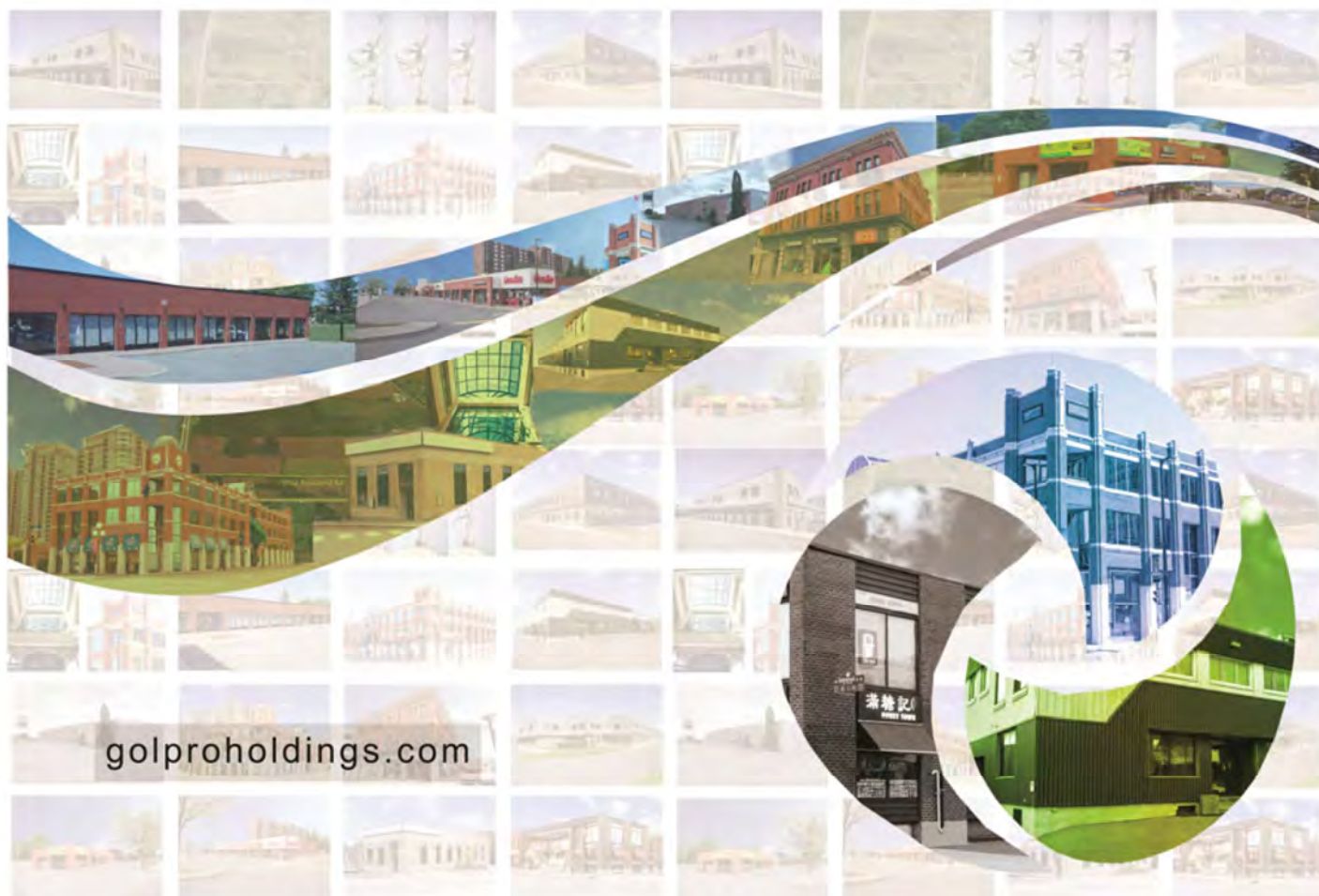




GOLPRO HOLDINGS INC.

Pandemic Guide

Mercury Court
May 2020



golproholdings.com

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Introduction

Being prepared is critical in preventing the spread of infectious diseases and minimizing impact should an outbreak or a pandemic occur. From our governments and health systems, to the personal responsibility from each individual, we all must maintain a state of readiness and ability to act.

As a result, today Golpro Holdings inherently has a high standard of responsibility, in the health and safety for our staff, tenants, visitors, trades and suppliers. In uncertain times there are many people who will rely on their commercial landlord and or property management company as leaders to keep them safe and protect their interest.

The single most important action to take is to plan now during a lockdown.

The **Red Headlines** is what Golpro will be implementing as a company and is sharing this outline with our tenant companies, suppliers and trades. It may or it may not apply directly to you - I kept it general.

The **Blue Headlines** is what action Golpro Holdings has already taken or is in the process of considering.

Feel free to reach out to me at your earliest convenience with any questions you may have.

Bill Sioulas, Director of Real Estate, Golpro Holdings Inc.

Creating a pandemic plan.

A well-designed pandemic plan should allow you to respond in a flexible way to varying levels of severity and to refine your response as needed.

Consider the “Continuum of Pandemic Phases” your strategies and response will need to change accordingly.

This continuum is according to a “global average” of cases, (See Data Chart) over time, based on continued risk assessment and consistent with the broader emergency risk management continuum.

Interpandemic Phase – Alert Phase - Pandemic Phase–Transition Phase & Interpandemic Phase.

Risk Assessment

Preparedness - Response – Recovery.

Content source: Health Canada, Ontario’s Action Plan to Covid-19 & Ottawa Public Health.

Stating Objectives.

When developing your pandemic plan, decide on your objectives, which might include:

- Reducing spread of infection among your employees, clients, and tenants.
- Maintaining business operations.
- Minimizing impact on your clients, owners, and investors.
- Communicating with transparency.
- Maintaining a calm and controlled leadership.

Assessing workplace exposure risk

As you develop your plan, you’ll want to identify the health risks your employees may face based on their job responsibilities and environment. Ask yourself these questions:

- Are employees, in the course of their duties, likely to:
 - * Have face-to-face with a large number of people?
 - * Spend time in work sites, like health care settings, where they may come into contact with ill people?
 - * Handle materials that could be contaminated, like laboratory samples or health care waste?



Activating your plan

Creating a pandemic team and clearly identifying decision-makers are important first steps in developing a process to activate your plan. The team will decide when and how to activate your plan and should agree on which events will trigger action. Trigger events are those that would initiate implementation. These may be driven by federal, provincial, or local government agencies – or by actions such as the closing of a business. The team should also lead testing exercises to identify gaps or problems with the plan.

Include representatives from various departments such as operations, information technology (IT), and human resources. Your pandemic team should include members from all teams across the company. Individuals from these departments should be trained on pandemic protocols.

A pandemic plan considers the entire company, its locations and all levels of business. Golpro Holdings will most likely be expected to take the lead on activating your plan at Mercury Court, so make sure to involve us in the process.

Getting Input.

Employees will be empowered if they are invited to help develop and review the plan. You should also reach out to your local health officials and municipalities for better understanding of their plans and how they can be integrated to yours.

Golpro Holdings will be sharing our plan and best practices with the other real estate management professionals. This is the ideal time to take part in the generous knowledge-sharing of information.

Deactivating your plan.

The pandemic plan should not only trigger for action, but also guidance on returning to normal business operations. Similar to plan activation, identify triggers or other indicators that would alert you and staff to normal. This could be a slowdown in number of infections reported, guidance from federal, provincial or local governments, or other signs that the threat of infection is reduced.



Emphasize staying home when sick.

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at your premises. where they are likely to be seen.
- Provide tissues and no touch disposal receptacles.
- Instruct employees to wash their hands with soap and water for at least 20 seconds or clean their hands often with an alcohol - based sanitizer that contains at least 60-95% alcohol.
- Provide soap and water and alcohol - based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations, such as building entrances, common areas, conference rooms, and at all employee workstations to encourage hand hygiene.
- Visit the Health Canada or Ottawa Public Health for coughing and sneezing etiquette and clean hands web page for more information. Ottawapublichealth.ca.
- Routinely cleaning and disinfecting commonly touched surfaces is particularly important with a pandemic respiratory virus.

Separate sick employees.

The Ottawa Public Health recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available). the work area of the ill employee should be cleaned and disinfected upon departure.

Prepare for physical distancing.

Physical distancing is an intervention to increase the distance between people and reduce the spread of disease. If recommended by Ottawa public health, consider what policies and procedures your business can implement to accomplish work remotely.



Anticipate absenteeism.

Prepare for employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs to elementary. Be ready to adopt your business practices to maintain critical operations.

- Cross-train employees to carry out essential functions so the workplace can operate when essential staff are out.
- Identify alternative suppliers to meet supply chain needs.
- Consider prioritizing customers with the greatest needs.
- Prepare to temporarily suspend operations if necessary.

Plan for restricted travel.

If there's evidence of an outbreak in Quebec, Canada or the United States or to another business destination you may need to cancel nonessential travel. Consider:

- How can you accomplish work related meetings or events remotely?
- How can you support employees who are abroad when travel restrictions are put into place, particularly those who become sick? Ensure you have clear policies for obtaining medical care during travel.
-

Ensure personal preparedness

Your business is only as healthy as your employees. Encourage employees to take standard steps to prepare for staying at home if needed:

- Store a two-week supply of food and water.
- Make sure to have enough prescription drugs at home.
- Keep non-prescription drugs and other health supplies on hand. This includes pain relievers, stomach remedies, cough and cold aids, fluids with electrolytes, and vitamins.
- Get copies of electronic health records from doctor, hospital, or pharmacy.
- Talk with family members and loved ones about how they would like to be cared for if they got sick, and what's needed to care for them at home.



Employee Skills

Consider cross-training employees to ensure work continues in the event of high absenteeism in a pandemic. You may also consider outsourcing some tasks through online virtual assistance. You may also want to look at compensation guidelines when job tasks change.

Workplace Policies.

Updating policies to include family, sick and medical leave, and work from home guidelines can help mitigate disruption in business operations, as well as keeping employees well.

- Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

Policies may need to be adopted while the pandemic plan is activated, which may mean making policies more flexible than usual while the plan is operational in case current policies are not working with the recommended infection control measures.

For companies that have employees who travel, it would be beneficial to create classifications of travel such as discretionary travel, scheduled travel, critical travel, and emergency travel. Then applied policies to these classifications that will help decide whether the travel should be authorized during the pandemic phase.



Considerations for Mercury Court.

As Mercury Court is a multi-tenant building, we should consider additional precautions. Because public health organizations encourage sick employees to stay home during a pandemic, there may be an increased risk of the spread of disease to other tenants in the building. To protect employees and other tenants from sick individuals, when maintenance requests are received, it is important to qualify whether or not someone in the unit is ill and then evaluate whether the request is an emergency. If a tenant employee is ill, facilities or maintenance staff should only be dispatched to the unit in the event of an emergency.

If you believe or have confirmation of a tenant employee is ill with a pandemic virus, contact your local health department and your national health agency for guidance on next steps.

In the event of a maintenance emergency, our Golpro staff and trades will follow these precautions:

- Wear a mask and gloves while in the unit and dispose of gloves and mask immediately after work is completed.
- Wash hands in soap and warm water immediately after work is completed or use hand sanitizer.
- Our Golpro staff will also be trained to ask prospective tenants to reschedule showings if they are sick and avoid shaking hands.

Building operations.

- We've reviewed business continuity plans with all staff and external vendors to ensure critical functions continue to be met in the event of staff absences.

Preventing a pandemic is everyone's job. You can help us prevent the spread of infection by doing the following:

- Develop a business continuity and pandemic plan to prevent the spread of infection in your office and support your business operations in the event of increased absenteeism.
- Provide employees with sanitizing products for their own workspaces or other personal protective equipment
- Educate employees and visitors on the importance of proper hand washing or using hand sanitizer.
- Recommend that employees stay home when sick.
- Communicate with Golpro Holdings if your pandemic plan depends on us to perform specific functions so we can determine if we can fulfill your requests.



Infection Control.

Our constant interaction with employees, tenants, visitors and trades in and around Mercury Court means we must be diligent in our actions to prevent the spread of infection. But this isn't just your responsibility, this is everyone's responsibility. Golpro Holdings will help our tenants in our building to control infection by educating them on the following guidance from Health Canada.

In addition to our existing cleaning, disinfecting, and maintenance policies, we are also taking the following measures:

Elevators.

- Until further notice, there will be a maximum of two (2) passengers per elevator ride.
- When waiting for the elevator please keep the physical distancing from the doors. Once you see it is clear you may enter.
- Golpro will place floor markers in the lobby and the corridors on where to stand when waiting for the elevator. Please respect them.

Washrooms.

- Washrooms are in the middle of being re-designed to be completely touchless, including door access in and out. This design is still in progress. Once finalized Golpro will forward design drawings to tenants for review.
- The first set of washrooms to be renovated will be on the second floor.
- In the meantime, Golpro will temporarily install an occupied signal light just outside on top of the door of the men's and woman's washroom on the second floor. When someone is in the washroom the light will be on. As skeleton staff will shortly start coming into the office premises it will not be a minor inconvenience.
- The light indicator does not mean that you don't have access, it is only a notification. It is up to each individual if they wish to enter and use the facilities.



Cleaning and Education.

- Increased frequency and deep cleaning of hard surface in common areas.
- Increased hand sanitizer dispensers in the lobby and other common areas.
- Additional signage posted to educate you on how to prevent the spread of infection.

Antimicrobial Surface Protectant to all the common area touch points will be applied to the building. if you wish to apply Aegis within your premises please contact me at your earliest convenience to discuss and I will arrange for an estimate. More information about the product is on the last two pages of this pandemic guide.

Application scheduled - Friday May the 8th

Examples of “High Touch” surfaces are:

- Main entrance Door handles & jams.
- All door handles and jams to emergency staircases and exit doors.
 - Both Elevator cabs – doors, handles and buttons.
- All washrooms, including counter tops, sinks, urinals, toilet handles & partitions.
- All main entrance and if applicable secondary access door handles, to each tenant space. Only the side facing the common area corridor will be done.
 - All electrical rooms will be done on both sides.
- All basement doors, application on one side facing common area.

Heating, Ventilation & Air Conditioning Systems (HVAC).

As a result of the considerable upgrades to the HVAC systems performed over the last two years at Mercury Court, Golpro Holdings can assure you that the building HVAC systems have been upgraded to the latest ASHREA standards as per the work designed by SNC Lavalin.

The Fresh Air being introduced into the building is heated, cooled, and dehumidified as well as controlled on sensors to ensure that proper quantities of fresh air are introduced based on occupancy levels.

To further enhance the IAQ (Indoor Air Quality) building performance in sight of the current unexpected conditions we are now all dealing with and thinking ahead to other IAQ issues during a pandemic, Golpro Holdings, is looking into a proven deterrent to the spread of viruses or other contaminants such as mold in building ventilation systems. The addition of UV light systems that can be applied to each of the new Heat Pump units in the building recently installed. This technology has a proven track record at eliminating airborne viruses including SARS, of which Covid 19 is a family of.

Golpro is now taking a proactive initiative to look at the application of UV technology for the Mercury Court Building. We will keep you informed as to our progress.

Staff precautions

- All staff is equipped with masks, disposable gloves, and disinfectant and are instructed to discard gloves and masks after each use (such as after cleaning).
- All staff are trained on infection prevention and control measures.
- All staff are cross - trained to ensure critical building functions are maintained in an emergency.
- All staff are instructed to stay home if they are feeling sick.

Communication updates

- We are increasing the frequency of electronic communications - such as text messaging, email, and social media notifications to eliminate unnecessary touching or frequently used hard surfaces.

Vendors and Suppliers

With a pandemic outbreak, vendors and suppliers may suffer from a loss of staff, and there on- site team could also be diminished. As a result, they may need to reduce their services. Golpro Holdings will review regular building operations including service calls, garbage collection, maintenance, and move-ins and move-outs to identify operational vulnerabilities.

Golpro Holdings is preparing a list of back-up providers for basic building operations.

- Identify our critical suppliers.
- Identify vendors who could negatively affect our business if they fail to deliver.
- Review current service provider agreements to see if we can use alternate suppliers in the event of a supply disruption.
- Identify backup suppliers and initiate agreements with them, if possible.
- Ensure that “single point” vendors are aware that back-up vendors will be used only if service is disrupted.
- Ask our critical suppliers to share their pandemic plans with us. What does their plan include? How they tested their plan? When was it updated?
- Set boundaries with suppliers - ask that they do not send staff who may be showing signs of illness to your property.



IT and security

Golpro Holdings now relies heavily on building technologies to support routine operations, including security cameras, HVAC system, payments etc.. When developing our pandemic plan, we are exploring viable options to help keep our property operational in the event of a crisis.

- Identified current remote access capabilities.
- Determined Internet capacity required during a pandemic event.
- We are enhancing resources, if remote access capabilities fall short of needs
- Provide remote access and remote access procedures to our Golpro staff.

Phone and computer system support

- Golpro is working on providing voice mail remote access and phone forwarding instructions to our tenants.
- Determined required computer system support.
- Identified how much on-site support required, or if it can be handled remotely.

Security

In a severe pandemic, business may experience decreased security availability, both private and public, such as police and fire department. To fill this potential gap, Golpro Holdings is working on security in pandemic plans.

What were working on.

- Developing relationships with third party service providers to field any security gap during a pandemic event.
- Plan for additional equipment or back-up security staff.
- Include training requirements for backup security in our tenants pandemic plan.
- Increased police security is now in effect in the By Ward Market – see email attached to this report by Mr. Ken Bryden, Community Relations, Ottawa Police Services.



Communication

Communication is as critical as preparation is important to be factual and transparent when sharing information with employees, clients, visitors, tenants, and suppliers.

Your pandemic team should decide how you will relay information to each one of these stakeholders during an outbreak and the frequency with which you will communicate. In emergencies, employees will look to you for guidance and clients will feel more comfortable knowing you are prepared.

- Establish a communication protocol - key contacts, chain of command, channels comma and documentation process.
- When your plan is in place ensure that everyone knows how it works. Include your plan as part of your new hire orientation program and make it accessible by posting notices on your website and apps.
- Discuss how to prevent and address rumors and misinformation.

Keep your communication calm and fact-based to avoid topping into individuals innate fear. Identify your best local and regional resources for updated in real-time data and advice to help you monitor the situation.

As a pandemic unfolds, Golpro is preparing communication templates for response to tenants and suppliers



Dear ByWard Market, Lowertown and Sandy Hill Community Partners:

Over the last few months, members of the Ottawa Police Service (OPS) began having conversations with many of you about the return of neighbourhood policing to the Nation's Capital. On behalf of the Service, I am pleased to announce the introduction of the new ByWard Market/Lowertown Neighbourhood Resource Team (NRT) to your community effective today, May 4, 2020. As with NRTs recently implemented in three other Ottawa communities, the ByWard Market/Lowertown NRT will take steps to promote and improve community safety, prevent crime and social disorder, and contribute to community cohesion.

In collaboration with the area's School Resource Officers (SRO), Community Police Officers (CPO) and Traffic Services team, the mandate of the NRTs is to increase police presence in high crime reported areas and to conduct outreach work. They will operate on foot, on bike, and in vehicles; and because they are highly mobile, the NRT will assist with high-priority calls in the area, or incidents at schools when the SRO is not available. Given the close proximity to the Parliamentary zone, the Byward Market/Lowertown NRT will continue to police demonstrations and marches in the area.

The Byward Market/Lowertown NRT will be expanded by 10 officers as soon as the longer-term impacts of the COVID 19 pandemic are understood. Once that expansion occurs, the NRT will be the primary resource to work with the entertainment district and will be adapted to meet the night-time demands of the market area.

As the ByWard Market/Lowertown NRT increases its visibility in the community throughout the coming weeks, you are encouraged to learn more about NRTs by visiting the OPS website at <https://www.ottawapolice.ca/en/news-and-community/neighbourhood-resources-teams.aspx>; or, alternatively, you can reach me via email at BrydenK@ottawapolice.ca<<mailto:BrydenK@ottawapolice.ca>>.

Thank you

KB

Inspector Ken Bryden

Community Relations

brydenk@ottawapolice.ca

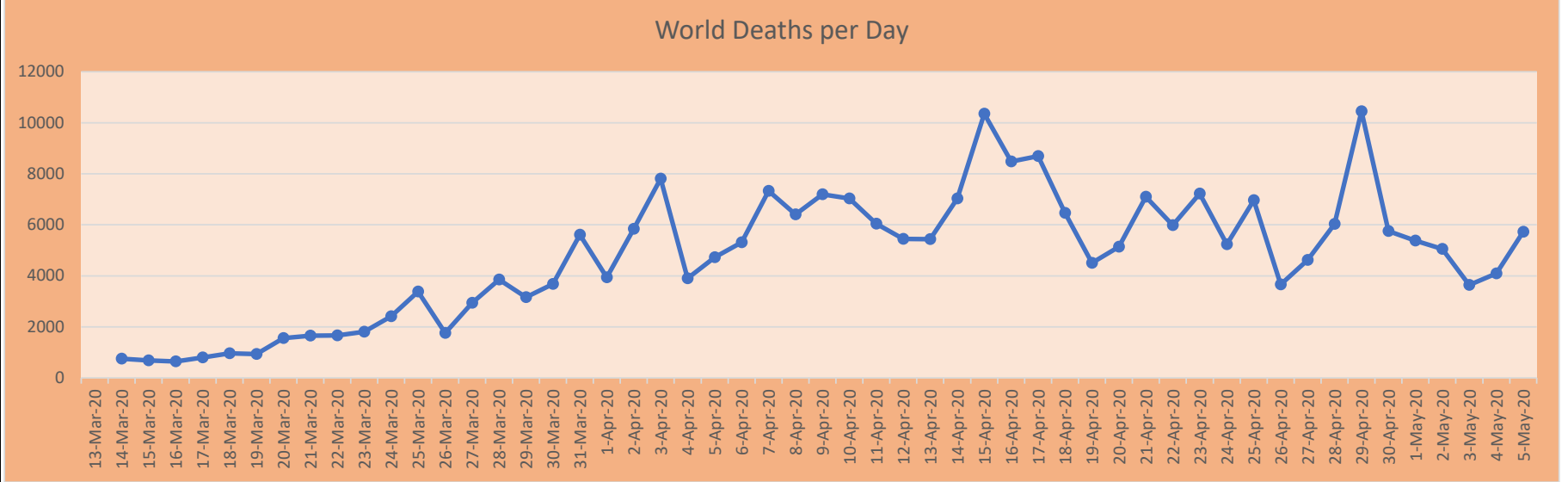
613.236.1222, ext. 2909 | P.O. Box 9634, Station T, Ottawa, ON K1G 6H5



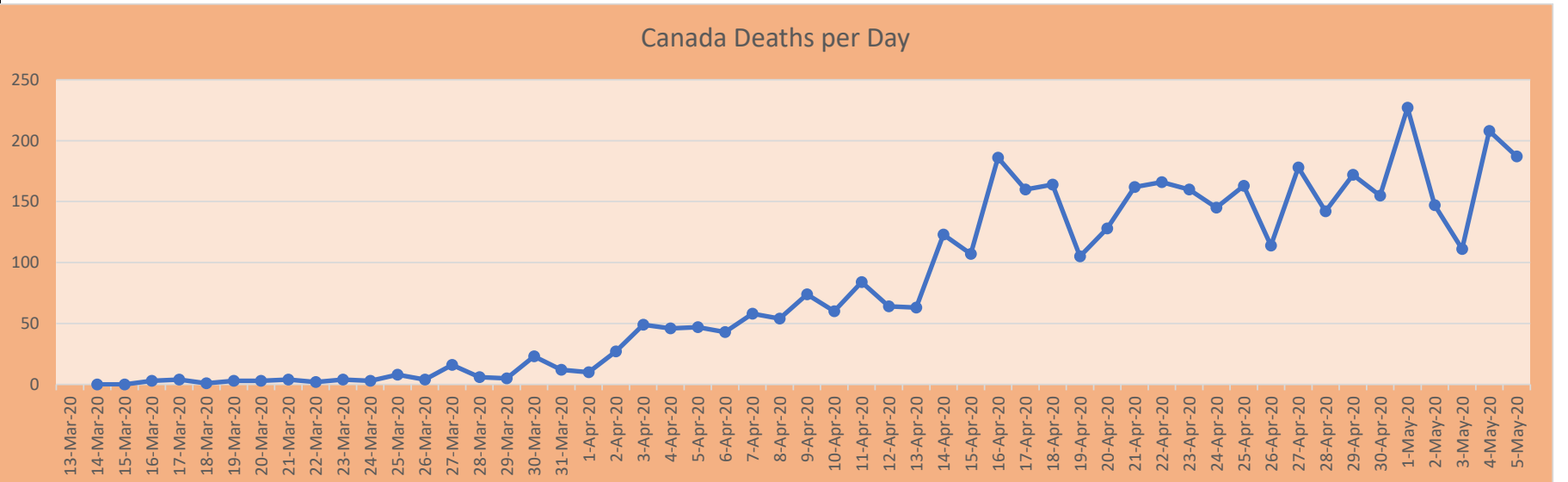
WORLD					CANADA				
Date	Cases	Deaths	D/C %		Date	Cases	Deaths	D/C %	
13-Mar-20	137,445	5,088	3.70%		13-Mar-20	193	1	0.52%	
14-Mar-20	156,396	5,833	3.73%	745	14-Mar-20	198	1	0.51%	-
15-Mar-20	169,387	6,513	3.85%	680	15-Mar-20	339	1	0.29%	-
16-Mar-20	182,405	7,154	3.92%	641	16-Mar-20	416	4	0.96%	3
17-Mar-20	198,004	7,948	4.01%	794	17-Mar-20	598	8	1.34%	4
18-Mar-20	216,425	8,908	4.12%	960	18-Mar-20	800	9	1.13%	1
19-Mar-20	242,092	9,842	4.07%	934	19-Mar-20	873	12	1.37%	3
20-Mar-20	275,429	11,397	4.14%	1,555	20-Mar-20	1,085	12	1.11%	3
21-Mar-20	307,277	13,048	4.25%	1,651	21-Mar-20	1,328	16	1.20%	4
22-Mar-20	339,035	14,705	4.34%	1,657	22-Mar-20	1,469	18	1.23%	2
23-Mar-20	378,679	16,508	4.36%	1,803	23-Mar-20	2,091	24	1.15%	4
24-Mar-20	422,989	18,916	4.47%	2,408	24-Mar-20	2,700	27	1.00%	3
25-Mar-20	495,086	22,295	4.50%	3,379	25-Mar-20	3,409	35	1.03%	8
26-Mar-20	531,860	24,057	4.52%	1,762	26-Mar-20	4,043	39	0.96%	4
27-Mar-20	593,000	27,000	4.55%	2,943	27-Mar-20	4,757	55	1.16%	16
28-Mar-20	664,695	30,847	4.64%	3,847	28-Mar-20	5,655	61	1.08%	6
29-Mar-20	723,328	34,005	4.70%	3,158	29-Mar-20	6,289	66	1.05%	5
30-Mar-20	785,709	37,686	4.80%	3,681	30-Mar-20	7,448	89	1.19%	23
31-Mar-20	873,767	43,291	4.95%	5,605	31-Mar-20	8,591	101	1.18%	12
1-Apr-20	937,091	47,231	5.04%	3,940	1-Apr-20	9,731	111	1.14%	10
2-Apr-20	1,015,709	53,069	5.22%	5,838	2-Apr-20	11,283	138	1.22%	27
3-Apr-20	1,139,207	60,874	5.34%	7,805	3-Apr-20	12,549	187	1.49%	49
4-Apr-20	1,203,099	64,771	5.38%	3,897	4-Apr-20	14,018	233	1.66%	46
5-Apr-20	1,275,542	69,498	5.45%	4,727	5-Apr-20	15,512	280	1.81%	47
6-Apr-20	1,347,803	74,807	5.55%	5,309	6-Apr-20	16,667	323	1.94%	43
7-Apr-20	1,430,141	82,133	5.74%	7,326	7-Apr-20	17,897	381	2.13%	58
8-Apr-20	1,484,811	88,538	5.96%	6,405	8-Apr-20	19,291	435	2.25%	54
9-Apr-20	1,601,984	95,731	5.98%	7,193	9-Apr-20	20,765	509	2.45%	74
10-Apr-20	1,698,416	102,764	6.05%	7,033	10-Apr-20	22,148	569	2.57%	60
11-Apr-20	1,776,157	108,804	6.13%	6,040	11-Apr-20	23,318	653	2.80%	84
12-Apr-20	1,850,807	114,251	6.17%	5,447	12-Apr-20	24,383	717	2.94%	64
13-Apr-20	1,920,985	119,687	6.23%	5,436	13-Apr-20	25,680	780	3.04%	63
14-Apr-20	1,982,281	126,722	6.39%	7,035	14-Apr-20	27,063	903	3.34%	123
15-Apr-20	2,064,815	137,078	6.64%	10,356	15-Apr-20	28,379	1010	3.56%	107
16-Apr-20	2,159,267	145,563	6.74%	8,485	16-Apr-20	30,106	1196	3.97%	186
17-Apr-20	2,249,662	154,254	6.86%	8,691	17-Apr-20	32,857	1356	4.13%	160
18-Apr-20	2,329,651	160,720	6.90%	6,466	18-Apr-20	34,386	1520	4.42%	164
19-Apr-20	2,404,071	165,229	6.87%	4,509	19-Apr-20	36,039	1625	4.51%	105
20-Apr-20	2,478,153	170,368	6.87%	5,139	20-Apr-20	37,933	1753	4.62%	128
21-Apr-20	2,564,515	177,466	6.92%	7,098	21-Apr-20	39,405	1915	4.86%	162
22-Apr-20	2,629,801	183,454	6.98%	5,988	22-Apr-20	41,650	2081	5.00%	166
23-Apr-20	2,709,408	190,681	7.04%	7,227	23-Apr-20	43,286	2241	5.18%	160
24-Apr-20	2,790,986	195,920	7.02%	5,239	24-Apr-20	44,526	2386	5.36%	145
25-Apr-20	2,897,645	202,880	7.00%	6,960	25-Apr-20	45,493	2549	5.60%	163
26-Apr-20	2,971,639	206,542	6.95%	3,662	26-Apr-20	47,147	2663	5.65%	114
27-Apr-20	3,041,517	211,159	6.94%	4,617	27-Apr-20	49,616	2841	5.73%	178
28-Apr-20	3,116,992	217,193	6.97%	6,034	28-Apr-20	51,150	2983	5.83%	142
29-Apr-20	3,193,961	227,644	7.13%	10,451	29-Apr-20	52,865	3155	5.97%	172
30-Apr-20	3,256,088	233,398	7.17%	5,754	30-Apr-20	54,457	3310	6.08%	155
1-May-20	3,344,274	238,775	7.14%	5,377	1-May-20	56,343	3537	6.28%	227
2-May-20	3,428,422	243,831	7.11%	5,056	2-May-20	57,927	3684	6.36%	147
3-May-20	3,506,924	247,475	7.06%	3,644	3-May-20	60,504	3795	6.27%	111
4-May-20	3,584,118	251,562	7.02%	4,087	4-May-20	61,597	4003	6.50%	208
5-May-20	3,663,911	257,288	7.02%	5,726	5-May-20	63,215	4190	6.63%	187

WORLD DATA March 13 to May 5 , 2020

World Deaths per Day



Canada Deaths per Day



D/F	3.3	11.3	21.7	1.4	28.0	0.5	0.4	48.5
#Deaths	0.0033%	0.0113%	0.0217%	0.0014%	0.0280%	0.0005%	0.0004%	0.0485%
	257,288	4,190	71,078	146	2,854	255	21	29,315
pop	World	Canada	US	Greece	Sweden	South Korea	New Zealand	Italy
cases	7,800,000,000	37,060,000	327,170,000	10,730,000	10,180,000	51,640,000	4,890,000	60,430,000
	3,663,911	63,215	1,204,475	2,642	23,216	10,806	1,488	213,013
	0.047%	0.171%	0.368%	0.025%	0.228%	0.021%	0.030%	0.352%
	4.70	17.06	36.81	2.46	22.81	2.09	3.04	35.25

Deaths Ontario	Deaths Quebec	ON	QU	Total Deaths Ontario/Quebec	Total Canada	Difference
1023	1600					
1072	1683	49	83	132	142	10
1153	1762	81	79	160	172	12
1205	1859	52	97	149	155	6
1265	2022	60	163	223	227	4
1292	2136	27	114	141	147	6
1326	2206	34	70	104	111	7
1446	2281	120	75	195	208	13
1505	2399	59	118	177	187	10

WAYS TO KEEP YOUR FAMILY SAFE

Protect yourself and others from the infectious COVID-19.
The best way to prevent the spread of infections is to:



Wash your hands frequently with soap and water **for at least 20 seconds.**



Avoid touching your eyes, nose or mouth with unwashed hands.



Monitor for symptoms, like a fever and dry cough.



Clean and disinfect frequently touched objects and surfaces such as toys, phones and doorknobs



Avoid shaking hands and reduce physical contact with people who are sick.



Cough and sneeze into the bend of your arm, **not into your hands.**



Stay home if you are sick to avoid spreading illness to others.



Stay up-to-date with all the latest information by visiting canada.ca/coronavirus

If you have any questions or wish to speak to a public health nurse, please do not hesitate to contact Ottawa Public Health at **613-580-6744** or visit **OttawaPublicHealth.ca**



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