



Return to Work in The Office Action Plan

Introduction

Hello all,

As the government is allowing some sectors in the economy to be able to return to work. We have also created the following Return to Work Action in the Office Plan, which will become effective once the government allows our employees to return to work in the office.

This plan ensures that we take every reasonable precaution to keep our employees safe and healthy while they are at work in our office, during this COVID-19 Pandemic.

We've been looking forward to the day we'd be able to reopen our office to our employees. The decision to reopen our business will carefully be taken.

The decision to reopen our office will take into consideration federal, provincial and local reopening guidelines. In addition, we have created this Return to Work in the Office Action Plan so that we could reopen our office and do so while most importantly considering your health and safety.

Our priority is to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our business.

This return to work action in the office plan details how we plan to reopen our business and still keep all of our employees safe to every extent possible.

By releasing this return to work action plan, we hope to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to the office.

Our plan is to bring our employees back to work in the office in three phases:

Return To Work Timeline

The government of Ontario has given permission to offices in the York Region (Concord) to reopen effective July 24, 2020. Therefore, we will return to work in the office in 3 phases.

Phase One: (July 27, 2020).

Employees who have an office will be requested to return to our office building. Employees who share an office with other employees or work in a work station, where the social distancing protocols can be maintained may return to work in the office on a voluntary basis.

Phase Two: (August 4, 2020).

Employees who share an office with other employees or in a work station where social distancing protocols can be maintained shall return to work on a rotating basis for 2 weeks, between August 4th and August 14th.

Phase Three (August 17, 2020)

All other employees will be requested to return to our office building, unless their manager is unable to ensure that social distancing measures can be maintained.

The above guidelines are subject to change in accordance with government regulations.

Some notable workplace changes include the following:

- **Modified office layout**— In some cases, we may move employees to a different workstations or modify the workstation to ensure that they're suitable for social distancing protocols. Meeting Rooms can only be used when social distancing protocols can be followed.
- **Increased office cleaning**—Cleaning crews will clean the office daily, focusing on sanitizing and disinfecting high-touch surfaces and door knobs.
- **Updated employee protocols**—We've implemented various employee health and safety protocols that focus on social distancing, health screening and general hygiene reminders to keep our employees safe and healthy while returning to work.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily.

With that being said, we want you to feel as comfortable as possible in your return to work in the office. Please let your manager or HR know if you feel there is another process or procedure we can implement to further protect the health and safety of all employees. In addition, we understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternate arrangements, should they be necessary.

Gamma is excited to welcome you back to work in the office, and we're confident that, by working together, we can establish a safe, new normal that works for our business and employees. We feel that the plans and procedures put in place will help make your transition back to the office a success, but we want to know how our plans can be improved. Please reach out to your manager or HR with your suggestions, we'd love to hear them!

All the best, be well and stay safe.

Howard Astroff

Director- Human Resources

Quick Safety Tips

As previously mentioned, we have implemented various workplace protocols designed to preserve the health and safety of our employees as they return to work. Keep these safety tips in mind while you're at work.

When We Re-Open our Office

Employee Screening, Exposure and Confirmed Illness Protocols

Before Coming to the Office

To ensure that employees come to work in good health, all employees will be asked to confirm that they don't have fever before coming to the office. If an employee has any concern that they may have fever, they will need to check their temperature before coming to the office.

In addition, the company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the office and as a response to a confirmed diagnosis. Employees unwilling to complete a screening will be required to work remotely.

Entering the Main Office

- 1) Employees will be encouraged to use a paper napkin to open the main entrance door, washroom doors and office doors.
- 2) Employees will be required to wear a face mask when they enter the office and use common areas (hallways, kitchen, meeting rooms, using photocopier). Employees may remove their mask when they are in their office or workstation if they are 2 meters away from their co-workers).
- 3) Employees will be required to sanitize their hands when they enter the office.
- 4) At the start of their shift each day, Employees will be required to complete an on-line Self Assessment to confirm that they are in good health and meet the required screening protocols. The Employee will save the attached self assessment in their personal folder on the public y:/drive if they have answered No to all of the questions on the self assessment. If they have answered YES to any of the questions on the self assessment, they are to contact Human Resources immediately for further instructions.

Social Distancing Tips

Employees should follow social distancing best practices while at 's facilities, including but not limited to workstations, lunch room, common areas and office spaces. Specifically, you're asked to:

- Stay 2 meters (6 feet) away from others when working or on breaks. Where a minimum distance cannot be maintained, controls will be in place.

- Avoid job tasks that require face-to-face work with others when possible (i.e., hold meetings virtually).
- Avoid contact with others whenever possible (e.g., handshakes).
- Distance yourself from anyone who appears to be sick.
- Avoid touching surfaces that may have been touched by others when possible.
- Avoid gathering when entering and exiting the facility.
- Enter and exit the building through designated areas only.
- Avoid gathethering when using common areas.
- Follow any posted signage regarding COVID-19 social distancing practices.

We will extend our social distancing guidelines after the office reopens. Please monitor your email and adhere to any additional guidance as it is provided.

Lunch Procedures

- Employees will be permitted to eat their lunch in their office or at their workstation.
- The lunch room will not be used to eat lunch because there is not enough space for social distancing and for employees to use the micro wave oven, toaster and to access the refrigerator.
- Employees are encouraged to bring their own food, dishes, utensils and limit sharing of food.

Cleaning Tips

We have requested that building management facilitates cleaning of common areas and other frequently touched surfaces throughout the day. However, building management will not be responsible for cleaning and disinfecting your workstation.

As such, we're asking all employees to do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. But this may not always be possible or feasible. Therefore, proper cleaning and disinfecting supplies will be provided. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

General Health and Safety Tips

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover cough and sneeze into your arm or sleeves.
- Avoid touching your eyes, nose and mouth.
- Disinfect their workspace often. Railings, work surfaces, computer keyboards etc.

- If you use a tissue discard it immediately and wash your hands afterward.
- Stay at home if you are sick.
- If you are at work and begin to exhibit any symptoms such as fever, cough or difficulty breathing, persistent pressure in the chest you should immediately go home
- Where possible, wear gloves when interacting with high-touch areas.
- Do not touch your face with gloved hands. Put on and remove gloves in a manner that avoids contamination of the hands.
- Ensure you wash your hands after removing gloves.
- 🧺 Wash your clothes as soon as you get home.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air

To help all of our employees remain healthy, we have hand sanitizer and disinfecting wipes available throughout the office. We have limited amounts of these supplies and will continue to restock as we are able.

In addition, employees are strongly encouraged to wear face coverings when in public and when physical distancing of 2 meters (6 feet) or more cannot be guaranteed. Please bring your own face covering in accordance with government guidelines to use when entering and exiting the building and when using common areas such as bathrooms, kitchens and the lobby. We will maintain an inventory of disposable masks and gloves as a backup to employee-provided personal protective equipment. Inventory quantities will be regularly tracked and documented but cannot be guaranteed.

Finally, if you're feeling sick, please stay home. Doing so will protect the health of your co-workers. Employees with any COVID-19 symptoms are required to immediately get tested and/or seek medical attention and follow the guidance of a health care provider. Additionally, employees who have tested positive for COVID-19 or are aware they've been directly exposed to COVID-19 should notify HR.

The employee will be asked to assist with contact tracing (list of people whom you have recently been in contact). This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, we will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. We may elect to close the office for a period of up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

Monitoring COVID-19 Exposure, Symptoms or Confirmed Illness

The health and safety of our employees is our top priority. As such, we have procedures in place to monitor and respond to COVID-19 exposure or confirmed illness, and screen for potential illness.

All employees will be asked to confirm the status of their health as part of working in the office. The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon the initial opening of the office and as a response to a confirmed diagnosis. Employees unwilling to complete a screening will be required to work remotely.

Office Procedures

In addition to the guidance outlined above, we have implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries**— We have set up contactless drop zones for all deliveries, including mail and packages. (Purolator/Fedex box) The person distributing the mail/courier packages will wear gloves and a mask when handling these items. Employees ordering food delivery service will need to instruct drivers to utilize drop off zones for contactless delivery.
- **Visitors**—Until further notice, all nonessential visitors are prohibited and any interviews should be conducted virtually. For business-critical visits (e.g., material deliveries), we will take steps to safeguard employees and visitors by:
 - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with employees.
 - Requiring visitors to practice social distancing and good hygiene while in the office.
- **Catering services**—The company will avoid catering events that allow for cross-contamination.

Travel and Return to Work Policy

As discussed in our previous memo on the Coronavirus COVID 19, any employee or family member or contractor returning from international travel (by air or road or any means) or **interprovincial travel (by air) MUST self-isolate for a minimum of 14 days. These efforts will** contribute to slow the introduction and spread of COVID-19 in Canada.

Summary

By keeping these protocols and tips in mind, you will help us safely reopen our offices and keep them open in the midst of the COVID-19 pandemic. As with any workplace change, communication is key. We will do our part in providing up-to-date communications whenever necessary, and we expect you to openly communicate any concerns or questions you may have with our return to work plans.