



WORKPLACE SAFETY PLAN

COVID-19 PHASE 1





OUR COMMITMENT

Over the next several weeks and months, as areas stabilize from the COVID-19 pandemic, tenants of the AC will begin returning to the physical workplace. These can be stressful times and we want to assure tenants that their health and wellbeing is a top priority for the AC.

In determining our safety plan, the AC consulted local organizations as well as followed government and Public Health recommendations to ensure that our plan is aligned with industry standards for providing safe workplaces.

The safety plan contained herein represents the safety measures and procedures that the AC is implementing in the initial stages of reopening our buildings. Alterations to this plan may be added as conditions in Waterloo Region or the AC environment change. The AC is committed to communicating openly and in a timely manner with tenants regarding changes to the workplace and this safety plan.

We expect that the mix of returning employees will vary and in some cases, tenants may choose to continue to work remotely or stagger their work at the office. Whenever you decide to return, we're optimistic that equipped with the right safety measures and procedures, returning to the workplace can be a positive experience. As always, the AC is committed to providing safe workplaces when our buildings re-open and we look forward to safely seeing you again soon!

Sincerely,

Paul Salvini, CEO and the Accelerator Centre Team



RETURNING TO THE WORKPLACE: A PHASED APPROACH

The AC recognizes that the current landscape is continuously changing and to ensure that we are responding appropriately, the AC is implementing a phased approach to returning to the workplace.

The AC will begin Phase 1 only after it is deemed safe to reopen buildings and when restrictions are lifted on the types of businesses that are able to operate. While we recognize that tenants may begin to return sooner than others as government restrictions change, the AC anticipates keeping our buildings closed until such time as the State of Emergency in Ontario is lifted. Tenants will be notified in advance as we enter each of these new phases of reopening.

Phase 1 includes a number of safety measures which are designed to keep tenants safe while in the buildings. Buildings will have an AC staff member on-site to assist tenants and amenities will be available, with some modifications. To ensure that people are comfortable returning to the workplace, tenants are encouraged to only return when your company feels ready to do so.



PHASE 1

Initial reopening of AC buildings.
Staff on-site and services resumed



PHASE 2

Low risk of spreading or
contracting COVID-19 in
the workplace.



PHASE 3

No longer a threat of spreading
or contracting COVID-19
in the workplace.

OUR PRIORITIES

The AC's Safety Plan: Phase 1 consists of five key priorities to reduce the risk of spreading or contracting COVID-19 through normal workplace interactions.

As part of the development of the AC's safety plan, input was collected from staff, tenants and mentors through an anonymous survey. This feedback was used to ensure that the safety plan is representative of those who occupy AC spaces.



Controlling Building Access



Reducing Touch Points



Increasing Sanitation



Physical Distancing



Ongoing Communication

SAFETY PLAN: PHASE 1



CONTROLLING BUILDING ACCESS

We work in exciting spaces so we understand that people may want to come check us out! However, in Phase 1 of reopening the AC, we have put a few measures in place to restrict who is accessing our spaces to keep tenants safe:

- All AC buildings will be closed to the public
- No group tours of the building are permitted
- Events are not permitted to be held in AC buildings
- Meetings are limited to 10 people
- Tenants are asked to make arrangements to greet external guests upon their arrival as sign-in devices will not be available



REDUCING TOUCH POINTS

We love our shared workspace! But these kind of environments can make it hard to avoid touching shared equipment and common-use facilities. The AC has made some changes in Phase 1 of reopening to help reduce touch points:

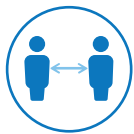
- Removal of common-use kitchenware
- Propping open high traffic doors where possible
- Removing front desk items and guest sign-in iPads
- Providing automatic dispensers in washrooms



INCREASING SANITATION

We want everyone to feel comfortable at work! That's why the AC is implementing more frequent cleaning and disinfecting plans in Phase 1 to keep our tenants safe at work:

- Professional cleaning every night
- Supplementing cleaning with twice daily sanitation of high traffic areas and touch points
- Providing sanitation stations throughout buildings
- Recommended cleaning of individual workstations



PHYSICAL DISTANCING

The AC has a great community and we can't wait to see everyone! But we recognize the importance of setting guidelines so that we can interact safely while maintaining the recommended 2 metres distance. In Phase 1 of reopening, you will see the following changes to our space:

- Reducing meeting room capacities
- Repurposing small meeting rooms into "Zoom rooms"
- Directional floor signage
- Reducing and rearranging seating
- Encouraging continued virtual meetings
- Mandatory masks in common spaces (please find more information on pg. 6)



ONGOING COMMUNICATION

These are challenging times, but we're here to help!

We are committed to ongoing communication with tenants so that you are informed of what's going on at the AC every step of the way.

- Creating a peer group of tenants to meet regularly before and after we return to work
- Advance notice as phased approach progresses
- Feedback opportunities throughout
- Continued use of COVID-19 Slack channel
- Safety protocol signage

NOT FEELING WELL?

If you are not feeling well or have had close contact with someone who has tested positive for COVID-19, please self-quarantine for a 14-day period and work from home if possible.

Please click [HERE](#) for a self-assessment tool and list of testing centres.

SAFETY IS EVERYONE'S RESPONSIBILITY!

All tenants, employees, and guests are expected to abide by the safety measures outlined in this Plan.

Please respect one another's personal safety choices as we adapt to returning to the workplace.

Thank you for making the AC a safe and welcoming place to work!

QUESTIONS?

Please contact Olivia Rogalla at orogalla@acceleratorcentre.com

FAQ

1

ARE MASKS MANDATORY WHILE IN AC BUILDINGS?

Non-medical masks are mandatory to wear when in transit through common spaces (e.g. lunchrooms, kitchens, washrooms) and when physical distancing is not possible. Masks are not required when seated in common areas for the purpose of food or beverage consumption, or at dedicated workstations. Masks are not recommended for people with breathing difficulties or those who have an illness or disabilities that make it difficult to put on or take off a mask.

2

WHERE CAN I FIND THE UPDATED MEETING ROOM CAPACITIES?

Meeting room capacities can be found on YAROOMS under each room name. Rooms with capacities of 1-2 people are intended to be used for virtual meetings where video or phone conferencing is taking place.

3

CAN I STILL USE THE KITCHEN AMENITIES?

Yes! Our kitchens will be fully functional including the use of refrigerators and coffee machines. However, we ask that tenants please bring their own dishes (to be kept at your desk when not in use) as kitchenware will not be provided in Phase 1. We have increased cleaning throughout the day to sanitize common surfaces such as faucets and handles and will spread out kitchen amenities to reduce crowding and wait times.

4

WILL THE AC ENFORCE PHYSICAL DISTANCING IN DESIGNATED SUITES?

No, the AC is not enforcing physical distancing in tenants' designated suites. However, capacities of AC suites are based on 50 sq. ft./ workstation which is above the recommended 2 metres distance between people (36 sq. ft./person). The AC encourages employers to rearrange furniture as needed and consider bringing staff into the office in shifts or alternating days. If additional space is required to operate safely, please contact the AC to discuss available options.

5

HOW WILL I KNOW WHEN IT IS SAFE TO RETURN?

The AC understands that these are complicated times. To ensure that people are comfortable returning to the workplace, tenants are encouraged to only return when your company feels ready to do so. The buildings will be prepared with safety measures and AC staff look forward to welcoming you back, whenever you decide to return.



HOW YOU CAN HELP

We are looking forward to welcoming everyone back to the office! To do so safely, AC staff are asking for your participation in making our spaces safe and welcoming. Here is what you can do to help:



DAILY CHECKLIST

- ☐ Before you come to work, ask yourself the following questions:
 1. Have you been in close contact with someone with COVID-19?
 2. Have you travelled outside of Canada within the last 14 days?
 3. Are you showing any signs of one or more of the following symptoms?
 - a. Temperature $>37.8^{\circ}\text{C}$ (100.0°F) or higher,
 - b. New or worsening cough
 - c. Shortness of breath

Please note: If you answered 'yes' to any of the above questions, you will not be permitted in AC buildings.

- ☐ Consider if you need to be in the office or if you can work remotely that day.
- ☐ Bring personal hand sanitizer and a face mask.
- ☐ Bring your own dishware and lunch bag.
- ☐ Before leaving at the end of the day, sanitize your workstation.
- ☐ Check Slack for updates from the AC and reach out with concerns or questions.

MORE INFORMATION

Please visit acceleratorcentre.com/covid-19 to learn more about our Work Safety Plan.

