



The Gardens

# COVID Safety Plan

## **OVERVIEW**

1. The health, safety and security of our owners, occupants, visitors and staff is paramount. In the context of the current COVID-19 public health crisis, this Safety Plan describes the measures, protocols and procedures in place to reduce the risk of transmission of COVID-19.
2. This plan is adopted pursuant to the *Reopening Ontario (A Flexible Response to Covid-19) Act* and regulations adopted thereunder.

## **PROPERTY**

3. This COVID Safety Plan, and any revision/amendment thereto, is in force and applies to:
  - a. OCSCC 696, at 85 Bronson Avenue, Ottawa; and,
  - b. OCSCC 711, at 95 Bronson Avenue, Ottawa.

Collectively referred to as “The Gardens.”

## **EFFECTIVE DATE**

4. This COVID Safety is effective as of March 7, 2021 it is revised or revoked.

## **PROVINCIAL AND MUNICIPAL REGULATIONS**

5. All individuals occupying or using The Gardens’ amenities and common elements must abide by the applicable provincial and municipal COVID-19 related regulations and instructions, including those of the Office of the Chief Medical Officer of Health or other public health official. Elements of the Plan are updated as necessary to remain in compliance with all relevant provincial and municipal regulations and instructions.

## **MASKS AND FACE COVERINGS**

6. In accordance with the Corporations’ [Mask Policy](#), effective October 26, 2020, no one is permitted to enter or remain in any enclosed interior common area at The Gardens, except as otherwise provided in the policy, unless the person is wearing a mask or face covering as defined in the Policy.

## **SIGNAGE**

7. Signs have been posted by the main entrances, in the mail areas, near and in the elevators, and in the fitness rooms to advise of the requirement to comply with the Mask Policy and to remind occupants to exercise safe distancing as well as appropriate COVID hygiene.
8. Signs posted by the main entrances inform individuals on how to self-screen for COVID-19 prior to entering the premises.

## **SCREENING BUILDING STAFF/CONTRACTORS**

9. To protect both staff and residents within our condominium buildings, all contractors or service providers attending or working inside the buildings (including in units) must be screened for COVID-19 before they enter the building – each day. They can do so using the attached Screening Questionnaire or by visiting our website [www.gardensonbronson.com](http://www.gardensonbronson.com) and selecting the COVID questionnaire in the Shared Info Menu. The completed screening form must be sent to our manager [vince@apollomgt.com](mailto:vince@apollomgt.com).
10. Contractors and service providers are not permitted to enter the building if any of the conditions/restrictions identified in the Screening Questionnaire apply to them.
11. Owners are responsible to ensure that their own staff/service contractors complete the required Screening Questionnaire every day, and to provide it to our property manager.
12. All corporation staff will be actively screened for COVID-19 risks factors daily by Apollo Property Management and will not be admitted to the property if any of the conditions/restrictions identified in the Screening Questionnaire apply to them.
13. Anyone else attending the property is encourage to self-screen by accessing our [screening questionnaire](#) on our website or by pointing the smart cameras as the QR Codes installed at the entrances.

## **HAND SANITIZER DISPENSERS**

14. Hand sanitizer dispensers have been installed by the main entrance, by the elevators in the lobby and garage level elevator banks, and in the fitness rooms.

## **CLEANING AND DISINFECTING**

15. The cleaning staff is utilizing approved cleaning products to clean and disinfect common high touch areas, including elevator call buttons, common door handles and fitness equipment provided in the fitness rooms. Staff is directed to ensure that proper and enhanced cleaning procedures are followed at all times.
16. Cleaning and disinfecting have been enhanced to allow the reopening of the fitness rooms, including on the weekend. On weekdays, scheduled cleaning will take place first thing in the morning, around lunchtime and at the end of the day. The fitness rooms will not be available for use during these cleaning cycles.

17. Users must take additional sanitizing precautions when using the fitness rooms on the weekends due to the reduction in cleaning frequency.

### **ELEVATORS**

18. Due to the size of the elevators at the Gardens, only two people may ride it together at any given time (or more if all users reside in the same unit or are from the same family). Elevator users are asked to give priority to those already in the elevator and wait for the next elevator if the one answering their call is already occupied.
19. While riding the elevator, please keep a distance of 2 meters from any other users (unless all users reside in the same unit or are from the same family).
20. Elevator users are reminded to avoid touching their face after having pushed elevator buttons and are reminded to wash their hands with soap and water or use an alcohol-based hand sanitizer before and after having used the elevators.
21. The elevators, buttons and control panel are cleaned regularly during business hours. Please take additional sanitary precautions when using the elevator outside of these hours.

### **PUBLIC WASHROOMS**

22. While all efforts are made to clean and disinfect the public washrooms as frequently as is necessary to maintain them in a sanitary condition, occupants are strongly encouraged to use, instead, their own unit's washrooms.
23. Anyone using the public washrooms must avoid touching their face and are reminded to wash their hands with soap and water or use an alcohol-based hand sanitizer before and after having used the washrooms. Additional sanitary precautions should be exercised outside of business hours due to the reduced cleaning frequency.

### **PUBLIC GATHERINGS AND ORGANIZED EVENTS**

24. Strict gathering limits are imposed by the province to the size of organized public events or social gatherings. Occupants must comply with these.
25. The corporations will hold their board meetings and any meeting of owners (including AGMs) in a virtual/remote fashion until further notice.

### **REAL ESTATE OPEN HOUSES**

26. Until further notice, real estate showings must be held by appointment and in compliance with public health guidance. Open houses are not permitted.

## **ONGOING SAFETY**

27. As part of this plan, The Gardens will send an electronic copy of this plan, as approved by the Boards, to each owner/occupant in the building. This will serve to better assist residents in both understanding its requirements and the detailed efforts made by all to ensure a safe building.
28. Management will conduct periodic inspections of the fitness rooms to ensure that the Safety Plan is being followed.
29. This plan will be reviewed by the building management and the Boards as needed to ensure that it is addressing any new requirements of public health and best practices.
30. Staff who are suspected of having a case of COVID-19 or exposure to COVID-19 will be sent home immediately to self-isolate until the situation is resolved.
31. Residents are encouraged to contact management in the case of a confirmed positive test for COVID-19 so that additional cleaning and disinfecting can be done in areas visited by the concerned individual.
32. Resident and staff information will be shared with Ottawa Public Health authorities if requested, pursuant to the *Health Protection and Promotion Act* or under any other applicable legislation.

## **CIRCULATION AND POSTING**

33. A copy of this Safety Plan will be circulated to all owners and a copy will be posted in a conspicuous place where it is most likely to be seen by individuals working in or attending the location. It will be posted on the corporations' common website under the "Shared Information" menu.
34. A copy of this plan is available upon request. A copy can be requested from management by writing to [vince@apollomgt.com](mailto:vince@apollomgt.com).

## FITNESS ROOMS

35. The following sections apply to the use of our fitness rooms.

### FITNESS ROOMS RESERVATIONS

36. Occupants wishing to use the fitness rooms must make a reservation. No walk-ins are allowed. Reservations are limited to one one-hour session per day and can be made up to one week in advance.
37. Reservation must be done using the booking platform on The Gardens' website ([www.gardensonbronson.com](http://www.gardensonbronson.com)).
38. Occupants wishing to use the fitness room are required to answer screening questions and are required to confirm that they accept the terms and conditions applicable to their use.
39. Access to the fitness room is controlled by a FOB which provides the Corporation with an electronic record showing which unit used the fitness room and when.

### FITNESS ROOMS COVID-19 SCREENING

40. The fitness rooms cannot be used by anyone who:
  - a. Is currently living with someone experiencing any new COVID-19 symptoms or awaiting lab results after having experienced such symptoms;
  - b. Has been diagnosed with COVID-19;
  - c. Is awaiting the results of a lab test for COVID-19;
  - d. Has symptoms of COVID-19, even if mild. These symptoms include fever, cough, shortness of breath, chills, fatigue, recent loss of sense of smell or taste, feeling unwell;
  - e. Has been in contact with someone who has or is suspected to have contracted COVID-19;
  - f. Has been told by public health officials that he or she may have been exposed to COVID-19;
  - g. Has received a COVID Alert exposure notification in the last 14 days;
  - h. Has returned from travel outside Canada in the last 14 days.
41. The above Screening Questionnaire may be updated from time to time, as required.
42. Occupants wishing to use the fitness room will be required to confirm via the booking platform that none of the above conditions/restrictions apply to them.
43. Any one to whom any of the above conditions/restrictions apply shall not use or enter the fitness rooms.

### **FITNESS ROOM PERSONAL INFORMATION**

44. The Gardens collect personal information through the fitness room booking platform and the use of FOBs to access the fitness room, including the user's full name and suite number, the date and time of the reservation as well as their answers to the COVID screening questions. This information will be retained for a period of at least one month and may be retained longer.
45. This information is collected to track who uses the fitness room for COVID tracing purposes.
46. If requested to do so under the *Health Protection and Promotion Act* or under any other applicable legislation, The Gardens may disclose the information secured through its booking platform to a medical officer of health or any other authorized agent or inspector. The Gardens may also use this information for tracing purposes or to communicate a known case of infection to other users or to The Gardens' owners/occupants.
47. Any occupant diagnosed with COVID-19 or who suspect to have been infected by COVID-19 or to have been in contact with someone who is infected by COVID-19, must report this information to management at the earliest opportunity. Management will then advise occupants of the existence of a known COVID case, without disclosing the identity of the occupant reporting the diagnosis.

### **FITNESS ROOMS RULES**

48. The use of the fitness rooms is restricted to one person at a time, or to more individuals provided that they reside in the same unit.
49. The use of the rooms is restricted to occupants of The Gardens. Guests and visitors are not allowed to use the facility.
50. Masks are not required to be worn while exercising but must be used while going to and coming from the fitness rooms. At any other time, users must comply with the Corporations' Mask Policy, with the relevant municipal bylaws and with any other public health directives pertaining to masks and COVID-19.
51. Users are reminded to avoid touching their face while using (or after having used) the fitness room. They must thoroughly clean their hands with soap and water or use an alcohol-based hand sanitizer before and after having used the fitness rooms. They must use the hand sanitizer provided in the fitness rooms prior to commencing their training.
52. Users must take additional sanitation precautions when using the fitness rooms on the weekends due to the reduction in cleaning frequency.
53. Users must thoroughly clean and disinfect any equipment they use before and after each use.

### **FITNESS ROOMS USERS' OWN RISK**

54. The fitness rooms, including but not limited to the use of the fitness equipment provided therein, is used at the user's own risk. Without limiting the generality of the foregoing, by using the fitness rooms, users assume the risk of becoming exposed to or infected with COVID-19 and that any such exposure, or the overall use of the fitness rooms, may result in personal injury, illness, permanent disability and/or death.
55. Users should consult with their physician or other health care professional before using the fitness rooms to determine if it is safe and right for them.
56. Users experiencing faintness, dizziness, pain or shortness of breath at any time while exercising should stop exercising immediately and should consider consulting a physician or other health professional.
57. Users should be in good physical condition prior to using the fitness rooms.
58. Users should always exercise within their own limits.

### **FITNESS ROOMS RELEASE**

59. By using the fitness rooms, users absolutely and entirely release the corporations and its current or former officers and directors, trustees, affiliates, condominium manager, agents, employees, independent contractors, consultants, advisors, vendors, volunteers, licensees and assignees (the "Releasees") from any and all claims, demands, suits, judgments, losses, expenses, damages, liability and/or responsibility ("Right of Action") arising from or out of, or relating to, directly or indirectly, the use of the fitness room and, without limiting the generality of the foregoing from any Right of Action related to or in any way linked to COVID-19 exposure, infection, or spread (or any illness, injury, related condition or death) which may occur as a result of using the fitness room.