



PROFESSIONAL CONSTRUCTORS

## Acres COVID-19 Policy

Acres is committed to providing a safe and healthy workplace for all our staff, project partners and visitors. A combination of measures will be used to minimize exposure to COVID-19, including the most effective control technologies available. Acres is continually reviewing the latest CDC guidelines, WorkSafeBC guidelines and will ensure the Acres 2020 Office Safety Plan for COVID-19 is updated as recommended guidelines change.

We are working very diligently to protect our employees and project partners, their families, and the communities we work in. Acres has set up and shall provide information and communication channels to keep everyone informed with the necessary information. In a continued effort to keep everyone safe, Acres shall send out regular updates from Health and Safety.

Our work procedures will protect not only our employees, but also other possible people who enter our offices, worksites, and shop locations. All employees, project partners and visitors must follow the procedures outlined in this safety plan to prevent or reduce exposure to COVID-19 during daily office and shop related activities.

The Office Safety Plan provides a high-level overview of how Acres is addressing the COVID-19 pandemic in relation to our shop and office work environments. Teams are expected to apply these guidelines, as applicable, in our office and shop environments to the best of their ability.

### ***Mandated Mask Use in Public Areas***

*As a result of the public health guidelines, Acres is mandating that a mask be worn at all times when conducting business inside public areas. This includes any retail locations or public offices. This is over and above any health orders as Acres wants to continue to ensure that it is doing its part to keep our employees safe and slow the transmission of the virus overall.*

This is a fast-moving situation and the Acres Office Safety Plan document will be revised as the need arises, or as guidelines and recommendations change by the CDC and WorkSafeBC.

The COVID-19 Office Safety Plan can be found on SharePoint or the Acres employee page by following the link below:

<https://acresenterprises.com/employee/>

## Summary of Working in the Offices and Worksite Trailers

As per Acres COVID-19 Office Safety Plan the following summary shall be required for all employees attending the office. This includes any worksite trailers, head office at 971 Camosun Crescent, and our Emergence Developments head office downtown at 202-125 4<sup>th</sup> Avenue.

1. Employees shall wear a mask or face covering while attending all communal areas such as lunchroom, board rooms, printing areas and coffee station areas to prevent the spread of the virus.
2. Maintain social distancing practices at all times. (6 feet apart).
3. Where social distancing activities that cannot be practiced, all employees engaged in that activity must wear a surgical or cloth mask.
4. All employees are to practice good hygiene to reduce the spread of the virus. All employees shall cover coughs and sneezes by coughing to sneezing into their arm.
5. Adhere to proper cleaning protocols of all surfaces by way of at the beginning of each day, end of each day and after employee use. Surfaces include tables, chairs, fridge, microwave, coffee maker, light switches, stair railings, sinks and washrooms used by others. Wipes will be placed in these areas.
6. Report all illness, family illness that may be a COVID-19 risk exposure to your immediate manager.
7. All large gatherings in excess of 6 persons shall be planned and coordinated prior to any meetings or gatherings held. Employees must gather in an outside area, or area that has excess space to accommodate social distancing practices.