

VICTORY SQUARE LAW OFFICE LLP – COVID-19 SAFETY PLAN

1. GENERAL

- a) Effective: June 16, 2020
- b) VSLO provides important advice and representations to unions and workers and we have been designated a non-healthcare essential service by the province of British Columbia.
- c) VSLO's will continue to represent our clients in a manner which provides protection for our staff and clients ensuring the safety and wellbeing of workers in accordance with official recommendations.
- d) The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face.
- e) This COVID-19 Safety Plan was developed in accordance with Provincial and Health Canada requirements.
- f) This Policy applies to VSLO office operations at 777 Hornby Street. Other requirements apply at the Fort Street Office in Victoria (Policy still in development in consultation with other users of that space). Workers working remotely must comply with the VSLO Remote Work policy.
- g) VSLO has assessed the workplace and identified places where there is a risk of transmission of COVID-19. This process will continue.
- h) This Safety Plan will be posted on Corky and a modified for the public version will be posted on www.vslo.ca.
- i) This Safety Plan may be revised as circumstances warrant. Any worker may bring safety concerns to the attention of the Safety Officer, Allison Tremblay.

2. WORKER RESPONSIBILITIES

- a) Workers must ensure that VSLO has current contact information for them including emergency contacts.
- b) Workers who are at greater risk, older adults, people with immune compromising conditions and chronic diseases appear to be at greater risk of severe disease, should identify the need for greater protection to the Safety Officer.
- c) Lawyers must continue to meet their professional and legal obligations to clients and if the requirements of this Policy conflict they must identify that situation to a partner.

- d) Lawyers that believe it is necessary to travel in order to represent a client must get approval from a partner in advance.
- e) Lawyers that wish to attend an in-person conference or meeting for CLE or promotional work must get approval from a partner in advance.
- f) Lawyers and staff must have an individually approved arrangement for working remotely.

3. HYGIENE

- a) Workers are expected to use good hygiene practices:
 - i) Wash hands regularly throughout the day, including upon arrival at the office and after using the washroom, with soap and water for at least 20 seconds. Either sanitize the faucet before and after handwashing or operate with a paper towel.
 - ii) Minimize touching your face.
 - iii) Cover coughs and sneezes.
 - iv) Dispose of used tissues, sanitizing wipes and PPE in appropriate waste receptacles.
 - v) If a worker chooses to wear a cloth mask, it should be washed daily and changed if it becomes wet or soiled. Workers are encouraged to consult WorkSafeBC or Provincial Health Officer resources for mask use best practices.

4. ILLNESS PROTOCOL

- a) Workers and visitors to VSLO must follow the advice of Public Health and Medical Health Officers.
- b) Anyone experiencing symptoms of COVID-19 (fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, and loss of appetite) or who has been confirmed to have COVID-19 must not attend the office or meet with any other VSLO worker until at least 10 days have elapsed since onset of symptoms, any fever has resolved without the use of fever reducing medications, and respiratory, gastrointestinal and systemic symptoms have improved.
- c) Anyone who has been in close contact with a confirmed case of COVID-19 must not attend the office or meet with any other VSLO worker or client for 14 days from the date of contact.
- d) Anyone who has been outside of Canada must not attend the office for 14 days from the date of return.
- e) Anyone who begins to feel unwell while at work must don a mask, inform Reception of their illness, who they have been in close contact with and equipment they have touched, and go home (or, if needed, Reception will call 9-1-1). If the person must remain at the office for any length of time, the person must be isolated in an empty office with a closed door. Once

the person has left, Reception or a designated person must disinfect the person's office/workstation, all high touch surfaces throughout the office and the elevator buttons. Any workers who were in close contact with the ill person will be asked to go home and may be asked to work from home depending on the ill person's symptoms. The ill person should follow up with 8-1-1 or the BC COVID-19 Self Assessment Tool.

- f) Workers who may not attend the office because of symptoms of, or exposure to, COVID-19 may work from home, take available vacation or other paid time off, or use sick leave in accordance with VSLO policy.
- g) So that VSLO can conduct contact tracing if necessary, all workers must indicate days they physically attend the office on the Microsoft Teams "Well Being" channel.

5. PHYSICAL DISTANCING

- a) Workstations and offices are designed to ensure all are able to maintain a 2m distance.
- b) All workers must take care to maintain 2m between themselves and others, including in the hallways, work room and reception area.
- c) The hallway and work room are a one way path and the doors to the workroom have been removed. Please move counter clockwise through the hallway. Signs will be posted. If you must pass someone in the work room, please turn away from them while passing.
- d) Signage is posted at the entrance reminding everyone of the need to physically distance.
- e) Floor markings will be installed at Reception.
- f) Occupancy of the Conference Room is limited to three to maintain a 2m distance. Use of the Conference Room is reserved for meetings.

6. WORKSTATIONS / OFFICES

- a) Building custodial staff are regularly cleaning offices, including high touch areas (door handles, light switches).
- b) Workers are encouraged to clean and disinfect their office spaces regularly, including keyboards, monitors, mice, telephones, printers, scanners, armrests, etc.
- c) Workers must keep desks tidy to permit proper cleaning, including possible cleaning by others (e.g. in the event a worker falls ill at work).

- d) Workers are discouraged from meeting in offices or entering offices of another worker if they cannot maintain a distance of 2 m.
- e) Lawyers are encouraged to consider placing their in-tray near their office doors to reduce contact at staff workstations.
- f) Workers who share offices or workstations must communicate about their presence in the office and cleaning protocols. Each worker must have their own labelled pens and other essential office supplies.

7. SHARED/COMMUNAL SPACES (GENERAL)

- a) QuadReal has limited the elevators to two-person occupancy. Workers should be mindful of possible delays for arrival/departure.
- b) Upon arrival to the office, workers must wash their hands with soap and water for at least 20 seconds or use hand sanitizer. Use a paper towel to operate the faucet or sanitize the faucet before and after washing your hands.
- c) QuadReal has disabled the locks on the 7th floor washroom doors. QuadReal has posted signs reminding of the 2m distance requirement has locked the middle stall in the North washroom, limiting the washroom occupancy to 2 people.
- d) Workers must wear masks when in communal areas of the office (outside of your workstation or office) if they cannot maintain a distance of 2m, such as in the workroom. VSLO will provide each worker with two cloth masks for this purpose.
- e) Chairs in the Reception area and in the Conference Room have been moved to ensure a 2m distance or removed where not possible.
- f) Workers are discouraged from having conversations in walkways where it is not possible for others to pass while maintaining a 2m distance.
- g) VSLO has made bleach solution and disinfecting wipes available. Workers must clean communal surfaces before and after touching them:
 - i) Alarm, light switches
 - ii) Postage meter
 - iii) Workroom: photocopier computer / touchpad (please use alcohol wipes only for photocopier touchpad), staplers, hole punch, stamps, binding machine, counter, etc.

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- iv) Kitchen: cupboards, faucet, refrigerator handle, dishwasher handle, coffee pot, water cooler, organics bin
 - v) Interac machine
 - h) Workers should maintain pens etc. for their own use and not share office supplies to the extent possible. Any shared office supplies must be disinfected between users.
 - i) Library books will be reshelfed after waiting at least three days.
 - j) Used disposable masks and other personal protective equipment must be deposited into the marked garbage container reserved for that purpose, located near the front door.
 - k) For information on how to clean and disinfect, see the [BC Centre for Disease Control's website](#).

8. KITCHEN

- a) Only one person is permitted in the kitchen at a time.
- b) Workers are asked to minimize the use of the microwave and fridge by using thermoses or ice packs.
- c) Each worker is responsible for their own dishes. Used dishes must not be left in the sink or on the counters: place them in the dishwasher, handwash them or keep them at your workstation until the dishwasher is available.
- d) See cleaning requirements in paragraph 7(g).

9. WORK ROOM

- a) Only two people are permitted in the workroom at a time, maintaining a 2m distance. If you need to be in the work room for an extended period, please use the North end/copier to allow others to use the South end if necessary.
- b) See cleaning requirements in paragraph 7(g).

10. GUESTS/VISITORS

- a) Visitors to the office should be discouraged. Lawyers are encouraged to limit visitors by using secure remote options for meetings. See the Law Society's guide to Video conferencing technology at <http://www.lawsociety.bc.ca/support-and-resources-for-lawyers/law-office-administration/video-conference-technology/>.
- b) Lawyers must familiarize themselves with the requirements for client identification when meeting remotely. I:\Data\OPM\Client-Identification.wpd
- c) If a visitor must attend the office,
 - i) the person meeting with the visitor must send an email to lawyers and staff advising who will be in the office and when;
 - ii) the Conference Room should be booked for a half hour after the anticipated end of the meeting to allow for cleaning/disinfecting.
 - iii) the visitor should wait outside the office until the scheduled appointment time, then call Reception before entering the office;
 - iv) the visitor will be asked to wear a mask. If the visitor does not have a mask, VSLO will provide one; the visitor must remain in the waiting area or Conference Room and should not visit the kitchen or offices;
 - v) the person inviting the visitor must sanitize the area occupied by the visitor before and after the visit; and
 - vi) the person meeting with the visitor is responsible for ensuring the visitor follows this Safety Plan.
- d) Reception will keep a log of all visitors to the office on the Microsoft Teams "Well Being" channel.
- e) Sample email to send to a visitor in advance of an appointment:

*Dear client,
Regarding your appointment on XX, we want to let you know that our office is following these guidelines to ensure staff and visitors' safety.
We strictly observe physical distancing requirements. As such, our conference room has a reduced capacity of three people. We expect you will be attending your appointment with a maximum of two people. Please let us know if this not the case.
The elevators in our building have a maximum capacity of two people.*

We ask that you wait outside the office prior to your appointment. Five minutes prior to your scheduled appointment, please call Reception at 604-684-8421 to ensure we are ready for you. You will not be permitted to sit in our waiting area.

We ask all visitors to wear a non-medical mask. If you have one, you are welcome to wear it. If you don't have one, we will provide one for you.

We regret that we cannot offer beverages at this time.

If you have specific accessibility requests, please let us know in advance of your appointment so we can try to accommodate you.

Finally, we ask that if you are not feeling well, are showing symptoms of illness or otherwise have been asked to self isolate, please call and reschedule your appointment.

- f) Couriers and postal workers are asked to leave mail and packages on a table just inside the office by the main Reception door. Workers will not physically sign for deliveries.

11. WORK OUTSIDE THE OFFICE/HOME OFFICE

- a) If workers must work outside the office (e.g. banking, essential out of the office meetings) they must take all necessary precautions to reduce risk, including physical distancing, proper hand hygiene, use of masks, etc.
- b) Travel for work will be considered on a case by case basis.

12. EMERGENCIES

- a) Personal safety is paramount in an emergency and evacuation must take precedence over physical distancing.
- b) If the building alarm sounds, workers are asked to evacuate the building swiftly, wearing masks if easily accessible during evacuation.
- c) The last person out of the office must close the door if it was blocked open.
- d) Workers should maintain physical distance at the muster station (corner of Hornby & Georgia) if possible.
- e) VSLO's fire warden will bring hand sanitizer to the muster station for use by workers.