



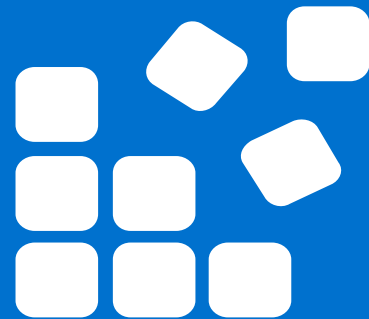
Workplan for Resumption of Onsite Work Sheridan Park Townhall

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 to Health and Safety

Health and Safety is a **shared responsibility** among IMAX leadership, people managers, employees and vendors.

IMAX is committed to ensuring we are aligned with local government requirements as we continue to move forward with resuming onsite activities. We will monitor, adapt and adjust our policies, procedures and protocols to meet or exceed, each facility's jurisdiction.

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 on what is 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.

Unique concerns for the SP office

Over **1/2** of the SP employees want to return to the office in a **blended** or full-time arrangement but **46%** are still somewhat **uncomfortable** or **very uncomfortable**.



Commuting into the office

Availability of food and refreshments

Managing around the return to school

Overall Safety

Approach to transition employees back into the SP office

- SP office will be addressed as 5 '**neighbourhoods**' with a phased return to office approach.
- Robust training and preparation over a **4-week period** leading to the return of each 'neighbourhood'.
- Consideration for **employee preferences** around return to office.
- 'Neighbourhood' people leaders will **engage staff** for their feedback and **encourage community**, to determine scheduling and seating.

1st Floor, Resumption Plan by Neighbourhood



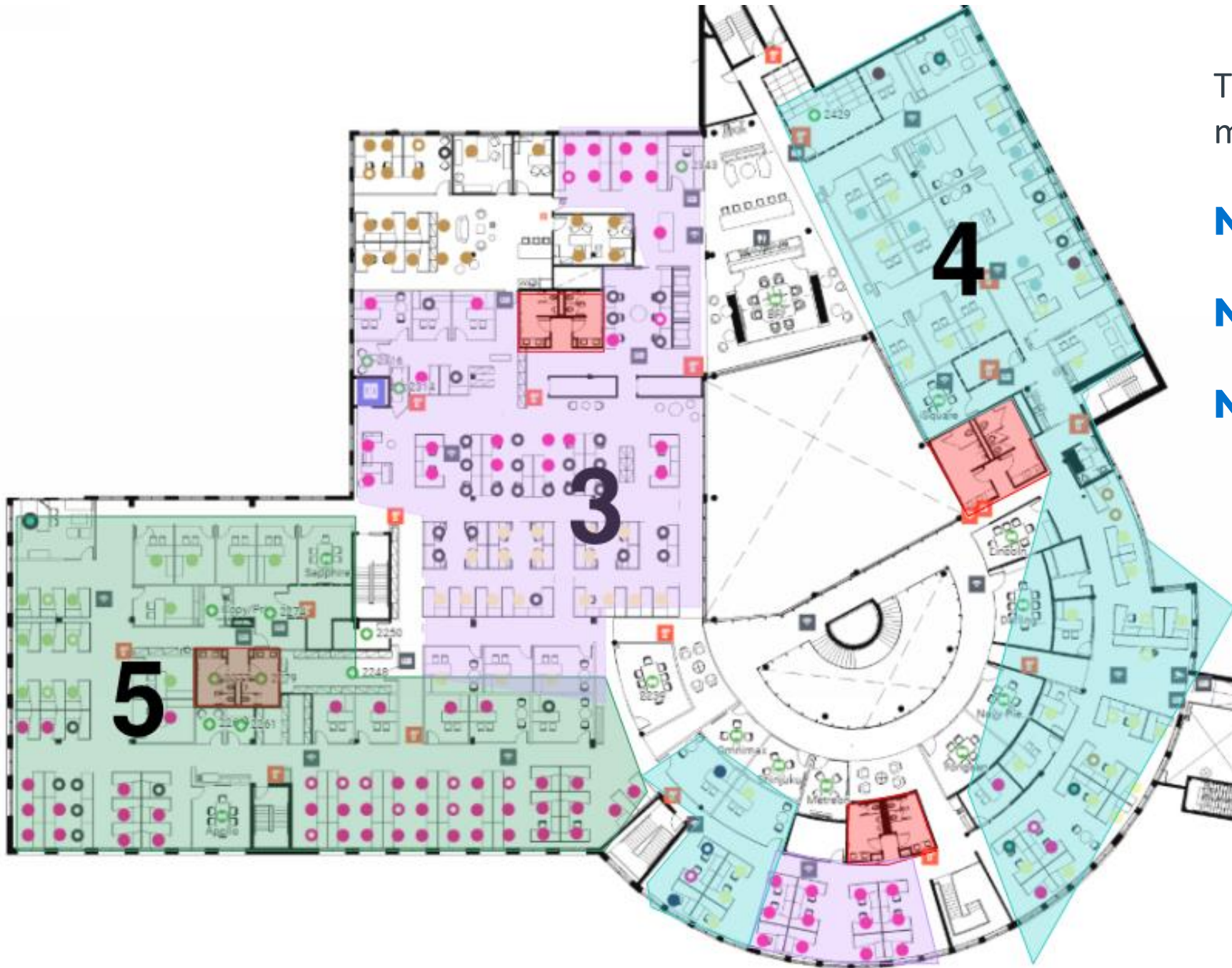
- These groups typically:
 - Work together
 - Utilize common shared resources
- Eases the transition back into the office.
- Allows for more personalized attention based on need.

These prioritized phases would return the office-based team members of people already on site:

Neighborhood 1 – includes logistics and manufacturing who already have some team members in the office today.

Neighborhood 2 – Engineering and R&D also have team members in today working in labs and the theatres.

2nd Floor, Resumption Plan by Neighbourhood



These phases would return the office-based team members from the second floor:

Neighbourhood 3 – includes IS and Tech Services

Neighbourhood 4 – Legal, Sales, and Events

Neighbourhood 5 – HR and Finance.

Schedule for Resumption of Onsite Work *

Week:		1	2	3	4	5	6	7	7	7	8
First Neighborhood	17-Aug	24-Aug	31-Aug	08-Sep	14-Sep	21-Sep	28-Sep	05-Oct	12-Oct	19-Oct	26-Oct
Survey Issued. Town Hall. (All)	➔	◆									
Neighborhood 1			➔	➔	➔	➔					
Training is issued: - COVID-19 training (all) - Local office guide (all) - Manager training (people leaders)			➔								
Managers connect with their people				➔							
"Open house" call with all staff					➔	◆					
Neighborhood 2				➔	➔	➔	➔	◆			
Neighborhood 3					➔	➔	➔	➔	◆		
Neighborhood 4						➔	➔	➔	➔	◆	
Neighborhood 5								➔	➔	➔	➔
											◆

4 week check-in following first day back.

* Please note this schedule is tentative and may change. Managers of each Neighbourhood will be

How to Prepare Yourself Before You Come Back

- ❑ Complete the online LMS training 'Resumption of Onsite Work'.
- ❑ Check out our [IMAX People Site](#) 'Workplace' page to get familiar with new policies & procedures.
- ❑ Read the [Frequently Asked Questions](#) for any of your unanswered questions.
- ❑ Know the symptoms of COVID-19 and our illness & exposure reporting process.
- ❑ Continue to have open and honest dialogue with your Manager.



We are in this together and we will adapt as we learn.

Reach out to your Manager, HR Business Partner and Facilities with any concerns or questions.

Thank you for your commitment to safety!

