



# TENANT BULLETIN

September 16


## Updated COVID-19 Measures

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### Tenant Bulletin: Please pass onto all Staff

As a result of the Public Health Emergency declared in Alberta yesterday, we will be implementing the following new measures at Livingston Place:

- Physical distancing is mandated throughout the property. Occupancy limits in the elevators will remain the same.
- The Fitness Centre will remain open with equipment spaced at least 3 metres apart, effective Monday September 20. Masks are mandatory at all times, except when using the equipment. We are exploring implementing a Restriction Exemption Program in the coming weeks, which will be communicated separately.
- The Conference Centre and Lounge will be closed until further notice. Existing bookings will be contacted directly to discuss rescheduling options.
- The +15 Food Court at 240FOURTH will remain open. Effective September 20, proof of vaccination or negative privately paid COVID-19 PCR or rapid test completed within 72 hours will be required to use the seating area, following Alberta's Restriction Exemption Program guidelines. Take out will remain available for all customers. We strongly encourage supporting our Retailers whenever possible.
- Access Control: As working from home is now mandated, we expect a drop in building occupancy. For security, we recommend controlling access to your floors to prevent unwanted access. Our Access Control Office will remain open; to lock elevators or reception doors, please contact Susan Blackwell at [accesscontrol.calgary@quadreal.com](mailto:accesscontrol.calgary@quadreal.com).
- Contractor Access: Please review the Work Authorizations you have approved to determine if the contractors or vendors still require access to your office. If any changes are needed, please contact Ronald Cheung at [Ronald.cheung@quadreal.com](mailto:Ronald.cheung@quadreal.com).
- Shipping and Receiving: Our Shipping and Receiving Office will remain open and continue to process mail and deliver twice per day. If there is nobody to receive it, the mail will have to be



picked up from the Shipping Office in the Loading Dock. If you wish to set up a mail drop location within your office, please contact Andrei Rotundu at [Andrei.rotundu@quadreal.com](mailto:Andrei.rotundu@quadreal.com).

We would like to extend our sincere appreciation to all of our Tenants who continue to support our efforts in keeping the building and work environment as safe as possible.

Should you have any questions or concerns, please contact Sharlene Quian, Property Manager at [sharlene.quian@quadreal.com](mailto:sharlene.quian@quadreal.com) or at 403-202-7531.

