# COVID-19 Workplace Safety Plan

Alida takes COVID-19 very seriously and is committed to vigilant monitoring of the workplace. This is a living document and will continue to be updated and adapted as information about COVID-19 progresses, and guidance from public health and government changes.

Step 1: Identification and Assessment of Risks in the office.

The virus that causes COVID-19 spreads in several ways. This includes, by way of:

- respiratory droplets generated and made airborne when individuals cough or sneeze;
- close, prolonged contact, such as touching or shaking hands. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near;
- touching contaminated surfaces, then touching one's mouth, nose, or eyes prior to washing hands. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.
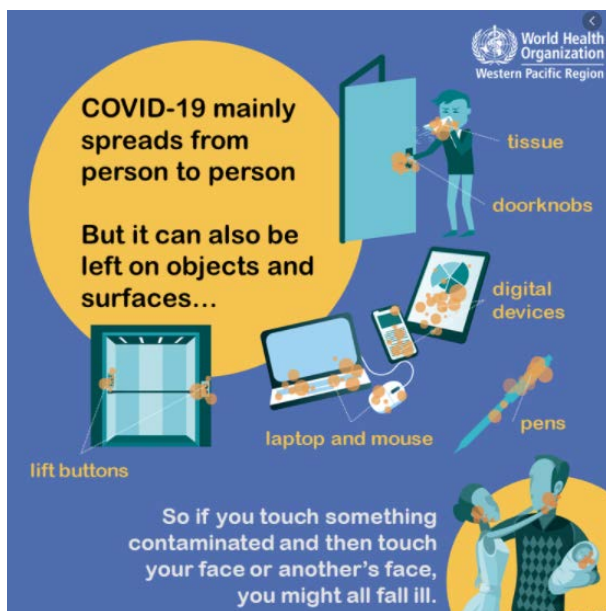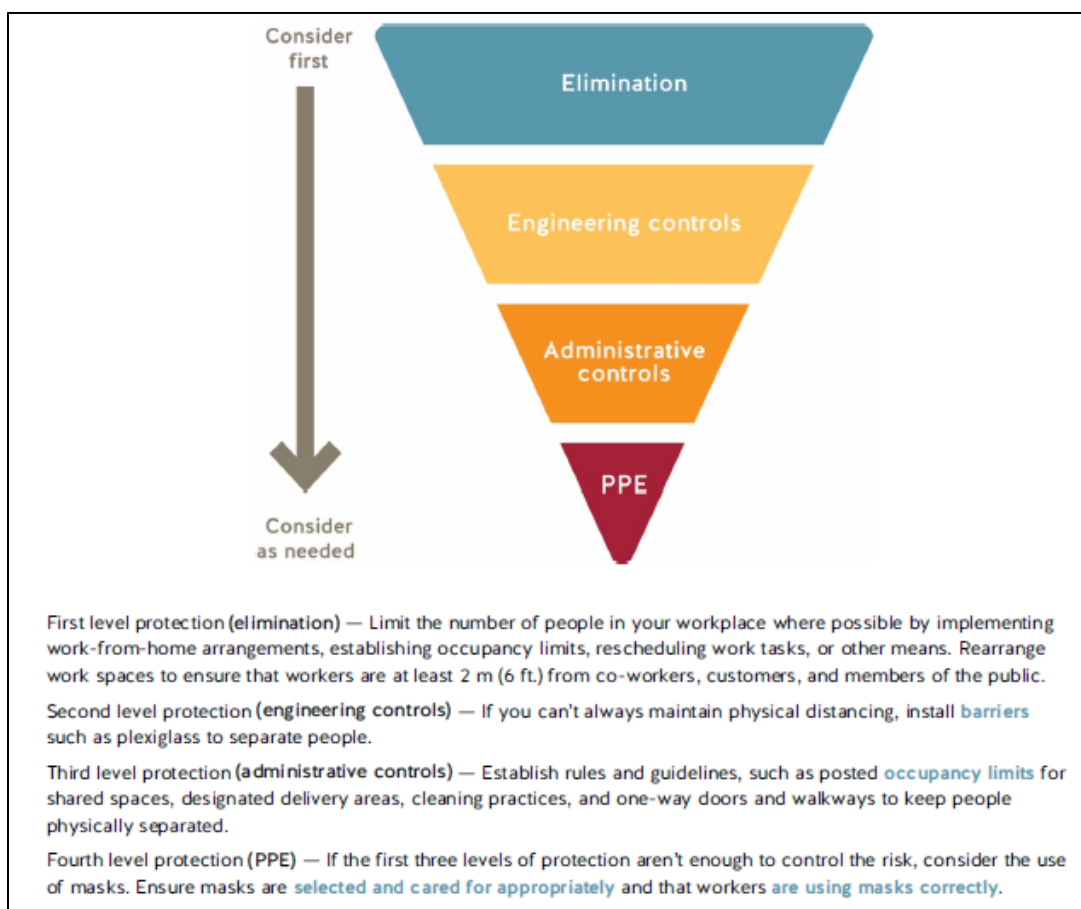

Alida's pre-COVID-19 operations included having the offices fully staffed with routine in-person meetings which would increase the risk of prolonged person-to-person contact, & contact with contaminated surfaces, particularly in shared or heavily used environments such as the open-office workspaces, kitchen, copy machines, doorknobs, washrooms, stairwell, and elevators.

Since the emergence of COVID-19, Alida has taken significant measures to:

➢ Close all of our offices globally. This reduces the need for employees to commute to an office environment as well as reduces any need for face-to-face meetings or surface transmission in the workplace.

➢ Accommodate for the few essential employees who may on occasion access an office space, Alida has reduced the number of contact points by implementing physical distance measures & maximum capacity limits in the office, reducing proximity of staff in the office at the same time.

Step 2: Implementation of Control measures to reduce risk.

In anticipation of eventual re-opening of offices when considered safe to do so, and to take proactive measures to protect the few essential employees who occasionally enter our offices, Alida has implemented workplace protocols taking into consideration the following levels of protection:

First level protection (elimination) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (engineering controls) — If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

Third level protection (administrative controls) — Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (PPE) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.

First level of protection: Elimination

- policies have been implemented regarding employee health status (daily health check) as it relates to attendance in the office by staff & service providers. This includes "**Return to Office post-illness Guidelines**" for employees (see Step 3: Policies)
- Alida has facilitated remote work-from-home capabilities such that the number of people in the office on any given day has essentially been eliminated (reduced to 1-2 essential employees only, per day) thereby meeting or exceeding Public Health recommendations.
- day-to-day interactions with clients and peers have been adapted to be done remotely, by way of telephone calls & Zoom meetings.
- policies have been implemented to reduce potential transmission points (see Step 3: Policies)
- strict no guest/no visitor policy for all Alida offices

Second level of protection: Engineering Controls

- capacity limits have been set for each global office to ensure a six-foot minimum distance between workstations and common areas.
- Desks and workspaces will be booked on daily basis to control distance between active workspaces each day.
- Pods of workers who work together exclusively will be assigned to desks within same area to reduce risk of broad transmission in the workplace.
- capacity limits customized for each meeting room & extra seating removed to ensure adherence to six-foot minimum distance between individuals.

Third level of protection: Administrative Controls

- daily health check to be completed by any employee entering an office.
- posted signs at entrance of premises that prohibits entry to anyone who is exhibiting any COVID-19 or flu-like symptoms.
- posted signs reminding staff and service-providers of social distancing and occupancy limits.
- Implemented one-way doors and directional signs to keep employees separated.
- confirmed landlord has posted occupancy limit signs in common areas of the building.
- increased cleaning and sanitation of office spaces including having communicated with landlord to provide heightened cleaning protocols for building common areas such as elevators, common door handles, etc.
- engaged professional cleaning service to provide additional evening deep-clean service as well as weekly electrostatic disinfection spray service.
- implemented policies about heightened sanitization after use of meeting rooms, kitchen surfaces after employee use.
- posted **COVID-19 Workplace Safety Plan** to Alida's intranet along with Alida's internal *Employee Return to Office Playbook which will be emailed to each employee.*

- o Removal of shared equipment (coffee machines, water coolers) and/or installed touchless models in kitchens where possible.
- o Created **Return to Office post-illness Guidelines** (see Step 3: Policies)
- o Devised & documented HR & Facilities response in case of **Positive COVID-19 office exposure** (see Step 3: Policies)

Fourth level of protection: PPE

- o placement of numerous hand sanitizer stations, dedicated disposal bins for disinfecting wipes, and masks for use by all employees (& service-providers ie. trades).
- o mandatory mask-wearing while working in an open-desk workspace, while moving through the office or in common areas such as the kitchen, meeting rooms and photocopiers.

Step 3: Policies & protocols to ensure employee & public safety.

In addition to the considerations in Step 2, Alida employees are reminded:

- o Follow laws or regulations as set out by governing bodies such as provincial or federal governments or health authorities, including mandatory 14-day quarantine if having returned from international travel.
- o Stay home if experiencing any cold or flu like symptoms or have knowingly had contact with a COVID-19 positive individual.
- o Bring Your Own (BYO) kitchen implements, water bottles, coffee cups, plates, cutlery, and wash your own implements at home thereby reducing shared items & potential transmission points.
- o Wash hands frequently.
- o Follow occupancy limit signs such as in elevators and common areas.
- o Keep 6 feet apart.
- o Wear masks in common areas and in open-area desks.
- o Visitors are prohibited in Alida offices (non-employees).
- o In the event of flu-like symptoms, suspected COVID-19 symptoms or known exposure to an individual with positive COVID-19 diagnosis within 48 hours of entering an Alida office, employee is required to contact HR-COVID@Alida.com immediately.

Alida.

Return to Office post-illness Guidelines:

Employees are required to meet the following conditions prior to returning to an office environment post cold/flu-like symptoms or post-COVID-19 diagnosis:

COVID-19 Status	May return to workplace if following criteria are met:
Positive test for COVID-19, with no hospitalization or immunocompromised	o Resolution of symptoms (including resolution of fever without use of fever-reducing medication) other than a residual cough; o Minimum of 10 days have passed since the onset of the first symptom (20 days have passed for more severe illness) ; AND o Subsequent negative test result for COVID-19 o Notification to HR-COVID@alida.com and approval from HR to return
Negative test for COVID-19	o Resolution of symptoms (including resolution of fever without use of fever-reducing medication) other than a residual cough
Not Tested, but has Cold/Flu-like symptoms that meet COVID-19 testing criteria	o Resolution of symptoms (including resolution of fever without use of fever-reducing medication) other than a residual cough; AND o Minimum of 10 days have passed since the onset of the first symptom. o If applicable, completion of mandatory self-isolation period as instructed by public health for a minimum of 14 days following the last high-risk close contact exposure.
Not Tested, but has Cold/Flu-like symptoms that **do not** meet COVID-19 testing criteria	o Resolution of symptoms (including resolution of fever without use of fever-reducing medication) other than a residual cough;
Asymptomatic but has risk factor for COVID-19 (travel, close contact)	o Contact local health authorities and if applicable, completion of mandatory self-isolation period as instructed by public health for a minimum of 14 days following travel and/or the last high-risk close contact exposure.

Interim Guidance on Return to Work for Health-Care Workers with Confirmed or Suspected COVID-19
https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html

Positive COVID-19 office-exposure (HR & Facilities) response:

In the unfortunate scenario that an employee who has been in an Alida office contracts COVID-19, the following actions must be followed:

Employee response	HR response	Facilities response
-Immediately email HR-COVID@alida.com of positive test result - follow all Public Health guidance for self-isolation & contact-tracing - complete confidential HR form: COVID-19 positive case	-upon notification, send employee link to complete confidential HR form: COVID-19 positive case -remain in contact with employee & employee's manager -if applicable, assist Facilities with contact tracing & notification of potentially affected employees	- review office access reports & provide to HR for contact tracing purposes -notify landlord of positive case & required information (dates, time, etc..) - close office & request deep cleaning of areas impacted including common areas; arrange for electrostatic-disinfection-spray service in affected office location before reopening office

Step 4: Alida's communication & policy-training plan

Alida is a software company and has adapted extremely well to a remote-working environment. Alida is heavily reliant upon technology and uses Email, Slack messaging & our Intranet as our main methods of communication. In relaying critical information regarding COVID-19, Alida has posted our **COVID-19 Workplace Safety Plan** to our intranet, to our external website, and requests confirmation of understanding by employee.

In anticipation of eventual re-opening of offices, Alida is creating an *Employee Return to Office Playbook* which will be posted to our intranet and will be emailed to each employee. Confirmation by an employee of having reviewed this *Playbook* in conjunction with Alida's **COVID-19 Workplace Safety Plan**, is a mandatory requirement of any employee who requests access to an office.

Alida has posted our **COVID-19 Workplace Safety Plan** in the office, as well as health & safety signage including occupancy limits and effective hygiene practices.

Step 5: Monitoring of Workplace policy updates

Alida takes COVID-19 very seriously and is committed to a vigilant monitoring of the workplace and will make adaptations as necessary to keep our employees safe.   This is a living document and will continue to be updated as information about COVID-19 progresses, and guidance from public health and government changes.

Employees have been instructed to contact HR-COVID@Alida.com and/or Facilities@Alida.com should they have any health or safety concerns while in the workplace. When resolving safety issues, we will involve representatives from HR, Facilities, and Alida's Return to Office advisory committee.

Step 6: Assessment of risks from reopening our office.

At this time, Alida will be maintaining the course of action as laid out above with respect to continued closure of our offices, globally.

If Alida determines in the future a need to allow for safe return to an office by employees, such assessments and adapted protocols will be guided by the Public Health and government recommendations and requirements. Alida is creating an *Employee Return to Office Playbook* which will be posted to our intranet and will be emailed to each employee.

Andrea Nelson
Director, Facilities & Administration | Alida
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TRUTH IN ACTION