

OLIVER & CO. BARRISTERS & SOLICITORS

COVID-19 Safety Plan

We are required by order of the Provincial Health Authority, BC Centre for Disease Control and WorkSafeBC to implement a COVID-19 Safety Plan. The safety of our staff and clients is of the utmost importance to us and we are committed to providing a safe environment for everyone.

CLIENTS

1. All clients are required to wear a mask while in the building. Please let us know prior to your appointment if you cannot wear a mask due to an approved medical condition or you will not be allowed in the office.
2. Please DO NOT COME into our office if you have symptoms of COVID-19. We reserve the right to reschedule your appointment for another time if you arrive not feeling well or appear to be sick. We are willing to accommodate phone or video call appointments where possible.
3. Hand sanitizer is available for clients as they come into the office. Hand washing hygiene is recommended to be the most effective.
4. We provide a physical barrier at the front desk for the safety of our staff and clients.
5. Please maintain at least a 2 m (6 ft) distance between clients and staff members in the common areas where a plexiglass barrier is not available.
6. Our staff does regular cleaning throughout the day of high touch areas in our waiting room and meeting rooms.
7. In the event of a COVID-19 exposure our office will follow all guidelines recommended by Public Health.

STAFF

1. All staff are required to wear a mask while in the common areas of the office and while meeting with clients.
2. Staff are encouraged to frequently use hand sanitizer or wash their hands.
3. All staff must personally assess themselves daily for symptoms of COVID-19 prior to entering the office.

4. If a staff member is sick, they are required to stay home, self-monitor, and get tested (if required).
5. If a staff member has symptoms of COVID-19, but is still able to work, they will be permitted to work from home.
6. A detailed staff policy is available if requested by Public Health or WorkSafe BC.

SYMPTOMS

Pursuant to the BC Centre for Disease Control, Symptoms of COVID-19 include new or worsening:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Runny nose
- Sneezing
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days.

Go to an urgent care clinic or emergency department if you

- find it hard to breathe
- have chest pain
- can't drink anything
- feel very sick
- feel confused