

PETTIT AND COMPANY*

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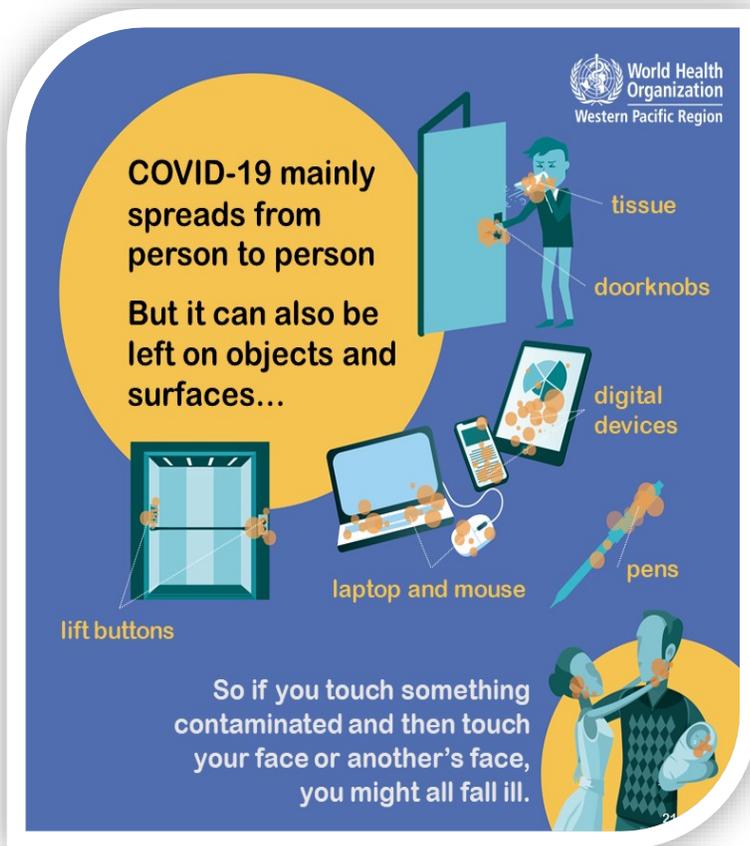
*Services provided through a law corporation.

In accordance with Work Safe BC requirements, this is the six-step COVID-19 Safety Plan for Pettit and Company (“P&C”) having been disseminated and posted for all employees.

Step 1: What are the risks at P & C?

COVID-19 is spread in several ways:

- Respiratory droplets generated when we cough or sneeze;
- Close, prolonged contact, such as touching or shaking hands;
- Touching something with the virus on it, then touching one’s mouth, nose or eyes prior to washing hands

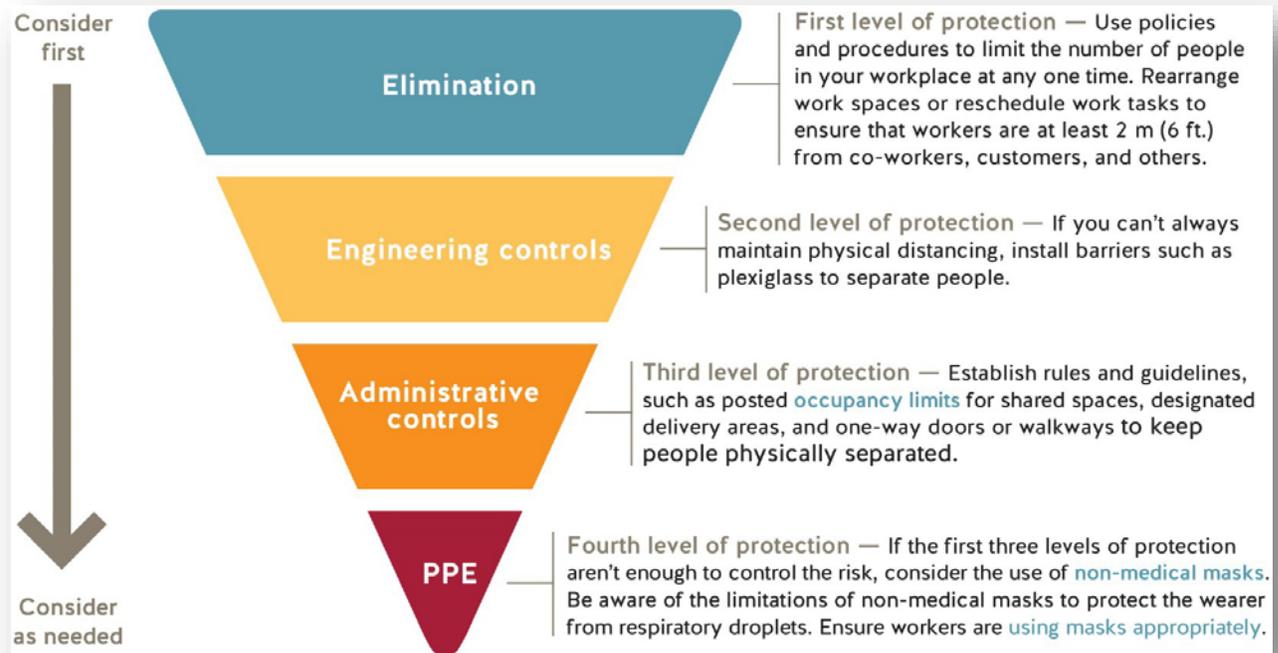


P&C’s pre-covid operations included having the offices fully staffed with routine in-person meetings with clients or third parties which would increase the risk of prolonged contact and contact with contaminated surfaces, particularly in shared or heavily used environments such as the kitchen, copy machines, door knobs, washrooms, etc.

Since the emergence of COVID, P&C has taken significant measures to reduce the number of contact points by implementing physical distances measures thereby reducing both proximity and time amongst our staff, clients and third parties that come into contact with our business. As well, P&C engages staff with frequent and evolving education.

Step 2: What protocols has Pettit and Company implemented to reduce the risks?

In implementing workplace protocols, Worksafe BC asks us to consider the following:



1. First level of protection: elimination

- ✓ Policies have been implemented regarding health status as it relates to attendance in the office by staff, visitors and service providers. This includes a 'return-to-work post illness policy' (see "[Return to work post illness policies](#)", - 4 -below)
- ✓ P & C has facilitated remote work-from-home capabilities such that the number of people in the office on any given day has been reduced meeting or exceeding Public Health recommendations;
- ✓ Day-to-day interactions with clients and third parties have been adapted to, when practicable, be done remotely, for example, by way of telephone calls, Zoom meetings, or even remote court appearances by video or telephone call;
- ✓ Policies have been implemented to reduce potential transmission points (see "[Step 3 – the P&C Policies](#)", pg. - 4 -)

2. **Second level of protection: engineering**

P&C has:

- ✓ Installed plexi-glass barriers in appropriate places including in reception and the boardroom;
- ✓ Ensured a six-foot minimum between workstations and offices;
- ✓ Provided masks and gloves for all staff and visitors coupled with a policy that masks must be worn in common area spaces

3. **Third level of protection: administrative controls**

P&C has:

- ✓ posted signs at entrance of premises that bars entry to anyone who is exhibiting any COVID-19 symptoms;
- ✓ posted signs reminding staff and visitors of social distancing and occupancy limits, in more than one language;
- ✓ confirmed landlord has posted occupancy limit signs in common areas of the building;
- ✓ increased cleaning and sanitation including having communicated with landlord to confirm heightened cleaning protocols for building common areas such as elevators, common door handles, etc.;
- ✓ implemented policies about heightened sanitization after visitors to the premises, in particular, the boardroom;

4. **Fourth level of protection: PPE**

P&C has:

- ✓ Made hand sanitizer, rubber gloves and masks readily available for use by all employees or visitors;
- ✓ Implemented a policy of wearing of masks while traversing through the office or in common areas such as the kitchen, boardroom and photocopiers;

Step 3: What policies have been put in place by P&C to ensure employee and public safety?

In addition to the considerations in Step 2, P&C employees have been educated and are routinely reminded of the following P & C policies:

- ✓ Follow laws or regulations as set out by governing bodies such as the provincial or federal governments or health authorities, including mandatory 14-day quarantine if having returned from international travel;
- ✓ Stay home if experiencing any cold or flu like symptoms or have knowingly had contact with a COVID-19 positive person;
- ✓ Bring own kitchen implements (cups, plates, cutlery) and to wash in their own implements at home thereby reducing shared items and potential transmission points;
- ✓ Wash hands frequently;
- ✓ Follow occupancy limit signs such as in elevators and common areas;
- ✓ Keep 6 feet apart;
- ✓ Wear masks in common areas;
- ✓ In the event a meeting with a client or third party in our offices, extra cleaning measures are to be taken once said party leaves;
- ✓ It is recommended that in the event of flu-like symptoms, a suspected COVID case or known exposure to COVID, that said employee seek immediate testing

Return to work post illness policies

P&C will adopt the British Columbia Centre for Disease Control (“**BCCDC**”) and the British Columbia Ministry of Health’s “Interim Guidance on Return to Work for Health Care Workers with Symptoms of COVID-19”.¹ In summary, the following conditions need to be met prior to return-to-work post cold/flu-like symptoms **or** COVID-19:

¹ [Interim Guidance on Return to Work for Health Care Workers with Symptoms of COVID-19. BCCDC and BC Ministry of Health. Accessed on Sep 9, 2020.](#)

Positive test for C-19 with no hospitalization or immunocompromised

- Resolution of symptoms (including resolution of fever without use of fever-reducing medication) other than a residual cough²; AND,
- Minimum of 10 days have passed since the onset of the first symptom

Positive test for C-19 with hospitalization or immunocompromised

- Resolution of symptoms (including resolution of fever without use of fever-reducing medication) other than a residual cough;
- Minimum of 10 days have passed since the onset of the first symptom; AND,
- Two negative test results for COVID

Negative test for C-19

- Resolution of symptoms (including resolution of fever without use of fever-reducing medication) other than a residual cough.

Cold/Flu-like symptoms with NO test for C-19

- Resolution of symptoms (including resolution of fever without use of fever-reducing medication) other than a residual cough.
- Minimum of 10 days have passed since the onset of the first symptom

Step 4: What are P&C's communication plans and training methods?

P&C is a relatively small operation of approximately 32 employees which has adapted extremely well to a remote working situation. Thus, we are heavily reliant upon technology and use email as our main method of communication. In relaying critical information regarding COVID-19, P&C may on occasion ask each employee to respond to the firm's office manager confirming the communication has been read and understood.

Step 5: P&C commits to continued monitoring of the workplace and keeping staff, employees and third parties up-to-date as necessary

P&C takes COVID very seriously and is committed to a vigilant monitoring of the workplace and adapt as necessary. As part of any successful adaptation, it is imperative

² The BCCDC notes that the residual dry cough after 10 days of symptom onset may persist for several weeks and is not considered to be infectious, as long as all other symptoms have resolved. This includes temperature being back to normal without the use of fever-reducing medication (e.g., acetaminophen or ibuprofen) and improvement in clinical symptoms, including respiratory, gastrointestinal and systemic symptoms.

that we keep all firm members and third parties informed of our policies and procedures as it affects them.

Step 6: Assessing and addressing P&C's risks from resuming operations

At this time, P&C will be maintaining the course of action as laid out above with respect to continued operations. If P&C determines in the future the need to increase on-premises presence by employees or increase in-person meetings, such assessments and adapted protocols will be guided by the Public Health and government recommendations and requirements.

Gillian McLennan
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