



# WORKPLACE SAFETY PLAN

COVID-19 PHASE 2



## A SAFE RETURN TO THE AC

Since joining the AC in the spring of 2021, I've continually been impressed by the work our team has done to ensure we prevent the spread of COVID-19. Keeping our community healthy and providing a safe working environment for our employees, our clients, and our extended community members has been, and will remain, our top priority.

Today, we are announcing important updates to our policies related to our physical office spaces and our response to the COVID-19 pandemic.

In Phase 1 of our Workplace Safety Plan and Doors Open initiative to re-open AC facilities, we implemented a number of measures to ensure the safety of AC community members; including continuing our remote programming, allowing staff to work from home, and increased screening and sanitation across all of our facilities.

Thank you to those of you who have participated in our surveys, Doors Open Peer2Peer Groups, and other community engagement initiatives to help us understand how to support you and your teams as you navigate your own remote work and/or return to work plans.

Over the next several weeks, members of the AC community will begin returning to the physical workplace with a greater frequency. These can be stressful times, and we want to assure tenants that their health and wellbeing is a top priority for the AC.

**As such, effective October 29, 2021, anyone entering an AC facility must be fully vaccinated against COVID-19. This includes AC staff, mentors, clients, tenants, and guests.**

In line with the approach that organizations and policy makers are taking in across Canada and globally, we also believe that vaccination is our best line of defense against COVID-19. While no single effort will completely stop the spread of COVID-19, we have a responsibility to protect our community and do our part to stop the spread.

The safety plan contained herein is an update to the Phase 1 plan. It includes information about vaccines, rapid tests, and the AC's continued commitment to keeping our facilities safe and our community healthy. We acknowledge that the COVID-19 pandemic is an ever changing and unprecedented global event. As such, the AC intends to evolve this policy as public health conditions and recommendations change.

We hope these measures give you confidence to return to the AC when you and your teams are ready. We remain committed to your safety and we thank everyone for their continued assistance in helping us put health and safety first as we work together to prevent the spread of COVID-19.

Sincerely,

Jay Krishan and the AC team

# SAFETY PLAN: PHASE 2 MEASURES



## MANDATORY VACCINES

In Phase 2, the AC is implementing a mandatory vaccine policy for all staff, mentors, tenants, guests, and visitors. Highlights of the policy are below. You can learn more and view the full policy at [www.acceleratorcentre.com/covid-19](http://www.acceleratorcentre.com/covid-19).

- Applies to all AC staff, mentors, tenants, clients, and guests
- Proof of vaccines will only be accessible to our Manager of Operations, Administration, and Chief Executive Officer



## CONTROLLING BUILDING ACCESS

In Phase 2, we will also continue to restrict access to our buildings to minimize risks and keep our community 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 and ensure guest comply with all AC policies



## 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. In Phase 2, we will continue the following measures to 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

Our enhanced cleaning procedures will continue in Phase 2, ensuring all common spaces receive extra attention throughout the day.

- 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 AND MASKS

Those who use our facilities are asked to continue following public health best practices including physical distancing, mask wearing, and hand hygiene. To support these efforts we will maintain:

- Reduced meeting room capacities
- Small meeting rooms for "zoom rooms"
- Directional floor signage
- Rearranged seating in common spaces
- Mandatory masks in common spaces
- Access to hand sanitizer throughout the building



## ONGOING COMMUNICATION

We can't wait to see you at the AC!

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.

- We will be continuing our peer group of tenants to meet regularly and assess the impact of our safety plan
- We will provide advanced notice as phased approach progresses and updates to policy are made
- Feedback opportunities throughout our reopening phases
- Safety protocol signage and tools to support you in keeping yourself and your teams safe

**COMPLETE A SELF ASSEMENT BEFORE  
YOU COME TO THE AC**

**SAFETY IS EVERYONE'S RESPONSIBILITY!**

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

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

### QUESTIONS?

Please contact Ben Richmond at [brichmond@acceleratorcentre.com](mailto:brichmond@acceleratorcentre.com)

# FAQ

1

## ARE MASKS MANDATORY WHILE IN AC BUILDINGS?

Yes. In accordance with the current recommendations from public health 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.

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. AC community members leveraging ad-hoc or daily desk rentals are asked to spread out their seating in common spaces as much as possible.

5

## HOW WILL THE AC ENFORCE THE MANDATORY VACCINE POLICY?

Safety in our facilities is everyone's responsibility. Those wishing to use the facility will be asked to provide proof of vaccine in order to maintain or receive an access card. Access cards may not be shared. While we don't have the capacity to confirm compliance with each guest, at each facility, each visit, we reserve the right to ask for proof of compliance at any time. Please be respectful of AC staff performing their job functions as it relates to ensuring the safety of our community. Harassment or abuse of AC staff members will not be tolerated, and those who do not act in the best interest of our community will no longer have access to AC facilities.



# HOW YOU CAN HELP

## 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 follow the advice of public health officials.

Each time you visit the AC, complete the checklist below:



### DAILY CHECKLIST

- Before you come to the AC ask yourself the following questions:
  1. Have you been in close contact with someone with COVID-19?
  2. Have you traveled outside of Canada within the last 14 days?
  3. Are you showing any signs of one or more of the following symptoms?
    - a. Temperature  $>37.8^{\circ}\text{C}$  ( $100.0^{\circ}\text{F}$ ) 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.

- 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](https://acceleratorcentre.com/covid-19) to learn more about our Work Safety Plan and COVID-19 response.

