

Pandemic Planning for Tenants

Introduction

The purpose of this document is to provide tenants in H&R properties with background information about the pandemic planning which is in place and the impact that it may have on tenants.

Communications

Our website www.hrproperties.ca will be used during pandemic situations to provide both general and building specific information. It will also carry links to other useful web sites. Property Managers in the respective buildings may supplement this with posters or emails to alert tenants to local issues and information.

The Chair of the Health and Safety Committee or the manager responsible for Health & Safety within a tenant organization should notify H&R if there is an outbreak of flu or other illness affecting their staff in an H&R building.

Cleaning

Our various cleaning contractors have pandemic plans in place. These cover all stages of alert from increased cleaning and disinfecting in public areas in the early stages through to coping with a full scale epidemic in the building. We will endeavor to maintain regular cleaning schedules in tenant areas but should either a) a lack of cleaning staff or b) the need to redirect them to clean infected areas occur some lower priority cleaning will be postponed.

Decontamination of offices and/or cubicles is available. As this is outside the regular cleaning contract a charge will be made for this service. Requests for this service should be approved by the relevant manager/department within a tenant organization before being forwarded to H&R.

Building Closure

HR has a duty to both its tenants and its staff to provide a safe working environment. Most of the buildings managed by H&R in the western region have tenants running critical operations. Should any of the buildings or locations be affected by epidemics we will take measures to enable these operations to continue running for as long as possible but we cannot guarantee that outside agencies will not force their closure. Tenants are encouraged to maintain their own emergency response plans to ensure business continuity in these circumstances.

Visitors to a Building

Each building has its own entry procedures for staff, visitors, contractors and deliveries. In order to protect staff and tenants H&R reserves the right to screen and bar individuals seeking access to the building who may be infected. Should the need arise any deliveries, including mail and couriered packages may be restricted to the dock and tenants will need to collect them from there.

Maintenance

In order to protect staff from possible exposure to infection and to ensure critical equipment is maintained non urgent maintenance such as light bulb replacement and heating/ventilation calls may be logged but not attended to until after the emergency situation has been resolved.

Other building maintenance such as wide scale snow removal, window cleaning etc will be delayed or not undertaken so that staff can concentrate on more critical issues.

