

Updated:	January 5, 2022
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How we are controlling the risk of transmission in our workplaces:

- Maintaining physical distancing - a distance of at least 2 meters (6 feet) or more between persons whenever possible
- Choosing a maximum number of people in the office at one time and assign workspaces that provide 2 meters physical distancing
- Staggering start times, breaks, and lunches, where possible
- Holding no group activities or in-person gatherings within the office unless physical distancing can always be maintained
- Where possible, altering the workplace layout by moving furniture or using visual cues such as tape on the floor to enhance physical distancing
- Where appropriate making hallways one way
- Staggering desks and seating in shared office space to maintain physical distancing
- Not sharing telephones, keyboards, desks, or workstations
- Posting physical distancing signage throughout the office to remind staff to keep their distance
- Following face covering requirements (all staff and visitors) as determined by local public health departments
- Posting signage to remind staff to wash or disinfect their hands before and after eating
- Providing PPE (masks and gloves) for use by staff making customer visits outside of the office if physical distancing cannot be maintained; and ensuring that PPE is properly disposed of and hands are washed or sanitized thoroughly prior to returning to the office.
- Ensuring space that allows for appropriate social distancing is used when a customer meets with a staff member. Where necessary distancing is not possible, the use of protective equipment such as masks and/or plexiglass shields is required.
- Ensuring public-access computer stations are spaced 2 meters apart
- Asking all customers to bring their own personal pen for writing
- Providing Agilec pens safely through the following practice:
 - Keeping 5 Ziploc bags of pens labelled Monday through Friday containing a daily allotment of pens
 - Putting the designated pens out for each day, and placing all used pens back in the bag for storage until the following week
- Encouraging candidates to bring their own devices (tablets, laptops, smartphones) so they do not have to use our equipment
- Where applicable, removing water coolers, coffee, etc., from reception areas
- Following all guidelines as issued by Public Health Ontario and monitoring the guidelines daily to ensure any changes are acted upon as needed

Cleaning and Sanitizing Guidelines:

- Hand washing stations and easily accessible hand sanitizer are available in all locations.
- Staff are instructed to frequently wash their hands with soap and water (for a minimum of 20 seconds) or use an alcohol-based hand sanitizer (70 - 90% alcohol).
- Increased cleaning and sanitization of commonly touched surfaces, areas, or items (e.g., door handles, railings, tables, work surfaces, lunch tables, kitchens, washrooms, seating

areas, surface counters, water coolers, customer service counters, computer keyboards and mice, telephones).

- The virus that causes COVID-19 may live on surfaces for a few hours or up to a few days. High-touch surfaces can be contaminated and increase the risk of transmission.
- We use approved hard surface disinfectants and wipes and allow adequate contact time for disinfectant to kill germs (per product labels).
- Cleaning agents and disinfectants must be labelled with WHMIS information.
- Cleaning agents and disinfectants must be stored in a safe manner in storage rooms or closets.
- Staff clean and disinfect tables, microwaves, and other commonly handled items in the lunchroom after they use them.
- Gloves can be worn when handling cleaning products, including wipes.
- Garbage is frequently removed.
- Posters have been created for use in offices.

How we are screening for COVID-19

- Staff are screened daily via an online survey they must complete before entering the location.
- Staff have been instructed not to come to work if they show any signs of COVID-19.
- Visitors are asked to self-screen prior to entering Agilec (i.e., passive screening) via signage/instructions posted at all Agilec entrances. In some locations, active screening of visitors may be continuing at the discretion of the local team.

What we will do if there is a potential case or suspected exposure to COVID-19 among our team members or within an Agilec location**

Standing Conditions:

1. Employees with any form of illness symptoms are not to come to the office. This includes the types of conditions individuals might normally work through such as colds/sniffles, aches/pains, etc. A person experiencing symptoms well known by them to be related to allergies or other non-Covid causes can continue to work in the office, however we request a cautious approach and the application of good judgment.
2. Any fully vaccinated employee who experiences Covid symptoms is to inform their Team leader and leave work immediately. The individual can return to work after five days provided symptoms have resolved or been improving for at least 24 hours.
3. Any employee who is not fully vaccinated and who experiences Covid symptoms is to inform their Team Leader and leave work immediately. The individual can return to work after 10 days provided symptoms have resolved or been improving for at least 24 hours.
4. The definition of '**Close Contact**' varies across jurisdictions. At Agilec, Close Contact means:
 - a. Having been within 2m for 15 minutes or more
 - b. Having had multiple close encounters over a 24-hour period (even if each was less than 15 minutes)
 - c. Having had close physical contact such as a hug or a handshake
 - d. Living in the same home

Covid-19 Safety Plan

Probable/Actual Cases

In the event an employee is identified or self-identifies as a Close Contact of a known or probable case, becomes sick while at the office, or develops symptoms after having been at the office, take the following approach:

- If at the office, the employee will leave immediately; in all cases the employee will follow Standing Conditions #2 or #3 above.
- Immediately upon becoming aware of a probable or actual case, the Team Leader will reach out to DiRT for additional guidance/support.
- Other team members who are Close Contacts of the above employee*:
 - May continue to attend work if they are fully vaccinated unless they are experiencing symptoms
 - Must not attend/leave work immediately if symptoms develop
 - Carefully follow all safety protocols(*DiRT may provide different or additional instructions based on case circumstances.)

Office Sanitization:

If a probable or actual case is identified in an Agilec facility:

- If possible, the area of primary exposure (e.g., the workspace of the affected employee) should be sealed off/avoided for a period of 24 hours following the last potential exposure of the environment. If this is not possible, the office may need to be closed.
- Immediately sanitize all other high contact areas throughout the location.
- Once 24 hours have passed, clean/sanitize the area of primary exposure following the protocols in this plan. Use of this area can then resume.

Contacts that occur outside Agilec:

- Employees who live with or come in close contact with suspected or known cases of Covid-19 are to inform their team leader and follow Standing Conditions #2 or #3 above.

** At the discretion of DiRT, our response to a particular case may be modified in accordance with any specific guidance received from public health.

How we're managing any new risks caused by the changes made to the way we operate our business

- Team Leaders are keeping in constant contact with their teams to check on their health and mental well-being and are reporting any issues that arise to the Disaster & Interruption Response Team for further action.
- The Leadership Team is keeping in contact with the entire company through Town Hall meetings to discuss issues and answer questions as needed.

How we're making sure our plan is working

- Team Leaders are checking the employee screening report daily to ensure that all employees are completing the survey prior to entry into a location and that anyone responding to one of the screening questions with a Yes does not enter the location until it is deemed they are safe to do so.
- The Disaster & interruption Response Team is monitoring the updates from the Ministry of Health daily and meeting weekly or bi-weekly as needed to discuss any situations that arise, and provide communication to the entire company on any actions taken or changes needed to our safety plan.