



Norris Crescent Housing Co-operative Inc.

Date: November 25, 2020

From: Norris Crescent Co-op

To: **ALL MEMBERS**

## **RE: CO-OP PROTOCOL - SECOND LOCKDOWN (COVID-19)**

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Dear Members,

As you are aware Toronto is in a state of second lockdown effective November 23<sup>rd</sup> for next 28 days.

These are current temporary measures with regards to **Maintenance/Cleaning and Office Protocol** effective immediately.

- Office will be closed to members, communication via email or phone only, if you absolutely have to come to the office, you are to make an appointment and complete Covid Screening Form prior to entering (form will be provided)
- Only emergency repairs will be addressed as they arise.
- Staff and contractors will complete Covid Screening Form each time they are on-site.
- If contractor or maintenance staff must enter a unit for emergency, everyone including members must complete Covid Screening Form; if member(s) cannot be out of the unit, they are to stay in another room while work is being done.
- Maintenance staff and contractors will disinfect and clean area of work before and after work.
- Staff and contractors will complete Covid Screening Sheet each time they are on-site.
- Maintenance staff will disinfect all banisters, railings, mailboxes, knobs and all high touch areas in laundry rooms twice a day.

***We appreciate your co-operation and patience during these difficult times.***

***Stay Well and Safe***