



JFK Return to Work Safety Plan

This is JFK Law's COVID-19 Return to Work Safety plan. It will be visibly posted for all employees and members of the public to review in our offices and on our website.

Risks at the workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

- We will reduce the risk of person-to-person droplet transmission by implementing physical distancing protocols to reduce both proximity and time.
- We will reduce the risk of surface transmission through education on hand washing and enhanced cleaning.

Implementation

First level protection (elimination):

We have taken steps to limit the number of people at the workplace and ensure physical distance whenever possible.

- We have established and will post occupancy limits for the different areas of our premises that meet or exceed Public Health recommendations.
- All employees will be educated about and are required to adhere to the posted occupancy limits for offices, shared workspaces, meeting rooms and social/lunch areas.
- With the exception of handwashing, the kitchen facilities are not to be used at this time as acceptable safety standards cannot be met to protect all employees.
- In order to reduce direct contacts, wherever possible we will default to using virtual meetings.
- The number of clients and visitors to the workplace will be limited and entrance and exit protocols must be observed.
- The majority of employees will continue to Work-from-Home and Work-from-office arrangements will be used in specific circumstances.
- Employees commuting to the office will avoid the use of public transit whenever possible. If using public transit is unavoidable, the employee should avoid coming to the office, if possible; and if it is necessary to attend in the office, the employee will wear a mask at all times and avoid contact with others as much as possible.
- We will implement measures including education, signage and physical barriers to keep employees at least 2 metres apart, wherever possible.

Second level protection (engineering): Physical organization

- We will reorganized workspaces to ensure there is at least 2 metres between workers and no-one directly faces another person; however, where persons are sharing open work space, we advise them to use separate work stations.
- Seating will be removed to ensure occupancy limits are observed in communal areas.
- The office will be cleaned every night with special attention to high contact and shared areas.
- Employees are to maintain a clean, clutter free work area, desk or office at all times.
- Individual employee computers, chairs, desktops, and phones should not be touched by other employees.

Third level protection (administrative): Rules and guidelines

We have created and implemented rules and guidelines and will clearly communicated these through a combination of training and signage.

Measures in place include:

- Education and signage to remind employees to maintain physical distancing in walkways and corridors.
- An employee Return to Office guide will be created and will be distributed to all employees.
- Employees will educated on all safety protocols.
- All office equipment must be wiped down before another employee works on it.
- We will maintain smaller groups of workers who are in the office on the same scheduled days in order to prevent a large outbreak.

Fourth level protection:

Optional use of masks and gloves

We have reviewed the currently available information on selecting and using masks. There are limitations to the efficacy of non-medical masks and risks with improper use.

- The use of non-medical masks and gloves is optional in the office. These are available at the front entrance to each office.
- Anyone using non-medical masks and gloves while commuting to work or at the office should practice proper use, removal and storage guidelines.

Effective cleaning and hygiene practices

We have reviewed the information on cleaning and disinfecting surfaces. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.

- There are sufficient handwashing and sanitation facilities that are visible and easily accessed. There will be sanitation stations at the main entrance to the office.
- The washrooms maintained by the landlord have posted occupancy limits and cleaning.
- All employees must wash their hands regularly, including on arrival at the office and before and after using shared workspaces.
- We have communicated good hygiene practices to workers and visual reminders are posted throughout the office.
- We will implement cleaning protocols for all common areas and surfaces — e.g., washrooms, equipment, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned and timing.
- We have banned the use of unnecessary equipment to simplify the cleaning process (eg. coffee maker, dishwasher, fridge, shared utensils and plates).

Revised Policies

We will revise our policies to safely manage the workplace, including policies around who can be at the workplace, how to address illness and how workers can be kept safe in adjusted working conditions.

Covid-19 Safety Policy:

- Anyone showing symptoms of COVID-19 is prohibited from the workplace.
- Anyone who has had symptoms of COVID-19 in the last 10 days including fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache is prohibited from the workplace and must work from home for 10 days or until symptom free.
- Anyone directed by Public Health to self-isolate must work from home.
- Anyone who has arrived from outside of Canada or travelled to an international destination must follow self-isolation rules and work from home for 14 days.
- Anyone who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

If an employee starts to feel unwell at work:

- They should report even mild symptoms to management, be provided with a mask and immediately go home.
- They are to work from home for a minimum of 10 days or until they are symptom free.
- Any surfaces the employee has been in contact with will be safely cleaned and disinfected.
- While protecting employee privacy, anyone the employee has been in direct contact with will be advised that they have been in direct contact with someone who is unwell and potentially showing signs of COVID-19.



- They will also be asked to work from home for 10 days and monitor any symptoms.
- If the employee has been onsite with a client, the client will be advised.

Communication and Training

- We will provide Office Covid-19 Protocols and Procedures to ensure everyone is trained in workplace safety policies and procedures.
- Everyone will receive the Employee Return to Office Guide and policies for staying home when sick.
- Any new employees will be trained and receive the Return to Office Guide and policies.
- We will post signage at the workplace, including occupancy limits and effective hygiene practices.
- We will post signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Management will be trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- All employees are required to complete and review the Daily Location Tracker and indicate if they will be working in the office to ensure the firm does not exceed occupancy limits for the office.

Mental Health and Employee Well-being

JFK Law understands there may be mental health implications that this pandemic and its related events may have caused, and may continue to affect our employees long into the future. We will provide employees with mental health resources and contacts, and as a management team, we will be vigilant with continued employee check-ins and attentive to any signs of emotional distress or tension building within our team.

Monitoring and updating

Things may change as we operate and receive new directions from health authorities and the government. This is an evolving situation.

- If a new area of concern is identified, we will take steps to update our policies and procedures.
- We regularly monitor risks and make changes to our policies and procedures as necessary.
- All employees know they can raise with health and safety concerns with their team leader, supervisor, management or principals.