

PREVENTION OF COVID-19 SAFETY PLAN

The safety and wellbeing of our employees, contractors, partners, and visitors is our top priority—always. The policies and procedures contained in this document are part of the COVID-19 Safety Plan (the “Safety Plan”) required by law and include measures we are actively taking to mitigate the spread of COVID-19. All Benchmates and essential visitors to Bench are required to follow these protocols diligently and take steps to ensure compliance by others working in or visiting our offices. It is important that we all respond cooperatively, responsibly, and transparently to this pandemic.

We’re closely monitoring the changing landscape of COVID-19 so we can make the best decisions possible to support our people. This document will be updated as circumstances evolve and with input from Benchmates and other users of our office. It is and will continue to be guided by directives and recommendations from WorkSafeBC, BC Centre for Disease Control (“CDC”), the BC Public Health Officer/Ministry of Health, and other governing authorities. Updated versions of the document will be shared as promptly as possible.

Returning to the Office

Bench has created this Safety Plan to support the return of Benchmates to our office in a coordinated, well-planned, and safe manner.

This Safety Plan and any related policies apply to all Benchmates and visitors to Bench's office. Everyone must review and comply with this Safety Plan and any other policies and directions provided as part of the Safety Plan.

Benchmate and Visitor Safety

Safety procedures and guidelines have been put in place in order to safely return Benchmates to the office. Each Benchmate must understand and comply with all safety requirements. We will have members of the Environment and People Teams on each floor of the office to answer questions and help ensure people are following the Safety Plan. A number of safety measures are in place, including:

Visitor/Benchmate Interaction

- We will limit the number of Benchmates and visitors that will be in the office each day.
- Prior to arriving at the office, it's essential that you book a desk through Envoy. For more information on how to book a desk, check out our guide [HERE](#).
- All Visitors, including vendors, must follow Telus Gardens Guidelines, which will be available for review at the front desk.
- We will be collecting data from all Benchmates and visitors to the Bench office for a 'contact tracing list', including date of visit, name, and email address.
- Benchmates and visitors will also be required to complete a safety questionnaire prior to entering the office.
- Unauthorized Benchmates and/or visitors ("tailgaters") will not be permitted to enter the office. Authorized visitors include cleaning staff and other approved service workers.

- Food deliveries are allowed but must be made outside building entries and social-distancing practices must be maintained.

Physical Distancing

- The office has been configured to maintain physical distancing of 2 meters between people.
- Maximum occupancy signs are posted in “Communal Spaces” around the building and the office, which include the kitchens, social areas, copier stations, elevators, stairwells, and available meeting rooms. These signs will be updated to reflect the current social distancing policy in effect at the time.

Personal Protective Equipment (PPE)

- Based on current guidelines, you are not required to wear a face mask in a public indoor space, office building or workplace if you are fully vaccinated (i.e., 14 days after dose 2).
- However, face masks are still recommended while in workplaces, office buildings and indoor public spaces (including parking lots, lobbies, hallways, stairwells and restrooms) if you are not yet fully vaccinated or if you wish to wear a face mask for your own peace of mind.

Hand-Washing and other Health Protocols

- Everyone should wash hands with soap for 20 seconds upon arriving at the office and frequently throughout the day and after touching surfaces in Communal Spaces.
- Everyone should practice cough/sneeze etiquette and avoid touching their eyes, mouth, and nose (“face touching avoidance”) to reduce the transmission of communicable diseases. Additional tissues will be available in the office.

- Hand sanitizer will be available for use at various locations throughout the office. Hand washing or hand sanitizer must be used prior to using the copiers or other shared equipment (e.g., staplers, scanners). Signage is posted for proper etiquette in all Communal Spaces.
- Hand sanitizer is a secondary support meant to be used in addition to, not as a replacement for, hand washing.
- Everyone should avoid unnecessarily touching surfaces in Communal Spaces.

Cleaning

- Enhanced cleaning procedures and protocols for regular wiping/cleaning of high-touch surfaces in the office have been implemented.
- Telus Gardens complies with current regulatory cleaning guidelines in Communal Spaces.
- Benchmates are encouraged to disinfect their desk areas and to minimize the items left on desk surfaces to facilitate routine cleaning. Disinfectant wipes are stocked in the office for this purpose.
- Additional disinfection of surfaces in Communal Spaces will need to be practiced by all users. Signage is posted with further instructions.

In-Office Meetings

- Where possible, keep in-office meetings to a minimum and use Zoom.
- As we reopen meeting rooms, please note:
 - Not all meeting rooms will be available immediately upon the office reopening.
 - Chairs have been configured in meeting rooms to provide for social distancing. Please do not bring additional chairs into meeting rooms.
 - When using meeting rooms, please remember to respect social distancing guidelines.
- Where possible, windows should be left open to encourage fresh airflow.

Bench Communal Spaces

- Bench communal spaces have been assessed to determine the maximum capacity. Information about the capacity of each space is posted in the office.
- Benchmates are asked to bring their own cutlery, dishes, and containers from home to cut down on the potential for cross contamination. Bench will only provide glassware until further notice.
- No dish bins will be provided. Benchmates must place any Bench dishes directly in the dishwasher. Preferably, Benchmates will bring their own containers and wash them at home.
- Social areas have been configured to maintain physical distancing and enhanced cleaning protocols are being applied to soft surfaces.

Shared Equipment

- Cleaning protocol for shared equipment (e.g., staplers, copiers, scanners) is posted, and cleaning supplies are readily available.
- The heating, ventilation and air conditioning (HVAC) systems have been upgraded to ensure safe air filtration.

Mental Health and Wellness

- Bench values its employees and appreciates that this has been a stressful time for Benchmates. Confidential resources are available through our benefit plan for anyone who needs additional support.
- Bench's goal is to support its employees' overall well-being and provide a safe work environment. We support the vaccination of Benchmates and provide paid time off for vaccinations.
- We will continue to support a flexible / hybrid working environment for the foreseeable future. Benchmates that can effectively work from home are welcome to continue working from home.

- Our ability to work remotely offers flexibility to ensure that Benchmates are able to stay home if they or someone within a Benchmate household exhibits any signs of illness.

Illness

- No Benchmates or visitors are to enter the office if they are experiencing **any** flu-like symptoms. This may include but is not limited to:
 - Fever
 - Chills
 - Cough
 - Sore throat or painful swallowing
 - Shortness of breath
 - New muscle aches or headache

If a Benchmate or visitor exhibits any symptoms, they will not be permitted access to the office and should go home immediately and consult their physician or 811. Click [HERE](#) for CDC information on COVID-19 symptoms.

- If you are symptomatic but still able to work, then you may work remotely rather than take a sick day.

Awareness

- Benchmates and visitors will be made aware of all safety protocols and procedures. We will circulate this Safety Plan to all Benchmates and will also post the Safety Plan in the office and on our website.
- Reminders and updates to this Safety Plan will be provided on a regular basis and as expectations and protocols evolve.

Travel

- Benchmates should review the Government of Canada travel health notices before undertaking any travel, they can be found [HERE](#). No work travel will be required for the rest of 2021.

- Benchmates who have traveled outside the country will be asked to follow current federal and provincial guidelines upon their return to Canada, full details can be found [HERE](#).

COVID-19 Diagnosis

- If a Benchmate has a family member (or someone they have been in close contact with) who may have been exposed to COVID-19 or has tested positive for COVID-19, then the Benchmate is required to self-isolate for a 14-day period. This leave will be paid.
- If a Benchmate has tested positive for COVID-19, the Benchmate's return to work will depend on the advice of the physician or other qualified medical practitioner.
- If a Benchmate working in the office reports any flu-like symptoms, including a fever, cough, and/or shortness of breath, or other symptoms that may be indicative of COVID-19, the Benchmate will be sent home and advised to consult a medical practitioner/811. For more information, please click [HERE](#).
- If a Benchmate has tested positive and has attended the office or been in contact with other Benchmates within the 14 days prior to the confirmed COVID-19 diagnosis, all Benchmates who may have been in contact with the individual will be notified. The co-workers will be asked to self-isolate for 14 days and seek medical advice if they display any symptoms of COVID-19.
- For confirmed cases, Bench will consult local health authorities for further information on the next best steps.

Next Steps

There are a variety of other people, safety, technology, efficiency, building management, and cultural considerations that will need to be considered as everyone returns to work. Determinations will be made as the situation develops. Ongoing changes are expected as the risk factors and recommendations from the health authorities evolve. Your flexibility and cooperation are essential.

Questions, concerns, and suggestions are encouraged and should be directed to the Head of People, Bonnie Powell.