


Our primary concern is for everyone’s health and safety. Public Health and WorkSafeBC continue to inform our prevention measures for COVID-19 and other communicable diseases. We ask for your cooperation and adherence to ensure everyone’s health and safety, in the workplace.


As new information continues to evolve and we confirm our understanding and approach for what we have learned, based on official recommendations, we will be sure to send out consistent updates.




If you have any urgent questions or concerns regarding any of the following information, please direct your inquiry to our HR Manager, Pam at: ptoovey@woodwardandcompany.com, or a member of our Admin Team (Andi, Pam, Mary, Phaedra, Jesse, Jamie, Elizabeth, Nicole).

<p>Daily Health Check</p> <p>WW&Co - Health Check</p>  <p>COVID Vaccine Policy (405130).PDF</p> <p>Guest Safety - COVID (410320).PDF</p>	<p>When you work in the office: please sign-in & complete a daily health check form.</p> <p>Please Note: You do not need to complete a daily health check form if you are working from home.</p> <p>If you are sick, please stay home. Please continue to seek medical care for conditions as needed, even if it is not related to 2 or more COVID-19 symptoms. When to get tested for COVID-19 (WD:412191)</p> <ul style="list-style-type: none"> ▪ Coughing ▪ Shortness of breath or difficulty breathing. ▪ Fever ▪ Chills ▪ Headache ▪ Muscle aches ▪ Fatigue ▪ Sore throat/painful swallowing ▪ Sneezing ▪ Runny or stuffy nose ▪ New loss of taste or smell ▪ Loss of Appetite <p>Symptoms that require testing: covid-19/testing</p> <p>For people who do not know if they had contact with someone with COVID-19, you need a test if you have any new or worsening symptoms.</p> <p>If you have 2 or more of the symptoms below for more than 24 hours:</p> <ul style="list-style-type: none"> ▪ Sore throat ▪ Extreme fatigue or tiredness ▪ Body aches ▪ Loss of appetite ▪ Headache ▪ Nausea, Vomiting, and/or Diarrhea <p>Please advise HR if you are unable to work due to illness so support and resources are aware for coverage and any risk of exposure may be investigated to prevent closures for a minimum of 10 days.</p> <p>Travel</p> <ul style="list-style-type: none"> • Employees who travel to or from another province or territory do not need to self-quarantine before returning to a Firm office if they are fully vaccinated. • Employees who travel outside of Canada, including to the United States, are required to quarantine upon return or otherwise not attend a Firm office for 10 days, even if they are fully vaccinated, unless they provide the HR Manager proof of a negative Covid-19 test. The Firm will pay for two Covid-19 tests per year for this purpose.
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<p>Building Access</p>	<ul style="list-style-type: none"> ▪ Elevator use should be limited to one person at a time, mask required. ▪ Visitors and deliveries will be restricted to the main reception area located on the 2nd floor.
<p>We offer flexibility to work in-office or through remote access</p>	<p>Woodward will continue to support employees choosing to work from home and start to encourage fully vaccinated employees return to work in the office starting January 4, 2022, for 2/3 days a week.</p> <ul style="list-style-type: none"> ▪ Sign-in (building access log) to ensure contact tracing is readily available should there ever be an exposure or inspection. This will remain in effect until further notice (Phase 4 restart). <p style="text-align: center;">Everyone is welcome to work in the office as we have a confirmed vaccine policy, or continue working remotely, please work with flexibility as we are not fully open to the public yet.</p> <ul style="list-style-type: none"> ▪ All employees must be fully or double vaccinated against COVID-19 in order to attend Firm offices in person, meet with clients in person, and attend firm events held outside of the office. ▪ Please be advised the office is currently closed to public access. Fully vaccinated guests may access the building, by appointment only, and sign-in on the second floor.



<p>Visitors in the workplace</p>	<ul style="list-style-type: none"> ▪ The following is a list of approved delivery service and service providers that will be granted access to the Government Street Office building during regular business hours: <ul style="list-style-type: none"> ▪ Canada Post ▪ Courier (pick up and delivery of legal documents only) ▪ EMadill/Monk Office ▪ Mt. Doug Springs (water for 3rd floor) ▪ Best Shredding ▪ Mill Creek Coffee ▪ Manu (cheese) ▪ Unless otherwise exempt, fully vaccinated visitors and delivery personnel will have access to the main reception area of the office between 9:00 a.m. and 3:00 p.m., Monday to Friday.
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<p>Physical Distancing</p>	<ul style="list-style-type: none"> ▪ Physical distancing of 2 meters/6 feet in all common spaces must be respected. ▪ Plexiglass partitions have been installed surrounding open areas where staff are busy at work for added protection. <p>Physical distancing is recommended</p> <div style="text-align: center;">  <p>Physical Distancing</p> <p>2 m</p> </div>
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<p>Worker and workplace hygiene</p> 	<p>Employees are required to practice preventative measures to reduce the risk and spread of COVID-19 and other communicable diseases while in the office which include:</p> <ul style="list-style-type: none"> • Using masks in common areas of Firm offices; • Regularly washing and/or sanitizing your hands; • Covering your mouth when sneezing or coughing; • Respecting the administrative controls adopted which include but are not limited to the sign-in log, daily health checks and limits on certain common spaces. <p style="text-align: right;">Respiratory Etiquette</p> 
<p>Masks</p> <p>WorkSafeBC -Mask-Prevention</p> <p>CDC Mask Information</p> <p>Health Canada's info page</p>	
<p>Ventilation</p>	<ul style="list-style-type: none"> ▪ We have confirmed with our ventilation maintenance company that our building's HVAC system is functioning in compliance with the recommended standards set out in the Guidance for Building Operations During the Covid-19 Pandemic. These measures include: ▪ Open a window (Please remember to close it before you leave). Increased ventilation rates to external sources reduces or eliminates the recirculation of air. ▪ We have ensured ventilation systems are operating properly and providing acceptable indoor air quality for occupancy levels.
<p>Washrooms</p>	<ul style="list-style-type: none"> ▪ Occupancy of the washrooms - limited to one person at a time. ▪ Please knock prior to entering the washroom facilities to ensure it is vacant. ▪ Maintain hygiene and wash/ sanitize your hands when entering and exiting the washroom.
<p>Kitchen Supplies and Access</p>	<ul style="list-style-type: none"> ▪ We ask that individuals ensure physical distancing. ▪ Staff are encouraged to eat where they are comfortable. ▪ Water, coffee, and tea will continue to be provided along with access to single person use compostable paper cups. Please ensure that you have properly washed your hands before using these items and that you sanitize any points of contact before and after each use.

<p>Kitchen Supplies and Access</p>	<ul style="list-style-type: none"> ▪ Please pack in and pack out what you need, or select, wash, and clean whatever you make use of. ▪ Please refrain from bringing full bottles and containers of multiple serving items from home (salad dressing, sauces, other condiments) if they must be stored in the refrigerator. ▪ The refrigerator has limited space and intended for storing individual lunches. ▪ Please be advised the fridge will not be cleaned out by other staff or janitor/cleaners. ▪ Antibacterial spray cleaner and paper towels have been provided to wipe the exterior of the microwave, the countertops, and any other surfaces you may contact while preparing food. ▪ We ask that you use the practice of, “pack it in; pack it out; leave only your footprints”.
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<p>Dogs</p>	<ul style="list-style-type: none"> ▪ Dogs are permitted in the office, on the second floor. As per our “Dog Policy” they are asked to comply with our expectations for love, treats, good behaviour, and they must spread happiness.
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<p>Mental Health</p>	<ul style="list-style-type: none"> ▪ We recognize that sometimes it helps to talk to someone who has a personal understanding of your experience. We encourage you to reach out to your colleagues for support and to stay connected; we are all in this together. ▪ The Employee Assistance Plan (EAP) can provide additional support, 24/7 completely confidential. To access our confidential EAP services: <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div data-bbox="310 1003 513 1071"> <p>Areas of Counselling</p> <ul style="list-style-type: none"> • Relationships and Couples • Family and Parenting • Stress • Anxiety • Depression • Substance Use • Legal and Financial • Grief and Bereavement • Career Coaching • Behavioural Management • Diet and Nutrition • Work-Related Stress • Bullying and Harassment • Crisis and Trauma • Cancer </div> <div data-bbox="688 1146 1003 1228">  <p>Powered by </p> </div> <div data-bbox="727 1327 967 1356"> <p>1-833-613-0973</p> </div> <div data-bbox="672 1365 1019 1386"> <p>24 HOURS A DAY ANYWHERE IN NORTH AMERICA</p> </div> <div data-bbox="659 1484 1032 1512"> <p>www.humanacare.com/humanalife</p> </div> <div data-bbox="734 1512 953 1560"> <p>Create a login and password. Your access code is: Woodward</p> </div> <div data-bbox="724 1596 969 1635"> <p>DOWNLOAD OUR MOBILE APP: HumanaCare by Snapclarity</p> </div> </div> <div data-bbox="1094 869 1474 1633" data-label="Image">  </div> <p>Additional resources and information:</p> <ul style="list-style-type: none"> • BC Virtual Mental Health Supports During COVID-19 • Canadian Mental Health Association: Mental Health Check-in • www.bouncebackbc.ca • www.anxietycanada.com • www.lapbc.com • www.lifeworks.com (available to lawyers and articulated students only) • Mental Health Continuum Model contains helpful signs/actions (Healthy, Reacting, Injured).
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<p>Healthy & Safe While Working</p>	<ul style="list-style-type: none"> ▪ WorkSafeBC provides information sheet on Setting up, organizing, and working comfortably in your home workspace as well as How to Make your Computer Workstation Fit You. ▪ We will work with you to make sure your health and safety needs are met. <ul style="list-style-type: none"> • Report all work-related incidents or injuries to the HR Manager. • Direct workstation and furniture ergonomic requirements to Pam in HR. • Direct IT related ergonomic needs to Mary. ▪ If you have questions or concerns about safety please contact Pam, HR Manager at (250) 383-2356 ext. 139 or on HR's direct line (250) 940-5401 or, via email: ptoovey@woodwardandcompany.com
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Resources consulted:

HumanaCare EAP Services: [Employee Assistance Program](#)

BC Government: [BC COVID-19 Go Forward Management Strategy](#)

BC Government: [Covid-19 \(Novel Coronavirus\) Guidance](#)

BC Government: [BC's Restart 4-Step plan](#)

BC Guidelines for Travel: www.bccdc.ca - [Prevention Advice for Travel](#)

BC Travel and COVID-19: <https://www2.gov.bc.ca/gov/content/covid-19/travel/current>

CBABC, Covid-19 Resource Hub: [Your People, Your Clients, Your Office](#)

CBABC, Returning to the Office: [Considerations for Law Firms](#)

WorkSafe BC, [Covid-19 Industry information](#), and [Small business and Covid-19 safety](#)

WorkSafe BC, [Covid-19 and returning to safe operations – Phase 2](#)

WorkSafe BC, [COVID Safety Plan](#)

WorkSafe BC: [WorkSafe BC's Covid-19 Health and Safety Selecting and Using Masks](#)

WorkSafe BC: [How to use a mask](#)

WorkSafe BC: [Handwashing](#)

WorkSafeBC: [Communicable-disease-prevention-Guide](#)

Centers for Disease Control and Prevention: [CDC Travel Advice](#)

Centers for Disease Control and Prevention: [CDC Health-info/diseases-conditions/covid-19](#)

Mental Health Commission of Canada: https://theworkingmind.ca/sites/default/files/resources/r2mr_poster_en.pdf