



## **Tenant Announcement: Building to Remain Open**

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COVID-19 Update: March 24, 2020

The Government of Ontario announced yesterday that the Province of Ontario will be ordering all non-essential workplaces to close as of midnight on March 24, 2020 to prevent the spread of COVID-19. These businesses will be permitted to continue operations through work-at-home and other remote business models.

As of this moment, the Province has not ordered the physical closure of buildings and as such, we confirm **that your building will remain open** during Normal Business Hours unless we determine that we are unable to continue to operate the building in a safe manner or we are legally mandated to close the building

Property management services have been declared an essential workplace by the Province and as such, until further notice, Metcalfe Realty's office at 130 Albert Street and accounting office at 2700 Queensview Dr. will remain open for business. Given the physical distancing protocols suggested during this pandemic, we encourage you to reach us by phone, email, or facsimile.

This quickly evolving situation requires each of us to take responsibility for our own health and safety as well as the health and safety of our respective employees and the patrons we serve. We ask all tenants and their employees to monitor and heed on-going public health and safety announcements and to seek the advice of your insurance provider and legal counsel as appropriate. Metcalfe Realty is unable to provide health, insurance or legal advice.

Yours Truly,

***Wayne Hutchings***

***Executive Director of Property Management.***

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