

# REFERENCE GUIDE FOR CLIENTS

## THE FOUR PILLARS

### VACCINATION



- Review the Health Canada COVID-19 self assessment tool before entering the office.
- At Reception, verify you are vaccinated and provide proof (unless sent in advance)

### PERSONAL PROTECTIVE EQUIPMENT (PPE)



- Wear your masks at all times, in the elevator, and in the hallways of the Conference Centre
- Masks are not required in meeting rooms
- Use hand sanitizer upon arrival, which is available in our Conference Centre

### PERSONAL HYGIENE



- Follow Health Canada guidance and best practices for hand washing
- Wash and sanitize your hands often
- Refrain from touching your face
- Minimize the number of surfaces you touch and wash your hands after touching common surfaces

### PHYSICAL DISTANCING



- Please refrain from shaking hands
- Keep 2 metres apart in meeting rooms
- Follow signage for traffic flow

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We look forward to hosting you at Osler. The following guide has been developed as a reference to the changes we have made as a result of COVID-19 in order to ensure your safety as well as the safety of our firm members.

## IF YOU ARE OR BECOME ILL



- If you become ill or are experiencing any COVID-19 symptoms, please refrain from attending meetings at Osler.
- If you become ill or develop any symptoms while you are visiting, stay in place and seek assistance.
- If you become ill or have developed any symptoms within 14 days after your visit, please contact your Osler host.

## ENTERING AND EXITING THE BUILDING



- Please wear a mask and follow building signage when entering and exiting the building and in elevators.

## SERVICES AND AMENITIES AT THE OFFICE

- Conference Rooms and services are modified to enhance physical distancing and allow for better hygiene and cleaning.
- Dial “0” for any assistance required.

