



## Case Study: KMB Law streamlines and automates employee pre-screening with Stage2Data's Pre-screening Tool for Workplaces powered by Plan4Continuity

KMB Law is a full-service corporate law firm located in Mississauga, serving the GTA and Ontario. They've spent over 40 years providing practical and efficient legal solutions equipping their clients with expert support that minimizes risk while finding innovative solutions for their goals. With tenacity, innovation and a keen focus on client satisfaction, the KMB team grew to become a leading corporate firm by introducing a strong litigation group that included former Superior Court of Justice, the Honorable Madam Justice Seppi and His Honor Mister Justice Shapiro, QC. Today, KMB Law is a leading Canadian business law firm with a comprehensive offering of legal services, now with about 30 lawyers and 60 staff members spread across 3 offices. With a setup such as this, screening employees, visitors and clients to the firm quickly became a time-consuming manual task and a health risk with many opportunities to miss a person entering the offices. The firm's general manager introduced human resources to Plan4Continuity's Pre-screening Tool for Workplaces to automate and streamline this screening process.

## THE CHALLENGE - COORDINATING MANUAL EMPLOYEE AND CLIENT PRE-SCREENING

Ensuring a healthy workforce and protecting the firm's staff, clients, and visitors remain paramount during the current pandemic. To achieve this, the World Health Organization recommended certain precautions to reduce exposure to and the spread of COVID-19, such as daily fit-for-work screening. Since the essence of a law firm is its clients, in addition to staff and visitors attending daily, screening and reporting the results are not negotiable, but done manually, it fast becomes labor-intensive. Before the firm started using Plan4Continuity, a designated individual following instructions from human resources (HR) had all employees complete a paper-based screening form each morning as they entered the offices to declare they had no physical symptoms of COVID-19. The report was then compiled manually and sent to the HR Manager to keep record of who is absent, who had symptoms, and so on. This was an onerous and time-consuming task. A further consequence was that employees were already at the office when symptoms were detected with the manual pre-screening process before they could be sent home.

## THE SOLUTION - STAGE2DATA BUSINESS CONTINUITY PLANNING-AS-A-SERVICE (BCPAAS) POWERED BY PLAN4CONTINUITY

All 3 branches of the firm were introduced to the Pre-screening Tool to save time by automating and streamlining the entire manual pre-screening process while remaining compliant with government regulations. The COVID-19 Pre-screening Tool, powered by Plan4Continuity, is currently used at all 3 branches to communicate the appropriate processes, reduce common touchpoints, perform daily screening for COVID-19 symptoms, and report on potential COVID-19 cases. With Plan4Continuity, employees and clients can complete the pre-screening questions at home instead of queuing at the office to be manually screened. If any symptoms are present, employees are asked to stay at home and get tested whereas clients are requested to reschedule their appointments. Litigation or collections services can complete pre-screening in minutes from their mobile devices before they reach the door.



## RESULTS

There are several benefits to having a daily automated COVID-19 screening workflow that you can set up in minutes to multiple locations. Companies can automate communication to all users via email or mobile phones; real-time broadcast and roll call management keep the relevant parties updated, while the built-in daily report generates documented compliance with government screening requirements.

"We are currently using Plan4Continuity's Pre-screening Tool at all 3 branches of our firm. Not only has this saved us a lot of time that we previously spent on manually pre-screening employees but it also increased employee productivity. The support we have received from Stage2Data has been phenomenal. As a law firm, compliance is of the utmost importance to us. Having a tool that we can set up from any browser and mobile device that turns real-time data into an actionable report that can be used for compliance purposes is simply indispensable.

The Tool allows us to broadcast the screening reminder to our entire workforce across multiple locations who can then complete the screening questions in a few minutes before work. And since this is a process that every business must follow, we cannot recommend this tool enough" -

Dianna Klatt, Human Resources Manager.

### ABOUT STAGE2DATA

**Stage2Data is Canada's award-winning cloud solutions provider. We are 100% Canadian owned and operated with data centers residing exclusively in the country. Our sales team, professional services and support teams are all located in our head office in Oakville, Ontario. As a preferred vendor of the CBA, we deliver customized solutions including but not limited to Disaster Recovery-as-a-Service (DRaaS), Infrastructure-as-a-Service (IaaS), Secured Cloud Backup as well as Business Continuity-as-a-Service (BCPaaS).**