

Let's get

BACK TO WORK

The health and wellbeing of our tenants, guests and employees is our paramount concern. To contain the spread of COVID-19, many of you have remained at home the past several weeks and your buildings have been significantly less occupied than usual.

As a designated essential service, we have maintained the building throughout this period, taking various steps to ensure that the building continues to be available to you.

As some of our tenants consider returning to work, we wanted to take the opportunity to inform you of some of the changes that we have made in response to COVID -19.

While there are no steps that exist which would allow our building to be COVID -19 free, we have and are taking actions to minimize the risk that the illness poses within the building.

This means that as you return to the building, you will see new procedures in place to help prevent the spread of this virus. In implementing these changes we have drawn on the guidance of the Building Owners and Managers Association of Canada (BOMA) and we will always follow the direction of relevant governmental authorities.

As this situation is dynamic, it is possible that we may implement further changes, which we will communicate to you.

The following are measures we've put in place to collectively prevent the spread of COVID-19

MAIN ENTRANCE & LOBBIES

- Social distancing reminders will be placed at all entrances and throughout the building.
- Sanitizer dispensers are in high demand. We placed our order several weeks ago and will place them near elevators on each floor when they arrive.

ELEVATORS AND ELEVATOR LANDINGS (building and parking garage)

- It is recommended that only two people ride an elevator at a time. Please distance yourselves appropriately and face forward at all times.
- These social distancing measures will be posted in and around the elevators.

RESTROOMS

- Signage reminding patrons of proper hand washing techniques will be located inside each washroom.
- Hand sanitizer dispensers are located in or outside of the washrooms on each floor.

BUILDING CONFERENCE ROOM (if applicable)

- Social distancing signage reminders will be at the entrance of common boardrooms.
- After each use, the user is responsible and required to sanitize all surfaces. Sanitizer will be available in the conference room.

HVAC SYSTEMS (heating ventilation and air conditioning)

- We will continue to use the highest rated filtration system we have always used as well as increase the outdoor intake.
- Filters will be changed on a regular basis.

CLEANING & JANITORIAL

- Janitorial companies will continue to provide the highest standard of cleaning. The additional cleaning to touchpoints that we previously put in place will continue. These include:
 - ◇ Building entry doors
 - ◇ Elevator call buttons and interior of cabs
 - ◇ Restroom door entrances
 - ◇ Trash cans in common areas
 - ◇ Lobby furniture in common areas
 - ◇ Handrails throughout the building interior and stairwells
- Day porters (if applicable) will continue to sanitize touchpoint surfaces (mentioned above) and high-traffic areas throughout the common areas not less than three times per day.

COVID-19 REPORTING

Please report to our office immediately if there is an employee or visitor with a suspected or confirmed case of COVID-19 so that we can take appropriate measures to disinfect and sanitize common area touchpoints. We ask that if your location is affected, you thoroughly disinfect and sanitize your leased space.

COVID-19 RESOURCES

The following buttons are links to websites that provide helpful information on maintaining a clean work environment. We encourage you to reference these tools regularly to help keep your leased space safe.

CANADA.CA
Being Prepared

ALBERTA.CA
Guidance for Business Owners

ALBERTAHEALTHSERVICES.CA
COVID-19 FAQ

ALBERTA.CA
COVID-19

We are

IN THIS TOGETHER

We wish to thank you for your partnership and cooperation throughout this period of uncertainty and change. We also pay tribute to our building operations teams, as well as our contract cleaners, security guards, and other frontline workers that have been critical in keeping our properties safe and functioning.

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