

TENANT MEMO | KEEPING YOU INFORMED

Date: March 24th, 2020

RE: COVID 19- BUILDING CLOSURE

One Queen Street East and 20 Richmond Street East Occupants

Dear Occupants,

Coming as a result of the Province of Ontario's Essential Services list, building management is deemed an essential service. This includes our Security, Housekeeping and Operations teams, however; in order to ensure we protect the integrity of the site, we will be locking the building off to only permit occupants as of **Wednesday, March 25th at 0800hrs**. Your base building passcards and parking transponders will be the only means of accessing the building. Transient individuals and visitors will not be permitted into the site except via the Yonge Street and Queen Street (West) entrance doors for access to the TTC.

Housekeeping

- We continue to ensure hard surfaces and touch point cleaning throughout the premises remains as per protocol, however; we will be operating on a skeleton staff. This includes but not limited to:
 - All horizontal surfaces in the restrooms
 - Elevator buttons
 - Door handles

Precautions Occupants Should Continue to Take

- Occupants should, at the beginning of their day/shift:
 - Sanitize personal work station surfaces with disinfectant wipes (Lysol®) including computer mouse, key pad, phones, drawer handles, etc.
- Wipe all push plates, door knobs within your premises, fridge handles, microwave buttons, etc.
- Utilize, where possible, disposable cups
- Prioritize hand washing
- Actively use hand sanitizer

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Building Operations and Administration

- We will be operating the facility from 0800hrs – 1600hrs with one- (1) building operator on per week, Monday through Saturday on a rotational basis
- The Property Management office will be closed, however; Mrs. Karen Cassidy will be working remotely during the aforementioned times. Should you require any building services, it is imperative these requests are made through her using the following two means of communication:
 - Angus Anywhere via the One Queen Street website
 - Email: Karen.Cassidy@cushwake.com

Security Services

- Security will be operating 24/7 Monday thru Sunday with no interruption.
- In case of emergency call 416-360-0491
- Email: 1queensecurity@cushwake.com

Per Cushman & Wakefield corporate policy, we are unable to receive any packages or mail delivery on your behalf.

Regards,

Your Management Team

ONE QUEEN
STREET
EAST



**One
Queen**
STREET
EAST

**CUSHMAN &
WAKEFIELD**

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