

Workplace COVID-19 Safety Plan

Choo Manning Inc.
520 – 625 Howe Street
Vancouver, B.C. V6C 2T6

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Introduction

This document has been prepared following the Direction of the Provincial Health Officer of British Columbia (“The PHO”) in her Order dated May 14, 2020.

It should be understood that all verbal and published Orders of the PHO are mandatory and compulsory.

We are required to develop a **COVID-19** Plan and post it on our Firm website once it is finalized.

Choo Manning Inc. employs salaried staff as well as contract staff at the above premises, all of whom provide support to the Insolvency and Restructuring Practice of D. Manning & Associates Inc., Licensed Insolvency Trustee (“LIT”) , at the above address (The “Workplace”).

The employees and contract staff work with one another and periodically interact with third parties on premises such as clients, service providers and other parties at the Workplace.

Safety Plan in the Office Premises

Anyone entering the office other than our staff is to proceed no further than the entrance until they are met by staff, who shall maintain social distance of two metres or more and assist.

Hand sanitizer is provided by the firm at the front desk for use by guests to the office before proceeding into the office.

Staff are required to wear a protective mask while within 2 metres of another person in the office.

All staff, including principals, are responsible for daily sanitizing of doorknobs, desks, computer equipment, chairs in their work area, and personal electronic devices using sanitizing wipes provided by the firm, and any other items that they or guests may come in contact with while at our premises, unless office cleaners provide this service.

The boardroom surfaces, including doorknobs shall also be sanitized daily using handwipes to be provided, and social distance requirements must be met and maintained while seated in the boardroom.

Absolutely no handshakes are permitted during the time that the above captioned Order is in force.

All interactions by staff must respect the social distancing directive as set out by the PHO.

A Plexiglas[®] screen will be provided for use at reception for use when guests enter, and another is on order for use in the accounting office to maintain social distance at the time of writing.

A **COVID-19** warning sheet is (will be) affixed to the entrance door requiring persons entering the office of our expectations before entering related to maintaining social distancing and the wearing of a cloth mask or better and hand washing at the public toilets on our floor or applying supplied hand sanitizer, upon entry to the office. No soliciting is permitted to our office and casual guests are not encouraged, and should be by appointment only. We reserve the right to deny entry to our premises.

Where possible most meetings with guests or clients with appointments, or outsiders should take place outside the office, or via the use of ZOOM[®] or similar calls.

All staff are expected to maintain social distance of 2 metres at all times, rigorous and frequent hand washing with soap and water, avoiding face touching, and any and all other precautions as directed by the PHO. It is each individual staff's responsibility to ensure that they know and understand the current requirements of the PHO, via her written and verbal orders, which can be accessed updated daily on her website at: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer>, or by listening to or reading her frequent televised updates, which are also available at:

https://www.youtube.com/redirect?event=video_description&v=UQcK9v3sXu8&q=https%3A%2F%2Fglobalnews.ca%2Fnews%2F6944703%2Fbc-coronavirus-update-may-14%2F&redir_token=JtQIfCc6pz_rSYCiIlqm41HiKLI8MTU4OTc0NTQwNEAxNTg5NjU5MDA0

and which also appear updated daily on her website.

Staff are required to wear masks while within 2 metres of another person in the office, for the purpose of protecting others from their aerosol broadcast of exhaled droplets. Cloth masks are acceptable for this purpose. It should be understood that masks are not a substitute for social distancing.

Staff are not permitted to physically share (meaning touch) their workstations and computers, and personal items in the office. The only exception is for IT assistance that may be required from our IT consultant.

Service Providers

All service providers are required to prearrange their arrival, knock on the entry door and instructed not enter until they are received by one of our staff. Social Distancing rules apply.

Arrangements should be made with any third parties wanting to access our office, as follows:

All deliveries of consumables such as paper or office supplies should be arranged, in advance, and left at the front door with notification to reception of delivery so we can retrieve.

Services such as for repairs to office equipment, or IT services or similar to be prearranged, in advance, with masks to be worn on entry.

No solicitations are permitted.

Guest or Client Appointments

All Guests and Clients are required to knock on the door and instructed not enter until they are received by one of our staff. Social Distancing rules apply.

Reception to be advised of all appointments, in advance, cloth masks to be worn by all concerned.

Staff are encouraged to consider conducting meetings, where practical, via ZOOM, Skype, or telephone in order to lessen the number of persons attending our office. One advantage of ZOOM is that conversations can be recorded, however all parties should be advised if you are recording a meeting.

Occupancy Limit for our Premises

The maximum occupancy limit for our premises is 14 persons, provided that Social Distancing can be maintained at all times.

Safety Plan in the event of employees and contact staff illness.

Any staff who find themselves ill for any reason are to advise reception that they will not be attending the office and are expected to stay at home, in a safe environment, advising regularly of their health status until they are well enough to return to work. We reserve the right to refuse any of our staff entry to the office if it is apparent or we believe that they are not well, and they should return home ensuring that they are wearing their mask. If we believe that any staff member is showing symptoms of Covid-19 we will refuse entry into the office for ten days. If any staff member believes that they have symptoms of COVID-19, they are expected to inform themselves by reference to the BC CDC website (www.bccdc.ca) website or by contacting help by contacting 811 by telephone, and NOT to come to the office until they have resolved whether they are infectious. Staff, consultants or guests who have been outside of Canada must observe the mandatory 14 day self-isolation and monitor themselves symptoms requirements of the PHO and the Federal Government before attending at the premises and will not be permitted to return until they have done so.

All staff have been provided with remote access to the office to enable them to work from home, and all staff have been informed of our ZOOM[®] meeting facility.

In the event of a COVID-19 Outbreak

In the event of an outbreak within the firm, the office will be closed for a minimum of 14 days (or otherwise advised) to enable staff to pass the 14 day period for determining whether they have recovered from the **COVID-19** virus and they are well enough to return to work. Any staff member who believes they have not recovered or feel well are requested to seek help by dialing 811 or contacting their medical professional by telephone and not to return to work until they are well enough to do so.

In the event of an outbreak, the office will have to be closed, professionally cleaned and sanitized immediately and not returned to use without the approval of the PHO or other authorized party. If testing becomes available, staff who test negative for **COVID-19** may return to work following sanitizing the office or otherwise permitted to do so by the PHO. Staff who are able to work from home have remote access to do so.

Landlord Access

The landlord has legal rights to enter the premises on reasonable notice. This policy document will be provided to them, and they will be advised of our requirements.

Updates

This Covid-19 plan will be updated periodically, as conditions require, as may be directed by the PHO.