



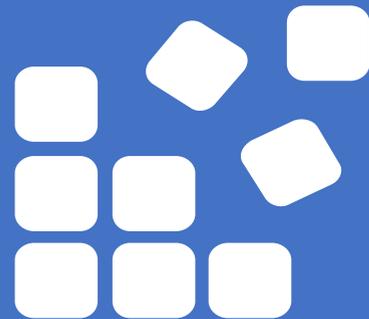
**Workplan for Resumption of Onsite Work
New York Office**

August 2020

Plan Objectives

PURPOSE

As infection rates begin to decrease, and communities begin to enter phases of recovery that allow for nonessential workers back into offices, we want to assess our ability to welcome IMAX employees safely back into the office.



Reopening Objectives:

- Create a **safe** and **supportive** environment for employees to return to the office.
- **Support** IMAX employees, that have the ability to work remotely, by allowing scheduling flexibility when planning their return to the workplace.
- Leaders will provide frontline **support** to their employees and maintain a **safe** environment.
- Employees are **educated** on their new work environment through consistent, communication tools to develop their new **community**.

Our Shared Commitment & Responsibility

We are **ALL** responsible for...

- Being **safety champions** through the use of Personal Protective Equipment (PPE), social distancing, and by following important procedures & policies.
- **Maintaining ongoing dialogue** with our managers around personal circumstances that may be causing stress or anxiety as we resume onsite work.

We are **committed** to...

- Dedicated support to employee **safety** and **well-being** with robust training so we are all prepared when we return to the office.
- **Engage** each of **you** for your feedback what working and where improvement may be needed.
- **Compassion** and **empathy** because we are all going through this together and can use support and guidance as we navigate this new normal.

Approach to Transition Employees Back into the New York Office



Phase One

Week of September 14th

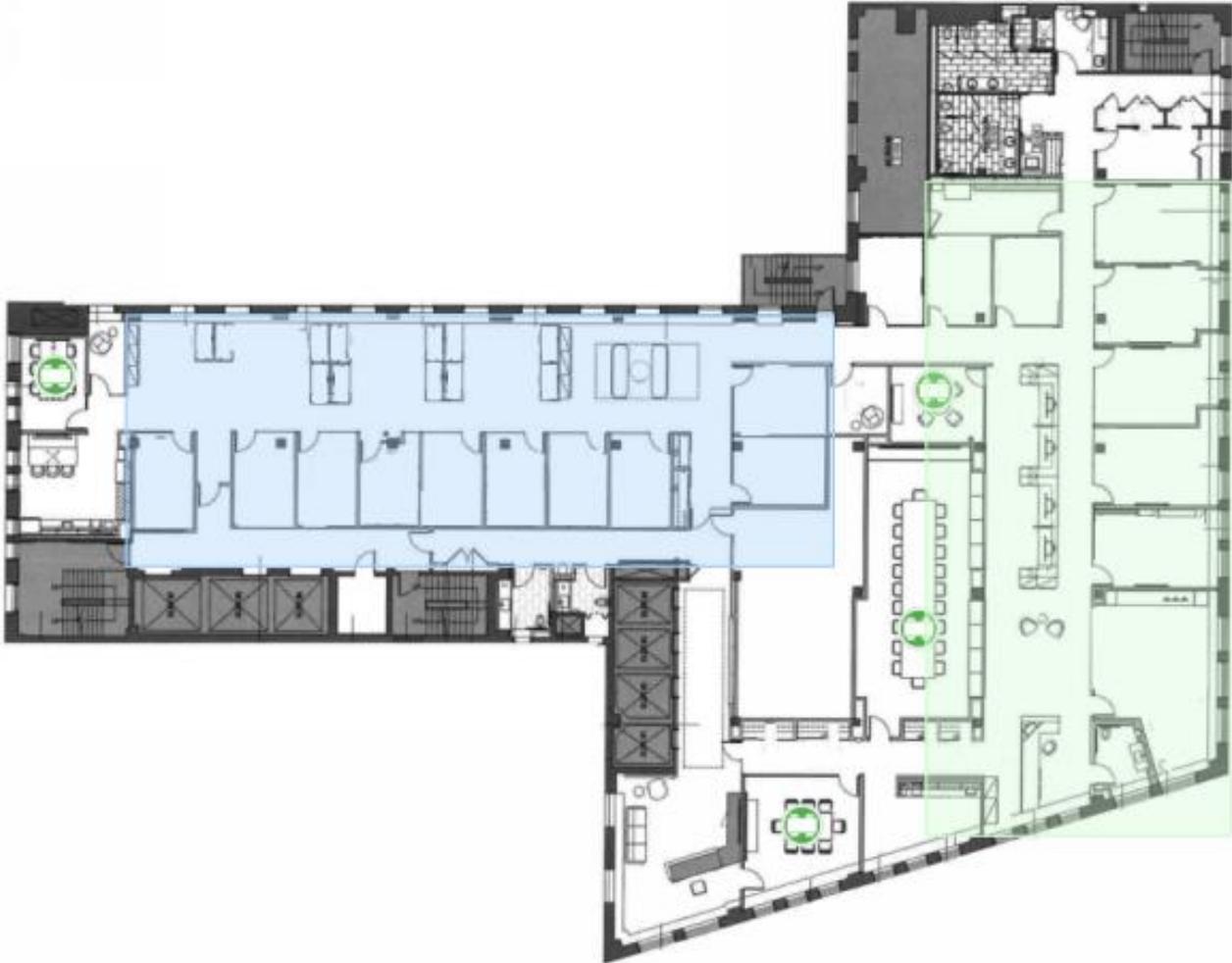
- Executive Wing to reenter the office location
- Staggered schedule to ensure social distancing
- Limited use of conference rooms as capacity limits have been altered to allow for social distancing

Phase Two

Week of September 21st

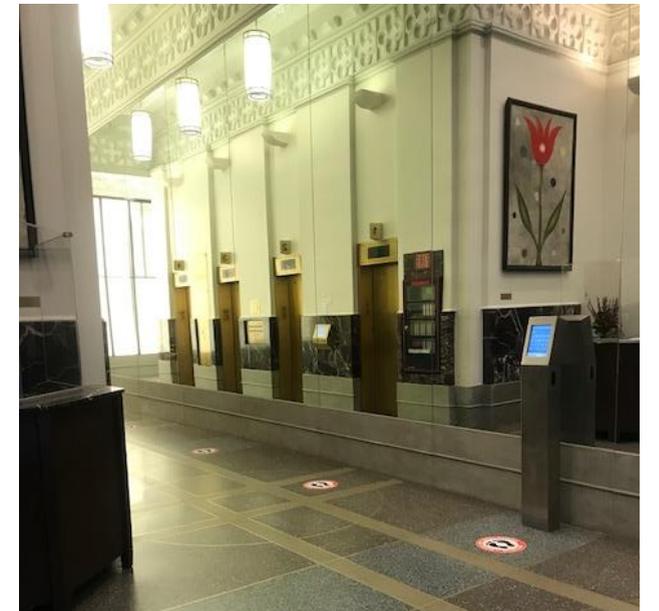
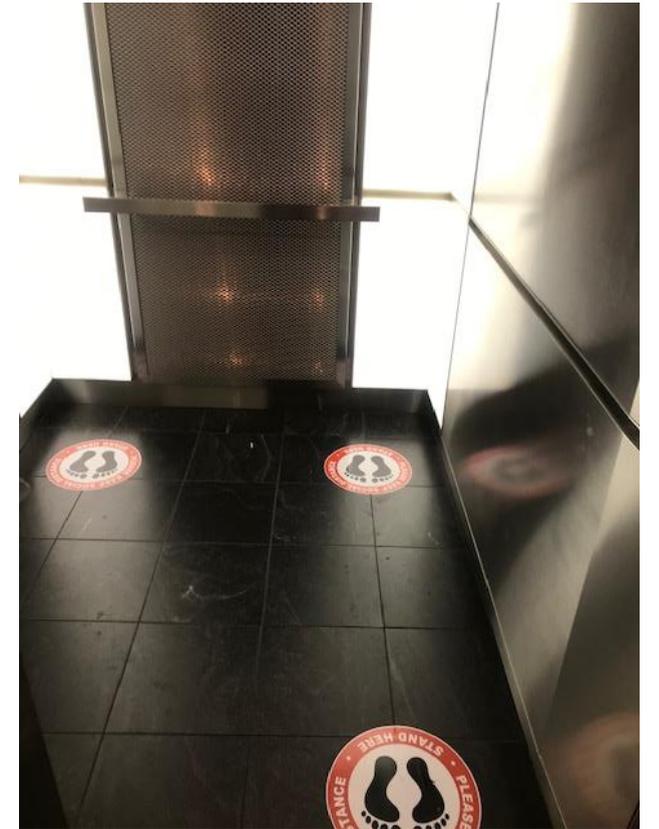
- West Wing to reenter the office location
- Staggered schedule to ensure social distancing. As an example, Monday/Wednesday, finance and Tuesday/Thursday, legal and communications. Schedules to be determined by the leaders in these functions and areas.
- Limited use of conference rooms as capacity limits have been altered to allow for social distancing

- All employees MUST always maintain social distancing.
- Limited use of conference rooms as capacity limits have been altered to allow for social distancing.
- Masks must be worn at all times when social distance cannot be assured.
- Access to coffee and water is available.
- Washrooms will be accessible with capacity limits.



What You Can Expect

- The building:
 - **Masks** must be worn to enter the building.
 - Four people on an elevator at one time with access to the freight elevators.
 - **Hand sanitizer** dispensers
 - Security desk behind a **plexi shield**.
- Our office
 - **Daily health poll** to complete prior to arrival
 - **Hand sanitizing** stations
 - **Day porter** for regular sanitizing of share spaces



Unique concerns for the NY office

Over **1/2** of the NY employees want to return to the office in a **blended** arrangement but nearly **46%** are still somewhat uncomfortable.



Commuting into the office

Elevators and over crowding in the lobby

Being 'stuck' in the office until the day ends

Personal flexibility demands for child and family care

Overall Safety

Next Steps

-  **#1** **Wednesday, August 19th**
Email communication and survey sent to staff
-  **#2** **Tuesday, August 25th**
NY Town Hall for All Staff
- #3** **Week of August 31st - Training**
COVID 19- ALL
Local Office Guide- ALL
Manager training- People Leaders
- #4** **Week of August 31st - Communication**
Managers connect with their people to work through the reopening scheduling

- #5** **Week of September 8th –Getting ready**
Open call with HR, Facilities and managers
- #6** **Week of September 14th- Phase 1**
Executive team returns to the office
- #7** **Week of September 21st- Phase 2**
West Wing returns to the office
- #8** **Week of October 5th**
Four week check in

Thank you for your commitment to safety!

