

Fort Capital

Covid – 19 Safety Plan

Below are the protocols that we are currently following to minimize risks to employees and visitors in our offices. Please consider everyone's safety and do your best to minimize contact while in this space.

- **OCCUPANCY LIMITS:** We have established and posted an occupancy limit for our premises.
- **WORK FROM HOME:** In order to reduce the number of people at our worksite, we have offered our employees and partners work-from-home arrangements, virtual meetings, and limiting the number of visitors in the workplace.
- **SOCIAL DISTANCING:** We have implemented measures to keep employees and others at least 2 metres apart, wherever possible.
- **AIRBORNE TRANSMISSION:**
 - Our building has implemented additional cleaning and air filtration protocols to minimize airborne transmission within the office space and each floor is individually filtered to minimize any cross contamination.
 - We have a strict policy for employees to work from home if they feel ill, have travelled outside the province or have been in contact with anyone who has become ill with Covid 19 symptoms.
 - Disposable masks are provided for use for those who require one.
- **CONTACT TRANSMISSION:**
 - Our Building is limiting the occupancy in the elevators and has introduced additional cleaning measures for high touch areas in the common spaces
 - We have strict protocols in place for cleaning communal and personal areas after use including table and chair surfaces, screens, coffee machine, photocopier and other high touch areas.
- **VISITORS:** We are strictly limiting the guests that will be in our space for any extended period of time.
 - No visitors who are feeling ill, have been travelling outside Canada or have been exposed to Covid – 19 within the past 14 days, will be allowed on the premises.
 - When entering the space, please wash your hands upon arrival.
 - Disposable masks are available for your use.
 - Please abide by the social distancing rules detailed below.
- **SOCIAL DISTANCING:** We have implemented measures to keep employees and others at least 2 metres apart, wherever possible.