

# BUSINESS CONTINUITY PLAN

## COVID-19

As Coronavirus (COVID-19) continues to spread throughout Canada and the world, Design Works Engineering has been analyzing the situation and implementing precautionary measures by adjusting our operations to ensure the health and safety of our employees, clients, friends and family and the surrounding community. Throughout the ongoing changes, we are making every effort to ensure that the current situation does not affect the quality of service and support we proudly provide to our clients and friends. As we have offices throughout Canada, we are following federal, provincial and municipal guidelines and have implemented a Corporate Pandemic & Business Continuity Plan which includes the following:

### MONITORING

At Design Works Engineering we are proud to have a registered nurse on staff. Together with our RN, we are monitoring the situation frequently via websites, media and public announcements. COVID-19 is rapidly changing with severe global impacts, and with that, we have regular meetings with our health specialist to update staff of the latest events and updates.

Daily we are also monitoring employees well being. Any employee with any symptoms of COVID-19 is asked to self isolate for 14 days. If an employee is fit to work, they may work remotely.

### MEETINGS

As of March 17, 2020, in-person meetings are all being changed to web meetings via Microsoft Teams & Skype or any other facilitating software.

### TRAVEL

All travel within a respective province is permitted. Air travel is not allowed. Personal air travel is permitted but not recommended. Any employee travelling out of Canada must self-isolate for 14 days upon return.

### SITE VISITS

Site visits are still ongoing, and we will call before going to the site confirming there are no issues.

### SANITIZATION

Some staff will continue to work from the office on a full time or rotational basis. To facilitate their safety, we have increased the sanitization cleaning procedures throughout the office. Every employee has at their station the necessary tools to sanitize their areas and ready access to handwashing and hand gels.

### REMOTE WORKING

Our office's as of March 17, 2020, continue to remain open during regular business hours; however, we have implemented the ability to work remotely should the need arise. Throughout our offices, we are encouraging social distancing. Each employee will have the ability to work remotely with access to software and our server. Access to our office's at this time is only to staff.

To every client we work with today and have worked with in the past, we value our ongoing relationship and appreciate your patience with us as we adapt to the constantly changing situation. What matters to us now is the safety of all our employees, friends and families.

If there is anything we can do for you in the meantime to help you, please let us know – together, we will see through COVID-19.



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