

Sample Notification to Trades & Service Providers

On behalf of the building Owners, at _____, we value your service and support in our building operations and the services you provide to our building, and look forward to continuing to work with you.

We kindly request that your organization confirms that you and your leadership team are working to take steps to protect both your teams while on site at the building, and be resilient in ensuring our services / supply chains are not impacted.

In your confirmation of the above, and due to the current COVID 19 situation within the Province of Ontario, all service providers and trade staff / personnel must not attend this building for a period of 14 days, for sales or service, if any of the following exists;

- ✓ They have recently travelled outside Canada within the last 14 days, even if they are not experiencing any symptoms.
- ✓ They have been in close personal contact with anyone who recently returned from outside of Canada within the last 14 days, even if they are not experiencing any symptoms.
- ✓ They have been asked, and / or recommended or directed to self quarantine by a health professional.

With the objective of protecting everyone in the building, we kindly request written confirmation that you have received this notice, and will comply with the request.

Property Manager; _____

c.c. President; Board of Directors

Condominium # _____

