

COVID-19 Safety Plan

NAI Commercial has established the following policies and procedures to ensure everyone's safety and well-being that enters our office and/or we meet offsite during the COVID-19 Pandemic.

Please wear a mask when entering and existing 1075 West Georgia Street, (the "Building"), we ask you use the hand sanitizing stations on the ground floor before entering the elevator. Avoid crowds in the lobby, and wait until the area is clear to enter the elevator lobby. We recommend using every effort to limit touching elevator buttons, door handles, etc... as much as possible. Please be diligent about limiting who you share the elevator with, maintain physical distance as much as possible, and wear a mask. Do not ride an elevator with more than the occupancy limit, as set by the Building's Property Management.

Before entering the office, please pause and do a quick health check, the list of symptoms are located on the door. Upon entering the office, please wash your hands. Soap and water are available in the kitchen/breakroom, or you can use the hand sanitizers provided at the front desk.

1. GENERAL GUIDELINES

(a) If you are feeling unwell and sick, with any of the following symptoms:

- (i) Fever
- (ii) Chills
- (iii) New or worsening cough
- (iv) Shortness of breath
- (v) Tiredness
- (vi) New muscle aches or headache
- (vii) Sore throat
- (viii) Other cold/flu like symptoms

Let the Management Team know right away, arrange for a COVID-19 test and stay home until your symptoms are gone. Please follow the recommended safe practises at home during your time away from the office.

(b) If you have travelled outside of Canada within the last fourteen (14) days, you will be required to self-isolate for fourteen (14) days before returning to the office.

(c) If someone in your household has arrived or travelled outside of Canada, you will be required to self-isolate for fourteen (14) days before returning to the office.

(d) If you are or have come in close contact with a person who tested positive for COVID-19, you will be required to self-isolate for fourteen (14) days before returning to the office.

(e) Cover your mouth and nose when you sneeze or cough with a disposable tissue or the crease of your elbow.

(f) Wash your hands often!

If you require assistance in setting up a work from home option during your self-isolation, please contact Irene to get you set up.

2. MAINTAIN PHYSICAL DISTANCE

Please remember to keep your physical distance from others as much as possible and whenever possible; this can be difficult when collaborating, but it is essential. If someone reminds you to keep your distance, please be understanding and respectful. If physical distance cannot be maintained, please wear a mask.

Please be mindful of the marked/taped areas around staff, the front desk kitchen/breakroom and photocopier/mailroom. These are marked to help facilitate physical distancing.

- (a) We ask that visitors who exhibit any symptoms and/or answer “yes” to 1 (b) to (d) above to postpone their visit for when they feel better.
- (b) Please limit the number of people that you invite to the office and meetings hosted in the office. Visitors will be screened with a quick health check and asked to provide contact information at the front desk for contact tracing.
- (c) If and whenever possible, have people mail or electronically transfer documents to you.
- (d) We continue to encourage online meetings through Zoom, Google Meet, Teams, etc., whenever possible. If a face to face meeting is a must, please book our boardroom through the office staff.

A maximum of five (5) people are allowed in the boardroom at one time. We marked the chairs to facilitate physical distancing. Again please wear a mask if physical distancing cannot be maintained.

Staff will wipe down the table, spray down the chairs, computer keyboard, phone and all other high touch surfaces in the room before your meeting and after. Meetings will be scheduled with 30 minutes between bookings to provide time for cleaning and sanitizing between meetings. There will be no back-to-back meetings scheduling permitted.

- (e) Your workspace/office is your own. Please respect other people’s work areas and limit your touching of surfaces whenever possible. Cleaning supplies are available for your use to clean your work area and are at the Cleaning Supplies Station, just on the counter inside the kitchen.

Those who sit in the open work area, please work seated keeping below the physical barrier in front of you or wear your mask. If you find yourself working in a more crowded environment on any given day, you may choose to wear a personal mask or ask staff to provide you with one.

- (f) Maximum of one (1) person in the photocopier/mailroom at any time.
- (g) Maximum of two (2) persons in the kitchen/breakroom at any time.

- (h) If you are taking outside of office appointments for tours/viewings, please ensure to keep a record of the date, time and with whom you met for contact tracing purposes if necessary. Maintain physical distance if possible, and wear a mask. Refrain from shaking hands. Wash or sanitize your hands when you return to the office.
- (i) Non-medical masks are required when:
 - a. Entering and leaving the office, in the elevators and common areas of the building
 - b. in the common areas in the office such as the kitchen, copy room and reception area
 - c. when collaborating with or directing a colleague.

3. CLEANING GUIDELINES

- (a) The office common and high touch surfaces in areas such as the front desk, kitchen and copy room, including door handles etc... will be cleaned and disinfected no less than twice a day. Once in the morning, around 8:30 am and once before 4:30 pm, with intermittent cleaning as needed.
- (b) Consider wiping down the photocopier keypad with the disinfectant spray and paper towel when you finish using it for the next person.
- (c) Other than meetings booked through staff, it is your responsibility to clean and sanitize the boardroom. This includes:
 - (i) Wipe down the table, phone, computer keyboard, fridge handle and white board pens/eraser
 - (ii) Spray down the chairs

4. IF YOU START TO FEEL ILL WHILE IN THE OFFICE

- (a) Immediately stop what you are doing.
- (b) Put on a mask, or if you don't have one ask office staff for one.
- (c) Notify Irene and head home.

Your workspace will be cleaned and sanitized. Should you be confirmed with COVID-19 you must notify Irene immediately.

We will continue to monitor the office's health and safety and implement and/or amend these guidelines as needed.