

EVENTSCAPE

COVID-19 SAFETY GUIDE

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EVENTSCAPE

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EVENTSCAPE

Introduction

The COVID-19 Safety Guide sets forth the policies and procedures Eventscape Inc. will follow to ensure the health and safety of our employees as we operate during the COVID-19 pandemic.

We will continue to seek guidance from our industry leaders and look at ways we can operate in this new environment safely and effectively. The subject matter experts we've referenced or adapted material from to create this guide includes but is not limited to federal and local government bodies, public health authorities, WSPS, CCA, and our internal JHSC.

As appropriate, the reopening of Eventscape offices will be done in a gradual and staged approach and will follow the laws and guidelines of our local governments and health authorities to mitigate the risk of a resurgence of the novel coronavirus in our communities.

As the situation evolves, so may the policies that guide our operations. Our policies will be reviewed regularly and any changes impacting our policies, procedures, and the way we work will be communicated to all teams as required.

Please direct any questions to your manager, Human Resources, or the Eventscape COVID-19 Task Force. Safety is our priority, and we will continue to monitor for any updates and communicate as necessary.

Human Resources Contact: humanresources@eventscape.com

COVID-19 Task Force Contact: covid19.taskforce@eventscape.com

Responsibilities

Employer Responsibilities

The safety of our employees has always been and will be our priority. We will take every reasonable precaution to ensure the safety and protection of our workforce. Our responsibilities include:

1. Developing COVID Safety Plans & Policies that align with government restrictions.
2. Training & communication of COVID Policies & Protocols.
3. Providing PPE and materials as required.
4. Supporting the Public Health Department with COVID contact tracing as needed.
5. Developing and implementing of Return to Office plan – including meeting with JHSC, completing a risk assessment, developing a prevention plan, and developing a response plan.

Supervisor Responsibilities

Supervisors play a critical role in their team's safety. Supervisors are expected to lead by example and:

1. Ensure workers work in compliance with any protective devices, measures, and procedures.
2. Ensure workers properly wear/use Personal Protective Equipment (PPE) required by the Employer.
3. Provide workers with written instructions, procedures, updates to policies, or communication relating to COVID-19 protection and safety in a timely manner.
4. Confirm daily with all team members that COVID-19 screening has been completed.

All Employees

Adopting the *internal responsibility system* philosophy, everyone has an obligation to do their part to keep themselves and their colleagues safe by:

1. Following the policies and procedures as set out by our federal/provincial

governing bodies and the Company.

2. Understanding the hazards associated with their job.
3. Notifying the appropriate leaders when they notice a hazard or when someone is not following safety protocols.

In the context of COVID-19 or any infectious disease, employees must:

4. Follow all safety protocols that protect against the further spread of the disease.
5. Not come into work when experiencing symptoms (even if symptoms are mild).

Understanding COVID-19

COVID-19 is spread from:

- Person to person through close physical contact through respiratory droplets and aerosols created when an infected person cough, sneezes, sings, shouts, or talks.
- From surfaces or objects that have the virus on it and where the individual then touches their mouth, nose, or eyes with unwashed hands.

Most common COVID-19 symptoms include:

- fever (feeling hot to the touch, temperature of 37.8 degrees Celsius or higher)
- chills
- cough, new or worsening (continuous, more than usual)
- barking cough, making a whistling noise when breathing (croup)
- shortness of breath (out of breath, unable to breathe deeply)
- sore throat, difficulty swallowing
- runny, stuffy, or congested nose (not related to seasonal allergies or other known causes or conditions)
- loss of sense of taste or smell
- pink eye (conjunctivitis)
- headache, unusual or long lasting
- digestive issues (nausea/vomiting, diarrhea, stomach pain)

- muscle aches, falling often
- extreme tiredness that is unusual (fatigue, lack of energy)

At-Risk Groups include:

- those 70 years old or older
- anyone getting treatment that compromises your immune system (for example, chemotherapy, medication for transplants, corticosteroids, TNF inhibitors)
- those who have a condition that compromises (weakens) your immune system (for example, lupus, rheumatoid arthritis, other autoimmune disorder)
- those who have a chronic (long-lasting) health condition (for example, diabetes, emphysema, asthma, heart condition)
- anyone who regularly goes to a hospital or health care setting for treatment (for example dialysis, surgery, cancer treatment)

After Vaccination

Evidence shows vaccination helps to prevent COVID-19 infection and illness:

- vaccinated workers are much less likely to get seriously ill
- vaccinated people are less likely to spread COVID-19 to others

Even after receiving the vaccine, workers can still:

- get infected by COVID-19
- spread COVID-19 to others

Because no vaccine can provide 100% protection, and because not everyone can get the vaccine – we must continue to practice workplace prevention measures.

Prevention Measures

Hygiene & General Protection

Even though many people in Ontario are vaccinated, we must still practice workplace control measures to limit the risk of COVID-19. No vaccine works 100% of the time.

All employees are expected to do their part to prevent the spread of infectious diseases in the workplace by exercising the following fundamental health & safety protocols:

- Maintain physical distancing of at least 2 meters (6 ft)
- Wash hands with soap and warm water and use sanitizer (with at least 60% alcohol) regularly. Always use sanitizer immediately upon entering any Eventscape building from the outside
- Wear a mask to reduce the spread of respiratory droplets and aerosols
- Avoid touching your eyes, mouth, nose
- Regularly clean and disinfect common contact surfaces, shared tools, and reusable PPE
- Cough/sneeze into your sleeve, arm, or a tissue
- Discard used tissues into bins and follow proper handwashing protocol
- Avoid shaking hands and using your hands to touch faucets and doors
- Refrain from touching common area surfaces if possible
- Do not share personal items (ex. phones, pens, PPE)
- Limit non-essential travel
 - ➔ **IMPORTANT:** Stay home if you are exhibiting symptoms or if you are sick.

Capacity Limits

New
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Eventscape office capacity limits will depend on local provincial/state mandates and on Eventscape internal policies and are subject to change. Please consult with the COVID-19 Task Force for more information or to confirm the most current office capacity limit. Other workplace control measures remain in place and capacity limits and other safety measures may be introduced in line with public health guidelines.

Physical (Social) Distancing

A critical part to limiting the spread of the coronavirus is to maintain proper physical (social) distancing of 2 meters (6 ft) and to minimize close contact with individuals over along period of time. To achieve this, Eventscape has implemented the following physical(social) distancing protocols:

- Use floor markers as indicators for proper physical distancing. Masks must be worn when physical distancing is not possible.

- Stagger work schedules including rest periods and meal breaks.
- Conduct meetings via teleconference or videoconference.
 - If in-person meeting is essential, limit group size to maximum capacity of the room being used or hold meetings outside or in a large space.
- Install barriers between workers where practical.
- Operate at a hybrid work from home/in office arrangement where possible
- Limit non-essential visitors into all Eventscape buildings.
- Limit non-essential travel between Eventscape buildings.

Routine Environmental Cleaning

- Dedicated maintenance teams for each building will clean and decontaminate communal workspaces and common contact surfaces regularly.
- Individual workstations must be disinfected by the employee at the beginning and end of each workday. Individual workstations must be cleared at the end of the day of any personal belongings, materials, or loose papers.
- Boardrooms, printer stations, and punch clock stations are equipped with disinfectant spray solution and towels. These spaces must be wiped down after every use.

Boardrooms, Lunchrooms & Lounge Areas

- Room capacity will be limited to allow for proper physical (social) distancing.
- Plexiglass barriers will be made available as needed.
- Boardrooms, lunchrooms, and lounge areas must be wiped down by the employee after every use.

Remote Working (“Work from Home” or “WFH”)

- Remote work or a combination of remote and in-office work may be approved by your manager as necessary to maintain proper physical distancing.
- Home offices should be set up to allow for privacy and security of the workspace and technology assets. Work assets are not to be accessed by anyone other than the employee responsible for that asset.
- Workstations while WFH should be set up to maximize safety, be ergonomically

correct, and minimize the risk of potential “workplace” hazards.

- Eventscape will provide equipment for use for WFH. Employees will be required to sign out any assets that are taken home for work
- WFH schedules will be granted on an as needed basis and will prioritize considerations including physical (social) distancing requirements, vulnerable staff, those that live with health care workers, those without childcare, and those that must take public transit to commute to work

Business Travel

- Employees travelling for work purposes will be required to plan ahead to ensure they will be able to meet any government travel requirements/guidelines before their departure.

New
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- ➔ **IMPORTANT:** Fully vaccinated travellers are exempt from pre-entry and arrival covid-19 testing requirements.

To be considered exempt, you must:

- Have **no** symptoms of COVID-19
- Have had the full number of required doses of an accepted COVID-19 vaccine at least 14 days prior to entering Canada
- **Upload your proof of vaccination on the ArriveCAN website**

- **Fully vaccinated (exempt) employees returning to Canada must:**
 - Register with ArriveCAN
 - Have a negative (molecular, not antigen) COVID-19 test within 72 hours before arriving at Canadian border or airport
- **Non-exempt (not fully vaccinated) employees returning to Canada must:**
 - Submit your travel and quarantine plan with ArriveCAN
 - Have a negative (molecular, not antigen) COVID-19 test within 72 hours before arriving at Canadian border by land, sea, or air.
 - Pre-register for your arrival test at your arrival airport or other port of entry ([for Toronto airport \(YYZ\), click here](#)).

- Complete your 8-day test kit at your place of quarantine
- Complete the mandatory 14-day quarantine.

Site Visits and Installations

- **IMPORTANT:** Eventscape employees may be required at client request to provide proof of fully vaccinated status for work on installation sites.
- Before visiting any site or installation, Project Managers and Eventscape Installation Lead must ensure the client's site has the necessary health and safety protocols in place to ensure workers' safety. This means reviewing site H&S policies on COVID-19.
- Installation Supervisors must complete Site Safety Checklist at the beginning of each day while on site.
- Proper hygiene and physical (social) distancing of 2 meters is just as critical while on site. If physical distancing is not possible, employees must wear appropriate PPE including a face mask.

Visitors/Client Visits

- To ensure the safety of both visitors or contractors and Eventscape employees, guests will need to adhere to the following policies when visiting our facilities:
 - Maximum 6 visitors will be permitted to enter our facility at any one time. Eventscape can coordinate multiple viewing schedules if necessary. Contact Eventscape Host to coordinate.
 - Prior to entry into Eventscape building, all visitors/contractors must complete the Visitors and Contractors Questionnaire.
 - Visitors/contractors will be required to wear a mask while inside our facility.
 - Visitors/contractors will be required to disinfect hands upon entering building from outside following proper Health Canada guidelines.
 - Visitors/contractors must maintain a minimum 2-meter (6 ft) distance between themselves and other guests or Eventscape employees while inside our facility.
 - Visitors/contractors will be required to stay within the designated visitor area when indicated. In all other travel paths, contact with surfaces should be avoided when possible.

- Washroom use will be restricted to guest washroom.

Accepting Deliveries

- Until further notice, in bound deliveries must be received and immediately placed in designated quarantine spaces for decontamination.
- All external, non-Eventscape delivery personnel must remain at the door until an Eventscape representative can let them in.
- While inside an Eventscape facility, external delivery personnel must be instructed not to touch anything and to use their own personnel office supplies if required to sign anything.

Tracking Workforce

- All employees including vaccinated employees must continue to use the COVID-19 screening app upon entry to any Eventscape building.
 - Government and public health guidelines indicate that should there be an active case at work, public health will call upon employers for contact information of infected workers in close contact.
 - Employees will e-mail attendance@eventscape.com **daily** when working from home.
 - Employees scheduled to work from home and that need to be in office must e-mail any member of the COVID-19 Task Force of their intent to visit the office and complete the COVID-19 screening prior to coming in.
- ➔ **IMPORTANT:** Apart from using information gathered from the daily COVID-19 screening app and Sage Time, WFH/office emails will be a critical source of information for contact tracing.

Training and Communication

- COVID-19 safety policies and procedures will change rapidly in coming months as provincial restrictions lift. Changes to Eventscape procedures will be communicated to all employees.
- When a return to the office begins, employees will undergo training as needed.
- Employees will be trained on new policies and as existing policies are updated.

Personal Protective Equipment (PPE)

- Eventscape will ensure that proper engineering and administrative controls are in place before considering the use of PPE.
- Employees must wear the required PPE.
- Face masks must be worn while indoors and when proper physical distancing of 2m (6ft) is not possible. Face masks must cover the nose, mouth, and chin.
- Face shields are supplementary protection and is **not** a replacement for a face mask.
- Wearing gloves is **not** a replacement for proper handwashing and hygiene protocols.

Table 1 – Required PPE

Work Area or Position	Mandatory COVID Safety PPE when working ALONE at your workstation	Mandatory COVID Safety PPE when working with others OR when physical distancing is not possible
Maintenance	Face mask	Face mask
	Gloves	Gloves
Production	Face mask when away from your workstation	Face mask
Office	Face mask when away from your workstation	Face mask

Detection Measures

Employee Screening

- At the start of the workday, before entering any Eventscape building, employees must check in at a screening station, self-screen, and confirm that:
 - They are not experiencing new or worsening flu-like symptoms including fever, cough, sore throat, runny nose.

- They have not travelled out of country in the last 14 days **AND** been advised to quarantine.
- They have not been identified as a "close contact" of someone who has COVID-19 and/or been asked by a health care provider/public health to isolate and/or tested positive for COVID-19
- If an employee answers YES to any of the questions, they may be refused entry into Eventscape and will be directed to contact their local Public Health Authority or Telehealth.
- Only Human Resources and People Managers will have access to department-specific information.
 - ➔ **IMPORTANT:** It is the supervisor's role to do daily check-ins with their team. All supervisors must confirm daily with their team that self-screening has been completed at the start of their shift. This can be done verbally or by e-mail.

Visitor/Contractor Screening

- Before entering any Eventscape building, visitors & contractors must confirm that:
 - They are not experiencing new or worsening flu-like symptoms including fever, cough, sore throat, runny nose.
 - They have not travelled out of country in the last 14 days **and/or** been advised to quarantine.
 - They have not been identified as a "close contact" of someone who has COVID-19 and/or have been asked by a health care provider/public health to isolate and/or tested positive for COVID-19
 - They are not a close contact to anyone who has new COVID-19 symptoms and is waiting for test results.
- All responses will be kept confidential and secure.
- Visitors will use their own writing equipment to complete screening questionnaire and will follow proper hygiene and physical (social) distancing requirements.

Response Measures

If you have or begin to develop symptoms of COVID-19 (even mild symptoms):

- Stay home, contact your local public health unit. Obtain a PCR test if you are eligible. Otherwise, presume a COVID-19 infection.
- Self-isolate according to public health guidelines (outlined below).
- Contact your manager and Human Resources. Wait for further instructions.
- ➔ **IMPORTANT:** Regardless of your test results, you may return to office/work once you have completed the required self-isolation period AND you have had no worsening symptoms or fever for at least 24 hours.

Positive COVID-19 Case at Work

- If an employee tests positive for COVID-19, the employee's immediate work area(s) will be shut down for cleaning as soon as Eventscape is notified of the positive test. The work area will be expected to reopen the following day.
- Alongside Public Health efforts, the COVID-19 Task Force will initiate contact tracing and contact all individuals deemed as a **close contact** with the positive case. All close contacts will be instructed to obtain a COVID-19 test and self-isolate while they wait for results.
- Under Public Health guidelines:
 - **Close contact** means: someone who has been in **prolonged**, close contact with someone who has tested positive for COVID-19 including:
 - being less than 2m (6ft) away in the same workspace for over 15 minutes, with or without a mask
 - multiple encounters closer than 2m over a 24-hour period
 - physical contact such as a hug or handshake
 - The prescribed contact tracing period is:
 - For asymptomatic positive – 48 hours before the test was taken
 - For symptomatic positive – 48 hours before the onset of symptoms
- All other employees will be instructed to continue their daily self-monitoring for symptoms and continue to follow COVID-19 safety protocols including physical distancing, proper hygiene, and mask wearing.
- Disclosure of personal information or diagnosis should never be shared unless required for occupational safety purposes. Eventscape will only communicate to close contacts the date and time of the potential exposure and where it took place.

- Beyond communication with identified close contacts, Eventscape will only share with the broader team (including clients and vendors as necessary, according to Public Health guidelines and as determined by COVID-19 Task Force) that a positive case has occurred, dates/times of occurrence, and which facility has been impacted. The broader team will be notified that they are not deemed close contacts, but to continue self-monitoring for symptoms.

What to do: High-Risk Exposure to a Presumed Positive COVID-19 Case

1) If you have symptoms

- Fully vaccinated employees should self-isolate for 5 days from the start of symptoms and may return to work when they have NO worsening symptoms or fever for 24 hours. Employees should not return to work if someone else in their household has new or worsening symptoms.
- Non-Vaccinated and immunocompromised employees should self-isolate for 10 days from the onset of symptoms and may return to work when they have NO worsening symptoms or fever for 24 hours. Employees should not return to work if someone else in their household has new or worsening symptoms.

2) If you do not have symptoms

- Fully vaccinated employees are not required to self-isolate but should monitor themselves closely for symptoms for 10 days
- Non-Vaccinated employees should self-isolate for 10 days from the date of exposure and self-monitor for symptoms.

Return to Work After Recovery

- Employees who are eligible for testing should get tested. All others should presume a COVID-19 infection and follow self-isolation protocol.
- Employees must contact Human Resources before returning to work.

Managing New Risks

Managing the health & safety of our staff through a pandemic to help prevent COVID-19 may result in changes to regular work practices and procedures. As a result of these changes, new risks may be introduced by:

- Workers having been away from their work

- Changes to processes and procedures
- Use of temporary labour and inexperienced staff
- Restarting activities and machinery that have been shut down
- Stress, change, and the impact these may have on mental health

Any changes or new policies/procedures will be reviewed to assess for potential risks before changes are implemented. Reviews will be conducted by:

- Upper Management, Department Managers/Supervisors, Team Leads
- Joint Health & Safety Committee
- COVID-19 Task Force
- Human Resources

Transitioning from WFH to Office

When it is deemed safe and reasonable, Eventscape will begin to transition employees working from home back into the office.

While working from home has its unique productivity advantages, working in the office allows for innovation and creativity to propagate and flourish in ways that may not be as profound while working from home.

Working in the presence of other people not only has the added benefit of rapid decision-making, streamlined communication channels, and greater access to team members and leaders, but it also creates social outlets, community, and diversity.

Return to Office (RTO)

All phases of re-opening Eventscape offices will align with government and public health guidelines and will be based upon 1) statistics and active cases in the community 2) government and public health guidelines, 3) provincial vaccination rates.

Phase 1 – Return to Office – Voluntary return to office schedule at a 50% capacity limit

Phase 2 – Return to Office – Mandated hybrid return to office schedule at 65% capacity limit

Phase 3 – Return to Office – 100% return to office

- All hybrid schedules must be developed in conjunction with managers and HR.
- All employees will be required to be in office where project or work assignments require it.



COVID-19 Vaccine Policy

Employees are strongly encouraged to become fully vaccinated by receiving two doses of a vaccine approved by Health Canada for use in Canada in relation to COVID-19.

Disclosure

- Employees are required to disclose their vaccination status.
- This data will be used to identify the health and safety needs of our workplace and help us develop policies and procedures with the safety of all employees in mind.
- Those that do not disclose their COVID-19 vaccination status will be deemed to be unvaccinated for these purposes.
- Employee information will be kept confidential and will not be shared with others without the employee's consent.
- Employees who falsify information regarding their vaccination status shall face disciplinary action, which could include termination for just cause.

Mandatory Vaccination

- Some projects or type of work at Eventscape shall require that employees be fully vaccinated.

For example:

- if a client requires that all contractors be fully vaccinated before working on their site or property;
- attending client meetings in public places that require vaccinations; and
- work occurring in an environment around high-risk individuals.
- If stipulated by a client, Eventscape will comply with requirements for our staff to be fully vaccinated.
- Employees assigned to those projects with mandated vaccine requirements will be required to be fully vaccinated.
- Employees that are required to be fully vaccinated for work purposes, but refuse, may be placed on temporary layoff without pay and either with or without benefit continuation.

Exemption and Accommodation

- If any employee falls under the mandatory vaccination requirement, but is unable to be vaccinated for Human Rights Code-related reasons, shall be required to disclose in writing to Human Resources the reason for not being vaccinated (e.g. medical, religious).
 - **Medical Exemptions** - Employee must provide an independent and objective written medical opinion from a doctor or nurse practitioner stating that the employee has been advised not to receive the vaccine due to a medical contraindication. The medical certificate must also set out the effective period for the medical exemption.
 - **Exemption on religious grounds** – Employee and the Employee’s religious leader must each provide a written statement explaining why the exemption request is based on their creed or religion. Personal and/or philosophical objections to vaccinations are not considered sufficient justification for granting an exemption.
 - Eventscape may require that any documents provided to support the employee’s request for exemption and/or the need for accommodation be notarized.

Continuation of Safety Protocols

- Regardless of vaccination status, all employees must continue to follow all COVID-19 safety protocols currently in place.
- Eventscape may require mandatory vaccination of all employees at a later date (subject to any statutory exemption and accommodation requirements).
- Should any employees have any questions or concerns regarding this policy they should bring those questions or concerns to the attention of Human Resources.

References

Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Health Canada

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

New York State COVID-19 Resource

<https://www.ny.gov/>

Ontario COVID-19 Resource

<https://covid-19.ontario.ca/>

Toronto Public Health

toronto.ca/COVID19

Travel Advisory, Health Canada

<https://travel.gc.ca/travelling/advisories>

Workplace Safety & Prevention Services

<https://www.wsps.ca/Home.aspx>