



EKISTICS

COVID SAFETY PLAN



January 2021

EKISTICS

PURPOSE

These policies and protocols have been put in place for the health and safety of EKISTICS employees and will be enforced until further notice.

POLICIES

HYGIENE POLICIES:

- All staff and visitors are required to use hand sanitizer when entering the office. Frequent hand washing and sanitizing should also be carried out throughout the day.
- Masks are mandatory when not at your desk or when physical distancing is not possible. i.e. when walking around the office or in common areas.
- Masks are mandatory when attending any off-site meeting, including site meetings / field reviews.
- All in-person client / consultant meetings are suspended within the office. Only EKISTICS employees are permitted within the office.
- Limit contact / gatherings outside of the office and take appropriate measures when in public places to help maintain the safety of the office.
- All touch areas (handrails, doorknobs, common tables, countertops, etc.) will be sanitized each morning.
- All employees are reminded to check the CDC website regarding symptoms of COVID19 and shall not enter the office if displaying any of these symptoms.
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>
- All employees are reminded that if you are uncomfortable working within the office, a work from home scenario can be accommodated.

POLICIES

ILLNESS OR EXPOSURE TO COVID-19 POLICIES:

- **Experiencing symptoms: Stay home:**

If you are experiencing cold or flu-like symptoms, including, but not limited to, *coughing (including dry cough), sneezing, runny nose, sore throat, fever of 38 °C or higher, chills, diarrhea, vomiting, aches/pains, loss of smell or taste, difficulty breathing*. Until you know what your symptoms are from (e.g. COVID vs. allergies), please stay home.

- **Family member in your home is experiencing symptoms:**

Stay home. Until you know what your symptoms are from (e.g. COVID vs. allergies), please stay home.

- **Diagnosed with COVID-19: Stay home:**

If you have been diagnosed with COVID-19, follow your medical practitioner's advice. You may return to the studio once your doctor has determined it is safe for you and others.

- **Exposure to COVID-19: Stay home for 14 days:**

If you have been exposed to someone who has tested positive to COVID-19 or if you have traveled outside of Canada; stay home, self-isolate, and monitor for symptoms.

- **Public Health Order: Stay home:**

If you have been directed by Public Health to self-isolate.

- **Sick Days and Short-Term Disability:**

Every employee has five (5) personal/sick days per annum and short-term disability (STD) insurance after three months of employment. You are not required to work if you have COVID-19.

- **Falling Ill at the Studio:**

If you start to feel ill at work, even with mild symptoms, report to a first aid attendant (virtually if needed). Ensure you are wearing a mask, immediately wash or sanitize your hands (sanitize before putting on your mask if you have sanitizer where you are currently) and go straight home. Consult the BC COVID-19 Self-Assessment Tool or call 8-1-1- for further guidance related to testing or self-isolation. If you or a coworker is experiencing severe symptoms (e.g. difficulty breathing, chest pains), call 9-1-1 immediately.

- **Sanitizing:**

Should someone fall ill at the studio, any surface that they touched will be cleaned and sanitized.

PROTOCOLS

BUILDING ACCESS:

- Hand sanitizers are near the front door and located on every floor.
- All employees and visitors are required to wash or sanitize their hands upon entry.
- Hand sanitizer is available to employees and visitors in the reception area, away from the reception desk. A touchless garbage can is also situated in this area to dispose of gloves, tissues, or other items safely.
- Employees must wear a facemask while in the building, unless they can maintain 2 metres separation from other employees.
- Visitors must wear a facemask at all times while in the building.
- Facemasks must be worn at all times in the reception area, hallways, boardroom, plotter room, printing area, stairwell, and kitchen.
- Signage has been posted to remind people experiencing COVID-like symptoms are not to enter the building.

WORKPLACE OPERATIONS

- Arrangements have been made for employees to work from home.
- Protocols are in place to minimize the risk of exposure and to maintain physical distancing requirements.
- Meeting rooms have signage as to the maximum seating capacity to maintain physical distancing.
- Signage is placed on the table to indicate where people can sit and safely maintain 2 metres from colleagues.
- All meetings are held virtually where possible. Where a meeting must take place in person, the number of people gathered will be limited to ensure physical distancing is adhered to.
- Our employees are already grouped into teams to work on specific projects, thus we have cohorts of employees who work together and who do not interact with other cohorts. This assists in reducing transmission throughout the workplace should an employee become ill.

PROTOCOLS

WORKSTATIONS

- Plexiglass is installed at the reception desk.
- Workstations are not shared.
Each employee has a dedicated workstation.
- Sanitizer is available to employees to clean their frequently touched surfaces such as keyboard, mouse, desk surface, and telephone.

COMMUNAL SPACES

- Employees are required to wear a facemask when in a communal space.
- Changes made to communal spaces have been communicated to employees and signage posted where relevant.
- Employees are encouraged to take their breaks and lunch at their desk, outside, or to stagger their break times from other employees.
- The lunchroom tables have been marked with signage where it is safe to sit and maintain 2 metres physical distancing. Handwashing is mandatory before and after eating. Cleaning and disinfectant supplies are located in this room to clean their area after use.

- Communal doors will remain open (e.g. the boardroom) throughout the workday to reduce contact with door handles.
- Employees will not share equipment such as pens, staplers, headsets, laptops, keyboards, mouse etc.
- To minimize risk on shared studio equipment including photocopiers, coffee machines, fridges, and microwaves; employees will be required to wash their hands prior to using any equipment and after use. Shared equipment will be cleaned multiple times per day and employees will be asked to clean after use.
- Hygiene protocol for communal areas include:
 - 1. Washing your hands prior to using any equipment in the kitchen or copy area;
 - 2. Sanitizer is located in each kitchen to sanitize surfaces and equipment;
 - 3. Washing your hands after using equipment in the kitchen, copy area, or any communal area; and
 - 4. Avoid using kitchen dishes/utensils when possible by bringing your own,
 - 5. If you use kitchen dishes / utensils, they must be placed in the dishwasher after use.

PROTOCOLS

CLEANING PROTOCOLS

- A cleaning log will be maintained for the high-touch and common areas.
- We have adequate hand washing facilities (2 private washrooms and a kitchen per floor minimum) which are clearly identified and easily accessible. Washroom sinks are wheelchair accessible.
- Hand sanitizer is in every common area, kitchen, meeting room, and reception.
- Handwashing signs are posted throughout the studio.
- Employees are instructed to wash their hands every time they enter the studio, a kitchen or washroom, and every time they have been in a common area.
- High-touch areas such as light switches, door handles, doors, meeting room tables and chair arms, kitchen and equipment, washrooms, reception, and any common areas are sanitized twice a day and nightly.
- Garbage bins in the washrooms are open.
- Garbage bins in the kitchens and the reception common area are touchless, with a closed lid.
- Only paper towels are used to dry hands (no cloth towels or hand dryers).
- Soap dispensers are in every kitchen and washroom.
- The night cleaners thoroughly clean all common areas and desks.

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