

**To: Message to all our space tenants**

**Date: May 1<sup>st</sup>, 2020**

**Re: Covid-19 – Recovery preparations**

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Dear tenant,

First of all, we sincerely hope that you, your loved ones, and your employees are safe and healthy during the pandemic. This global crisis affects us all and has required us to be more creative, resilient and empathetic. In the last month, we had to adapt our work methods to continue to serve you while getting ready for a new reality when our activities resume. We have no doubt that, like us, you have listened with great interest to the recovery plan announced by our government authorities.

This staggered recovery plan will enable us to gradually go back to our usual work spaces. Even though teleworking continues to be recommended for most businesses, some employees may be required to go back to their workplace.

At Cominar, we're ready to welcome you back when it's time for you. We would like to inform you of our preventive measures in place for the health and safety of our occupants and visitors, as well as remind you of some measures that you may need to consider as tenant. By working together, we will strive to restart our activities without restarting the pandemic.

### **Our Protocol**

Our teams are working tirelessly to redefine our operational protocols towards a resumption of activities. Namely, we have:

- Continued to provide necessary property upkeep, security and maintenance services to ensure the continuity of essential services;
- Increased the frequency of disinfection for all high-touch areas, including door handles, handrails, elevator buttons, bathrooms, etc., in all common areas;
- Changed all filters in our ventilation systems, and adjusted all systems to ensure optimal fresh air circulation;
- Adapted our operational and safety protocols to comply with directives and recommendations from relevant authorities;
- Implemented new signage in common areas across our properties, in order to promote the use of appropriate safety measures upon returning to work;
- Trained our employees on these new protocols to help them adequately intervene with you, our customers and all visitors on the premises; and
- Removed all furniture from our common areas.

Rest assured that we are making every effort to adjust our practices to the new reality, and we will continue to do so as the situation evolves while keeping you informed.

**Your Responsibilities**

We're counting on you, your employees and your visitors to follow all measures we have implemented pertaining to circulation on the premises.

In addition, we request that you report any suspected or confirmed case of COVID-19 among your employees or visitors, for us to enact the necessary safety measures to protect all occupants.

In addition to following these measures, you are responsible for managing your spaces, your employees and your visitors. We are confident that you are currently preparing your return in a responsible manner.

We have a common duty to carefully follow the changing directives and recommendations as they are issued by relevant authorities in the coming weeks. As a reminder, here are some of these guidelines currently applicable:

- Reconsider your space layout in order to promote social distancing measures;
- Inform and frequently remind your employees to use the recommended hygiene measures (frequently wash your hands, cough in your elbow, etc.);
- Request that your employees answer a questionnaire before allowing them to access the workplace, and return home any employee who is showing symptoms;
- Consider providing personal protection equipment (PPE) in instances where the 2-m physical distancing rule cannot be followed;
- Remember to provide adequate products to help employees disinfect their tools and work space frequently; and
- Avoid, if possible, business related travel abroad among your employees

Here are a few references to guide you:

- In Quebec, you are encouraged to visit the [Commission Commission des normes, de l'équité, de la santé et de la sécurité du travail \(CNESST\)](#), where numerous guides and directives pertaining to COVID-19 are available.
- On CNESST's website, you will also find [signage](#) available for use on your premises.
- [L'Ordre des conseillers en ressources humaines](#) has prepared a useful guide for employers and workers, also available in English. We invite you to use this guide especially if you don't have a Human Resources team in Quebec.

Feel free to contact us if you have any other questions. We will be happy to clarify any points necessary to ease your mind.

Best regards,



**Bernard Poliquin**

Executive Vice-President, Office and Industrial and Chief Real Estate Operations Officer