

COVID-19 SAFETY PLAN

In accordance with the Provincial Health Officer's directive of May 14, 2020, Mutual Fire Insurance (MFI) endeavours to reflect the prescribed health and safety guidelines designed for our workplace as we prepare to return to the office from home. MFI has an obligation to ensure the safety, health, and well-being of employees in the workplace.

VISITORS AND VENDORS

A WorkSafeBC sign listing health questions will be posted at the office entrance advising the premises should not be entered if the individual responds to any of the questions with 'yes'. Visitors and vendors accessing MFI's offices are required to access the second floor via the elevator. The elevator will have a sign advising the occupancy limit of one person. Each visitor and/or vendor must check in with reception, complete a COVID-19 questionnaire, and have their temperature taken, prior to attending to their business/meeting. Personal protective equipment will be utilized by reception area staff.

Deliveries are to be brought up to the reception area and placed a two meter distance away from the reception desk. Reception will wipe the outside of the delivered package before opening.

ASSESSING RISK

COVID-19 is spread in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching their face. Management will determine when employees are to return to the office and the timing of each return. Accommodation consideration will be provided to individuals who disclose they are, or care for, COVID-19 high risk individuals and those with certain personal needs.

MFI has assessed the office workplace to identify places where the risk of transmission could be introduced. These places include:

- Kitchen
- Coffee Room
- Training Room
- Boardroom
- Washrooms
- Stairwells/Doors
- Elevator
- Printers

A WorkSafeBC sign listing health questions will be posted at the office entrance advising the premises should not be entered if the individual responds to any of the questions with 'yes'. Staff are requested to review this posting each time they enter the office. If a response changes to 'yes', you are to advise your manager immediately, and do not enter the building.

ADDRESSING RISK

MFI is committed to continuing to practice the health and safety measures put in place prior to staff beginning to work from home in March 2020. These include:

- Washing your hands frequently using soap and water or an alcohol-based rub
- Cover your nose and mouth in the crease of your elbow or use a tissue when sneezing or coughing
- Refrain from touching your face
- Avoid close contact with others
- Use sanitation wipes or other provided cleaning products frequently on your desk, keyboard, mouse, and phone

- Join others in regularly cleaning and disinfecting common areas. We are in this together. Please do your part.

MFI is planning to have a reduced number of workers onsite at the office and will continue the work from home program. On July 2, 2020, MFI will introduce a gradual, phased return to the office. Staff returning must adhere to maintaining a two meter distance between themselves and others wherever possible. Desk assignment may be adjusted during this period to ensure proper distancing. Where distancing cannot be consistently maintained, staff are encouraged to use non-medical masks for their wellbeing.

Protocols will remain in place until further direction from the Ministry of Health and the Provincial Health Officer are received. Alcohol based sanitation dispensers, sprays, wipes, and cleaning products will be available throughout the office, and common areas will be regularly wiped.

Limits will be set on the number of people utilizing common area rooms at the same time.

- First floor kitchen will be limited to an occupancy of four (4) staff
- Second floor coffee room, printer rooms, and upstairs washrooms will be limited to one (1) staff at a time

Staff are encouraged to take their lunch break outside or at their desks if there is no space available in the kitchen. After being in contact with a common area (e.g. door handle, fridge door, microwave), you are required to wash or sanitize the common area and your hands.

We encourage people to bring in their own dishes and utensils and take them home in the evening. If dishes within the kitchen and coffee room are used, you should re-wash selected dishes required prior to using them.

MONITORING AND REPORTING

Further to MFI's Communicable Illness Policy located in the [HR Policy Guide](#), the following actions and guidance are to be followed:

- Staff are required to notify their manager if they have COVID-19 symptoms, seek appropriate medical treatment, and follow the recommendations of their medical professional, particularly as it relates to remaining home from work, self-isolation, or other measures designed to prevent the spread of illness
- If a staff member begins to feel ill while at work, they should notify their manager and then return home
- If others within the household are displaying COVID-19 symptoms and the employee is not, the employee may work from home if they are not displaying symptoms
- Once an employee is advised to self-isolate, the employee must remain out of the workplace for the period recommended by a medical professional
- MFI reserves the right to restrict employees from attending work to prevent the spread of COVID-19 and where this restriction is necessary to protect other employees. This may include requiring all employees, or employees who have been exposed to certainly highly contagious illnesses to remain at home

MFI is introducing daily, remote body temperature monitoring as an aspect to ensure the health and safety of our staff and visitors. All staff and visitors are required to proceed directly to reception once entering the building to have their temperature checked. If you arrive before reception is open, go to reception at 8:30 am to be checked with the remote body thermometer.

Staff who are required to remain out of the workplace for the period recommended by a medical professional and do not display symptoms of COVID-19, will be enabled to work from home during this period.

Staff are encouraged to report possible hazards within the workplace to either their manager or to HR@mutualfirebc.com

BUSINESS TRAVEL

For the remainder of 2020, all business air travel has been restricted. A review will be undertaken to determine if car travel to brokers will be permitted later in the year. This would include only the driver of the vehicle, with no passenger.