
COVID-19 SAFETY PLAN

Last updated April 20th, 2021

1. All persons entering each office will be assessed for COVID-19 symptoms. Staff and/or authorized guests in each office will complete and sign off on the COVID-19 Safety Questionnaire each morning before commencing work. Walk-in clients will complete the COVID-19 Questionnaire upon arrival at reception. No one is permitted to enter without being assessed, even if reception is vacant.
 2. Temperature readings will be conducted for all staff on a daily basis (self-administered at reception, wiped between each use).
 3. Staff and/or authorized guests with any form of illness, no matter how mild WILL NOT be permitted to attend any office.
 4. Staff in each office and department will continue their current work any changes to this schedule will be communicated by management.
 5. Workstations of office staff are not to be in close proximity to each other.
 6. Kitchens, coffee, and water stations will be monitored based on circumstances, with closures, limited use restrictions etc. implemented as necessary from time to time. Staff are not permitted to gather and/or eat in kitchens. These amenities, when open, are only for food/beverage storage and/or prep purposes. **Max 2 people per kitchen at anyone time**
 7. No gatherings or congregation in any common areas.
 8. Masks have been provided to all staff and masks are mandatory for all staff and/or authorized guest interactions – within offices, in boardroom meetings, even while standing in the doorway speaking to a team member in an office. Walk-in clients are provided with disposable masks. Masks are required even with shield use.
 9. Team members and/or authorized guests are not to sit in offices. Team members are to instead have quick, concise doorway meetings, and both team members must wear masks. If longer meetings are required amongst team members, staff should make use of a meeting or boardroom where distancing can be achieved, with masks worn, and adhere to maximum number of people allowed per room signage.
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10. If any staff member in self-isolation develops symptoms, we will require medical clearance to return to the office.
 11. If anyone has been in contact with family/friends testing positive, they are to alert Management and immediately self-isolate **until tested negative for COVID.**
 12. Gloves and disinfectant stations are supplied.
 13. Sneeze guards have been installed on all reception desks.
 14. Reception areas are opened to the public (drop offs, pickups).
 15. Office guests are permitted past reception and into the office only for the purpose of essential meetings and limited to one person per office at a time, distancing observed.
 16. Guests must follow all COVID-19 safety protocols in place, including the COVID-19 safety assessment at reception, and mask adherence throughout the office.
 17. Guests must be accompanied to and from the meeting location by a PQ staff member.
 18. Meetings are restricted to meeting rooms immediately off lobbies, unless larger rooms (such as in Vancouver or Kelowna offices) provide better distancing.
 19. Guests are not permitted anywhere else in the office, including individual offices, except for designated washrooms.
 20. Boardrooms and meeting rooms are limited to smaller groups, not exceeding 2-6 people, depending on room sizes.
 21. Distancing and other signage has been affixed throughout the offices.
 22. **Inter-office travel by staff and management is not permitted (except for Senior Management) unless absolutely necessary, and approved by Senior Management.**
 23. Client and staff meetings continue to be held electronically.
 24. **Vacations must be taken in accordance with current Government Regulations. It is the Staff Member's responsibility to follow the COVID travel restrictions.**
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