



The Gardens

## COVID-19: Health Screening for Service Providers/Contractors

### **COVID-19 Protocol for Service Providers and contractors**

The health and safety of our residents, management, staff, and contractors is our top priority.

In fulfilling the Corporation's functions and duties under the *Condominium Act, 1998*, the following protocol applies to all service providers and contractors, whether they work on common elements or in units.

### ***COVID Screening***

To protect our staff and residents, all contractors and service providers attending or working inside our building (including in the units) must be screened for COVID-19 before they enter the building. This screening must be done every day they attend our site.

Owners/occupants are responsible to have contractors and service providers complete this form and must provide it to management prior to work commencing or to service being provided. You can have your service provider screen themselves one of the two following ways:

- Your service providers/contractors can complete the [screening form online](#). Once completed, they can submit it, online, with a click of a button;
- Alternatively, you can download the [COVID Screen form here](#). The form can be sent by email to our property manager [vince@apollomgt.com](mailto:vince@apollomgt.com).
- Finally, a QR Code will be posted at the entrance. Your service providers could scan it with their smartphone camera and complete it this way.

### ***COVID-19 Health Protocol***

At all times while providing services at the corporations, contractors must abide by all health precautions **as recommended by Ottawa Public Health**, including but not limited to:

- Practicing physical distancing — staying six feet (2 meters) away from others;
- Sneezing and coughing into your sleeve or elbow;
- Wearing a mask over nose, mouth and chin while on interior common areas;
- Washing hands with soap and water frequently (for at least 20 seconds);
- Cleaning and disinfecting tools and high-touch surfaces frequently;
- Not attending our site if they are sick or exhibiting any of the COVID symptoms identified in our screening questionnaire, even if mildly;
- Self-isolating, as necessary, in accordance with public health requirements.



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### ***Conditions and Restrictions***

Service providers must agree and undertake to abide by the following precautions and conditions required by the Corporation:

- Only one trade is allowed at any given time in the unit, unless prior permission is obtained from management;
- There shall not be more than five (5) workers in the unit at any time – provided that they can maintain 2 metre distance from one another at all time;
- Personal protective equipment (PPE), such as a mask or face covering must be worn by all contractors/service providers when entering and leaving the building as well as when in common areas. Such mask must be made of cloth or other suitable material and must cover the nose, mouth and chin without gapping and must be in contact with the surrounding face without gapping;
- Contractors, service providers and their trades, agents and employees must minimize to the greatest extent possible their use of elevators, respect the policy of not sharing the elevators with other users and give priority to residents;
- All use of the elevator must be coordinated with the building manager in advance of usage so that he has time to notify residents when the elevator will not be available to them and so that there is time to disinfect, clean and return the elevator to residential use;
- Contractors and service providers must use washroom facilities within the unit and are not to use the Corporation's common washrooms;
- Work and noise may not commence before 9:00 am and must be concluded by 4:30 pm each day;
- The work must not result in nuisance or disruption to the other residents, whom, for the most part, are confined to their units all day due to the health restrictions; and,
- **Contractors and service providers, as well as their trades, agents and employees who attended our property must immediately advise management should they develop or exhibit any COVID-symptoms (even if mild) within 15 days of having attended the property.**

**Failure to abide by the above conditions will result in an immediate suspension of access to the Corporation's property.**