



Re-Opening Safely

Teaser

**An Introduction to the Guide for
COVID-19 Pandemic and Response**

**Adapted from the Lear Corporation:
Safe Work Playbook**



www.reopeningsafely.ca

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DISCLAIMER

The content of this Re-Opening Safely Playbook Teaser document (hereinafter referred to as the “Playbook”) is provided for general information purposes. The content should not be considered as legal, consulting or any other professional advice. This Playbook is to be understood as a guideline on what to consider when Re-Opening a workplace during the COVID-19 pandemic. The health and safety of workers is our number one priority and our hope in sharing this information is that it may be of assistance to our collective colleagues and partner businesses.

Please be advised that some or all of the information contained in this document may not be applicable to some businesses or workplaces. We strongly recommend that before implementing any of the ideas contained herein you carefully evaluate and consult with outside legal counsel familiar with your organization’s particular factual situation regarding the legality, applicability and potential efficacy of this information in your place of business before making any decisions.

Akash Kapoor Advisors Inc. assumes no responsibility or liability for any errors or omissions in the content of the Playbook and for any unwanted or unintended consequences arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the Playbook.

This Playbook is to be used as a corporate and recommended practice guideline and aligns with the applicable authorities such as the Public Health Agency of Canada and the World Health Organization (WHO) recommendations to the greatest extent possible.

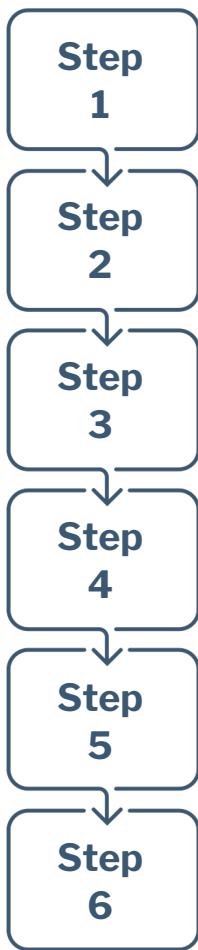
The Playbook is a working document and will be updated on a best efforts basis from time to time to reflect changes in directives and to include new recommended practices as they become available given the fluidity of this situation. While we have made every attempt to ensure the information contained in the Playbook has been obtained from reliable sources, all information in the Playbook is provided “as is,” with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

This Playbook provides general recommendations for use in most workplaces. Due to circumstances that may be unique to a particular workplace, there may be some situations in which a workplace will require accommodation(s) to implement the recommendations of the Playbook. Such accommodations may need to be authorised by management or the organization’s Health and Safety committee if applicable.



HOW TO NAVIGATE RE-OPENING SAFELY

Welcome to ReOpeningSafely.ca



Step 1

Read this Teaser Document –

It is a simple overview of what to expect

Step 2

Go to www.reopeningsafely.ca –

All of the information for the Re-Opening Safely Package is there

Step 3

An introduction video will open up & provide a quick overview of the site. After the Video completes, this **Teaser** document, **A Day in the Life** and a **Summary Document and Presentation** will be viewable on the website at this time — click through to get an overview of the material

Step 4

LOG IN and then download all of the Core Materials* –

They are all Free

Step 5

Read the entire Re-Opening Safely Playbook –

This is the main comprehensive piece that has all of the guidance and information we have to offer

Step 6

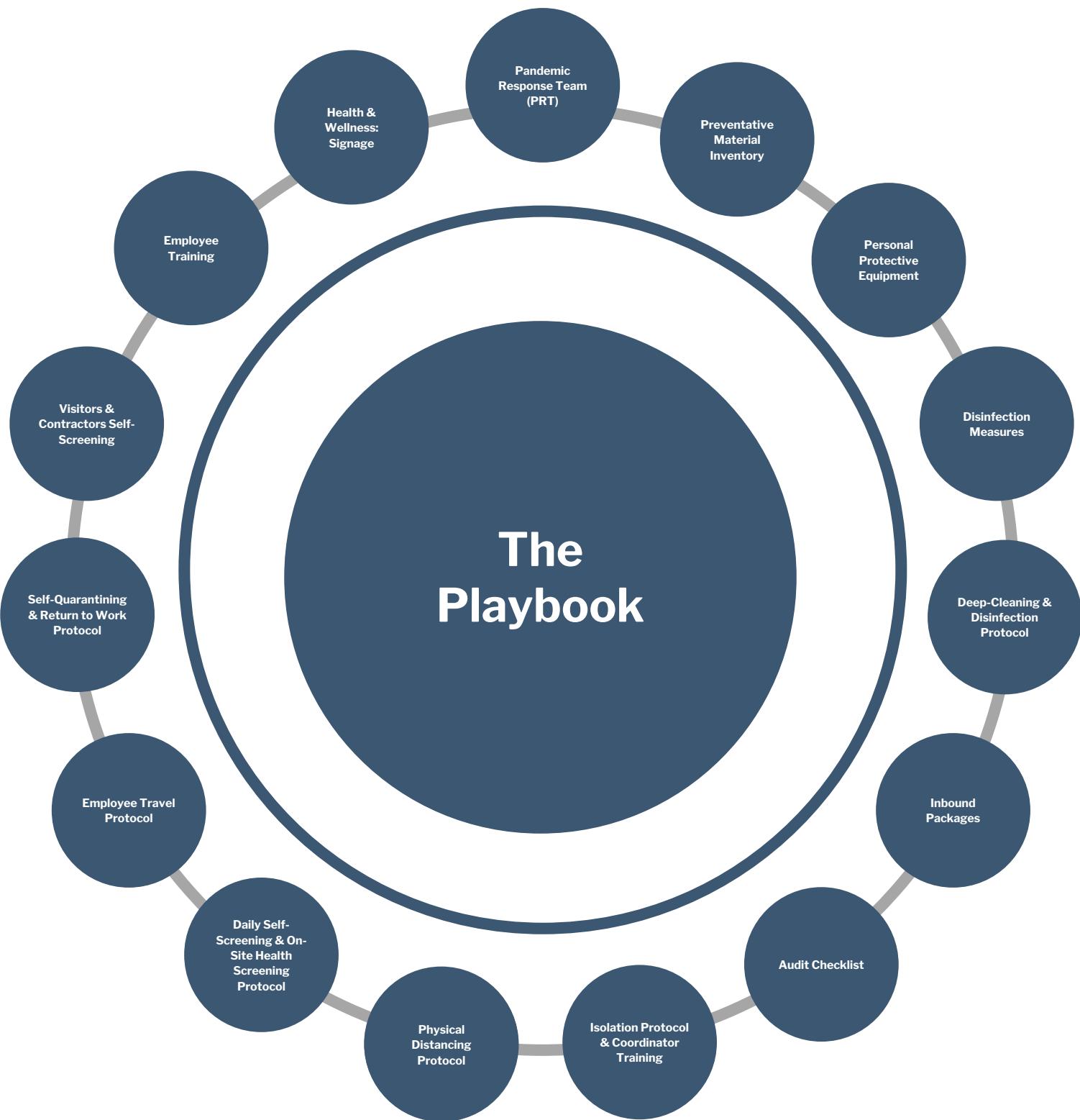
Contact us with any questions or inquiries through the **Contact Us** page

*Core Materials are:

1. The Re-Opening Playbook
2. An Employee Presentation
3. A Basic Employee COVID-19 Awareness Presentation
4. Editable Signage
5. Supplemental Materials (with Checklists, Forms, Surveys and the Self-Assessment Tool)



THE PLAYBOOK – OVERVIEW OF TOPICS



THE PLAYBOOK – FRAMEWORK



The safety and well-being of our staff, clients and communities that we are a part of is paramount in our approach to providing the Re-Opening Safely Playbook. The Playbook, and the accompanying materials, are intended to provide general guidance, operational protocols and suggestions for reinforcing safe practices for all employees on the Company Site, and suggestions for the responsibilities and needs of the Company to adhere to the protocols and guidance provided therein.

In considering the broad framework of Re-Opening a business in the midst of a pandemic scenario, we considered 3 major themes for our Framework:

- 1. Governance & Risk**
- 2. People Health & Safety**
- 3. Workplace Preparation & Management**

The Key Stakeholders and drivers of those thematic pieces are the “WHO” is responsible in the graphic below.

The sub-elements within each of the 3 major themes, we believe, represent all of the considerations needed to assess a Re-Opening Protocol. We are clear that not all topics can be addressed in documents of this nature.

We shade in **BLUE** the elements directly addressed in the Re-Opening Safely Playbook. The elements shaded in **BLACK** are briefly identified, however the Executive Leadership must consider and incorporate their decisions on those items in enacting the Playbook prior to its execution.

Governance & Risk

Executive, Board, Legal

1. Pandemic Response Team
2. Return to Work approach
3. Government (local, national) guidelines, Local health guidelines
4. Governance requirements
5. Insurance & Legal review
6. Employment standards/employment law review
7. Risk analysis – Mitigation plan

People Health & Safety

Employees, Visitors, Contractors

1. Employee ability & Readiness to return
2. Employee Remote/Virtual work
3. Travel guidelines
4. PPE
5. Employee training, Certification
6. Employee Health & Wellness
7. Physical Distancing guidelines
8. On-Site Protocols

Workplace Preparation & Management

Site/Unit Managers, Leaders

1. Workplace Design
2. In-house & Remote/Virtual technology readiness
3. Cleaning, Disinfecting & Sanitization Protocols
4. Workforce management, Workplace flow
5. Visitor/Contractor access
6. On-Site Protocols



THE PLAYBOOK – EXECUTIVE SUMMARY



The Re-Opening Safely Playbook is a comprehensive guide to many of the key considerations, tactics and operational specifics that are to be considered to safely Re-Open your business. The Framework described on the last page provides the overarching strategic view of considering Re-Opening in the midst of a pandemic scenario. The Key Elements summarise the overarching operating themes that we try to consider in Re-Opening Safely, while the Pre-Return to Work Goals provide the considerations to complete prior to even opening.

Key Elements

- Setting up a Pandemic Response Team
- Cleaning and Disinfection Protocols, Personal Protective Equipment
- Physical Distancing Strategies in the Workplace
- Implementing New Structures in the Workplace
- Daily Self-Screening, On-Site Health Screening, Screening of Visitors/Contractors
- Protocols for Isolating Employees who become Ill in the Workplace

Pre-Return to Work Goals

- Establish a sanitary baseline in the Site's **BEFORE** the offices re-open
- The Head Office and the other Site Locations should be 100% disinfected prior to anyone returning to work
- Address tight control on access (entrance and exit) to facilities during the deep-cleaning protocols
- Ongoing protocols will be addressed, trained for, and assigned
- If your business has remained open during this time, begin by resetting the baseline
- Prepare for what happens if/when an active employee/visitor/contractor tests positive for COVID-19?
- Pandemic Response Team has been established and prepped
- Determine the Site's various Capacity limits and how will the requirements for adherence to Physical Distancing protocols and employee safety be achieved? (Remote work, rotating shifts, virtual meetings, physical markers, decals, signage, compliance, etc.)
- The company should provide the surveys included in the Playbook to employees prior to returning to work



THE PLAYBOOK – TIMELINE



Pre-Return to Work



Prior to opening provides the baseline for the physical space and employee and workplace preparedness:

- Baseline for Physical Space
- Initial Training and Sign-Off
- Contracting of Vendors
- Inventory of essential materials
- Employee Survey - Initial Feedback

First 10 days



The first 10 days provide the foundation for the execution of the Playbook:

- Baseline
- Training
- Set-up, Monitoring, Compliance, Modifications
- Employee Survey - Feedback

First 30 days



The first 30 days provide insight into the execution of the Playbook and for setting the tone, monitoring compliance and assessing the effectiveness of the protocols on Site:

- Mid-term
- Training – Continuous Review
- Monitoring, Compliance, Modifications
- Employee Survey – Feedback

Next 90 days & Beyond



The next 90 days and beyond provides the rationale for systematic and long-term changes to the business from the Pandemic:

- Long-term: Re-assess the External Environment
- On-going Monitoring, Compliance, Modifications
- Employee Survey - Feedback
- Revisit every 30 days after to continue assessment of all factors



