



ONTARIO BAR ASSOCIATION

PANDEMIC RESPONSE SAFETY PLAN

COVID-19 CORONAVIRUS PROTOCOLS



Oct 27, 2021



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INTRODUCTION - What are Coronaviruses?

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. 2019 Novel Coronavirus (COVID-19) is the disease caused by a new coronavirus called SARS-CoV-2. WHO (World Health Organization) first learned of this new virus on 31 December 2019, following a report of a cluster of cases of 'viral pneumonia' in Wuhan, People's Republic of China.

Signs of Infection

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Remember To

Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing, thoroughly cooking meat and eggs. Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing. The best way to stop the spread of COVID-19 is by getting vaccinated, avoiding close contact with individuals who appear to be ill and by continuing to follow Public Health guidelines and recommendations.

Face Mask and Eye Protection

When you go out, you must use a face mask in public indoor spaces, per Toronto Public Health. At a minimum always wear a face mask when indoors, and outdoors when social distancing is not possible. Refer to the posters at the end of this document for the Public Health Ontario "When and How to Wear a Mask" guideline poster. Regardless of vaccination status, all individuals must continue to wear a face mask in the workplace in accordance with public health requirements.

Ministry of Labour inspectors conducting COVID-19 safety blitz in workplaces are now recommending that workplaces follow the Ministry of Health COVID-19 Variant of Concern Guidance Document, and, in addition to using proper face masking protocol, all those regularly working within close proximity to others should use eye protection that fully covers the eyes. This means safety glasses with side shields, goggles, face shields, or other forms of face/eye protection.

Government of Ontario information

The Ontario Government provides information and guidance on the 2019 Novel Coronavirus (COVID-19) responses at: <https://www.ontario.ca/page/how-ontario-is-responding-covid-19> Public Health Ontario also provides resources and information online for COVID-19 at <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

Ontario's COVID-19 Response Measures and Controls

Ontario follows a "Roadmap to Reopen" strategy now that the Stay-at-Home order expired June 2, 2021. All public health and workplace measures will remain in place provincewide. The Roadmap

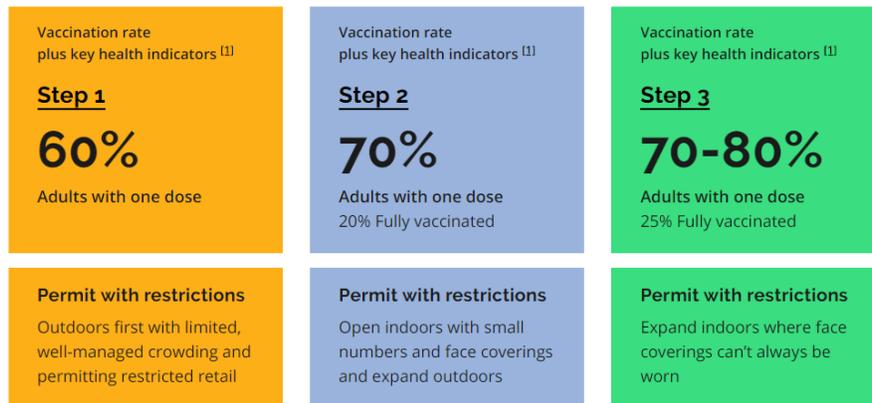


to Reopen is a three-step plan to safely and cautiously reopen the province and gradually lift public health measures. The plan is based on:

- the provincewide vaccination rate
- improvements in key public health and health care indicators

The province will remain at each step for at least 21 days to evaluate any impacts on key public health and health system indicators. For detailed information on the current stage, and what restrictions are in place at each stage visit the "[Reopening Ontario](#)" webpage.

Roadmap to reopen – key highlights



How to protect yourself

COVID-19 is spread mainly from person to person through close contact, for example, in a household, workplace or health care centre.

There are everyday actions that can help prevent the spread of germs that cause respiratory illnesses. Take these everyday steps to reduce exposure to the virus and protect your health:

- Wash your hands often with soap and water or alcohol-based hand sanitizer
- Sneeze and cough into your sleeve
- Avoid touching your eyes, nose or mouth
- Avoid contact with people who are sick
- Stay home if you are sick
- Get vaccinated as soon as you can

Vaccination Policy

The Ontario Bar Association is committed to ensuring the health and safety of every employee.

Please refer to the Ontario Bar Association Vaccination Policy for complete details.

Get [vaccine facts](#) and [vaccine safety](#) information in multiple languages.

Unless instructed otherwise by Public Health, all current requirements to physically distance (where possible) and to use PPE remain in place, whether or not you have been vaccinated. We are hopeful as more Ontarians are vaccinated these requirements will change, but for now it is critical we continue proper use of PPE and other measures to keep everyone safe.

Accommodation

We will comply with its duty to accommodate under the Human Rights Code. An employee who requires accommodation in relation to our COVID-19 workplace safety plan is asked to advise management, and provide whatever documentation is required.

Travellers returning to Canada OR Travelling within Canada

Effective July 5, 2021, fully vaccinated Canadians **may be** exempt from post-travel COVID-19 quarantine restrictions if they meet specific conditions. Additional Information from Government of Canada <https://travel.gc.ca/travel-covid#a3>

<https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada>

Inter-Provincial Travel: There may be travel restrictions and exemptions when moving between or within some provinces and territories. These restrictions are subject to change on a regular basis based on each provincial COVID-19 case count. It is imperative that individuals refer to the provincial requirements and adhere to any restrictions and quarantine requirements at the time of travel. Additional information can be found at: <https://travel.gc.ca/travel-covid/travel-restrictions/provinces>

Ontario Bar Association COVID19 Pandemic Policy

The Ontario Bar Association has developed the following Pandemic Response Plan in response to COVID-19 to achieve a planned, coordinated response to minimize any adverse effects to staff, the organization and the community.

The plan also encompasses a return-to-work component to safely enable a safe and flexible return to the workplace for employees and to the conference centre following the provincially mandated emergency shutdowns.

This plan is based on best practices and guidance from Public Health Ontario. Requirements and recommendations from Public Health Ontario is subject to change and the Ontario Bar Association will endeavour to communicate any changes to employees and conference / meeting attendees as soon as reasonably possible. This plan will be updated accordingly.

We will maintain a system for reliable, effective communications within the organization and with other parties affected by this pandemic. The Ontario Bar Association will ensure that appropriate internal and external support data, personnel and equipment required are available to resolve emergencies. The Ontario Bar Association will coordinate this plan and activities with Building Management at the 20 Toronto Street location.

Communication, Education and Awareness

We will take all measures to emphasize staying home when sick, respiratory etiquette, social distancing and hand hygiene by all employees:

- Posters and notices will be placed throughout the workplace that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene
- Safety Talks will be conducted in the workplace to educate employees on coronavirus information and steps to take to prevent the spread
- Practicing social distancing, maintaining physical distance of 2 metres from one another
- Employees are to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 15 seconds. Soap and water should be used preferentially if hands are visibly dirty.

- Soap and water and alcohol-based hand rubs will be placed in the workplace as readily available. Every effort will be made to ensure that adequate supplies are maintained as available. Hand rubs will be placed in multiple locations or in conference rooms to encourage hand hygiene as readily available.
- Daily screening is required for all employees and visitors for COVID-19 before they are permitted to enter the workplace.
- Always wear a mask when indoors
- All those regularly working within close proximity to others should use eye protection that fully covers the eyes in addition to a face mask. This means safety glasses with side shields, goggles, face shields, or other forms of face/eye protection.
- Open doors and touch elevator buttons with gloves, the back of your hand, or other body part or activate the wheelchair accessibility button with the back of your hand, elbow if possible

Local conditions will influence the decisions that public health officials make regarding community-level strategies; as information becomes available, every effort to communicate this information to all employees will be made.

Social Distancing

We can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

Social distancing means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible
- conducting virtual meetings, wherever possible
- where in person gatherings such as safety talks are required, limit to small groups where each person can stand 2 metres apart
- shop or take public transportation during off-peak hours
- use technology to keep in touch with coworkers, friends and family
- work from home where possible
- where possible, workers are to use stairs in-lieu of elevators to maintain proper social distancing measures.
- Wear a face mask at all time while indoors or outdoors when social / physical distancing is not possible
- All those regularly working within close proximity to others should use eye protection that fully covers the eyes in addition to a face mask. This means safety glasses with side shields, goggles, face shields, or other forms of face/eye protection.



Daily screening of Individuals

Implement the use of the daily screening tool with each worker and any visitors (refer to OBA screening tool). If the individual has any of the related symptoms, they will not be permitted to work and shall go home to self evaluate. They can use the Ontario government online self assessment tool at <https://covid-19.ontario.ca/self-assessment/> or call telehealth 1-866-797-0000.

COVID Alert Application

The COVID Alert is Canada's free COVID-19 exposure notification app. It can alert you to possible exposures before you have symptoms. Ontario Bar Association requests that all personnel download this application on their phone if they have not already done so.

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>

Stay Home if you are Sick

When should I work remotely?

- If you are ill (this could be a headache, mild cold symptoms, COVID symptoms or other symptoms of illness not listed in the self-assessment) but feel well enough to work
- If a member of your household is ill with any cold symptoms, COVID symptoms or is ill in any way that is transmissible
- If you have been alerted that you may have a possible COVID exposure

When should I take a sick day:

- If you are ill and unable to work
- If a member of your household is ill and requires your assistance

It is critical that you/the person in your household self-isolates, take the self-assessment [https://covid\[1\]19.ontario.ca/self-assessme.](https://covid[1]19.ontario.ca/self-assessme.), contact your health care provider or contact telehealth Ontario (1-866-797-0000). All public health requirements must be followed prior to returning to the OBA office. Please refer to the Toronto Public Health link for more information at <https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-what-to-do-if-you-have-covid-19-symptoms/>

Employees must notify their supervisor immediately, if these circumstances arise.

Separate Sick Employees

Employees who appear to have COVID-like symptoms or appear to be ill upon arrival to work or who become sick during the day will be separated from other employees and be sent home immediately.

Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or sleeve if no tissue is available).

Medical Certificate

We do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.



Employees who are sick are required to contact their health care provider or Telehealth Ontario (1 866-797-0000) to find out if they need a COVID-19 test. It is important that Employees follow the instructions and guidance provided to them, to help ensure that they get the best medical support if required.

Routine Environmental Cleaning

Employees are required to make every effort to routinely clean all frequently touched surfaces in their workspace, such as desktops / countertops, office doorknobs, telephones, keyboards, mice, chair arms, at the start of the workday, and following any coughing or sneezing episodes. Printer / Copier control panels shall also be wiped down following each use.

Use the provided cleaning agents and follow the directions on the label and / or SDS.

Please advise your Supervisor immediately if you notice an area where proper cleaning has not been done or where the supply of soaps and/or hand sanitizer need to be replenished.

Client and Visitor Policy

Notices are at all entrances for guests and visitors reminding them not to enter if they are exhibiting symptoms of the coronavirus.

If booking appointments for workplace visitors and / or clients, make sure to advise clients and customers that meetings and appointments will be cancelled in the conference / meeting one of the parties exhibits symptoms of the virus.

Work Meetings and Conference / meetings

In effort to mitigate possible risk factors in social settings, including work meetings and social conference / meetings, cancellation of such conference / meetings may be required. We will communicate regularly with employees on requirements for the cancellation of such conference / meetings. Every effort will be made to encourage virtual meetings, or limit gathering numbers in accordance with Public Health requirements to ensure physical distancing of 6 feet between individuals is required.

Basic Safety Rules:

The Public Health Agency of Canada (PHAC) recommends adopting the same basic respiratory hygiene measures applicable to the control of seasonal infectious diseases like influenza and the common cold.

These recommended individual hygiene measures include:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Wash your hands frequently and thoroughly, including between your fingers, under your fingernails and your wrists; if soap and water are not available, use an alcohol-based hand sanitizer
- Cover your cough or sneeze using a tissue or into your elbow or sleeve, being sure to cover your mouth; put used tissue in the garbage and wash your hands after or use alcohol-based hand sanitizer
- If you are sick, stay home from work or school until your symptoms resolve and / or you have completed any isolation requirements where applicable
- Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing

- Increase cleaning and disinfection frequency of high-touch surfaces such as toilets, sink tap handles, doorknobs, countertops, light switches and other shared items using regular household cleaners
- Avoid handshakes; instead, opt for a friendly wave.
- Avoid sharing personal items (i.e. pens, pencils, etc.)
- Avoid shared candy, fruit or other food items
- Wear a face mask at all time while indoors, unless you are working alone in an office and / or meeting room

COVID-19 Communication:

COVID-19 Warning signage will be posted at all entrances. This will notify all visitors and personnel who are attending to site that if they have possibly been in contact with a confirmed or probable case of COVID-19, and/or they are experiencing any symptoms of illness, they are not to enter the premises. Refer to Appendix C for flow chart.

- If an Ontario Bar Association employee or a person they have come in close contact is experiencing any illness symptoms, that employee must not come to work and must adopt self-isolation measures and follow the recommendations of Health Ontario in that regard. The Ontario Bar Association Management is to be notified within 24 hours if this does occur.
- The Ministry of Health COVID-19 awareness and fact sheet posters are posted at the safety boards, all entrances and by all main washrooms.
- If anyone develops symptoms of COVID-19, implement procedures for reporting the illness and keeping the worker away from others (refer to "separate Sick Employees" section).

Workplace Cleaning and Sanitation Protocols:

The Ontario Bar Association will work with Building Management to increase the amount of times the workplace is fully cleaned a week as well as the high touch areas. In addition, all employees are to follow these protocols;

- All employees are highly encouraged to wash hands upon entering the office, between breaks, after using the washroom, and before eating or smoking.
- Sanitize/clean any area you have touched when you are done working (door handles, desks, counters, telephones, copier key pads / screens, etc)
- All washrooms are to be cleaned as frequently as possible.
- All shared common areas and surfaces are to be cleaned and disinfected on a regular and daily basis.
- If you use any kitchen items ensure they are cleaned after use. Wipe down high touch surfaces such as fridge door, microwave door and control screens, following use.
- The Ontario Bar Association encourages all employees to clean all surface touch areas prior to using them and following use.
- Hand sanitizing products are to be made available in as many locations as possible and best efforts are to be made to maintain supply given current market conditions. We strongly encourage all workers to bring their own personal sanitizer in addition to this to assist.



Social & Physical Distancing details:

- Social distancing protocols are to be implemented and followed. No workers are to be working within 6 ft of each other at any time, unless a specific safety need is required that overrules this situation.
- Where possible, staggered start and finish times are to be implemented for each break to limit the number of workers entering and exiting the areas together at any one time.
- Workplace harassment, including disparaging comments about a person's ethnic origin, whether or not arising as a result of the COVID-19 epidemic, will not be tolerated and the terms of our Workplace Harassment Policy will be firmly enforced.
- As a precaution, we will advise our workers to limit the number of meeting participants (less than 9 people or as otherwise directed by Public Health authorities and dependant on room sizes). This will help create social distancing, in line with recommendations from Public Health authorities.
- Examine work assignments to ensure our workers are planning their work together with consideration of safe distancing and interaction keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible. This may include the following provisions:
 - Limit the number of workers in an area
 - Limit the number of people using each equipment
 - Hold meetings in larger areas if can't be done electronically
 - Limit face to face communication to only necessary communication.
 - Limit the amount of chairs/desk in lunchrooms, while encouraging employees to eat away from other employees and / or staggering lunch times.
 - Managing traffic flow and physical distancing with such measures as floor markings and barriers as well as installing mirrors in corridors and at hallways corners and / or in other areas where line of sight is limited and / or space is limited.
 - Stagger break and lunch times to ensure social distancing at all times. This includes breaks and lunches taken by Conference / meeting Staff.
 - Staff Kitchen area 3rd floor– limited to 4 individuals at one time, maintain physical distancing at all times; cleaning and disinfecting products will be available for personnel to wipe down fridge door handle, microwave control panel and handle, coffee maker control panel, kettle handle and other touched surface following each use; Staff are required to bring their own utensils, cups and mugs, that they wash following each use. No dishes, cutlery and / or containers to remain in / be stored in the kitchen. No food and / beverages to be stored in the kitchen overnight. There will be no shared food or snacks. It's advisable that you bring your own items should you wish to have food at the office.
 - Closing communal (public) phone stations and coat closets in the conference centre area and administrative office area.
- Where social distance is not possible to reduce or eliminate hazard of COVID-19 and perform the job tasks safely, workers shall wear personal protective equipment to control hazard of COVID-19 (i.e. masks and eye protection where applicable). This includes wearing masks in common areas such as hallways, in washrooms, copier and office supply areas, etc.



- While working in an office or other space on their own, individuals are not required to wear masks if they can maintain social, physical distancing from other workers, visitors and / or clients.
- A staggered return to the office plan has been provided separately.

Personal Hygiene Protocols:

- Ontario Bar Association staff are also required to follow the **Basic Safety Rules** as outlined by Public Health
- Additionally, Ontario Bar Association requests that all staff limit personal items brought into the office

Print Room:

- The print room will have a sanitizer at the entrance and must be used prior to entering the room.
- Floor markings and signage will be placed to remind all personnel of the physical distancing requirements.
- Due to the specialty equipment in the print room cleaning products will be provided to the Print Room Staff to complete routine cleaning in the area.

Washrooms:

All washrooms will have a max capacity (sign on the door) based on the size of the washrooms. Personnel are asked to knock and check prior to entering the restrooms, to ensure they do not exceed max capacity. Building Maintenance cleans office area washrooms regularly.

Elevators:

All elevators will have a sign stating the max capacity. Building Maintenance cleans high touch surfaces and elevator areas regularly.

ENTRANCE and EXIT Entry to the second and third floor of the facility should be done via the stairwell on the Toronto Street side of the building. Exiting the facility should be done via the stairwell on the Victoria Street side of the building. Signage will be posted to indicate entrances and exits at the stairwells. Elevator use for entry and exit, should only be used by individual who cannot use the stairs due to restrictions that limit their ability to use the stairs, which may or may not be visible; accommodations will made to allow for elevator use following social / physical distancing requirements.

Building Signage:

Throughout the office area there will be signage, posters and floor markings with arrows and/or feet stickers. This will provide reminders on appropriate hygiene measures, and to direct the flow of traffic and allow for adequate spacing. Mirrors may also be placed in hallways to improve sight lines and to permit appropriate physical distancing.

Hybrid Return to Office and Telework:

As we progress through the stages of the Provincial Re-Opening Roadmap, the Ontario Bar Association continues to take their responsibilities under the Occupation H&S Act and applicable regulations very seriously.

An important component of this responsibility is taking conservative steps to carefully manage our transitioning to in-office work and conference centre meetings / events, to minimize the potential of COVID-19 outbreaks.

The Ontario Bar Association will follow a hybrid return to the office and telework model. Initially, only those personnel who have been fully vaccinated, will be permitted to return to in-office work activities. Social / physical distancing, masks and daily screening will be required.

The Ontario Bar Association will continue to monitor the hybrid return to office and telework model assessing risks of a potential COVID-19 outbreak, and maintaining alignment with Public Health updates, guidance, and recommendations.

Based on the monitoring and risk assessment results, Ontario Bar Association may expand on the hybrid return to office and telework model, including permitting more in-office workdays / activities as well as including individuals who are not fully vaccinated into the in-office work activities. Ontario Bar Association will maintain communications with personnel providing updates regarding return to the office and telework hybrid requirements.

Working from Home – Telework Policy:

The purpose of this policy is to ensure employees who are working outside of our office, through telework working from home, are provided some safety guidelines to ensure their health and wellbeing.

- **Setting up your workstation:**
 - Choose area that is comfortable in terms of temperature and allows you to concentrate.
 - Consider an area that can accommodate your work equipment, materials and good lighting.
 - Avoid bright light directly above, in front or behind the monitor.
 - Keep your work area neat and organized – position computer cables, work materials and other equipment out of main walking paths to minimize slip/trip hazards
- **Ergonomics:**
 - Aim for a neutral sitting posture. If you cannot sit in a neutral posture, switch your posture every 30 minutes. Be sure your thighs are parallel with the ground while seated; this may require a footstool so your legs aren't hanging. A yoga block or some large books could be used if a footstool is not available.
 - Table: Use a table that has slight rounded edges and are not reflective.
 - Seating Height: Minimize the difference in table and elbow height by choosing a lower table or higher chair supporting the feet on a foot rest.
 - Monitor: Reduce screen glare by positioning your computer away from direct light. Place the screen about an arm's length in front of you, with the top of the monitor at a height that's just below eye level. Aim for a neutral posture for your neck. If you're using a laptop rather than a desktop computer, maintain a neutral neck posture by tilting the monitor upward. This provides a better angle to view the screen and reduces neck flexion.
 - Chair: Allows your feet to be firmly supported on the floor or a footrest. Find a chair that provides good support for your back. If the seat does not have any low



back support, roll up a small towel and place it in your low back area. Allow for 1-2 inches between the back of your knees and the chair when your body is resting against the backrest. Use a chair that has armrests (if available) that allow your arms to relax at the side of your body. The armrests should just brush the underside of the elbows.

- Mouse: Ideally, you want to keep your wrists straight while typing and using your mouse. Avoid resting your wrists on the edge of the surface, as this can create discomfort in the forearms and hands.
- Frequently changing positions throughout the day is a great way to relax tense muscles, keep your blood flowing and give your body a break.
- **Work Life Structure:**
 - Working from home can cause the day to day activities of work and home life to blur. It is important to create some structure and routine when working from home.
 - Wake up and prepare for your day working at home, the same as you would heading into the office. Wear clothes you would normally wear at work. This can help you to mentally prepare and focus while working.
 - Try to create a structure or routine to your work day at home, similar to the one you have when working in the office.
 - It is important to manage your work hours and set a schedule.
 - Set a routine for others in the home to help keep you efficient (e.g. schedule movie time for the kids for a time when you're most productive).
 - Take regular breaks. Limit prolonged sitting to less than one hour at time. Stand up and stretch, go fill up a glass of water
 - Alternate work tasks and stand for brief periods. For example, read a document, make a telephone call while standing.
- **Protect Your Mental and Physical Health:**
 - It is important to stay connected even while you're working from home.
 - Keep in touch regularly with your Manager/Supervisor and work colleagues through email, phone, teleconferencing and videoconferencing options.
 - Establish check-in/out times with your Manager/Supervisor through email, phone or text to let them know you have started or finished work.
 - Adhere to similar eating patterns as you would normally do at work. Eat healthy and stay hydrated throughout the day.
 - Engage in light-moderate physical activity throughout the week.

Employees Rights:

Ontario Bar Association employees will not be penalized for absenteeism related to controlling the spread of COVID-19.

Each employee has the right to refuse work in accordance with the Occupational Health and Safety Act, if they believe that their work conditions are unsafe. If any person exercises their right to refuse work, this must be reported to Ontario Bar Association and an investigation will be carried out in accordance with the Ontario Bar Association Health and Safety Policies. No worker will be expected to work during this investigation. An employee may refuse to perform work due to COVID-19 related matters of their own accord and such intentions must be communicated to the Ontario Bar Association as well as adhered to and respected by the Ontario Bar Association.

Conference Centre Specific Provisions:

Conference Centre If the Ontario Bar Association is to host any conference / meeting, they will cordon the area to restrict access from anyone not part of the gathering. Covid-19 postings, signage and information relevant to the facility and to the room including directional guidance, shall be posted in each room. The area will be set up in way that directs traffic for one way in and one way out, where possible, and limit seating to accommodate social / physical distancing requirements.

Conference / meeting start and stop times as well as room bookings shall be staggered where possible to minimize conference / meeting attendee cross- contacts and maintain physical distancing requirements for all attendees and conference / meeting staff.

Conference / meeting attendees shall be fully vaccinated in accordance with reopening requirements.

https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/guidance_proof_of_vaccination_for_businesses_and_organizations.pdf

Proof of vaccine shall be required.

https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/VaccineReceipt_poster_colour_en.pdf

Restrictions on conference / meetings and the number of attendees permitted to gather is governed by Public Health recommendations and is subject to change.

<https://covid-19.ontario.ca/public-health-measures#meeting-or-event-spaces>

NOTE: as of October 15/2021 – 100 % capacity permitted, however, The Ontario Bar Association will follow Public Health guidance for social distancing, and limit capacity to maintain 2-metre physical distancing for guests/ visitors.

Masks are required indoors in alignment with Public Health recommendations. Conference / meeting attendees shall be reminded that it is recommended that they limit personal items to only those necessary for the conference / meeting.

Conference / meeting attendees shall be asked to complete a COVID-19 screening / self-assessment prior to coming to the conference / meeting. The Public Health on-line assessment tool (<https://covid-19.ontario.ca/self-assessment/>) can be used to fulfill this requirement. A pdf can be saved and submitted to the conference / meeting organizer as confirmation of completion. All conference / meeting attendees shall be informed of the COVID-19 requirements prior to the conference / meeting.

Coat rooms and public access telephones will be cordoned off. Portable coat racks shall be placed in conference / meeting rooms and conference / meeting attendees shall be instructed that they can only be used in accordance with physical distancing requirements; attendees must not congregate in the area to hang up and / or retrieve their coat.

Conference / meeting attendees shall not be permitted to gather in the conference / meeting common areas or lobby area. Seating in the common area or lobby shall be limited to only those chairs deemed necessary and placed to maintain physical distancing at all times.

Reception areas will have signage installed to remind visitors, guests, clients of COVID-19 policies and requirements. This signage includes placing barriers and / or floor markings at the Reception desk as reminders to maintain physical distancing. The Reception desk area will be cleaned regularly, including following each conference / meeting.

CONFERENCE / MEETING REGISTRATION Conference / meeting staff shall wear masks and maintain social distancing at all times. Visitors, guests, clients are required to wear masks and will be directed to registration area using signage, barriers and / or floor markings in alignment with physical distancing requirements. Conference / meeting staff will complete registration that includes requesting a contact phone number. Shared pens, clipboards, etc. will not be permitted.

Where possible attendees should complete registration online to limit contact with conference / meeting staff. Attendees will be expected to confirm that they have completed the self-assessment screening questions prior to coming to the facility and provide proof of vaccination. Registration records, including the name and contact information of participants shall be maintained for a minimum of one month and shall only be disclosed to a medical officer of health or an inspector under the Health Protection and Promotion Act on request for a purpose specified in section 2 of that Act or as otherwise required by law.

Once an attendee leaves the conference / meeting facility, facility personnel cannot permit a new attendee to enter (no sharing of passes). The registration desk will be cleaned following each use.

CONFERENCE / MEETING DINING Where possible, items for meal / snack service will be packaged. Hot beverages, if provided, may be served by conference centre staff. Physical distancing requirements must be maintained at all times during meal, snack and / or beverage times. There will be every reasonable effort will be made, where possible, to limit the number of workers assigned to more than one conference / meeting (or room of a conference / meeting) simultaneously. Physical distancing requirements will be maintained between conference / meeting staff and attendees. Staff will be wearing gloves and masks. It is recommended that staff wash their hands well following each conference / meeting. Staff are expected to sign in and out of the kitchen area following completion of their duties and / or assigned shift.

MEMBER'S LOUNGE Members lounge will be restricted to approved use only. Capacity of the lounge is limited to three people to maintain social distancing requirements and maintain clear entrance / exit at all times. Individuals will be required to maintain social distancing while entering and / or exiting the lounge.

CLEANING Cleaning is being done regularly throughout the workplace and conference / meeting areas. All conference / meeting tables, chairs and other high touch surfaces such as door knobs and handles, etc. shall be cleaned following each conference / meeting. Portable coat racks and hangers shall be cleaned following each conference / meeting. Registration and Reception desks shall be cleaned following each conference / meeting.



Building maintenance services clean washrooms and high touch surfaces regularly. Conference Centre personnel are encouraged to wipe down their own desk surfaces, chair arms, phones, keyboards, mice and other regularly used items such as staplers, daily.

WASHROOMS All washrooms will have a max capacity (sign on the door) based on the size of the washrooms. Attendees are asked to knock and check prior to entering the restrooms, to ensure they do not exceed max capacity. Washrooms in the conference / meeting area shall be cleaned between conference / meetings and following breaks, meal times. Building Maintenance cleans office area washrooms regularly.

ELEVATORS All elevators will have a sign stating the max capacity. Building Maintenance cleans high touch surfaces and elevator areas regularly.

BUILDING SIGNAGE Throughout the conference / meeting and office area there will be signage, posters and floor markings with arrows and/or feet stickers. This will provide reminders on appropriate hygiene measures, and to direct the flow of traffic and allow for adequate spacing. Mirrors may also be placed in hallways to improve sight lines and to permit appropriate physical distancing. Sanitizer will be provided throughout the office and conference / meeting areas to be used as required.

ENTRANCE and EXIT Entry to the second and third floor of the facility should be done via the stairwell on the Toronto Street side of the building. Exiting the facility should be done via the stairwell on the Victoria Street side of the building. Signage will be posted to indicate entrances and exits at the stairwells. Elevator use for entry and exit, should only be used by individual who cannot use the stairs due to restrictions that limit their ability to use the stairs, which may or may not be visible; accommodations will made to allow for elevator use following social / physical distancing requirements.

Responsive Actions to possible Site Contamination:

a. Employee becomes ill while at office and / or reports a presumptive or confirmed Covid-19 test result

- Isolate the employee if they are onsite and request that they contact Telehealth and / or their primary Health Care provider for further instructions;
- Conduct an incident investigation immediately, to determine to the extent possible:
 - Duration of potential contamination;
 - Identify employees who may have been in close contact during period of contamination;
 - Employee's whereabouts at workplace during period of contamination;
- Request employees who had close contact with affected employee to contact Telehealth and / or their primary Health Care Provider for further instructions;
- Request employees who did not have close contact with the affected employee to monitor themselves for signs / symptoms of COVID-19. If any symptoms develop, they should contact Telehealth and / or their primary Health Care Provider for further instructions and notify their immediate Supervisor as soon as possible;
- Inform Building Management and ensure workplace is thoroughly cleaned, especially the areas that were accessed by the employee.

b. Visitor, Guest and Client becomes ill while at the conference / meeting location and / or reports a presumptive or confirmed COVID-19 test result

- Isolate the individual if they are onsite and recommend that they contact Telehealth and / or their primary Health Care provider for further instructions;
- Conduct an incident investigation immediately, to determine to the extent possible:
 - Duration of potential contamination;
 - Identify employees, visitors and / or clients who may have been in close contact during period of contamination;
 - Visitor, guest and / or client's whereabouts at workplace during period of contamination;
- Request employees who had close contact with affected individual to contact Telehealth and / or their primary Health Care Provider for further instructions;
- Inform visitors, guests and / or clients who had close contact with the affected individual of the situation (adhering to privacy and confidentiality requirements) and recommend that they contact Telehealth and / or their Primary Health Care provider for further instructions;
- Request employees who did not have close contact with the affected employee to monitor themselves for signs / symptoms of COVID-19. If any symptoms develop, they should contact Telehealth and / or their primary Health Care Provider for further instructions and notify their immediate Supervisor as soon as possible;
- Inform visitors, guests and / or clients who did not have close contact with the affected individual of the situation (adhering to privacy and confidentiality requirements) and recommend that they contact Telehealth and / or their Primary Health Care provider for further instructions;
- Inform Building Management and ensure workplace is thoroughly cleaned, especially the areas that were accessed by the visitor, guest and / or client.
- Refer to Appendix B for flow chart.



Reporting Requirements to Toronto Public Health:

- Toronto Public Health shall be notified, if there are two (2) or more positive COVID-19 cases in the workplace. **Note that these requirements are subject to change, as local conditions change. Toronto Public Health Unit will determine if the workplace has an outbreak.**
 - employers must immediately notify Toronto Public Health when they become aware of two or more people who test positive for COVID-19 within a 14-day period in their workplace.
 - Use the COVID-19 Workplace Reporting Tool if all three of these criteria apply to your business/organization:
 - You have a business or organization in the City of Toronto.
 - You are a person(s) responsible for a business or organization
 - Two or more people connected with your organization have tested positive for COVID-19 within a 14-day period (since January 4, 2021).

<https://www.toronto.ca/home/covid-19/covid-19-reopening-recovery-rebuild/covid-19-reopening-guidelines-for-businesses-organizations/covid-19-guidance-employers-workplaces-businesses/>

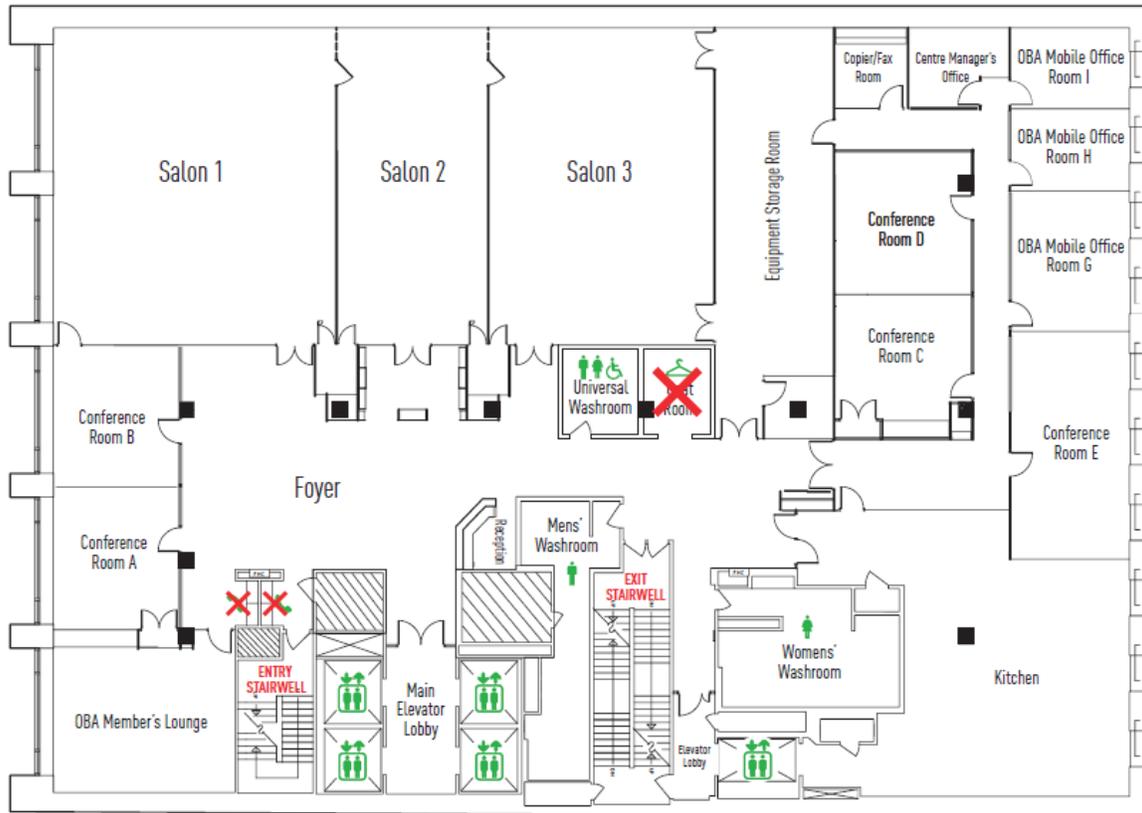
Reporting Requirements to Ministry of Labour:

- If an employer is advised by Public Health, that a worker has an occupational illness due to a COVID-19 exposure at the workplace or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the employer must notify the Ministry of Labour, Training and Skills Development in writing within four days.
- The employer must address the notice to, "Attention: Director" and then mail or fax the notice, to the Ministry regional office closest to your workplace.
- The employer must also advise the:
 - workplace joint health and safety committee
 - health and safety representative
 - trade union, if any
- Source: <https://www.ontario.ca/page/covid-19-coronavirus-and-workplace-health-and-safety>

If any Ontario Bar Association personnel finds or believes that any of the above policies and protocols have been breached, are not being followed or applied should immediately notify Management.



Appendix A Conference Centre Requirements



O. Reg. 364/20: Rules for Areas in Stage 3

- The total number of members of the public in the venue at any one time is limited to the number that can maintain a physical distance of at least two metres

<https://covid-19.ontario.ca/public-health-measures#meeting-or-event-spaces>

Appendix A Conference Centre Requirements

Washrooms:

- Maximum capacity limited to number that permits physical distancing

Public use telephone stations, coat closets:

- Closed

Member's lounge:

- restricted to authorized users only, following social / physical distancing requirements

Main entrance:

- Entry to the second and third floor of the facility should be done via the stairwell on the Toronto Street side of the building. Signage will be posted to indicate the entrance.

Main exit:

- Exiting the facility should be done via the stairwell via the stairwell on the Victoria Street side of the building. Signage will be posted to indicate the exit.

Note – participants may have physical restrictions (which may or may not be visible) that limit their ability to use the stairs; accommodations will be made to allow for elevator use following social / physical distancing requirements.

Conference Room Booking:

Please refer to **Conference Centre Manager**, regarding questions about room bookings so there is no confusion with respect to appropriate bookings as we must have entry / exits and limits.

Traffic Flow:

- Room bookings will be managed to accommodate staggered start and end times to limit the number of people entering / exiting the facility at the same times

Equipment Storage room:

- 3-foot-wide path maintained at all times that serves as an alternate exit if required from Salon 3

Fire Wardens:

- Dave Gordon, Derval Simms, Erin Young

Full Occupant Load per Toronto Fire Services:

Grand Salon: & Foyer: 302;

Salon 1: 135;

Salon 2: 60;

Salon 3: 100;

Conference Room A, B, C, D: 27 each;

Conference Room E & F: 36;

Conference Room H, I: 13 each

NOTE: as of October 15/2021 – 100 % capacity permitted, however, The Ontario Bar Association will follow Public Health guidance for social distancing, and limit capacity to maintain 2-metre physical distancing for guests/ visitors.