

New Market Funds COVID-19 Safety Plan – Vancouver Office

As of November 7, 2020, all businesses and worksites must conduct active daily in-person screening of all onsite workers using the COVID-19 symptom check list that is part of every business restart safety plan. Additionally, workplaces must ensure that all workers and customers maintain appropriate physical distance and wear masks when appropriate. Extra care should be taken in small office spaces, break rooms and kitchens.

Health & Safety Policy

Self-Isolating & Avoiding Travel

Team members are responsible for isolating after travel or exposure to someone with symptoms, and for communicating with management. Do not come into the office and self-isolate if you are:

- Experiencing symptoms in the last 10 days
- Returning home from travelling from outside Canada or in close contact with someone who has traveled outside Canada
- In contact with a confirmed COVID-19 case
- Otherwise required by the Provincial Health Authorities to self-isolate

Testing Positive

If you or someone you came in contact with tests positive for COVID-19, you must notify your manager immediately and stay home and self-isolate. Symptoms of COVID-19 that are identified by the World Health Organization include:

- Fever
- Chills
- Cough
- Difficulty breathing
- Sore throat and painful swallowing
- Headache

Handwashing

Due to the nature of COVID-19, people can be asymptomatic for a period of time before they experience symptoms or test positive. This means that health and safety precautions must be followed. The most important thing that we can do, as recommended by public health officials, is engage in regular handwashing and sanitizing procedures. Signage and guidance on the recommended COVID-19 prevention techniques is posted.

Please make sure you wash your hands and/or use hand sanitizer in all of these situations:

- Arriving/Leaving the office
- Before/after eating
- Before/after using a communal office item (such as a microwave, printer, fridge)
- Sanitize your workstation at the end of every day

Other Guidelines: Symptom Screening, Masks & Windows

When you first enter the office each day, please complete and sign the COVID-19 symptom screening sheet. Please also be sure to have a mask with you at all times and wear it when physical distancing is not possible. We also advise that at least one window remain open at all times while people are working in the office.

Cleaning Procedures

Our current cleaning services by Cleaning Solution in place are bi-weekly. Team members coming into the office are asked to help out by using sanitizing wipes to disinfect high-touch surfaces like doorknobs, kitchen faucet handle, counters, light switches, etc.

Workspaces – Physically Distanced

Please ensure that your workspace is adequately spaced (at least 6 feet) from anyone else's workspace while they are in use. We will revert to 'hot desks' and scheduling days at the office as needed depending on volume. Take advantage of the various small offices to help with physical distancing when needed.

Meetings – Minimize Visitors

We continue to advise that meetings with external parties be conducted virtually as much as possible to reduce the number of contacts in the office at the same time, and reduce the intensity and duration of contact.

Room Occupancy Limits

We will be limiting the number of people in each space to ensure that social distancing is maintained. We ask that members wipe down surfaces when they are finished. Occupancy limits are as follows and will be posted:

- 1 person max in each of the small meeting rooms
- 4 person max in the boardroom
- 1 person max in the kitchen

Feedback

We want team members to have a place to voice their concerns during this time. As this is an unprecedented situation, we recognize that we may not have a perfect response, but we will strive to create a system that is adaptable and team members' feedback is crucial in informing our response plan. You are encouraged to chat with Carla or your manager regarding any feedback or concerns with office safety protocols.