



QuadReal Property Group
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July 21, 2020

Attention: All Tenants

**Re: Heating, Ventilation and Air Conditioning Systems (HVAC) and COVID-19 Information
Livingston Place – 222 3rd Ave. SW, Calgary, AB / 250 2nd St. SW, Calgary, AB**

As your employees and team members return to the workplace, it is important to remind ourselves of the measures that public health authorities have recommended to reduce the chance of transmitting and contracting COVID-19:

- Maintain physical distancing whenever possible. That means staying at least 2 metres (6 feet) apart.
- Wear a mask whenever indoors and/or you are not able to maintain physical distancing.
- Practice regular and thorough hand hygiene either by washing your hands for 20 seconds with soap or using alcohol rub.
- Do not come to work if you feel unwell.
- Clean and disinfect high touch surfaces regularly with disinfectants approved by Health Canada.
- Practice respiratory etiquette by sneezing or coughing into your elbow.

We understand people have questions about COVID-19's ability to travel through heating, ventilation, and air conditioning systems (HVAC). At this time, the consensus among infectious disease experts, global health organizations, and provincial health authorities is that the virus's ability to transmit over long distances and time is limited. However, as an additional pre-cautionary measure our operations teams have implemented a number of proactive measures to improve the overall air quality in our buildings in accordance with guidance from the American Society of Heating, Refrigerating and Air Conditioning position on infectious aerosols including:

- Maximized use of outside air in our air handling units.
- Installation of the highest level air filter possible in all of our managed buildings.
- Increased frequency filter frame inspection to ensure that filters fit tight and are sealed to minimize air bypassing the filters.
- Regular inspection of air distribution devices (supply, return and exhaust air grilles and diffusers) to ensure they are clean.
- Maintaining a minimum relative humidity of 30% to 60% in all of our buildings. Studies have shown that this humidity range enhances the immune systems ability to respond to pathogens.
- Active monitoring of our buildings to ensure there is positive air pressure.
- Daily purge of HVAC systems for two hours before normal scheduled run times to enhance fresh airflow levels.

We trust that the above noted measures provide confidence to both you and your team that QuadReal is doing everything possible to create the healthiest air quality in all of our buildings. We will continue to share findings about COVID-19 as new information becomes available from provincial, federal and global health authorities. Should you have any further questions please feel free to connect with me directly.

Sincerely,

QuadReal Property Group Limited Partnership, duly authorized agent for the Landlord

A handwritten signature in blue ink, appearing to read 'Sharlene Quian'.

Sharlene Quian
Property Manager