

# Vistor Information

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## Welcome back guests!

As of February 28, 2022, we will be welcoming guests back to our Head Office on the 45th floor of Commerce Court West. Visiting hours will extend from 9:00AM until 4:00PM, Monday to Friday, except legal holidays

## Check in at the security desk

As before, visitors need to pick up an access pass at the Building Security Desk on ground level. This pass will permit entry through the turnstiles to the elevator bank to allow you to come up to the 45th floor.

## Masks are mandatory!

Ontario Government Health rules mandate the wearing of face masks upon entry to the building, and while on elevators and in common areas.

## Check in at reception

Upon arrival on 45, please sign in at our Reception Desk using our smart phone QR code based visitor registration system. You will be asked some screening questions and to provide Contact Tracing information. You will also show your Vaccination Confirmation form along with government issued photo ID. This last process will likely change once the Province of Ontario issues recommendations on the use of vaccine passports.

## Relax, and enjoy your visit!

Masks may be removed once seated in a meeting room provided social distancing can be maintained. We are committed to providing a healthy and safe environment for all, thank you for continuing to support our efforts to combat the spread of COVID-19

# Keep Our Workplace Safe!

## Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



**Disinfect surfaces** like doorknobs, tables, and desks regularly



**Avoid touching your face** and cover your coughs and sneezes



**Increase ventilation** by opening windows or adjusting air conditioning

## Limit meetings and non-essential travels

Use **video conferencing** instead of face-to-face meetings

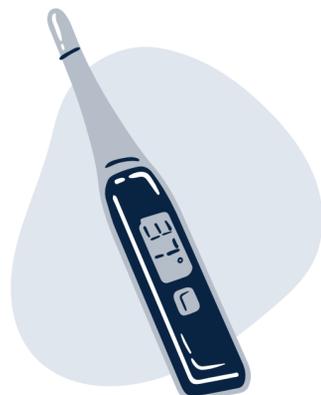
When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

**Suspend all non-essential travels** and trips



## Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home



## Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you!