

IREDALE ARCHITECTURE'S COVID-19 PROTOCOLS

A. OBJECTIVES

1. Keep everyone safe.
2. Keep the business functioning during the crisis.
3. Be ready for the return to normal.

B. IREDALE ARCHITECTURE'S COVID-19 PROTOCOLS

1. Symptoms (per the World Health Organization):

*"The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but do not develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 in 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. **People with fever, cough and difficulty breathing should seek medical attention.**"*

2. Reducing Exposure:

In an effort to keep everyone healthy, the Partners encourage the following actions to reduce exposure:

- a. Regularly wash hands with soap and running water for 20 seconds.
- b. Regularly wipe the common surfaces of the office with alcohol / disinfectant.
- c. Sneeze into your elbow aka. Elephant/Dracula sneezes.
- d. Do not take public transit if possible. Consider walking, cycling and/or car-pooling.
- e. Stagger working hours to avoid peak public transit times, which must be coordinated and approved by the Partner/Associate Team Leads.
- f. Implement rotating workdays based on teams to ensure proper social distancing, which will be regularly reviewed by the Partners.
- g. Social distancing – all Staff and Partners are encouraged to maintain a minimum of 2m from others while in public or on site.

3. Remote Work:

- a. The two (2) Iredale Architecture (IA) offices are currently open based on Health Canada and Health BC recommendations. We will regularly monitor the official recommendations and update our office policies accordingly.
- b. Staff who feel uncomfortable coming to the office are permitted to work remotely from home, and are required to meet remotely each day with the Partner/Associate Team Leader.
- c. Anyone who lives with, or provides care for a person with a compromised immune system, is encouraged to work remotely.



- d. Anyone required to self-quarantine, but is not ill is required to work remotely or take scheduled vacation. Unpaid leave is acceptable on a case-by-case basis and if pre-approved by the Partners.
- e. If the building gets shut down by the Province or City for health reasons, all Staff and Partners are required to work remotely or take scheduled vacation. Unpaid leave is acceptable on a case-by-case basis and if pre-approved by the Partners.
- f. IA will provide sufficient remote Zoom licences and conference call numbers for all staff, particularly each Partner/Associate to lead their teams.
 - i. Teams will meet remotely each day to coordinate workflow.
 - ii. Client and Engineering meetings will occur via Zoom and/or teleconference.
 - iii. If possible, Field Reviews will be conducted remotely via Contractor submitted site photos and phone review. This process needs to be reviewed and agreed by the Client.

4. Self Quarantine:

- a. If a Staff member or Partner comes in direct contact with a confirmed COVID-19 case, the Staff member must disclose to the Partners and follow Health Canada's regulations, including self-quarantining for 14 days.
- b. If a Staff member/Partner tests positive, all Staff and Partners who have come in contact with the infected Staff member/Partner must disclose to the Partners and follow Health Canada's regulations, including self-quarantining for 14 days.
- c. In both of these conditions, we recommend that the Staff member/Partner seek, and follow, the advice of their doctor/health professional.

5. Personal Illness Response:

- a. If a Staff member/Partner is feeling ill, but is not yet confirmed to be COVID-19, they are to stay home out of respect for their colleagues.
- b. If a Staff member contracts COVID-19 and is unable to work, they must abide by the following steps:
 - i. Follow the advice of your doctor/health professional.
 - ii. Immediately notify the Partners, as required by Health Canada regulations.
 - iii. Take unused sick time, up to a maximum of 10 days.
 - iv. Take unused vacation time.
 - v. Apply for EI per the Federal Government's regulations.
 - vi. Apply for disability per the extended medical plan from Canada Life Assurance Company.

6. Business Response:

- a. All discretionary spending is suspended as of March 17, 2020 with no exceptions.
- b. All expenses under \$500 must be pre-approved by a Partner.
- c. All expenses \$500+ must be pre-approved by Graham Coleman, Managing Partner and another Partner.
- d. In the event that the COVID-19 pandemic leads to significant economic dislocation, and the amount of IA business and cash flow is adversely affected, the Partners will uniformly reduce the workhours of all Staff and Partners in an effort to maintain employment.