



REOPENING OFFICES

COVID-19 Safety Plan & Playbook

GUIDING PRINCIPLES

As TEKsystems returns to the office after remote work due to the global COVID-19 pandemic, the following principles guide decision making:

- Protect the health and safety of all employees
- Operate with respect for individual circumstances
- Prioritize Personal Protective Equipment (“PPE”) for consultants while shortages remain when deciding between providing PPE to facilitate in-person attendance or remote work
- Act as a responsible community partner

SAFE WORKPLACE STANDARDS

Employee Expectations

To help prevent the spread of COVID-19 and reduce potential risk of exposure to employees and visitors it is important for everyone to accept responsibility for continuously monitoring their health, wearing a face mask in common areas, practicing social distancing, maintaining personal hand hygiene routinely throughout the day, and cleaning any area or high touch surface used throughout the day. In light of this, employees are required to:

- Wear their face mask when entering the building and/or office suite, as you move around the office suite or building, and in any other common areas (including elevators) in the workplace; Complete the self-assessment health screening every day before leaving for or entering the office;
- Stay at least 6ft/2 metres from others as a normal practice or wear a face mask if maintaining an appropriate distance is not possible;
- Wash hands and/or use hand sanitizer frequently throughout the day;
- Utilize a clean desk practice, meaning they must-- clear work surfaces of all non-essential articles and items to allow for complete surface cleaning routinely throughout the day by the employee and by the office cleaning crew at the conclusion of the workday;
- Wipe down cube surfaces, office desk and equipment surface at the start and end of each day with sanitizing spray and paper towel or sanitizing wipes;
- Wipe down surfaces with sanitizing spray and paper towel or sanitizing wipes after use, including water cooler handles, tables and countertops, refrigerator door handles, door handles/knobs, etc.; and
- Take their laptop and any equipment necessary to complete their work home each evening.

It is recommended that employees:

- Limit carrying of items between home and office to reduce contamination. Be sure to disinfect any items that are brought into the office;
- Consider bringing lunch in a disposable bag instead of a reusable lunchbox; and
- Bring their own utensils/cups/plates.

OFFICE PREPARATION

Before employees return to the office, leaders and their team will take the following steps to ensure the safety of the workplace. We expect these requirements to change and evolve over time, but for now, all opening offices will meet the following requirements:

- Meet all provincial and office building conditions to reopen;
- Build new seating charts based on the need to maintain 6ft/2 metres distance between people;
- Cordon off seats and cubes as needed and post required signage to ensure appropriate distance is maintained;
- Coordinate the timelines for individuals to return to office generally by phase and on a rotating daily schedule;
- Ensure office routines like Red Zone or other team meetings will be inclusive of in-person and virtual attendees;
- Receive the shipment of adequate PPE material;
- Confirm with local cleaning company what office cleaning schedule will be moving forward;
- Confirm with building management any requirements for common areas as well as cleaning plan for shared spaces such as elevators, bathrooms, kitchens, etc.;
- Reach out to Allegis Real Estate and building points of contact as needed; and
- Contact HR partner with planned opening date.

SIGNAGE

Offices will hang signs to remind employees and visitors of social distancing and other safety policies.

Required and recommended signs include:

- Reminder on entrance to office that no one exhibiting symptoms should enter the building (required);
- Front desk notification that all visitors must wear masks (required);

- Closures of kitchens or common areas for gathering (recommended);
- Social distancing reminders in common areas, conference rooms, or highly trafficked areas (required); and
- Posting of this COVID-19 Safety Plan (aka playbook) – (required in BC).

Signage will address the needs, regulations, and policies specific to your office and should be disposable.

SUPPLIES & PPE

Before reopening, offices will be provided with cleaning supplies, hand sanitizer, and masks for current employees, consultants, and visitors, collectively called a Reopening Kit. The contents of the Reopening Kit are portioned based on each office's specific needs and should be used appropriately. Leaders will ensure their office is equipped with an adequate supply of masks for new internal hires and new consultants, as we will require that each internal employee and consultant is adequately provisioned with PPE where appropriate.

An active employee roster will be automatically pulled to determine the number of masks initially supplied to each office. Each office will designate a point of contact who will be responsible for distributing and tracking the distribution of the initial shipment of masks to internal employees.

Similarly, an active consultant count will be pulled for each office to determine the number of masks supplied to each office for distribution. As consultants return to worksites, it is important that we supply them with masks and any other required PPE. Each office is responsible for coordinating the distribution of these supplies to consultants before they return to their worksite.

Each office will be provided with a Reopening Kit which will include:

- Reusable masks for internal employees – 2 per person
- Reusable masks for consultants – 2 per person
- Gloves – 1 box
- Disposable masks to have onsite for visitors or in case someone forgets to bring their mask– 2 boxes of 50
- Thermometers – 2
- Disinfectant spray – 1 case with nozzles to be delivered separately direct from manufacturer
 - Disinfectant Wipes are on backorder, so we are using this spray instead.

After receipt of the Reopening Kit as outlined above, leadership will work with local FSG partners to order additional supplies as needed.

When an employee arrives back to the office, they will be provided with 2 reusable masks and asked to wear them whenever they arrive to work, walk throughout the building, or are in common areas such as the bathroom. Employees are responsible for the safe use, regular cleaning/sanitation, and storage of their masks, and are required to wear them whenever it is not possible to maintain a social distance of 6 ft/2 metres.

OFFICE CAPACITY AND WAVES

Prior to reopening, each leader will have mapped out the usable space on their existing office floor plan to reduce the risk of transmission and ensure adequate social distance.

Based on what we know today, it makes sense to return employees in stages or waves and gradually increase capacity. Waves will be organized based on business and individual needs and leaders have the discretion to organize work groups and teams based on local conditions.

Priority to return to the office will first be given to individuals who volunteer and who will most benefit from the in-office environment. Individuals who have childcare, health or other needs should work with their leaders to determine a reasonable return to office (“RTO”) date based on their circumstances.

Timeline	Wave	# of people
RTO date approved	1	< 10% of capacity of office space
RTO + 2 weeks	2	< 25% of capacity of office space
RTO + 4 weeks	3	< 50% of capacity of office space
RTO + 6 weeks	4	< 75% of capacity of office space

****If your office space allows for 100 people to work in it, then wave 1 would be < 10 people; wave 2 would be < 25 people, wave 3 < 50 people, etc. HOWEVER, if social distancing or other local regulations limit your usable space, your max capacity may only be 50% or 75% of office space until social distancing or local requirements are modified or lifted.***

HEALTH MONITORING

Anyone entering the office must assess their own health each day, including monitoring their temperature. Employees must evaluate the following criteria each day:

- Do I currently have, or in the last 48 hours had, a temperature of 100.4°F (38°C) or higher?
- Have I been in direct contact with someone diagnosed with COVID-19 or exhibiting symptoms?
- Have I arrived from outside of Canada in the last 14 days?
- Have I been ordered by provincial health officer to self-isolate?
- Am I experiencing any of the following symptoms:
 - Fever of 100.4°F (38°C) or higher
 - Cough
 - Shortness of breath and difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headaches
 - New loss of taste or smell
 - Sore Throat
 - Congestion or Runny Nose
 - Nausea or vomiting
 - Diarrhea

If an employee answers yes to any of the questions above, they must contact their leader and HR partner immediately, refrain from entering the office, and seek medical advice.

Display of Symptoms at Work

If an employee in the office begins to exhibit these symptoms while in the office they will be asked to wash and sanitize their hands, wear their mask and immediately go home or isolate until the company can arrange for their safe return home. If the symptoms are sufficiently serious the company will call 911. Additionally, the area where the worker was stationed will be cleaned thoroughly.

Note: In Alberta, following an employee exhibiting symptoms, HR will track and identify all co-Employees and others with whom they had close contact at the work site within the last 48 hours.

Return to Office

Prior to additional waves of employees entering the office, leaders will validate with each employee who is expected to return in that wave that they have not traveled outside of Canada, exhibited symptoms or come into contact with a confirmed case of COVID-19 for the two weeks prior to their return.

IN CASE OF ILLNESS

Any employee who is sick must refrain from coming into the office in order to protect the rest of our workforce and keep our operations at peak performance. Employees who can perform their job remotely must do so while they are feeling sick without utilizing PTO. Employees should take their laptops and other essential equipment home each night, so they are fully prepared to work remotely if necessary.

All employees who are experiencing COVID-19 symptoms or who have possibly been exposed should contact HR and their leader, and must meet the following requirements before returning to the office:

- If you **HAVE BEEN TESTED** for COVID-19 and the result was positive, you may return to the office when **ALL** of these things have happened:
 1. You have had no fever for at least 72 hours without the use of fever-reducing medication;
 2. Other symptoms have improved (for example your cough or shortness of breath have improved); and
 3. You have received a negative test or have self-isolated for at least 14 days following the contact or start of symptoms.
- If you **HAVE BEEN TESTED** for COVID-19 and the result was negative, you may return to the office when **ALL** of these things have happened:
 1. At least 14 days have passed since your symptoms first appeared;
 2. You have had no fever for at least 72 hours without the use of fever-reducing medication; and

3. Other symptoms have improved (for example your cough or shortness of breath have improved).
- If you **HAVE NOT BEEN TESTED** for COVID-19, you may return to the office when **ALL** of these things have happened:
 1. At least 14 days have passed since your symptoms first appeared;
 2. You have had no fever for at least 72 hours without the use of fever-reducing medication; and
 3. Other symptoms have improved (for example, when your cough or shortness of breath have improved).

VISITORS

Within the first 30 days of returning to the office, we encourage the use of technology to conduct virtual meetings with consultants and other potential visitors. In the event a visitor must come into the office, all visitors must wear a mask at all times while in the office and to the extent possible, maintain appropriate social distance of 6 ft/2 metres. Disposable masks will be available at the front desk for visitors who did not bring their own.

As needed and where a meeting outside the office is not possible, consultants may come to the office to complete their onboarding paperwork.

REPORTING EXPOSURE TO COVID-19 OR CONFIRMED EMPLOYEE CASE

Leaders will notify their HR partner of exposure of employees and confirmed/suspected cases in their office. If there is a confirmed case of COVID-19 or exposure to COVID-19 in the office, the office will follow national/provincial health guidelines and go back to a work-from-home model for up to 14 days to ensure no one else develops symptoms. Leadership must also notify their HR partner of confirmed positive cases in the building, even when that case is outside of the office suite. We will evaluate next steps for in-building confirmed cases on an individual basis.

If an employee in the office has exhibited COVID-19 symptoms, the office will follow the following protocol:

- Everyone in the office is directed to monitor for symptoms;
- Any employee feeling unwell or exhibiting symptoms is directed to stay home;
- If an employee has had prolonged direct contact with the person exhibiting symptoms, they are directed to stay home and follow the protocol for sick or exposed individuals (i.e. 14-day quarantine or negative COVID-19 test result); and
- Contact your leader and HR partner with concerns.

OUR ONGOING RESPONSE

Even without cases amongst our employee population, we understand that offices may need to revert to working remotely if local conditions change that make it unsafe for our people to report to the office.

Local leaders in conjunction with HR and the regional leadership team will work together to determine the ongoing safety of our operations and make changes accordingly.

As the situation with the pandemic changes, we will update our guidance and response accordingly.

Questions or Reporting Concerns

If you have any concerns about this plan or the safety of the workplace you may raise them by reaching out to your HR partner.