

# Welcome Back!

Step-by-step guide for a safe and gradual return to work, from the building entrance to your office.

For tenants located in the province of Quebec.  
Last updated June 28, 2021.



# We're so Happy to See You Again!

After all the efforts we've made collectively, we can finally see the light on the horizon! Our team is delighted to see you gradually returning to your spaces. In order to assist you in this new reality, we have assembled all our initiatives in this guide so that you can safely return to the joy of working at the office.

We will make sure to keep this document updated according to Public Health directions and as the situation evolves.

We look forward to seeing you soon!  
Your Property Management Team

**Health and safety  
is everyone's business!**

## Safe working is reassuring!

Travailler en sécurité,  
c'est rassurant!



**Wash your hands**  
Lavez vos mains



**Keep your  
distances**  
Gardez vos distances



**Face covering  
required in  
common areas**  
Couvre-visage requis dans  
les aires communes



**Follow the  
directional signage**  
Respectez la signalisation  
directionnelle



**Observe the  
latest public  
health guidelines**  
Respectez les recommandations  
de santé publique en vigueur

**Stay at home if**  
Restez à la maison si



**Fever**  
Fièvre



**Cough**  
Toux



**Headache**  
Mal de tête



**Sore throat**  
Mal de gorge

**Thank you for your understanding**  
Merci de votre compréhension

You have questions? Contact us at [sac@cominar.com](mailto:sac@cominar.com)  
Vous avez des questions? Communiquez avec nous au [sac@cominar.com](mailto:sac@cominar.com)

# From the Parking Lot to the Entrance

- Separate entrance and egress doors for visitors at designated access points.
- Display of the Code of conduct to be followed by all occupants and visitors.
- Hand sanitizer distributors installed at every access point.



# Common Areas Adjusted for Our New Reality

## When travelling through the building

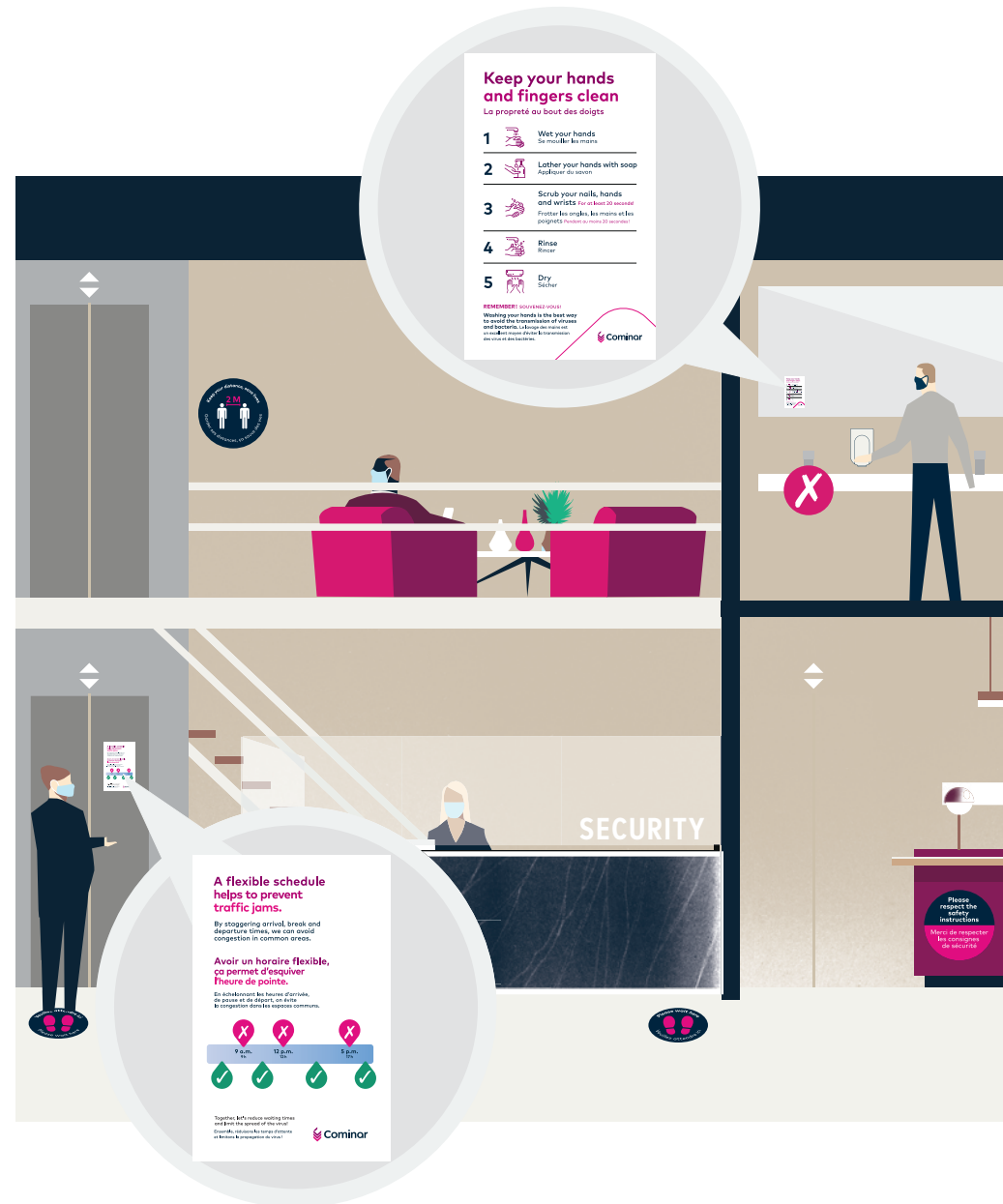
- Signage to promote physical distancing.

## In elevators

- Posters and signage to promote physical distancing.
- Staggered transits are recommended to avoid peak periods in the morning, noon, and evening.

## In public restrooms

- Posters and signage to promote physical distancing.
- Stickers on mirrors to promote efficient hand washing.



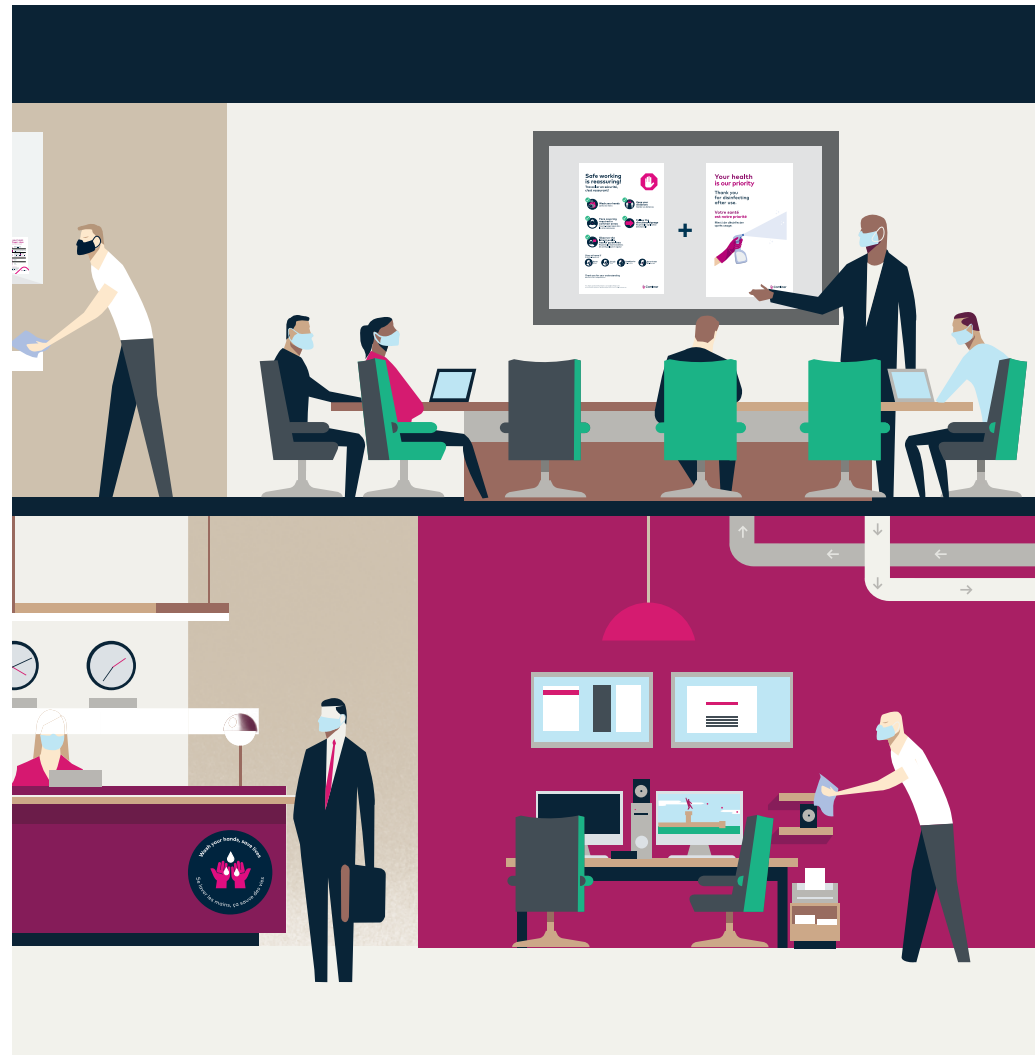
# A Clean and Safe Environment at All Times

## Janitorial services and security

- Staff training on:
  - › Customer service protocols
  - › Visitor code of conduct
  - › New cleaning procedures
- Increased cleaning frequency on surfaces and contact points.
- Use of recommended disinfectant products.

## Ventilation systems

- Our HVAC systems meet ASHRAE standards, industry best practices and can help minimize exposure to COVID-19.
- All base air filters in the building have been replaced with MERV-approved filters of the appropriate grade.
- Fresh air flush cycles have been programmed in accordance with ASHRAE recommendations.



# Present and Efficient Signage

Here is an overview of the various pieces of signage that you will see in our buildings' common areas.



Do not use



Distancing



Waiting area



Hand washing



Respect of the instructions



Waiting area

# Safe working is reassuring.

Welcome back!

