

# kovacs & norell

## COVID-19 SAFETY PLAN

In alignment with section 21 of the *Workers Compensation Act*, Kovacs & Norell (“K&N”) is committed to ensuring the health and safety of all staff members by implementing measures that reduce the risk of communicable diseases in our workplace.

To reduce the spread of COVID-19, we have developed a COVID-19 Safety Plan that outlines the measures we are taking, especially during elevated periods of risk.

### **The following policies are in place when our COVID-19 Safety Plan is enacted:**

1. Staff members must self-monitor for symptoms of illness and must not come into the office if the staff member has new or worsening of pre-existing symptoms of COVID-19 as described at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>.
2. If you have symptoms and tested positive for COVID-19, you can manage your illness as you would manage other infections such as the flu. Please stay home if you have cold or flu-like symptoms until your symptoms have improved and your fever has resolved without the use of fever-reducing medication. For further information, please see <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/if-you-have-covid-19>.
3. K&N provides all staff members with up to three hours of paid leave to receive vaccinations for COVID-19, in alignment with the *BC Employment Standards Act*.
4. Effective March 11<sup>th</sup>, 2022, it is optional for staff members to wear a face covering in common areas and when meeting with other staff members.
5. Daily COVID-19 screening forms are **no longer required** upon entering the office. It is the responsibility of each staff member to do a personal health assessment each day to ensure that you are healthy and fit to come to work.
6. Physical distancing of 6 feet apart is no longer mandatory. However, please respect the personal space of your staff members to ensure that everyone feels comfortable at work.
7. In an effort to encourage staff members to stay home when not feeling well, K&N provides staff members with up to 10 paid sick days per year. Please use your sick days when you are not feeling well.

8. Staff members are asked to sanitize or wash their hands upon entering the office and before using communal machines (i.e. Copitrak terminals, copiers).
9. Staff members are asked to wipe down Copitrak terminals and copier screens with a wet wipe after use. Disinfecting wipes are provided by K&N and will be placed next to the machines for easy access.
10. K&N offers a hand hygiene station located in the kitchen where hand washing can occur with soap and water. Alternatively, staff members can use the bathrooms on the 3<sup>rd</sup> and 4<sup>th</sup> floor to maintain regular hand hygiene. K&N will provide hand sanitizer for staff to use in stations where soap and water is not available (i.e. copier stations, board room).
11. K&N requests that staff members routinely wipe down their workstations, especially high contact surface areas like desks, phones and mice.
12. Avoid sharing pens and office supplies with other staff members, unless they have been sanitized.
13. K&N will routinely ensure the proper maintenance and functioning of workplace ventilation as required by the *Workers Compensation Act* and Occupational Health and Safety Regulation.
14. Plexiglass barriers will be considered and may be installed during heightened periods of risk.