

From: Darin Rayburn
To: MDL
Subject: Corona virus: What We're Doing and How You can Help
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Attachments: [image001.png](#)

With ongoing news and social media coverage about the corona virus, we wanted to send an update to our staff to let you know that we are actively monitoring the situation. The purpose of this communication is to keep you informed, provide tips on keeping our team, our families and our community safe during this time, and **update you on some policy changes effective immediately. Please read this communication in its entirety.**

We will continue to send periodic updates if there are any changes to our policies and protocols as a result of the situation.

THE FACTS

- The World Health Organization (WHO) declared a [global health emergency](#) as a result of the spread of coronavirus (COVID-19) on January 31
- The Public Health Agency of Canada (PHAC) has assessed the public health risk as **LOW for Canada**

While our risk is currently low, there are steps we can all take to keep it this way.

WHAT YOU SHOULD DO

PROTECTING OUR WORK ENVIRONMENT

- **Cancel any non-essential travel. EFFECTIVE IMMEDIATELY ALL business travel must be approved by the CEO**
- **It's ok to say no to handshakes**
- **Melcor actively encourages sick employees to stay home**
- Stay home or work remotely if you meet any of the criteria for exposure or symptoms (see below)
- Avoid touching common surfaces like the copy machine or wipe it with disinfectant before and after use.
- Clean and disinfect frequently used items like your keyboard, mouse, and phone with an anti-bacterial solution.

We have antibacterial gel and disinfecting wipes throughout the office for your convenience. All of our buildings have antibacterial hand wash in their entrance.

SANITATION & HEALTH PRACTICES

- Wash your hands often with soap and hot water for at least 20 seconds. Use paper towel or a touchless air dryer instead of a communal towel for drying. If soap and water aren't available, use an alcohol-based hand sanitizer.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the used tissue in the trash and wash your hands.
- Avoid touching your eyes, nose, and mouth since germs are often spread this way.
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Practice other good health habits: rest, diet, exercise and relaxation helps maintain both physical and emotional health.

SHOULD I STAY AWAY FROM THE OFFICE?

I HAVE THESE SYMPTOMS	EXPOSURE: I HAVE
<input checked="" type="checkbox"/> Fever (over 38 degrees) <input checked="" type="checkbox"/> Cough <input checked="" type="checkbox"/> Difficulty Breathing	<input checked="" type="checkbox"/> traveled to an affected area <input checked="" type="checkbox"/> been in close contact with someone with symptoms who has traveled to an affected area <input checked="" type="checkbox"/> been exposed to a person with a confirmed or probable COVID-19 infection
<p>You're sick – please stay home and get better</p>	<p>Stay Home & Call Health Link – 811 Stay home even if you don't have symptoms</p>

In either scenario, please notify your manager as per your usual protocol.

We hope that the contagion will be successfully controlled, but until this is the case, it is prudent to make contingency plans and prepare for a worse outcome.

The health and safety of all Melcor employees, our business partners, and our community is our top priority.

We strongly encourage visiting the government of Canada webpage where continuous updates are provided:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

If you have any questions or concerns, please speak to your division head or Human Resources.

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