

COVID-19 Health and Safety

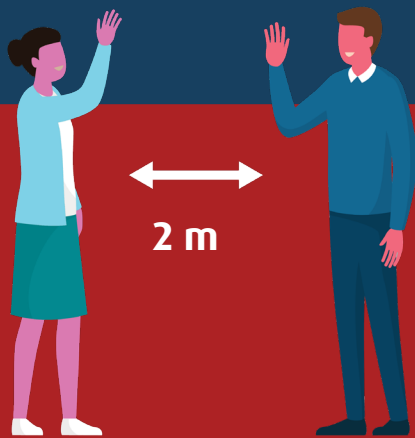
The following is what we are doing to ensure our team can continue to work safely:



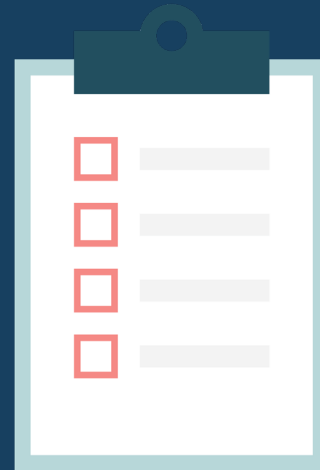
Enabled our team members to work remotely by providing laptops where possible, access to remote desktop connections, and a guide to help our staff set up a safe and productive home workspace



We have relocated computer/workstation to ensure it is at least 2 meters apart from others where necessary



Keeping at least 2 meters apart when going into the office for essential tasks



We implemented a Campus Visit Log for staff who may decide to come to the offices to ensure contact tracing and no two people are in the same space at the same time



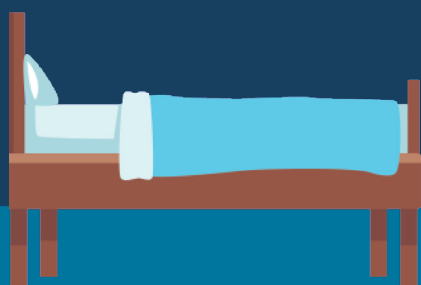
There are disposable masks available, we encourage anyone coming into the office to use them

We are providing our team members with sanitizers, wipes and disinfectants when they visit the office to ensure proper cleaning and sanitization



We've temporarily closed our offices to the public to reduce spread from visitors and moved as many services as possible online

Communal spaces such as lunch room and meetings rooms are closed temporarily to reduce the spread of the virus



Reminding staff that anyone with symptoms must stay home and notify their supervisor or manager