

## PANDEMIC POLICY/SAFETY PLAN - FAST & COMPANY LAW FIRM

### INTRODUCTION

This policy has been created by the Firm in a continued effort to protect and promote the health and safety of its members.

For the current Coronavirus illness, the medical information suggests that if a member of the Firm (staff or lawyer) is ill with the symptoms of the virus, the best course of action is for the member to seek medical attention and stay at home until there is a full recovery.

This policy is designed to assist firm members to follow this recommended course of treatment and mitigate the risk to others.

Additionally, all members of the firm are strongly encouraged to follow the general preventative measures currently outlined at <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

### REQUIREMENTS

A member **must immediately** inform the President of the law firm, Marie-Louise Fast, under the following circumstances:

1. **Prior to travelling**, either for business or personal reasons, outside the Province of British Columbia
2. **Has travelled** outside the Province of British Columbia, prior to returning to the office
3. **Is experiencing symptoms associated with a pandemic illness** as found at <https://www.cdc.gov/>
4. **Knows or believes that they have been in contact** with someone who has travelled outside the Province of British Columbia in the preceding 15 days or has been exposed to or has the pandemic illness.

### PROCEDURES

1. Members who experience symptoms associated with a pandemic illness while at work will be sent home.
2. Members who have symptoms of the illness or have been in contact with those that do should seek immediate medical attention and remain away from the office until such time as a negative diagnosis is confirmed.

3. If a member receives testing for the pandemic illness, the member should advise the results, in strict confidence, to Marie-Louise Fast. The member is required to stay home until cleared by a medical professional to return to the office.

4. If the office has a confirmed illness, the firm will:

- Communicate to all members of the office via email that there is a confirmed case of illness in the office
- Encourage members to limit face to face meetings with clients
- Provide additional instructions, updates, and information to the entire firm as necessary

5. While in the office:

- Engage in regular hand washing and use of hand sanitizer throughout the day
- Maintain occupancy limitations in each room in the office in accordance with the notice on each door
- Office administrator to maintain regular sanitization of frequently touched surfaces (ie. doorknobs) and equipment used by clients (ie. pens) throughout the day
- Follow instructions posted in elevator to maintain physical distancing

6. Clients:

- Post notice on front office door prohibiting access to Fast & Company premises if COVID-19 symptoms or recent travel is indicated
- Provide hand sanitizer on reception desk for client use
- Maintain plexiglass partition on reception desk
- Wear a mask when meeting with a client in the boardroom unless the client indicates otherwise, in which case physical distancing must be maintained.