



RANALAW

COVID-19 POLICIES AND PROCEDURES

JULY 29, 2020

1.0 Definitions

1.1 In this policy:

- a) **“COVID-19 Policy”** means these COVID-19 Policies and Procedures as may be amended from time to time;
- b) **“Employee”** means employees and other individuals acting on behalf of Rana Law under contract for service or services with Rana Law at the Workplace or while using firm property. This includes but is not limited to all administrative staff, associates, partners, and articling and summer students. For clarity, within this policy the term “Employee” is a catch-all term. It includes all categories of workers, including contractors and partners, who may not be considered employees in other legal contexts;
- c) **“Rana Law Policies”** means any and all policies, procedures or guidelines that may be adopted or amended by Rana Law from time to time; and
- d) **“Workplace”** means and includes, but is not limited to:
 - i. all areas of the actual work site,
 - ii. the locations of work-related social functions,
 - iii. the location of work assignments,
 - iv. any location related to the firm’s business,
 - v. any location where interactions may be reasonably viewed as having an impact on the work environment and relationships, and
 - vi. work-related conferences or training sessions.

2.0 Introduction

- 2.1 Rana Law is committed to protecting the health and safety of its Employees and members of the community.
- 2.2 The coronavirus disease (“COVID-19”) presents a serious health threat to our community. We all have an obligation to reduce the transmission of COVID-19.
- 2.3 Until further notice, all Employees are required to follow the policies and procedures set out in this COVID-19 Policy.

3.0 General

- 3.1 The COVID-19 situation is evolving daily and may necessitate changes to this COVID-19 Policy. Rana Law retains the right to amend this COVID-19 Policy without notice to Employees.
- 3.2 Employees are expected to remain up to date on developments related to COVID-19 and on any amendments to COVID-19 Policy.
- 3.3 Employees who have questions about this COVID-19 Policy may contact the owner of Rana Law.
- 3.4 To the extent of any inconsistencies between this COVID-19 Policy and other Rana Law Policies, this COVID-19 Policy shall prevail to the extent of the inconsistency.
- 3.5 To the extent of any inconsistency between this COVID-19 Policy and any applicable law, the applicable law shall prevail to the extent of the inconsistency.
- 3.6 This COVID-19 Policy must be posted in the Workplan and on the Rana Law website.

4.0 Health Directives

- 4.1 Employees must adhere to all health directives issued by the applicable government, including their local government. This includes, but is not limited to, health directives regarding travel, self-isolation, the wearing of masks, hand-washing and physical distancing.

5.0 Sick Employees

- 5.1 Employees experiencing symptoms of COVID-19 must notify the owner of Rana Law immediately and self-isolate in accordance with the health directives issued by the applicable government. COVID-19 symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- 5.2 Employees who develop symptoms of COVID-19 while at the Workplace must advise Rana Law and immediately isolate themselves from others and return home.
- 5.3 Employees who test positive for COVID-19 must immediately notify the owner of Rana Law and cannot return to the Workplace until they provide Rana Law with proof in a form acceptable to Rana Law, that they are no longer symptomatic of COVID-19.

6.0 Travel

- 6.1 Any Employees who travel outside of Canada must self-isolate for 14 days upon their return to Canada before returning to the Workplace.

7.0 Hygiene

- 7.1 Employees must wash or sanitize their hands in accordance with this section 6.0 upon entering the Workplace and at regular intervals while working at the Workplace.
- 7.2 Employees must wash their hands with soap and water for at least 20 seconds. When soap and water are not available, Employees are required to use an alcohol-based hand sanitizer (60 percent alcohol content or higher).
- 7.3 Rana Law will ensure workers have access to soap and water or an alcohol-based hand sanitizer (60 percent alcohol content or higher) at the Workplace.
- 7.4 Employees must advise Rana Law if soap and disinfectant supplies are running low at the office.
- 7.5 Employees must avoid or minimize touching their eyes, nose, and mouth and must cough or sneeze into the bend of their arm.
- 7.6 Employees must minimize touching surfaces that people touch often.

8.0 Cleaning in the Office

- 8.1 Employees will be provided with a new pair of disposable gloves to wear in the kitchen each day.
- 8.2 Employees must not share hand-held office equipment such as staplers, hole punches and writing instruments.
- 8.3 Employees must not bring any communal items, such as newspapers and magazines into the office.
- 8.4 Employees must clean and disinfect high-touch/shared surfaces before and after each use, including, but not limited to, doorknobs, cupboard door handles, light switches, toilet handles, faucets and taps, refrigerator handles, microwave doors and copier machine, even if they are working alone.

9.0 Physical Distancing

- 9.1 Employees must ensure they maintain a two-meter separation between themselves and others while in the Workplace. Do not enter the office of another Employee unless it is absolutely necessary.
- 9.2 Only one Employee is permitted in the kitchen and copier room at one time.
- 9.3 Employees must take care to not pass each other on stairwells or in hallways. If one Employee is already proceeding down a hallway or in a staircase, the other Employee is required to wait until the hallway or staircase is empty.
- 9.4 Employees must, where possible, attend meetings, trainings and other work-related gatherings by video conferencing platforms like Zoom or Microsoft Teams.
- 9.5 Employees must adhere to any limits set by Rana Law as to the maximum number of persons permitted in the office at any one time.
- 9.6 The Rana Law offices are closed to the public and to clients until further notice. Signage indicating “No Public Access” must be posted on the main entrances and visible from the outside.

10.0 Masks and Gloves

- 10.1 Rana Law will provide Employees with face masks and gloves that Employees must wear when required to do so under this section 10.0.
- 10.2 Employees must wear a face mask in the following situations:
 - a) when taking public transit;
 - b) when present in the Marine Building outside of the Rana Law suite, including when using public elevators; and
 - c) when requested to do so by Rana Law, in its sole discretion.
- 10.3 Employees must wear gloves in the following situations:
 - a) when in the kitchen;
 - b) when cleaning anything in the office; and
 - c) when requested to do so by Rana Law, in its sole discretion.

11.0 Compliance

11.1 Failure to comply with this COVID-19 Policy may result in disciplinary action up to and including termination of employment or contract for just cause.

12.0 Amendment

12.1 This COVID-19 Policy may be amended from time to time, at Rana Law's sole discretion and without notice to Employees.