

COVID-19 DISEASE OUTBREAK RESPONSE PLAN

At McInnes Cooper, the safety of our members and other stakeholders is our top priority. In order to provide a safe and healthy workplace, we have developed this Disease Outbreak Response Plan (the “Plan”) to assist us in responding to the threat of a disease outbreak related to COVID-19.

Experts predict that a disease outbreak may create significant difficulties for workplaces, as well as impose an increased burden on health-care infrastructure. With this Plan, McInnes Cooper will be better able to respond to, contain and recover from any potential disease outbreak.

The purpose of this Plan is to:

- a. Protect the health, safety and welfare of McInnes Cooper members, clients and the general public;
- b. Assist in continuing McInnes Cooper business operations during a disease outbreak;
- c. Minimize interruptions in service to McInnes Cooper’s clients during a disease outbreak;
- d. Assist in recovering as safely, quickly and efficiently as possible in the event of any business interruption due to a disease outbreak;
- e. Maintain effective communications with McInnes Cooper members in the event of a disease outbreak; and
- f. Minimize the economic impact of a disease outbreak on McInnes Cooper and our members.

The following Plan details the triggers, measures and office status if there is a disease outbreak of COVID-19 in Canada.

Phase 1: Monitoring	Trigger	The disease has impacted more than one Canadian and other Canadian businesses begin communicating
	Measures	<ul style="list-style-type: none"> • Our Firm Wide Management Team will actively monitor the global impacts of the disease, seeking information from reliable sources, including the Government of Canada, the Public Health Agency of Canada, Provincial Departments of Health, the Centre for Disease Control and the World Health Organization. • A message will be sent to members advising that we are preparing to respond to the disease. The initial communication will ask members to refresh

		<p>themselves on how to work from home, take precautions when planning travel and returning from travel, and take the proper steps to prevent the spread of common respiratory illnesses, such as influenza, as well as COVID-19.</p> <ul style="list-style-type: none"> • Office Managers will order as much hand sanitizer and disinfecting wipes as possible and distribute. Hand-washing signs will be posted in all kitchens and bathrooms. Building managers will be contacted regarding the steps they are taking, including cleaning of door handles, etc. • Human Resources will review policies to ensure they are flexible and seek insight from Green Shield Canada on travel insurance, prescription drug refills, etc. during a disease outbreak. • Review instructions for communicating through the MC Emergency Notification System (text message).
	Status	Business as usual, members exercising precautions
Phase 2: Planning	Trigger	The disease continues to spread in Canada
	Measures	<ul style="list-style-type: none"> • An Emergency Response Team will be formed to continue to monitor the global situation and confirm workforce plans in response to increased absenteeism and/or office closure(s). The Emergency Response Team will consist of members of the Firm Wide Management Team and Office Managers. The workforce plans will identify the following key elements: <ul style="list-style-type: none"> ○ essential business functions, essential jobs/roles ○ workforce requirements to work from home, including who can and cannot work from home ○ critical standard operational processes that require cross-training (e.g. cheque processing, running a payroll) ○ critical elements in our supply chain to maintain business operations (e.g. status of top clients, supply of computers) • Workforce plans will be documented for all offices and business operations teams, including detailed plans on how to maintain client service during an outbreak. • Workforce plans will be shared with members of the respective offices/teams. Workforce plans will be enhanced with feedback from members. • A page on HECTOR is set up that is dedicated to information and updates regarding MC's response to COVID-19. • A message will be sent to members notifying of the formation of an Emergency Response Team, advising

		<p>members not to travel to those countries with level 3 and 4 travel health notices for COVID-19, avoid cruise ship travel, and to notify Human Resources prior to travelling out-of-country, reminder to continue to exercise precautions.</p> <ul style="list-style-type: none"> • Refer to the following website for countries with travel health notices: https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html • Reminder to ensure you have your Green Shield Canada ID Card (physical or electronic card found on https://www.greenshield.ca/en-ca) during travel.
	Status	Business as usual, members exercising precautions
Phase 3: Physical Distancing	Trigger	Government and/or Public Health Officials recommend “social distancing” and/or the Managing Partner, after consultation with the MC Emergency Response Team, implements “physical distancing”
	Measures	<ul style="list-style-type: none"> • Notify all members of this recommendation through all communication mediums (MC Emergency Notification System, email, HECTOR post, and workplace meetings). • Remind members of preventative and/or containment steps to assist in decreasing the spread of the disease. • Only allow visitors to MC offices for essential transactions and transition to virtual commissioning of documents where jurisdictions permit this method. • Transition client and team meetings to conference and video calls. • Cancel or postpone all larger events and group gatherings being held at our offices (internal and external). • Cancel non-essential business travel and conference attendance. Discontinue travel between offices. • Continue to advise members not to travel to those countries with level 3 and 4 travel health notices for COVID-19, avoid cruise ship travel, and to notify Human Resources prior to travelling out-of-country. • Provide flexibility to members who have a chronic illness or who care for a family member with a chronic illness in terms of transitioning to work from home. • Require appropriate level of essential services team members (i.e. Technology, WordPro and Finance) and Emergency Response Team members work from home until further notice.
	Status	Business as usual, adjusting practices and routines to support social distancing, members exercising extra precautions

Phase 4: Implementation (Office Closures)	Trigger	<p>Government and/or Public Health Officials direct the closure of businesses, including provincial states of emergency, in a jurisdiction(s) and the Managing Partner, after consultation with the MC Emergency Response Team, determines an office(s) closure is appropriate. The World Health Organization may have declared a “pandemic” at this stage.</p>
	Measures	<ul style="list-style-type: none"> • The office(s) in the impacted jurisdiction(s) will close temporarily (until further notice), in an effort to protect our members and prevent the spread of the disease. Reception areas will be closed to the public. • The majority of members in the jurisdiction(s) will be expected to work from home, carrying on business as usual to the extent possible. Critical complements teams made up of 10-15% of lawyers and staff will remain in the office to ensure business continuity. • Create operational guides for each office, covering social distancing and hygiene practices, work practices and processes adjusted for COVID-19. Encourage virtual commissioning of documents and proceedings where possible. • Notify all members of this decision through all communication mediums (MC Emergency Notification System, email, HECTOR post, and workplace meetings). • Introduce a regular screening questionnaire and name someone to contact if they answer “yes” to any of the questions. Update the questionnaire based on public health advice. • Remind members of preventative and/or containment measures to assist in decreasing the spread of the disease. • Legal Assistants and Paralegals in the impacted geographic area(s) will update their availability on Daily Availability Lists on HECTOR so lawyers may see who is available to support client work. • Lawyers are also encouraged to seek assistance from peers in their respective practice areas in non-impacted jurisdictions. • If the Halifax office is closed temporarily, the Business Operations teams will implement their team’s emergency response plan. • The Client Development team will issue a message to clients via Campaign Monitor and through social media to notify of the temporary office closure(s), goals of the closure, and confirmation that all lawyers remain accessible through remote work. • Members in non-impacted jurisdictions with a chronic illness or caring for a family member with a chronic illness will be encouraged to work from home.

		<ul style="list-style-type: none"> Some strategic initiatives in support of the 2020 Business Plan may pause to allow resources to support client work of the impacted office(s).
	Status	Partial or Full Office Closure
Phase 5: Post Disease Outbreak (Return to Office)	Trigger	Government and/or Public Health Officials confirm that restrictions have been eased or lifted, including provincial states of emergencies, and/or the Managing Partner, after consultation with the MC Emergency Response Team, determines repopulating of an office(s) is appropriate.
	Measures	<ul style="list-style-type: none"> Offices in recommended jurisdiction(s) will begin a phased approach to repopulating. Implement ongoing assessment of feasibility of reopening the office to the public on a phased basis. Notify all members of this decision through all communication mediums and ask that members wait to return until they are directed to do so by their Office Lead Partner or Manager (MC Emergency Notification System, email, HECTOR post, and virtual meetings). Issue a Return to Office Plan to members. Confirm the group(s) of members to return to the office and host training sessions on Return to Office Plans prior to their return. Require members continue regular screening protocols by answering the MC Health Check questionnaire on a daily basis before travelling to the office. If a member answers “yes” to any of the questions, they will be required to contact their Office Lead Partner and/or Manager to obtain approval before returning to the office. If a member or someone in the member’s household have contracted the disease, they will be required to contact their Office Lead Partner and/or Manager and obtain approval before returning to the office. Remind members of preventative steps to promote ongoing health and safety (e.g. handwashing, office hygiene, physical distancing) Assess on an ongoing basis the feasibility of limited access by visitors to MC offices while utilizing alternative methods (i.e. virtual commissioning of documents) as much as possible and only allowing visitors to MC offices for essential transactions by appointment (and in such cases limiting access having regard to the available space in reception and designated meeting rooms). Continue hosting client and team meetings via conference and video calls.

		<ul style="list-style-type: none"> • Continue to pause on all larger events and group gatherings (internal and external). • Continue to pause non-essential travel and conference attendance, and travel between offices. • Continue to require members to notify Human Resources prior to travelling out-of-province and out-of-country until further notice. • Require appropriate level of essential services team members (i.e. Technology, WordPro and Finance) and Emergency Response Team members to continue to work from home until further notice, in case of a return of the disease. • Provide flexibility to members who have ongoing family obligations, a chronic illness or who care for a family member with a chronic illness in terms of continuing to work from home. • Members will continue to provide a high level of client service through a combination of remote work and work in the offices. • The Client Development team will issue a message to clients via Campaign Monitor and through social media to notify of the phased return to normal business operation.
	Status	Repopulate offices in recommended jurisdictions(s) in a safe and incremental approach.
Phase 5B: Second Wave/ Outbreak	Trigger	Government and/or Public Health Officials announce an outbreak in a specific city and/or province and the Managing Partner, after consultation with the MC Emergency Response Team, determines to implement the following response.
	Measures	<ul style="list-style-type: none"> • Offices in recommended jurisdiction(s) will implement a response to the second wave/ outbreak. • Organize members in respective offices into two teams who will work in the office on a rotational, weekly basis so that offices can be disinfected on weekends. Some team members may be on two teams, but this should be very minimal. For example, the Office Lead Partner and Office Manager should be on different teams. • Notify all members of this decision and ask that members wait for direction from their Office Lead Partner or Manager regarding their “team”. • Maintain all safety protocols including signage and mandatory masks outside of personal spaces. Consider temporarily reducing occupancy temporarily in common areas. • Require members continue regular screening protocols by answering the MC Health Check

		<p>questionnaire on a daily basis before travelling to the office. If a member answers “yes” to any of the questions, they will be required to contact their Office Lead Partner and/or Manager to obtain approval before returning to the office.</p> <ul style="list-style-type: none"> • If a member or someone in the member’s household have contracted the disease, they will be required to contact their Office Lead Partner and/or Manager and obtain approval before returning to the office. • Remind members of preventative steps to promote ongoing health and safety (e.g. handwashing, office hygiene, physical distancing) • Require appropriate level of essential services team members (i.e. Technology, WordPro and Finance) and Emergency Response Team members to work from home until further notice. • Provide flexibility to members who have ongoing family obligations, a chronic illness or who care for a family member with a chronic illness in terms of continuing to work from home. • Temporarily return to only allowing visitors to MC offices for essential transactions and transition to virtual commissioning of documents where jurisdictions permit this method. • Temporarily transition client and team meetings to conference and video calls. • Cancel or postpone all events and group gatherings being held at our impacted office(s) (internal and external). • Consider postponing approved essential business travel for members in the impacted office(s). • Temporarily discontinue travel to the impacted office(s). • Members will continue to provide a high level of client service through a combination of remote work and work in the office(s). • The Client Development team will issue a message to clients via Campaign Monitor and through social media to notify of the office’s response to the second wave/ outbreak
	Status	Temporarily return to some measures of Phase 4, where Phase 5 measures are no longer considered safe for a second wave/ outbreak.
Phase 6: Stabilization	Trigger	Government and/or Public Health Officials confirm that there are no new cases of the disease and communities are stabilizing

	Measures	<ul style="list-style-type: none">• Deactivate the disease outbreak plan and transition to the new normal.• Notify all members of this decision through all communication mediums (MC Emergency Notification System, email, HECTOR post, and virtual meetings).• Remind members of preventative steps to promote ongoing health and safety (e.g. handwashing, office hygiene)• Continue new and efficient work practices and methods of the provision of client service adopted through the pandemic to support ongoing improvement and innovation.• Staged reintroduction of larger events and group gatherings (internal and external).• Staged reintroduction of business travel and conference attendance, and travel between offices.• Continue working through 2020 Business Plan initiatives.
	Status	The Next Normal

Members of the MC Response Team, reporting to Kevin Kiley, Managing Partner:

- Angela Lewis (Lead)
- Joselyn Legge
- Scott Howell
- Brad Proctor
- Basia Dzierzanowska
- Marjorie Hickey
- Gary Scales
- Geoff Spencer
- Chris Borden
- Jaime Connolly
- James Mosher
- Peggy Mitchell
- Peggy Pritchard
- Kim Scott
- Tammy Grieve
- Marybeth Gromack
- Gina Lohnes
- Melissa Evans
- Roberto Pont