

Fast + Epp COVID-19 – Workplace Health & Safety Update

The safety and care of our clients, project partners, and staff continue to be Fast + Epp's top priority. As our offices in Vancouver, Calgary, Edmonton, Seattle, and New York prepare for and move into Phase 2 of their respective Province/State's Restart Plan, we have developed a Workplace Health & Safety Policy.

1. Employees must stay home if they meet any of the following conditions:
 - They are symptomatic, which includes any of the following: sneezing, coughing, fever, shortness of breath, sore throat, fatigue, and/or painful swallowing
 - They have been in close contact with anyone sick or presents with any of the above symptoms
 - They are under the direction of the provincial/state health office to self-isolate
 - Employees are to contact Human Resources if they are leaving or staying home sick right away
2. Employees traveling into the office or to site-visits should do so by either car, walking and/or biking. Currently, we do not want employees attending external face-to-face meetings, hosting or attending internal face-to-face meetings.

Each office location will abide by state/provincial "Restart Plan Phase" guidelines on how many employees are allowed in the office. Employees that want to work in the office for any reason are to contact Human Resources and the office operations lead, as the HR Committee will be implementing a work-from office schedule.

3. Employees are to avoid close contact with each other and should remain 6 feet / 2 meters apart while in the office. Note that in some instances staff may be required to move/ reconfigure their workstations to respect this distance. We may consider putting other preventative measures in place as we adapt to our new normal.
4. Employees will be reminded to clean their hands (a min of 20 seconds) throughout the day and avoid touching their eyes, nose, or mouth. All hand washing stations (kitchen and bathrooms) will be supplied with hand sanitizer, hand soap, disinfectant spray/wipes, gloves, masks and extra cleaning supplies are available for employees to use at their workstations. All employees are required to wash hands:
 - Upon arriving to work
 - Before and after breaks
 - Before and after handling common tools or equipment, disinfecting wipes must be used to clean such equipment if safe to do so

Office main touch spots will be cleaned daily (designated employees at each location will be scheduled), and main entry door and bathroom door will be propped open to avoid unnecessary contact. We will follow CDC recommended instructions.

5. All communal areas in the office will be closed or have occupancy limits. ie. Break Rooms, Coffee Stations, shared kitchen supply area and kitchen equipment.
 - Proper signage including occupancy limits and effective hygiene practices will be posted in all entry ways, bathrooms, and all other communal areas
 - Employees will be required to bring their own eating supplies to the office responsible for washing them and keep them at their desk
 - Conference Room in all offices will be closed until we can ensure safe measures are in place
 - Employees are encouraged to take additional measures to avoid using communal equipment where possible. Such examples include:
 - Working with digital files instead of printing and scanning
 - Referring to digital resources instead of handling resources from shared libraries

- o Do not share “high-touch” personal equipment such as stationary, computer hardware, phones, and headsets etc.
6. Site Visits/Off-Site Meetings – Risk Assessments will have to be done before leaving and when you arrive on site to make sure the following:
 - Only attend essential site visits
 - Proper Transportation must be available to employee (no public transportation i.e. Bus, train, or any other form of public transportation)
 - All attendees are healthy
 - There will be proper hand washing stations on site, if not, then employees will need to bring hand-sanitizers or wipes with them
 - Employees will bring their own tools and supplies or make sure proper measures are in place to avoid sharing tools/supplies on site
 - Make sure you can maintain proper distancing on site
 - Make sure you maintain small group numbers (abiding by Provincial/State Restart Plan Phase guidelines)
 7. Employees are instructed to refuse any work if they believe it presents an undue hazard to themselves or other members of the public. Employees with any health and safety concerns, employee considered high risk or if you believe you have been in exposed to COVID-19 can reach out (in confidence) to anyone on the HR Committee.

Measures that will be taken if an employee contracts COVID-19

1. Employee diagnosed with COVID-19 is to contact Human Resources
2. Employee with confirmed case will be sent home with all essential work items and be quarantined at home for the next 10 days or until cleared by a physician (whichever is longer)
3. Where the employee diagnosed may be fit to work, they may do so from home. Where the employee requires time to recover, their workload will be reassigned by a member of the HR Committee
4. All employees in that office location or that may have been exposed, will be notified in writing that they will need to pack up essential items and work remote for the next 10 days.
5. HR Committee will meet to conduct risk assessment
6. HR Committee will analyze if any clients or vendors and/or guests who may have been exposed to the diagnosed employee need to be contacted
7. HR Committee will notify local state/provincial officials
8. Cleaners will be asked to come in and disinfect all workstations and shared office spaces
9. Due to Canadian/American Disabilities Act requires us to provide complete confidentiality of employees’ medical information, we will not disclose the identity of the employee diagnosed with COVID-19

Fast + Epp will also make sure to abide by State/Province COVID-19 public health advisory guidelines and will conduct workplace risk assessments when required and update our policies/plans as needed.