



SIMCOE
PLACE

A **CF** PROPERTY

RETURN TO WORK

GUIDELINES

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PHYSICAL DISTANCING & MASKS

As of March 21st, the provincial mask mandate is no longer in effect. Masks/face coverings are not required, but strongly encouraged in all public settings including:

- Lobbies
- Retail concourse
- Base building washrooms
- Corridors
- Parking areas
- Loading dock
- All elevators

Please keep in mind that it is the Tenant's decision to maintain Covid protocols inside their premises if desired. For Tenants who wish to continue with Covid mandates inside their office space, staff entering these premises will need to be fully vaccinated and must wear a mask at all times when inside the premises.

If you would like to request for similar requirements, please reach out to the Management Team.

LOBBIES

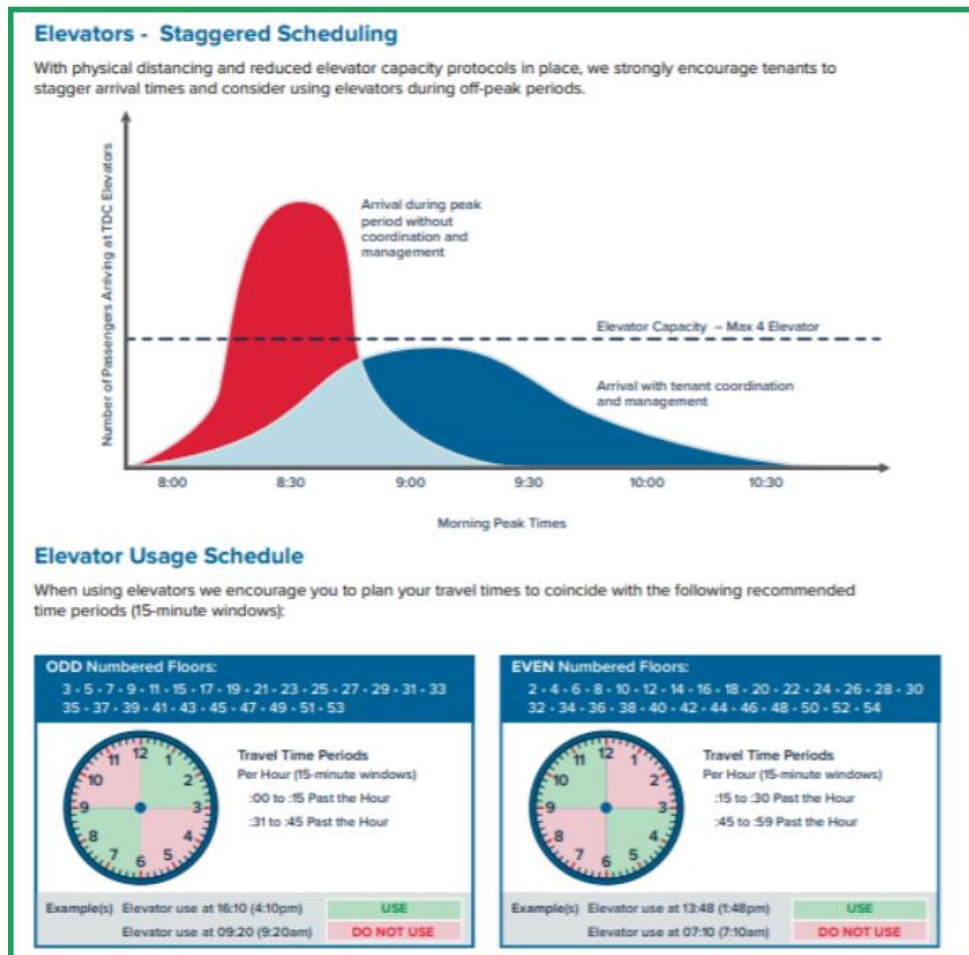
You will see some the following additions to our lobbies:

- Hand sanitizer dispensers
- Furniture is back in place in the common area
- High-touch surfaces (e.g. glass, handles, push-buttons, escalator handrails) are disinfected and sanitized approximately every two hours
- Plexiglass protective barriers installed at security and reception desks
- Courtesy phones at lobby desks will have disinfecting wipes available for use



ELEVATORS

- Elevator capacity limits are no longer in effect to avoid queuing and long wait times.
- To avoid damaging equipment, please do not use metal hygiene keys on Destination Dispatch elevator screens
- To minimize high traffic in the lobby, we recommend that tenants stagger their employees' schedules as part of their return to work planning. Please see chart below.



CLEANING

Cadillac Fairview will continue to maintain a high standard of cleaning. Common areas will be disinfected and sanitized throughout the day.

Note: frequency will be monitored and adjusted based on traffic patterns/use. The following table provides a preview of key areas:

AREA	SCOPE	ADDITIONAL FREQUENCY(S)
Entrances	Disinfect and sanitize: Glass, handles, push buttons, kick plates. Completely vacuum and sanitize carpets.	Minimum every two (2) hours.
Elevators/Escalators	Disinfect and sanitize: Glass/mirrors, handles, call/control buttons, kick plates, floors.	Minimum every two (2) hours.
Lobby/Security Desk	Disinfect and sanitize: Countertops, desk, keyboards, mouse, screens, POS, chair	Minimum every two (2) hours
Handrails and Glass	Disinfect and sanitize: Glass handrails, kick plates	Minimum every two (2) hours
All Base Building Washrooms	Disinfect and sanitize: Faucets, soap dispensers, paper towel dispensers, toilet seats, disposal bin covers/lids, waste receptacles and door handles, flush handles, light switches, hand dryer buttons and exit door handles, change tables (where applicable).	Patrolled throughout the day (3x). End of day sanitization and cleaning.
Parking	Parking elevators, equipment, entrances and bike areas.	Patrolled throughout the day (3x).

For Tenant Consideration:

- Workstations and desks will be wiped down by quadrant (ex, south-west, north-east, etc.) on a rotating basis by cleaning staff. Please ensure workstations are free and clear of items to ensure cleaning can properly and effectively be completed. Cleaners will not move any items.
- Refer to your Tenant Manual for the full scope of standard cleaning procedures.
- Additional cleaning services can be provided by cleaning staff. To arrange for a quote for additional cleaning services, or to suspend/resume additional services, please contact C&W at Maria.Machado@cwservices.com. Additional charges may apply.

WATER QUALITY



THE FOLLOWING MEASURES HAVE BEEN IMPLEMENTED TO ENSURE WATER QUALITY IS MAINTAINED DURING PERIODS OF LOWER OCCUPANCY.

- Cleaners flush all base building water systems (e.g. washroom sinks and toilets) on a daily basis.
- Operators and cleaners have completed additional prolonged flushing of all base building water systems (e.g. washroom sinks, toilets and hot water tanks) and will continue to do so until occupancies increase.

TENANT OBLIGATION

Given the low occupancy in the buildings, the following measures should be performed within your tenant space

- Tenants are obligated, in accordance with your lease, to flush your own equipment at least once per-week for a minimum of 10 minutes (eg. Private washrooms, kitchen sinks, showers) and do so in accordance with federal guidelines MD 15161 – 2013 (for example, wearing appropriate personal protective equipment).
- This includes but not limited to flushing and servicing; coffee makers, water coolers, dishwashers, and any other equipment which is connected to the building's potable water system. During this time please consider replacing any filters or associated equipment based on manufacturers recommendations.
- If tenants would like to make arrangements to have C&W perform this work on your behalf, please contact Maria.Machado@cwservices.com for a quote.
- Follow manufacturer's recommendations for servicing; hot water tanks, supplemental cooling units, and LAN room equipment, or reach out to your service provider for their service recommendations.

HVAC



Base building HVAC systems have been reviewed by our engineers and third party consultants and meet ASHRAE standards (industry best practices), which can support minimizing exposure to COVID-19. In consultation with our mechanical consultant, the following items have been completed with respect to the base building HVAC system:

- All base building air filters, where applicable, have been replaced with the recommended MERV rate filters.
- Fresh air purge cycles have been implemented each morning prior to occupancy, meeting ASHRAE recommendations.
- Introduction of fresh air has the effect of diluting the pathogen load in the air. Accordingly, we are temporarily disabling any demand-controlled ventilation programs and are increasing the amount of outdoor air provided to the building through the HVAC systems.

WELL HEALTH-SAFETY CERTIFICATION



We are pleased to announce that Simcoe Place is WELL Health-Safety certified.



WHAT IS THE WELL HEALTH-SAFETY RATING?

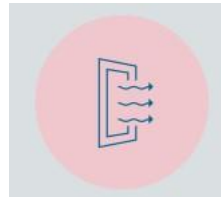
- The WELL Health-Safety Rating is an annual rating that empowers owners and operators across large and small businesses alike to take the necessary steps to prioritize the health and safety of their staff, visitors and stakeholders.
- A visible indication of confidence and trust, the WELL Health-Safety seal communicates to everyone entering a space that evidence-based measures have been adopted and third-party verified.
- For more information, please refer to <https://www.wellcertified.com/about-iwbi/>

WHY THIS RATING MATTERS NOW

Created in response to the COVID-19 pandemic and consisting of operational interventions that can be made to help mitigate its spread across five key themes:



CLEANING & SANITIZATION PROCEDURES



AIR & WATER QUALITY MANAGEMENT



EMERGENCY PREPAREDNESS PROGRAMS



STAKEHOLDER ENGAGEMENT & COMMUNICATION



HEALTH SERVICE RESOURCES

TENANT SPACE CHECKLIST

During the COVID-19 pandemic, if tenants close their premises, we recommend tenants inspect their premises weekly for the following:

- In accordance with your lease, flush your own equipment for a minimum of 10 minutes (ex, private washrooms, kitchen faucets, water filters, showers), and do so in accordance with federal guidelines MD 15161-2013. For further information please see Water Quality section of this document, Page 7.
- Regularly check all tenant-owned areas for signs of water leaks (ex, washrooms, floors, storage rooms, ceiling)
- For full-tenant floors, notify Simcoe Place management team if you would like your floor taken off secure access mode during business hours
- Where possible, ensure work stations are clear to allow easy access for cleaners to disinfect

Prior to reopening tenant offices, please ensure to complete the following:

- Ensure employees are familiar with Simcoe Place building guidelines and Public Health guidelines
- Notify Landlord of re-occupancy date
- For full-tenant floors, notify Simcoe Place management office if you would like to keep your floor on secure mode during business hours
- Consider staggering employee schedules to avoid congestion in the elevators and lobby (ie, stagger arrival, break times, lunch times, and end of shifts)
- Implement physical distancing measures within your tenant space (ex, signage, floor decals, room occupancies)
- Ensure cleaning supplies are provided in high traffic areas throughout your office (kitchens, copy areas) for your staff. Ex, hand sanitizer, paper towels, disinfecting spray/wipes, etc.
- Ensure employees are familiar with CF's Covid-19 suspect or positive case reporting process
[See Health Considerations section below for details.](#)

Note: It is not Cadillac Fairview's responsibility to screen your employees or visitors. Please ensure your employees/visitors are aware of the provincial Covid-19 screening requirements and that you have the appropriate processes in place to ensure they do not show up to the workplace if they respond YES to any of the above questions.

CONTRACTORS

For additional measures, contractors should be screened in the Loading Dock, prior to entering the building.

- It is not Cadillac Fairview’s responsibility to screen visitors or contractors. Please ensure visitors/contractors are aware of the provincial Covid-19 screening requirements and that you have the appropriate processes in place to ensure they do not show up to the workplace if they respond YES to any of those questions
- All contractors sign-in at the loading dock master’s office and are screened by CF
- We strongly recommend that all contractors & trades download the COVID Alert app, which can notify of possible exposures before any symptoms appear
- Tenants are asked to communicate the above to their contractors to ensure compliance

COVID-19 SCREENING REQUIREMENTS CONTRACTOR/VISITOR

Prior to entering the premises please review the questions below

Item	Assessment Questions	Yes	No
1	Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions <ul style="list-style-type: none"> - Fever or Chills - Cough - Sore throat - Difficulty breathing - Diarrhea - Nausea and/or vomiting - Extreme fatigue or weakness - Body aches - Loss of appetite - Headache - Loss of sense of smell or taste 		
2	In the last 14 days, have you returned from travel outside Canada, including the United States, and been directed to quarantine?		
3	Have you been identified as a close contact of a COVID-19 positive case by Public Health?		
4	Have you been told to self-isolate by Public Health or a Health Care Professional?		

If you answer "yes" to any of the above questions, please do not enter.
Please reschedule your appointment and contact your local Public Health body.

Self-Declaration

I am fully vaccinated against COVID-19 (I has been 14 days or more since your final dose of either a two-dose or a one-dose vaccine series as approved by Health Canada)	<input type="checkbox"/>	<input type="checkbox"/>
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If you answer "NO" to the above question, please do not enter

Your privacy is very important to us. Any personal information collected from you will be used by The Cadillac Fairview Corporation Limited (CFV) for COVID-19 screening management purposes. For more information regarding our collection, use and disclosure of personal information please refer to our privacy policy or contact your privacy representative. We have not and do not intend to share your information with any other third party or transfer your information outside of our organization. We warrant and acknowledge the above privacy statement and consent to the collection, use and disclosure of my personal information for the purposes stated herein.

SUSPECTED/POSITIVE COVID CASE

Tenants should have internal procedures in place for when an employee feels unwell at work and/or demonstrates symptoms of Covid-19 (i.e., isolation room and procedure in place for sending home all individuals who have come into contact with the affected individual).

In the event of a suspected or positive case of Covid-19 in your premises, please report it immediately to CF. We will continue to coordinate disinfectant fogging of common areas and are happy to coordinate disinfectant fogging of a Tenant's premises with an additional fee.

For confirmed positive cases of Covid-19 in tenant premises, Cadillac Fairview will temporarily suspend all base building staff (i.e., cleaners, building operations and security) from attending that tenant's premises until the tenant completes disinfectant fogging. In these cases, our base building cleaning staff is not able to attend for disinfecting purposes, and the tenant must contact a specialized third party cleaning company.

For your ease of reference, a list of specialized third party disinfecting companies who provide these services can be found on page 14.

EMERGENCY PROCEDURES & TRAINING

- Emergency procedures remain the same – a Security Team is on duty 24/7 with highly trained professionals
- In all emergencies, the first response should be to notify Emergency Management Services (EMS) at 911 and then contact the 24/7 Simcoe Place Security Team at 416-596-0079.
- Please see additional emergency information and response procedures in the link below:
[Simcoe Place Emergency Information & Response Procedures](#)



COVID-19 SUPPLIERS & VENDORS

See below for a list of recommended vendors for COVID-19 supplies and services.
Please note we cannot guarantee service levels or availability.

COVID-19 Cleaning Services

Beeta Group
Jode Nikson
jodei@beetagroup.com
416-627-6663 (C)
416-261-9984 (O)

Citron Hygiene
Jarrett Rose
jrose@citronhygiene.com
647-529-6270 (O)

New Air Duct Service
Fluvio Visone
info@newairductservice.ca
416-551-4397 (O)
416-551-4397 (C)

Rentokil Inc.
Garrett Brown
garrett.brown@rentokil.com
416-889-0887 (C)

Packaged Maintenance Ltd
Ken Johnston
ken.johnston@packagedmaintenance.com
905-951-1114 (O)
416-717-7807 (C)

Hand Sanitizers

Biochem Environmental
Julita Chanas
julitac@biochemenvironmental.com
416-747-6600 (O)
416-826-4340 (C)

CanPalm
Eddie Chan
eddie@canpalm.com
647-281-6109 (O)

Citron Hygiene
Richard Serville
rserville@citronhygiene.com
416-277-3709 (C)

Veritiv Canada Inc.
James MacDougall
james.macdougall@veritivcorp.com
416-220-1975 (C)

ADDITIONAL RESOURCES

Please see below for a list of tools and resources.

City of Toronto COVID-19 Updates
<https://www.toronto.ca>

For Government regulations and recommendations
<https://www.ontario.ca/page/how-ontario-is-responding-covid-19>

COVID Self-Assessment Tool:
<https://ca.thrive.health/covid19/en>

COVID Alert App:
https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html?&utm_campaign=gc-hc-sc-2021-0024-10653701173&utm_medium=search&utm_source=google-ads-104719809029&utm_content=text-en-451610636601&utm_term=%2Bcovid%20%2Bapplication

For within your office space:
<https://www.cushmanwakefield.com/en/netherlands/six-feet-office>

C&W's Recovery Readiness Guide:
https://www.dropbox.com/s/gs7kh4253fqztxw/Recovery_Readiness_-_How-to_Guide-1.0.pdf?dl=0

PPE Resources:
<https://covid-19.ontario.ca/how-your-organization-can-help-fight-coronavirus/#find-ppe>

SPL Retailers Open for Business:
<https://www.cfoffice.ca/property/news/cf-simcoe-place>

Toronto Financial District BIA Return to the Office Video:
<https://www.youtube.com/watch?v=PppzAjcSorM&feature=youtu.be>

Getting to the Office on GO Video:
<https://www.youtube.com/watch?v=h-pvWslagL4&t=43s>

WELL Certification:
<https://www.wellcertified.com/health-safety/>