

April, 2020

Dear Owners/Occupants:

**Re: New Policy - Visitors and Deliveries during COVID-19 Pandemic**

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With COVID-19 becoming more present in our municipality, and in order to keep the owners and occupants of our condominium community safe, we are restricting all non-essential visitors and deliveries. This includes delivery of food or supplies.

If you are expecting a delivery, you are required to meet the delivery at the front entrance doors upon their arrival. Only residents under self-isolation or in quarantine or with mobility issues will be allowed to receive deliveries to their unit door. Please advise the property manager if you fall into one of those categories.

We encourage you to restrict and discourage non-essential visitors, such as friends and family, from entering the building in accordance with Health Canada social distancing practices. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. This means making changes in your everyday routines to minimize close contact with others.

Government approved essential services such as a healthcare worker are permitted to enter your unit.

Please do not loiter and interact with others in our lobby, hallways, laundry rooms or any other common areas. Maximum of three people only should be in the elevator. Please stay in your unit as much as possible. Although we all recognize this is a difficult time, losing a loved one to this virus would be much more difficult.

Finally, our building staff and essential service staff are also concerned with being safe while they clean and maintain the complex. Please respect them at all times and keep 2 meters (6 feet) away. If you need assistance, please call or email your property manager.

If we all act together in a safe manner, we can make a big difference. Action now will help protect not only you but also all other owners and occupants in our condominium community.

If you have any questions or concerns, please do not hesitate to contact our property manager at:  
**INSERT PROPERTY MANAGER'S ADDRESS, PHONE AND EMAIL.**

Your Board of Directors