

## Melcor Social Media COVID-19 Communication

Our team wanted to share some of the precautions we are taking in response to the COVID-19 pandemic. At Melcor, our business impacts hundreds of thousands of people daily - from the people we employ to those who shop at our retail centres and work in our buildings.

For us, it is about making a meaningful effort to slow the spread of the virus by taking necessary measures before they are necessary.

At Melcor, we value caring for our exceptional team above all else. We enjoy being social and sharing experiences with our coworkers, and find that time spent together fosters a true family dynamic. With that, we make it a priority to look out for each other. Internally, we have taken the following steps:

- Cancelled all planned social gatherings
- Cancelled all business travel
- Implemented a 2-week self-isolation policy for employees returning from travel outside of Canada
- Re-enforced our “stay at home” policy for anyone feeling ill
- Changed all in-person meetings to digital meetings
- Implemented mandatory workspace cleaning
- Proactively began setting up employees to work from home if their job allows
- Communicated our resources for employees facing mental health challenges while coping with the COVID-19 pandemic

Throughout our portfolio we’ve also taken steps to ensure the health and safety of those who work in and visit our buildings. These include:

- Wiping down high-touch surfaces 3x per day
- Working to add hand sanitizer dispensers to common areas on each floor (pending a supply shortage)
- Stocking up on paper and cleaning supplies
- Providing educational information regarding health, safety and hygiene to tenants via a variety of medium