

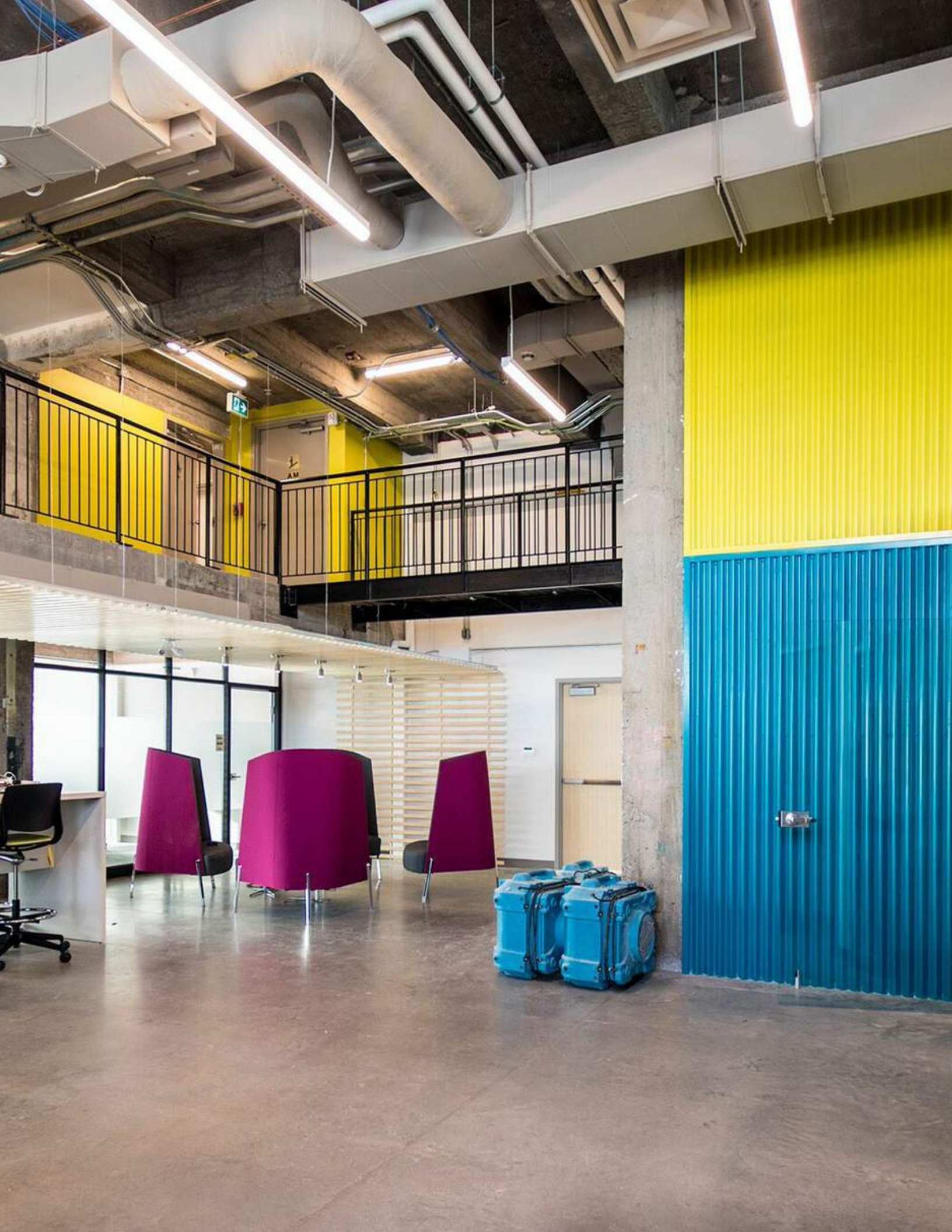


Welcome Back to Bayview Yards

A guide to coming back to work after a pandemic and what Bayview Yards is doing to manage this new normal.



Updated 10/18/21



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Message from our President & CEO

“To our staff and tenants of Bayview Yards, your safety is of paramount importance. We have prepared and offer this guide with this singular goal in mind. While we have implemented a wide range of precautions leveraging known best practices and direction from Public Health agencies, we welcome your input and feedback along the way. Thank you for your support as we work to ensure a safe and healthy environment at Bayview Yards.”

- Michael Tremblay

Our main goal is to ensure that everyone feels comfortable, safe and confident to return back to Bayview Yards.

We all know that human interaction is not something we can replace with technology, although technology has proven invaluable in staying figuratively close during this pandemic. It is for all of you that we have put together this handbook – to protect one another and collaboratively design a new path forward. All guidelines contained within concerning health and hygiene come from [Ottawa Public Health \(OPL\)](#) - when in doubt, follow the regulations and guidelines set forth by OPH directly.

Please note that the following are guidelines based on industry best practices. These recommendations do not substitute or supersede any laws or recommendations set forth by OPH or any other relevant governing bodies.

This guide has been created from the best possible information at the time of issue and will be updated as information changes.





Our People

General Hygiene & Etiquette

Maintaining good hygiene is especially important outside of the home where our own actions have direct implications on others. We want to remind you that handwashing is one of the simplest and most effective defenses against viruses and bacteria and is widely recommended by public health officials. It's recommended you:

- Wash your hands regularly;
- Use hand sanitizer between washes as required (or when soap and water are unavailable);
- Avoid touching your face;
- Stay home when feeling ill.

Be Self Aware / Personal Protective Equipment

- Understand that your neighbour may not be on the same comfort level as you;
- Be cognisant of your surroundings;
- Pay attention to signage and direction instructions;
- Identify and create your own distancing plan and best practices.
- Masks are mandatory when moving from place to place within the building.

Physical Distancing

As is noted throughout this document, physical distancing is of the utmost importance. Please take care to respect posted guidelines and others' personal boundaries.

- Keep 2m (~6ft) away from others whenever possible;
- Avoid gathering in groups, even small groups, particularly in common areas;
- Physical distancing isn't social distancing – say 'Hi' with a smile, wave or a nod!

Safeguard the Well-being of our Employees, Licensees & Guests

- The general public will not be allowed to enter the building until the Ontario Government Vaccine Passport App is functioning. Oct 22nd, 2021 is the tentative date, to be confirmed.
- Follow instructions on posted signage to ensure safety measures are met. This includes measures on personal hygiene, physical distancing and other safety precautions that may affect you;
- We want to reiterate that feeling safe and comfortable coming into the office is our priority. Stay focused on the positives!

Our Building

COMMON AREAS

Pinch Points

Inevitably, we will cross paths with one another as there are several areas within buildings prone to congestion ('pinch points'). It is how we deal with these areas that's most important! We will be implementing Right of Way measures.

- Wherever possible, stay to your right and do not pass. When entering a foot path intersection, give priority to the person(s) on your right;
- Where applicable, follow signage with designated direction of movement. The floors will be well marked to direct the flow of people traffic as they move through the public spaces.

Building Entrances, Exits and Other Points of Entry

We will closely monitor the occupancy and volume of our property and adjust access as required. It's important we keep a consistent flow of traffic and ensure that everyone feels safe and comfortable as they enter the buildings.

- Entrance doors shall remain locked during the initial phase of the reopening,
- Designating 'In' and 'Out' doorways / access points where applicable. For those buildings that have multiple main entry doors, we will designate one set of doors to enter the building and another to exit. Where this is not feasible, we will keep traffic to the right and request right of way be given to those exiting;

- Limiting the amount of entry points to the buildings when possible;
- Making available sanitizing stations at every entryway;
- Regularly disinfecting key touchpoints (doors, handles, buttons etc.).

Lobbies, Hallways and Seating Areas

While common areas in our buildings are there to be enjoyed, we all understand that it's important to limit gatherings for some time until it's once again safe to do so. In order to facilitate traffic and adhere to physical distancing protocols, we're:

- Posting directional signs to facilitate traffic flow, where appropriate and where possible;
- When gathering in a common area, practice social distancing. Feel free to enjoy the soft seating however, no more than 2 people are allowed within these areas at a time.

Stairwells

Due to safety and security, these recommendations are for the general use of common stairwells. During an emergency, however, please follow standard evacuation protocols. Where possible we will implement the following:

- Establishing protocols for stairwell use:
 - Keeping right
 - No Passing
 - Maintaining a distance, of three stairs between individuals;



Elevators

The size of our elevator reduces the ability to meet physical distancing protocols of 2 meters without limiting passengers to one or two. To ensure our facility remains accessible for all, we have put the following measures in place:

- Limiting occupancy to 2 passengers at a time.
- Instructing passengers to select destination then move to furthest open space from the door (see floor markers for placement).
- Posting signage with key messaging
- indicating occupancy levels, spacing, orientation, etc.;
- Disinfecting touchpoints regularly.

Washrooms & Shower Rooms

It's critical we practice safe distancing protocols and reinforce cleanliness in washrooms given they are heavily used areas requiring specialized care. The following are measures that will be put in place:

- Limiting single use occupancy in washrooms, while forming a queue outside;
- The posting of OPH-issued signage
- related to hand washing;
- The installation of specialized disposals for PPE;
- Showers will be closed until further notice.

Patios & Terrace

We understand the desire to use our patios and terrace, while the weather and temperature permits. We would like everyone to continue to appreciate these spaces while respecting the following limitations:

- Reducing seating to adhere to physical distancing requirements;
- Putting gatherings in common outdoor areas on hold (as is the case for indoor spaces).

Kitchens & Water Stations

Using a phased approach, we will revisit the protocols surrounding kitchens on an ongoing basis. For now, the following applies:

- The kitchens will be available to use and sanitizing wipes be provided. The evening cleaning schedule will be enhanced based on our needs.
- Water is available at the five (5) touchless water fountains in the building.

Heating Ventilation & Air Conditioning (HVAC)

Bayview Yards has consistently upheld an HVAC maintenance program meeting or exceeding ASHRAE standards for HVAC practices. It's important to note that scientific research to date is not definitive on the effectiveness of implementing additional technologies in these areas to reduce risk related to COVID-19 and other infectious diseases. Regular handwashing, physical distancing and maintaining good respiratory hygiene are currently considered the most effective ways to prevent the spread of infection. In conjunction with these hygiene and physical distancing best practices, recommendations regarding building systems have been made and Bayview Yards has implemented the following:

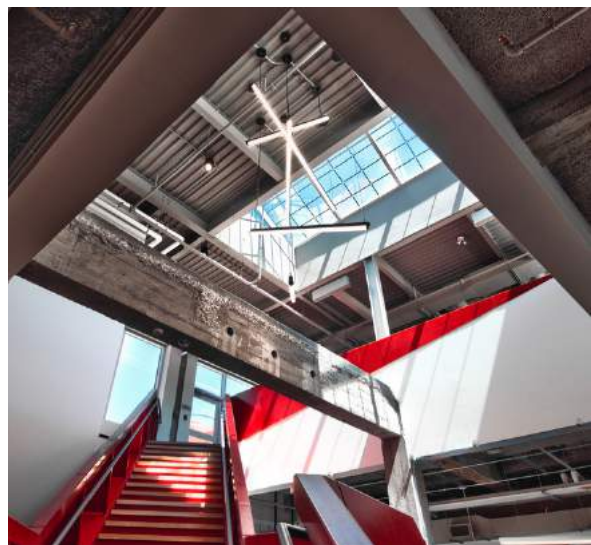
- Continuing our robust HVAC maintenance program;
- Increasing outside air ventilation rates;
- Implementing additional filter changes using Minimum Efficiency Rating Value (MERV) 8 and Bag/Boxes filter (MERV 13).
- UV-C LED lights have been installed inside the HVAC return ducts in order to keep the office surfaces germ and virus-free. This technology will directly target the DNA and RNA molecules of bacteria, viruses, and mold.

Water Systems

Since the restrictions on nonessential services were put in place in early March, Bayview Yards has been diligently maintaining the building to the same high standards as when you were last here.

For instance, we're:

- Running cold and hot water on each floor and the furthest point of service in the building for 5 minutes to clear the system of potentially stagnate water;
- Contacting water treatment service providers to arrange for inspections and perform necessary tests where applicable.



Food & Beverage On-Site

We have installed vending machines, with drinks and snacks, for our staff and guests to enjoy. As access to the building increases, we will be adding more options with fresh meal, that will be stocked daily.

Cleaning & Janitorial

Bayview Yards remains vigilant with our enhanced cleaning protocols for all shared spaces. Our operations staff has remained vigilant with our enhanced cleaning protocols for all shared and common spaces within the buildings by:

- Identifying high traffic and touchpoint areas to focus our enhanced cleaning protocols;
- Repeating disinfectant cleaning of common area touch points including but not limited to door handles, elevator buttons, handrails, etc.;
- Maintaining an adequate inventory of cleaning and paper supplies to satisfy our needs;
- Developing a plan to determine what the “new normal” specifications look like moving forward.

Deliveries

Deliveries will be permitted to drop off at our facility within a designated area. Delivery personnel will not be required to present proof of vaccination to drop off.

Contact Information

If you have any questions or wish to discuss the information provided in further detail, please contact:

Email: reception@thebayviewyards.com

Telephone: 613-216-4229

In the Event of an Outbreak

Bayview Yards will notify Ottawa Public Health in the event that we become aware of two or more people in the facility who have tested positive for COVID-19 within a 14-day period, using the [secure case reporting tool](#).



Industry
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Collaboration

Acceleration

Impact

Licensees Tips

As we all prepare for our return to work and what that will look like for our employees, Bayview Yards would like to share with you a few tips and recommendations to consider and tailor to your organization's specific needs as you develop your own back-to-work policies.

- Wash your hands regularly;
- Use hand sanitizer between washes as required (or when soap and water are unavailable);
- Avoid touching your face;
- Stay home when feeling ill.

General Occupancy & Operations

The gradual return to the workplace schedule should begin with essential personnel first. There are several ways to prioritize and balance the needs of onsite employees with others, such as:

- Phasing in the re-introduction of onsite employees to gradually increase occupancy back to pre-pandemic numbers. Have employees that are best suited to work from home, continue to work from home;
- Staggering employee onsite start times throughout the day to avoid congestion at 'pinch points' in common areas, elevators and entryways into your suite(s). ex. Grouping employees into start times of 8am, 8:30am 9:00am and 9:30am etc.;
- Alternating employee lunch hours and break times to minimize congestion or overflow;

- Loosening policies regarding employee tardiness. Keep in mind the reduction of occupancy in elevators and stairwells could prolong travel and wait times;
- Ensuring you are sharing all relevant information with your employees and visitors on the steps you are taking within your organization.

Health & Safety

Health and safety concerns are undoubtedly top of mind when it comes to all staff, particularly those onsite. Ottawa Public Health is your best resource for up-to-date guidelines on health and safety in general and in relation to COVID-19, here are several policies worth considering in order to protect our most vulnerable:

- Providing all workers with relevant PPE when necessary. Please note that there are known shortages / delays for items such as latex gloves, sanitizers and medical-grade facemasks – should you anticipate requiring them for your team, we recommend placing your orders as soon as possible;
- Implementing a stay-at-home policy if you are sick or unwell. General public health guidelines suggest to stay home if you have any of the following symptoms:
 - Cough
 - Fever
 - Difficulty Breathing;
- Encouraging personal assessment obligations and self-isolation directives for when employees should not come to work.

- OPH and the Government of Ontario has requested that everyone self-isolate for fourteen days who has met the following criteria:
 - Anyone diagnosed with COVID-19 or who is waiting to hear the results of a lab test for COVID-19
 - Anyone showing any symptoms of COVID-19, even if mild
 - Anyone who has been in contact with a suspected, probable or confirmed case of COVID-19
 - Anyone who has been informed that they may have been exposed to COVID-19, be it through public health officials or self-assessment tools
 - Anyone who has returned from travel outside Canada with symptoms of COVID-19;
 - Implementing health screening protocols, for example a standard health questionnaire or thermal scanning. As required, a stay-at-home policy (above) should support this process – consider additional steps such as denial of entry processes should they be required;
 - Implementing a clean desk policy
 - provide your employees with disinfectant wipes and sanitary sprays to allow for thorough cleaning and sanitation of workstations on a regular and more frequent basis.

Orientation & Density

Maintaining physical distancing protocols as much as possible is important during and post pandemic. For those licensees with multiple desks or closed offices, you may wish to review your office and workstation configurations to better support physical distancing. This could include:

- Developing a protocol for movement (pedestrian traffic) within your office. Such as establishing 'In' and 'Out' doors where possible and controlling circulation in the form of arrows placed in clockwise patterns or directional laneways, for instance;
- Removing every second chair from your meeting room and limiting the number of people in physical meetings;
- Reducing your office density by occupying every second workstation and by installing physical barriers between workstations where employees are in close proximity and/or facing each other;
- Provide each employee with their own desk/workstation, equipment (i.e. headset or mouse and keyboard) and stationary;
- Provide your staff with masks, sanitizer, disinfecting wipes as needed to ensure their comfort and safety.

In-Person Access to Facilities Policy

1) POLICY STATEMENT

The Innovation Centre at Bayview Yards (ICBY) is committed to the health and safety of its employees, Licensees and approved contractors. This [Policy for In-Person Access to the ICBY Facilities](#) (this “Policy”) has been developed and implemented in accordance with provincial legislation and government directives.

The objective of this Policy is to reduce the transmission of COVID-19 to protect the health and safety of all employees, Licensees and approved contractors. To that end, and in accordance with provincial directives, ICBY requires that all employees, Licensees and approved contractors who require access to the Facilities be fully vaccinated against COVID-19, except as set out below.

This Policy will be interpreted and applied in a manner consistent with the Ontario Employment Standards Act, 2000 (the “ESA”), Ontario Human Rights Code (the “OHRC”) and the Ontario Occupational Health and Safety Act (the “OHS”).

In the event any applicable legislation, regulation, or other policies impose more stringent obligations on ICBY, then such requirements shall supersede the requirements set out in this Policy.

This Policy comes into effect as of October 18, 2021.

2) DEFINITIONS

Fully vaccinated means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada and recommended by the applicable local public health unit, including any booster shots recommended, approved, and/or required from time to time (e.g. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least fourteen days ago.

Clients means, for the purposes of this Policy only:

- a) all individuals, and all employees, officers or agents of entities who have a license agreement with Innovation Centre at Bayview Yards; and
- b) all individuals who have an access card to the Facilities as part of a written agreement with Innovation Centre at Bayview Yards (e.g. approved contractors) and continue to require access to the Facilities.

Facilities refers to all ICBY Facilities, including 7 Bayview Station Road and 1740 Woodroffe Ave, Ottawa ON K2G 3R8 Ottawa.

3) SCOPE

This Policy applies to all Clients of ICBY unless this Policy specifically states otherwise.

1) POLICY

i. Proof Of Vaccination

a) As of Monday, October 18th, 2021 all Clients must provide proof that they have been Fully Vaccinated in order to access the Facilities. Such proof must be shared through the CANImmunize Shield app or as otherwise directed by ICBY. See ii. Client Disclosure for more details.

ii. Client Disclosure

ICBY will be managing the Client disclosure process securely through the CANImmunize Shield app, which has been developed by CANImmunize. For more information visit:

www.canimmunize.ca/en/home

iii. Privacy

All personal information, including personal health information, will be collected, used, disclosed, retained and safeguarded in accordance with applicable ICBY policies and privacy legislation. ICBY shall ensure that all information collected pursuant to this Policy is used only for the purposes of this Policy, shared on a need-to-know basis only, stored securely, and securely deleted when no longer required.

iv. Accommodation

ICBY will assess any request for accommodation related to this Policy in accordance with its obligations pursuant to the OHRC. ICBY reserves the right to request such information as it deems necessary for such purposes.

Accommodation requests will be assessed on a case-by-case basis.

v. Protective Measures

a) When attending the Facilities Clients must at all times continue to adhere to the infection prevention and control measures put in place in response to the COVID-19 pandemic. Please refer to “Welcome Back to Bayview Yards Handbook”.

5) REVIEW AND MODIFICATION OF POLICY

a) ICBY will review this Policy on a regular basis and reserve the right to modify its contents at any time, based on current available public health information and recommendations, any further legislative amendments, and operational requirements.

6) RELATED POLICIES

www.canimmunize.ca/en/privacy-policy

www.bayviewyards.org/privacypolicy

