals who commute to work via public transit.
- 35. Any employee who starts displaying any COVID-19 symptoms at work must immediately self isolate and arrangements will be made for their transportation home.

## Communication

- 36. The firm Joint and Health Safety Committee have been working to help develop policies and procedures around our COVID-19 safety plan.
- 37. The Joint and Health Safety Committee continue to meet regularly in order to continually evolve our COVID-19 safety plan as necessary.
- 38. The COVID-19 Safety Plan has been communicated to staff and posted in the offices with any updates or revisions across the firm.