

*In accordance with the respective Provincial Health and Safety Authorities of BC and Alberta, Aylett Grant Tax LLP has implemented a COVID-19 Safety Plan focused on staff and their interactions with one another and clients. The purpose of this plan is to outline the policies, guidelines and procedures that have been implemented to reduce the risk of COVID-19 transmission.*

## **Screening Prior To Entering the Office:**

**Anyone entering one of our office locations is asked to screen for symptoms prior to coming in daily by confirming:**

- *They have not travelled outside of BC in the last 14 days. (Surrey office)*
- *They have not travelled outside of Alberta in the last 14 days (Edmonton office)*
- *They are not experiencing any cold, flu, or COVID-19-like symptoms.*

**Symptoms may include, but are not limited to fever, chills, cough, shortness of breath, sore throat, and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, or loss of appetite.**

- *They have no reason to believe they have been exposed to COVID-19 and have not been in contact with anyone who meets the above criteria.*

***If the above screening criteria cannot be confirmed or if staff or clients show any signs or symptoms of COVID-19 or are otherwise sick with any like ailment, they will be unable to enter our offices at this time. We have remote working arrangements and virtual meeting technology available for all staff and clients in this instance.***

## **Access to the Offices**

We have decided to limit access to our Surrey and Edmonton offices for an indeterminate period. Only a small number of staff and partners will be permitted in office to continue essential operations. Clients will be able to drop off documents. Clients will be able to sign documents by appointment only. All staff are equipped to work remotely from home and will continue to work remotely when not scheduled to be in the office.

## Maintaining Physical Distance and Usage of Masks

- **Masks are *REQUIRED*** for every person entering our offices.
- Staff are *required* to wear a non-surgical face mask whenever not seated at their desk.
- Most of our staff will continue to work remotely to ensure physical distancing is maintained.
- All staff and clients are asked to maintain physical distancing measures of at least 2 meters.
- Signage is in place throughout our offices to support these physical distancing measures.
- Areas where people gather, such as the kitchen and supply room cannot have more than 1 person at a time if physical distancing is not possible.
- The (Surrey office) will arrange a document signing area before client arrival and will socially distance while managing client meetings.
- The (Edmonton office) will arrange the meeting room for signing documents before client arrival and will socially distance while managing client meetings.
- The washroom area (Surrey office) is limited to 1 person at a time. It will be supplied with disinfecting wipes, hand sanitizer, etc. for each occupant and disinfected several times a day.
- The Edmonton office has public restroom in the main building.

## Cleaning Procedures

*Enhanced cleaning and hygiene signage are posted at the offices.*

- High-touch surface areas, such as doorknobs, button panels, touch screens, etc. will be cleaned regularly by staff throughout the day.
- Hand sanitizers and disinfectant wipes are placed strategically throughout the office, particularly in high-touch areas.
- The following will be made available to staff to use appropriately: gloves, masks, hand sanitizer, disinfecting wipes, Kleenex, etc.
- Relevant and descriptive signage have been provided to staff on the proper use of masks, cleaning practices and Covid-19 awareness. This signage is posted for all staff and clients.
- Staff have been advised to clean their workstations daily.
- The use of shared utensils and supplies in our kitchens will not be permitted to decrease the spread of germs. You will need to have your own dishes labelled for your own use and will be responsible for washing them. They are not to be left in the common areas.
- The microwave, coffee maker, fridge, toaster, toaster oven, taps, etc. in kitchen must be wiped down with a disinfecting wipe after use.
- Staff are responsible for wiping down their own workspace prior to leaving each evening.

## Additional Measures

- If a staff member becomes sick while in office, they must immediately notify operations and leave the premises. They will continue to work from home until a 14-day quarantine period has elapsed *and* they are symptom free.
- Client delivered paper quarantine is in place with a 4-hour minimum wait time.

- The COVID-19 Health and Safety Plan will be added to our firm policies and posted in the offices, as well as our firm website. Staff members who do not follow the above guidelines will be followed up on by the operations team.

### **Occupancy (Subject to Change)**

- Maximum number of staff in the Surrey office is: 7
- Maximum number of staff in the Edmonton office is: 3
- Maximum number of clients in Surrey office is: 2 (by appointment)
- Maximum number of clients in Edmonton office is: 2 (by appointment)

*Aylett Grant Tax LLP is committed to delivering the highest level of service to our clients. We remain fully operational remotely and will resume in-office operations for essential work and necessary in-person meetings by appointment only. The well-being of our staff and clients remains our top priority. We will continue to monitor the status of COVID-19 in our community on an ongoing basis, and we will modify our operations as required to maintain the health and safety of those within our office environment and the community.*