COVID-19 Workplace Safety Plan (the “Plan”)

| Goal & Scope | The purpose of this Plan is to eliminate or minimize the risk of exposure to COVID-19 in the OBLC/Lysistrata office (jointly “the Firm”) by putting in place measures and, protocols for lawyers & support staff, clients and vendors. The guidelines in this Plan are based on the assumption that the COVID-19 pandemic will continue for some time. Some measures might be temporary, others more long-term. In any case, they are subject to change as government regulations and the COVID-19 landscape changes. This Plan applies to employees of the Firm and the shareholders. We will refer to all in this Plan as workers. This is a living document and will be updated as circumstances change. |
| Resources | The Firm has used the following resources in the creation of this Plan:  - WorkSafeBC  - Center for Disease Control and Prevention – BC  - Ministry of Public Health – BC  - The Canadian Bar Association – Returning to the office: Considerations for law firms document |
| COVID-19 Facts | From BC Centre for Disease Control:  **COVID-19**  Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.  **Symptoms**  The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, loss of appetite.  **Transmission**  Coronavirus is transmitted via liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact. It can be spread by touch if a |
A person has used their hands to cover their mouth or nose when they cough. These droplets are thought to spread only one to two metres and quickly fall to the ground.

The virus is not known to be airborne (e.g. transmitted through much smaller evaporated droplets (particles) floating in the air for long periods of time) and it is not something that comes in through the skin.

There are no vaccines or specific treatments for COVID-19 yet. But, many clinical trials are underway.

<table>
<thead>
<tr>
<th>Risk Assessment</th>
<th>Office Hazards:</th>
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<tbody>
<tr>
<td></td>
<td>- Shared use of lunchroom</td>
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<td>- Shared use of equipment, e.g. copiers</td>
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<td></td>
<td>- Use of boardrooms and meetings</td>
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<td>- Workstations in close proximity</td>
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<td>- Reception area and clients, vendors and visitors</td>
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<td>- High frequency touch points and surface areas</td>
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<td>- Vendors in our office (e.g. Shred It)</td>
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<td></td>
<td>- Narrow office hallways and stairwells</td>
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<td>- New staff members/temps in office</td>
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<tr>
<td></td>
<td>- Document handling (Incoming mail and packages, paper files)</td>
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<tr>
<td></td>
<td>- Shared use of restrooms</td>
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<tr>
<td></td>
<td>- Emergency evacuations and first aid protocols</td>
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</tbody>
</table>

We have tried to minimize these hazards.

| Education and Training | • The Firm will deliver this Plan to all workers via email and follow up by teleconference calls |
|                       | • Updates to this Plan will be communicated via email |
|                       | • Everyone must sign off on this Plan |
|                       | • New workers will review this document with HR as part of the normal onboarding/orientation |
|                       | • Further policies will be posted and provided |
|                       | • This Plan will be available in reception and on the firm website |

| Monitoring | All workers have a responsibility to monitor compliance with this Plan. Immediately report any concerns to HR in the interest of the health and safety of everyone. |

| Exposure Risks | When you must avoid the office |
|               | • Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache |
|               | • Anyone directed by Public health to self-isolate |
|               | • Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for a 14-day period |
|               | • Anyone who suspects that they have been infected or have tested positive for COVID-19. In such cases follow Public
health directions and HR must be informed. (see separate policy)

- We have adopted a zero-tolerance policy with respect to individuals who are ill or who have symptoms of illness and are present in the office

If you start feeling ill while in the office notify HR, even with mild symptoms. A sick worker will be asked to wash hands and will be provided with a mask, and isolated. We will ask the worker to go straight home. Worker will be advised to call 811 for further guidance related to testing and self-isolation. All surfaces that the ill worker has come into contact with will be cleaned and disinfected by professional janitors.

### Personal Hygiene and Etiquette

- Remain 2 metres away from co-workers.
- Practice good hand hygiene. ([Appendix A: Help prevent the spread of COVID-19 (WorkSafeBC)](#))
- Cough/sneeze away from others and into a tissue or, where unavailable, your elbow
- Avoid touching of face with unwashed hands
- Safely dispose of tissues and used PPE
- Do not share food, drinks, utensils etc.
- Regularly clean and sanitize frequently touched areas around your workstation
- Wipe down surfaces in common areas with cleaning wipes or all-purpose cleaning solution immediately after contact
- We recommend the use of your personal ‘Stylus’ pen for contact with touch points. While the use of a stylus does not eliminate the risk of contamination with the virus, the likelihood of transmission via stylus would likely be remote

### Physical Distancing & Regulated use of (office) space

<table>
<thead>
<tr>
<th>Maximum occupancy</th>
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<tbody>
<tr>
<td>Maximum occupancy in the office:</td>
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<tr>
<td><strong>33 workers on 29th floor</strong></td>
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<tr>
<td><strong>19 workers on 28th floor</strong></td>
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</tbody>
</table>

- Workers who are able to work efficiently from home (on some of the days) must continue to do so. Follow all procedures in the Working from Home policy and the Telecommuting Agreement
- Workers in Office Services and Accounting departments have been deemed ‘essential staff members’. Their roles are office-based with very limited options to work remotely in individual cases
- On a weekly basis all workers are required to let reception know which days of the following week they anticipate working in the office
- Reception maintains attendance sheets for lawyers and support staff
- On a daily basis reception will review total occupancy numbers
to ensure we don’t exceed the maximum occupancy per floor. If reception notes we are near capacity or over, they will advise everyone by email. In that case, anyone who is able to work from home will be asked to do so

- We allow alternate work hours/days. Support staff to discuss with their supervising lawyer/manager first and reception needs to be advised as well
- Ensure to keep a minimum of 2 meters (6 feet) distance between yourself and others at all times

**Shared space**
- One occupant at a time in shared office spaces
- One occupant where two workstations are in close proximity unless there is a plexiglass partition in between
- One person at a time in any of the copy rooms
- No more than two people at a time in Lunchroom on 29 (No social area, grab & go)
- No more than one person at a time in kitchen on 28
- No more than one person at a time in Mail Room
- No more than one person at a time behind reception desk
- Accounting & Mail Room: leave your documents/mail in the tray at the entrance of these rooms
- No more than two people in the restrooms on 28 and 29

**Boardrooms – Maximum occupancy**
- Harbor boardroom: 2 people
- Stanley Park boardroom: 2 people
- William Ireland boardroom: 3 people
- Owen Bird boardroom: 8 people

**Flow through office(s)**
- One-way traffic in stairwells. Use red stairwell to go up and blue stairwell to go down
- One-way traffic through our office
- Plexiglass partitions are being placed to separate cubicles from the hallways

**Signage**
There is signage throughout the office to remind everyone of these measures, including arrows indicating the direction of traffic through the hallways.

**Elevators**
The Landlord has indicated the occupancy limit per elevator is 4. The freight elevator can be made available for individual use for those not comfortable sharing by asking the building concierge.

<table>
<thead>
<tr>
<th>Janitorial by Hudson Pacific Properties</th>
<th>Daily/weekly janitorial service</th>
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<tbody>
<tr>
<td></td>
<td>Empty all garbage/recycling/organics bins</td>
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<tr>
<td></td>
<td>Vacuum high traffic areas</td>
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<tr>
<td></td>
<td>Washrooms cleaned and mopped</td>
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</tbody>
</table>
- Weekly – Vacuum low traffic areas/offices
- Some dusting at shoulder height
- Disinfecting all washrooms and entry corridors with Clorox spray machine – Wednesday

**Special cleaning – Deep cleaning (on request)**
- Industrial grade cleanser
- All surfaces, office items as needed
- Vacuum
- Clorox spray machine

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<thead>
<tr>
<th>In-office janitorial</th>
<th>Common areas</th>
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<tbody>
<tr>
<td>• Office Services staff sanitize common areas and touch points in our office (board rooms, kitchens, door handles etc) in our office three times a day and after each boardroom use <em>(Sanitizing surfaces protocol and log)</em></td>
<td></td>
</tr>
<tr>
<td>• Workers are required to wipe shared copiers after every use. Spray bottles containing a solution with all-purpose cleaner and paper towel are available at every copy station</td>
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<tr>
<td>• Shared small office equipment (e.g. staplers, three-hole punchers, scissors etc.) at copier stations have been removed</td>
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<tr>
<td>• If a workstation is allocated to a new worker, the workstation will be sanitized and equipped with a new keyboard and mouse (Hudson Pacific janitorial and office services)</td>
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</tbody>
</table>

**Around workstations**
- Everyone is expected to contribute to keeping the office clean
- We have a (limited) supply of Clorox wipes to disinfect individual office space/workstations
- Spray bottles containing a solution with all-purpose cleaner have been placed in kitchens on both floors and throughout the office for sanitation of, for example, handles of filing cabinets, minute books, surfaces
- We ask everyone to adhere to a ‘clean desk policy’ to allow for thorough night-time surface cleaning
- No desk sharing in the near term

**Kitchens**
- We have removed all office dishes and cutlery. Everyone is expected to bring their own coffee cup, dishes, cutlery and water bottle and bring back to their homes for washing. As a back-up, we will have individually wrapped disposable dishes and cutlery
- The dish washer will be out of commission
- Wash your hands **when you enter** the kitchen **and** when you leave
- Coffee maker and water dispenser will be in-service. We suggest using your stylus or paper towel when using the equipment

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<tr>
<th>Lawyers &amp; Staff</th>
<th>PPE</th>
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<tr>
<td>• Every worker will receive an emergency kit containing 3</td>
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<tr>
<td><strong>Face coverings</strong></td>
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<td>------------------</td>
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</tbody>
</table>
| • We ask that workers adhere to the recommendation of Hudson Pacific Properties that all tenants and visitors wear a face covering in the lobby, elevators and other common areas  
| • It will be at the discretion of individual workers to wear a face covering while in the office. Everyone is expected to bring their own face covering  
| • As a back-up, we will ensure to always have disposable masks & gloves available for use by workers, clients and vendors  
| • Office Services Staff will be provided with gloves and masks  
| • Appendices B and C explain about selecting and using masks and how to use them  
| **Document handling** |  
| From BC Centre for Disease Control: The risk of COVID-19 transmission by paper documents (mail, files etc.) is low and is expected to be similar to other common surfaces such as doorknobs and handrails.  
| • All incoming mail and packages are opened and handled by office services staff wearing gloves  
| • Everyone else is advised to wash their hands after having dealt with their own incoming mail  
| • Workers should no longer have their personal deliveries sent to the office  
| **Emergency situations** |  
| • In case of an emergency evacuation all workers are required to wear a face covering or mask.  
| • The First Aid Attendant (OFA level 2) will adhere to the WorkSafeBC OFAA protocols during the COVID-19 pandemic.  
| **Clients** |  
| **Client Confidentiality** |  
| • We have provided all remote workers with secure access to client files and information in order to maintain client confidentiality  
| **Client Meetings** |  
| • Lawyers will use videoconferencing software for client meetings whenever possible.  
| • Client meetings in the office are limited to meetings that are essential (e.g. signing requirement with a lawyer present)  
| • Clients will receive pre-meeting communication by email outlining:  
| o When to avoid the office  
| o A reminder of our physical distancing requirement  
| o A request to bring their own pens  
| o The recommendation of Hudson Pacific Properties that all tenants and visitors wear a face covering in the lobby, elevators and other common areas  
| o Clients will be asked to fill out and sign a declaration |
- Wearing a face covering in the Firm office at the discretion of the client
- Requirement to confirm compliance with the measures
  - The client confirmations of the pre-meeting emails will be kept on file for a period of 28 days
  - Upon entering the reception area, clients will be asked to use hand sanitizer
  - We will not serve coffee or tea to clients at this time. We have canned Perrier water available

**Vendors**

- We have communicated with vendors to adhere to the recommendation of Hudson Pacific Properties that all tenants and visitors wear a face covering in the lobby, elevators and other common areas
- Vendors who need to have access to our office space beyond the reception area will be required to wear face covering
- Couriers leave their packages in a designated spot.

**Mental Health**

Workers may be affected by the anxiety and uncertainty created by the COVID-19 outbreak. The Firm finds mental health just as important as physical health and we are committed to support mental wellbeing. Below are some resources that can assist with maintaining mental health during this time:

HumanaCare: [https://humanacare.com/covid19](https://humanacare.com/covid19)

Center for Disease Control and Prevention BC: [https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/managing-covid-stress](https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/managing-covid-stress)

**Complaints/ Right to refuse work**

*WorkSafe BC*: Workers have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an ‘unwarranted, inappropriate, excessive, or disproportionate’ hazard. For COVID-19, an ‘undue hazard’ would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

**Appendices**

- A: Help prevent the spread of COVID-19 (WorkSafeBC)
- B: Selecting and using masks (WorksafeBC)
- C: Instructions on how to use a mask (WorksafeBC)
Help prevent the spread of COVID-19

Wash your hands often with soap and water for 20 seconds. If soap and water aren’t available, use an alcohol-based hand sanitizer.

**Wash your hands:**
- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment
COVID-19 health and safety
Selecting and using masks

B.C.'s provincial health officer has not recommended the widespread use of face masks. Employers considering the use of masks at their workplaces should ensure that other measures are in place, including physical distancing, handwashing, and staying at home when sick. Employers must understand the limitations of masks as a protective measure, and must also ensure that masks are selected and used appropriately.

How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

Should your workers use masks in the workplace?

The most effective ways to prevent the spread of infection include handwashing, cleaning and disinfecting work areas, physical distancing, and having sick workers stay at home. Employers may consider the use of masks as an additional control measure in combination with these measures. Some industry associations may recommend the use of masks as a worker protection or public health measure.

If your workers are wearing masks, ensure they are aware of the following:

• Cloth and surgical masks may not protect you from the virus because they do not form a tight seal with the face. However, they can reduce the spread of your respiratory droplets to others.

• Keep your mask clean and dry. If it gets wet, it’s less effective at preventing the spread of droplets.

• Change masks as necessary. You may need several masks available as they build up moisture during the day and become less effective. If your mask becomes wet, soiled, or damaged, replace it immediately.

• Make sure you know how to wear and clean your mask. Wash cloth masks every day using the warmest water setting. Store in a clean, dry place to prevent contamination.

• Practise good hygiene even if you’re wearing a mask. This includes covering sneezes and coughs and washing hands. Don’t touch your eyes, nose, mouth, or mask (if you’re wearing one).
The difference between cloth masks, surgical masks, and respirators

<table>
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<tr>
<th>Type</th>
<th>Use</th>
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| Cloth masks                             | • May offer some level of protection to others by preventing the wide spread of droplets from the wearer. However, they are not a proven method of protection for the wearer as they may not prevent the inhalation of droplets.  
• May be considered by employers for use by workers and/or customers as a protective measure in combination with other controls, including physical distancing and appropriate hygiene practices. Masks should never be relied upon as a sole protective measure.  
• Cloth masks, including homemade masks, may be worn by workers as a matter of personal choice.  
• Cloth masks must be washed before they are reused. Replace masks that are wet, soiled, or damaged.                                                                                     |
| Surgical masks                          | • Surgical masks, also referred to as medical masks, are specifically designed for health care environments.                                                                                       
• Like cloth masks, these offer limited protection to the wearer from the inhalation of droplets, but may offer some protection to others by preventing the wide spread of droplets from the wearer.  
• Should be preserved for use by health care workers, whenever possible.                                                                                                                        
• Employers outside of health care may consider these as part of their workplace controls to protect against the spread of COVID-19 in combination with other controls, recognizing there may be a lack of availability of surgical masks.  
• May be worn as a matter of personal choice by workers.                                                                                                                                          
• These are single-use items that should not be cleaned and reused.                                                                                                                             |
| Disposable respirators, such as N95 or P100 types | • Primarily used in health care settings to prevent the spread of the virus that causes COVID-19. Other sectors may use these to protect against a variety of hazards, including silica dust.  
• These must be used in accordance with the manufacturer’s instructions, and the use of these masks is regulated under the Occupational Health and Safety Regulation.  
• Due to lack of availability, employers outside of health care should not consider these as part of their workplace controls to protect against the spread of COVID-19.  
• Some dust masks may be similar in appearance to N95 disposable respirators; however, they are not manufactured to the same standards and would be similar to cloth masks in terms of protection.                                      |

Let’s all do our part

When workplaces in British Columbia are healthy and safe, they contribute to a safe and healthy province. As COVID-19 restrictions are lifted and more businesses resume operations, let’s all do our part. For more information and resources on workplace health and safety, visit worksafebc.com.
Help prevent the spread of COVID-19: How to use a mask

1. Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don’t have soap and water, use an alcohol-based hand sanitizer.

2. Inspect the mask to ensure it’s not damaged.

3. Turn the mask so the coloured side is facing outward.

4. Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose.

5. Put the loops around each of your ears, or tie the top and bottom straps.

6. Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.

7. Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.

8. Don’t touch the mask while you’re wearing it. If you do, wash your hands.

9. Don’t wear the mask if it gets wet or dirty. Don’t reuse the mask. Follow correct procedure for removing the mask.

Removing the mask

1. Wash your hands with soap and water or use an alcohol-based hand sanitizer.

2. Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

3. Dispose of the mask safely.

4. Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), “How to wear a face mask.”