



## **SEGEV LLP SAFTY PLAN**

**JUNE 1, 2020**

### **A. WHAT WE ARE DOING TO PREPARE FOR AND MANAGE A SAFE AND HEALTHY RETURN**

#### **1. Monitoring Our Health**

We are advising our staff, clients and guests that should they feel sick or have persistent sneezing, coughing, sore throat, or shortness of breath contact:

- Stay home. Pay attention to your health and how you are feeling.
- Call 8-1-1 anytime to talk to a nurse at Health Link BC and get advice about how you are feeling and what to do next. If you are showing symptoms, perform a self assessment using the mobile app (iOS and Android) or web Self-Assessment Tool. You can find both at <https://bc.thrive.health/>. If you are experiencing severe symptoms contact 9-1-1.

#### **2. Maintaining a Safe Workplace**

Here is a list of simple things we are doing to maintain a safe workplace:

- When entering or leaving the office use hand sanitizer or washing of hands
- Use Teams and Email to communicate as much as possible
- Elevator should have no more than 2 people at a time
- Wash hands before and after accessing common areas, cabinets, equipment, or supplies
- Wipe down equipment after use (like in a gym)
- Place used dishes, cups, and cutlery directly into the dishwasher when finished
- We bring reusable personal use water bottles or coffee containers
- Safely handling documents
- Meetings in our Pink Boardroom are limited to no more than 3 people at one time
- Meetings in our Blue Boardroom are limited to no more than 2 people at one time
- Allowing time in between meetings for proper cleaning of each space
- Webinars are viewed at individual workstations and offices
- Larger meetings take place in the common areas with physical distancing guidelines
- Minimized the amount of out of office contact with clients during business hours (we don't visit other offices, eliminate time in restaurants or coffee shops and get take-out instead)
- For those of us who can, we avoid public transit
- Adopted staggered start times and end times to our workday to avoid elevator congestion
- Stagger arrivals and departures throughout the day to avoid elevator congestion

### **3. Clients/Guests in the Office**

Here is a list of guidelines on how we treat our clients and guests in the office:

- Limiting office visits as much possible. We will take meetings by phone or virtually if possible
- Informing them that social distancing is in effect prior to their arrival
- Invite them to wash hands or use hand sanitizer upon entering the office
- Escort them to the Blue Boardroom using the back hallway
- Escort them to the Pink Boardroom through the lobby
- Maintain social distancing between clients and staff
- Meet personal guests outside the office

### **4. Office Cleaning**

Here is a list of guidelines on maintaining a clean work environment

- Common areas will be cleaned by the building cleaning staff nightly
- Continuous spot sanitization of high traffic areas

At the start of each day, we clean:

- Light switches
- Door handles
- Water taps
- Commonly touched surfaces and equipment
- Elevator button

Throughout the day as necessary we clean:

- Light switches
- Door handles
- Water taps
- Commonly touched surfaces and equipment
- Elevator button

At the end of each day, we clean:

- Light switches
- Door handles
- Water taps
- Commonly touched surfaces and equipment
- Elevator button

### **5. Personal Protective Equipment (PPE)**

At this time, we will not be enforcing use of PPE.

- We allow the use of PPE
- Please follow the manufactures instructions on proper use
- Individuals responsibility to ensure that your personal PPE does not come into contact with others
- Upon the removal of PPE, we clean any surface it encounters

- Immediate and safe disposal of single use PPE after removal

## 6. What Segev LLP Will Do

Here is what we will do to maintain a safe and welcoming work environment.

- Post our Office Safety Plan
- Ensure there are adequate supplies to maintain the hygienic standards as described by WorkSafeBC and BC CDC
- Maintain a clean work environment with spot cleaning of high use areas
- Promote social distancing between co-workers and clients including reconfiguring the office space
- Adhere to guidelines set by WorkSafeBC
- Inform clients and guest via the newsletter and blog of our internal measures for safety
- Continually evaluate the ongoing situation and implement changes when applicable
- Be available for your questions and concerns

## B. GOVERNMENT GUIDELINES

In preparing our plan we consulted with the Province of BC, the BC CDC, the Law Society of BC, and our landlord, Colliers.

### 1. Government of BC and Other Guidelines

The Government of BC has released their restart plan. We are now in *Phase 2 – Under Enhanced Protocols*.

#### PHASE 2 (MID-MAY ONWARDS) UNDER ENHANCED PROTOCOLS

- Restoration of health services
- Re-scheduling elective surgery
- Medically related services: dentistry, physiotherapy, registered massage therapy, chiropractors, physical therapy, speech therapy, and similar services
- Retail sector
- Hair salons/barbers/other personal service establishments
- In-person counselling
- Restaurants, cafes, pubs – with sufficient distancing measures
- Museums, art galleries, libraries
- Office-based worksites
- Recreation/sports
- Parks, beaches, and outdoor spaces
- Childcare

To read the full restart plan please click this link: [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs\\_restart\\_plan\\_web.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf).

### 2. BC CDC

Guidance from the BC CDC has been broader and can be summarized as follows: if we keep the rules of reasonable social distancing and hygiene in place than we are permitted to operate in our office.

### **3. WorkSafe BC**

WorkSafe BC required employers to adopt a COVID-19 Workplace Safety Plan. Ours is attached. We intend to follow this plan until we receive clear instructions from WorkSafe advising us that a new plan can be put in place.

### **4. The Law Society**

As a tier-2 essential service provider, law firms were allowed to remain open during the lockdown that was in place. With respect to returning to a full headcount at the office, the Law Society has adopted the policies and recommendations put forward by the Government of BC and Worksafe

The Law Society of BC has made available their webinar on COVID-19. You can watch it at <https://www.youtube.com/watch?v=XorZec8Z578&feature=youtu.be>

The Supreme Court has issued a notice that the court is now preparing to resume trial management conferences and civil and family trials. Trial management conferences scheduled on or after June 1, 2020 and trials scheduled on or after June 8, 2020 will resume, unless the Court otherwise directs. Trial management conferences and trials that were adjourned due to the court's suspension of regular operations may be rebooked using the processes set out in the [full notice](#). Timeframes for filing and serving trial briefs (civil matters), trial records, and trial certificates have been amended for TMCs and trials scheduled to begin on or before July 24, 2020. Judicial Management Conferences may be booked online starting May 19, 2020.

### **5. Colliers**

Our landlord Colliers has prepared a back to office protocol which we are attaching to this memo. Colliers has developed a re-entry program to reference for returning to the workplace. This is a very dynamic situation and our property management team will keep us informed as they adapt to changing conditions.

They have developed their program with a combination of industry peer groups, government guidelines, and the advice of both internal and external global industry experts. Many of their recommendations are already addressed.

Follow the instructions posted in the lobby and elevators by our building management in conjunction with our Safety Plan.

## **C. RESOURCES FOR YOUR REVIEW**

If you would like more information regarding COVID – 19 and the some of the material we have used to form our safety plan, have a look at these resources:

BC Centre for Disease Control

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

WorkSafe BC

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/small-business>

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-workers-should-do>

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/staying-safe-at-work>

<https://www.worksafebc.com/en/health-safety/hazards-exposures/working-alone>

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/setting-up-home-workspace?lang=en>

Please note that as the situation changes so will our response. We will keep you updated. If you have any questions or concerns with regarding our plan please email [inquires@segev.ca](mailto:inquires@segev.ca). We look forward to seeing everyone (from a safe distance) on June 1st!

# Appendix A – Colliers International

## RE-ENTRY

### PROGRAM OVERVIEW - VOL. 1

Our RE-ENTRY protocols cover the spectrum of management and value preservation considerations, ranging from no-cost process modifications to add-on products where available.

For many people, the first step towards a sense of normalcy after the COVID-19 outbreak will be returning to the workplace. Multiple safeguards, from enhanced cleaning to increased space for physical distancing, can help occupants feel more secure in the transition. In response to this challenging environment, Colliers has developed a collection of processes and services that will allow tenants to re-enter workplaces with confidence.



#### SAFETY & WELLNESS

- Guidance on common area changes
- Recommendations on re-entry
  - Cleaning (pre- and post-day 1)
  - Directional flow (entrance/exit)
  - Elevator/stairwell usage
  - HVAC considerations
  - Staggered work force

- Procurement
  - Personal protective equipment
  - Protocol signage
  - Plexiglass/shielding

#### RECONFIGURE

- Project management for modifications/improvements
- Furniture procurement, storage and removal
- HVAC operational expertise

#### MITIGATE POTENTIAL COST INCREASE

- Real estate tax appeal
- Operating efficiencies

#### CONNECTIVITY

- Bandwidth issues (building upgrades)
- IT consulting firm
- Cybersecurity concerns

#### "NEW NORMAL" WORKPLACE

- Virtual experience offering – fitness, activities, etc.
- Personal protective equipment (PPE) requests – masks, sanitizer, supplied by tenants
- Tenant communication/responsibility
- Building protocol shift
- Contractual vendor changes

#### For more information, please contact

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## RE-ENTRY

### TENANT CONSIDERATIONS - VOL. 1

**Returning to the workplace?**  
Here are a few things to consider that can help make the environment safer for you and your colleagues.

#### DESIGN AND SPACE CHANGES

- Rotate orientation of open workstations to prevent people from facing one another
- Space employees in 2-metre by 2-metre workstations apart with a full workstation buffer
  - Consider assigning team members to different days (e.g. Team A and Team B)
- Install partitions between desks that face each other
  - Alternatively, install clear panels to increase total partition height to a minimum of 60 inches
- Install temporary clear partitions at reception or security desks to provide a buffer between staff and visitors

#### NEW BEHAVIOURS AND SCHEDULING

- Evaluate staff levels and adjust scheduling plans accordingly to limit elevator, lobby, and common area congestion
  - Decrease staff levels to reduce traffic and gradually scale
  - Stagger employee schedules to minimize elevator crowding and improve performance
  - Prepare employees for increased elevator wait times – property management will be monitoring traffic and making adjustments as needed
  - Continue work from home (WFH) policies where appropriate
- Begin sourcing PPE supplies (face masks, face shields, etc.)
- Train receptionists, security, and other gatekeepers to identify symptomatic people
- With assistance from your health care provider or health department, establish contact tracing and an exit plan to use if anyone displays symptoms
- Implement mandatory employee training that covers new behaviour and hygiene guidelines, preparing them for their return
- Facilitate effective cleaning
  - Mark unused spaces at the end of each day to allow cleaning staff to focus on contaminated surfaces
  - Encourage employees to declutter and remove personal items from desktops at the end of each day
  - Distribute guidance for employees that are not feeling well
  - When possible, leave doors open to minimize use of high-touch surfaces
  - Encourage virtual collaboration vs. in-person meetings
  - Temporarily use disposable disinfectant and utensils
  - Consider mental health
    - Establish quiet spaces or rooms for meditation or personal restoration
    - Provide meditation apps or literature
    - Facilitate counselling or professional support



#### COMMUNICATION AND NAVIGATION

- Maintain ongoing and transparent communication with property management team
  - Communicate, and collaborate, with property manager on the return to work plan
  - Inform property manager in the event of a suspected, probable positive, or confirmed positive case of COVID-19 in the target population
- Install all entry signage to inform visitors of rules for hand washing, sanitizing, gathering, queuing, and mask use
- Establish one-way traffic patterns and install wayfinding arrows
- Install 2-metre markers in areas where people tend to queue
- Remove every other chair in conference rooms and install 2-metre markers
  - Alternatively, remove whiteboard, pens or issue sets to each employee to eliminate sharing

#### HYGIENE AND CLEANING

- Encourage employees to visit the [Health Canada](#) website to empower them to manage their own safe behaviours
- Place dispensers of alcohol-based (60% minimum) hand sanitizer prominently throughout the space
- Provide disposable sanitizing wipes to clean surfaces and workspaces
- Discourage the sharing of phones, desks, offices, or other tools/equipment
- Provide access to trusted health information and hold regular hygiene briefings
- Establish cleaning procedures that address high-touch surfaces like door handles, handrails, service kiosks, multiple times a day
- Build trust by ensuring that cleaning procedures are visible during the day
- Clean all touchpoints nightly (doors, rest lighting, light switches, chairs, drawer pulls)

#### TECHNOLOGY

- Identify tools to increase remote working efficiency
- Leverage digital signage to post new workplace guidance

