




Southwest™
Live. Shop. Work. Play.™

Southwest Properties COVID-19 Immunization Policy

Southwest Properties is committed to maintaining a safe work environment and protecting our employees, customers, and partners from COVID-19.

We have worked diligently over the past number of weeks developing a  [Covid-19 Immunization Policy](#). Our policy will further protect employees and customers from COVID-19 by preventing transmission and decreasing risks of an outbreak in our residential buildings, offices, job sites, and the places we conduct business. Vaccinations are recognized as a cornerstone for preventing or decreasing the effects of COVID-19, and as such the following protocols will be put in place:

For our Employees: Employees are required to submit a Covid-19 Immunization Status Form, and proof of immunization status. Southwest reserves the right to put additional safety protocols in place for employees who are not vaccinated.

For our Business Partners and Visitors: As part of this policy, we are providing an opportunity for our business partners and visitors to provide proof of their Covid-19 Immunization record. Additional safety protocols will be implemented at the discretion of Southwest for those who are not confirmed as fully vaccinated, and for those who do not wish to share their immunization status.

The Southwest Covid-19 Immunization Policy will remain in effect as required to ensure the health and safety of employees and other third parties. This policy will be revoked or amended as necessary, based on applicable public health advice. *For business partners, contractors and office guests, protocols will go into effect on **September 17th, 2021.***

If you would like additional information on the Covid-19 Vaccination, please visit the [Government of Nova Scotia's Website](#).

Thank you for doing your part in keeping our families, co-workers, business partners, and residents safe.

COVID-19 Immunization Protocols

OFFICE DROP IN'S - All people who enter the corporate office, who do not pass our reception desk area.

1. Guest arrives masked and sanitizes hands prior to entry and before exit.

OFFICE VISITORS - All people who enter the reception area of our corporate office, past our reception desk who are not employees of Southwest for activities such as meetings, interviews, visits etc.

1. Employee hosting the meeting sends notification email the Office Guest on our Southwest COVID-19 Vaccination protocols prior to the meeting. Guests should arrive 15 minutes early.
2. Guest arrives masked and sanitizes hands prior to entry.
3. Guest is asked to show proof of COVID-19 vaccination at the door.
4. If proof of full COVID-19 vaccination is shown, guests can remove masks once they are seated in the meeting and socially distanced from other attendees.
5. If proof of vaccination is not available, or not provided - the guest must complete a COVID-19 rapid test prior to entry and remain masked and socially distanced for the duration of the time they are at the office. They are expected to sanitize at each room entrance and exit.

BUSINESS PARTNERS - An individual or group that Southwest employs to conduct business with, or for. This includes self-employed contractors and partners in delivering services such as trades.

1. Notification email sent to the Business Partner, or Contractor on our Southwest Vaccination protocols.
2. Management Team is available for questions, and knowledgeable on the policy implementation.
3. Partners/Trades report to the front desk (concierge), or the job trailer on site to check in.
4. Business Partner is invited to show proof of vaccination, if proof is shown confirmation of acceptance can be saved to electronic file. In some cases, proof of vaccination may be collected from our business partner management teams, on behalf of Southwest.
5. If proof of vaccination is shown, business partners will not require daily testing, and additional safety protocols.
6. If proof of vaccination is not available, or not provided - the guest must complete a COVID-19 rapid test prior to entry and each day working on site/or on a Southwest Property, remain masked [where applicable] and social distance for the duration of the time they are working on behalf of Southwest Properties.
7. All business partners are required to practice good hygiene by sanitizing and washing hands regularly.

EMPLOYEES - A person who undertakes work on behalf of Southwest. This includes permanent, full-time, part-time, and casual employees.

1. Submit your Covid-19 Status Immunization Form
2. Follow Guidelines and Back to Office Safety Protocols
3. If you are not considered fully vaccinated against COVID-19 you are required to meet with Human Resources to discuss the additional safety protocols, you are required to participate in.