

CONDO-VIRUS (EPISODE 9)

«COMING OUT OF THE DARK»

May 13, 2020

LEADING INDUSTRY EXPERTS



CRISIS PREVENTION CELL

Speakers	Firm
Rod Escayola (Lawyer)	Gowling WLG
Katherine Gow (Manager)	ACMO
Graeme MacPherson (Lawyer)	Gowling WLG
David Plotkin (Lawyer)	Gowling WLG
Denise Lash (Lawyer)	CAI / Lash Condo Law
Jason Reid (Fire & Emergency Management)	Lash Condo Law
Sean Cornish (Manager)	Apollo Management Property
Ryan Van Es	Ottawa PoolWorks

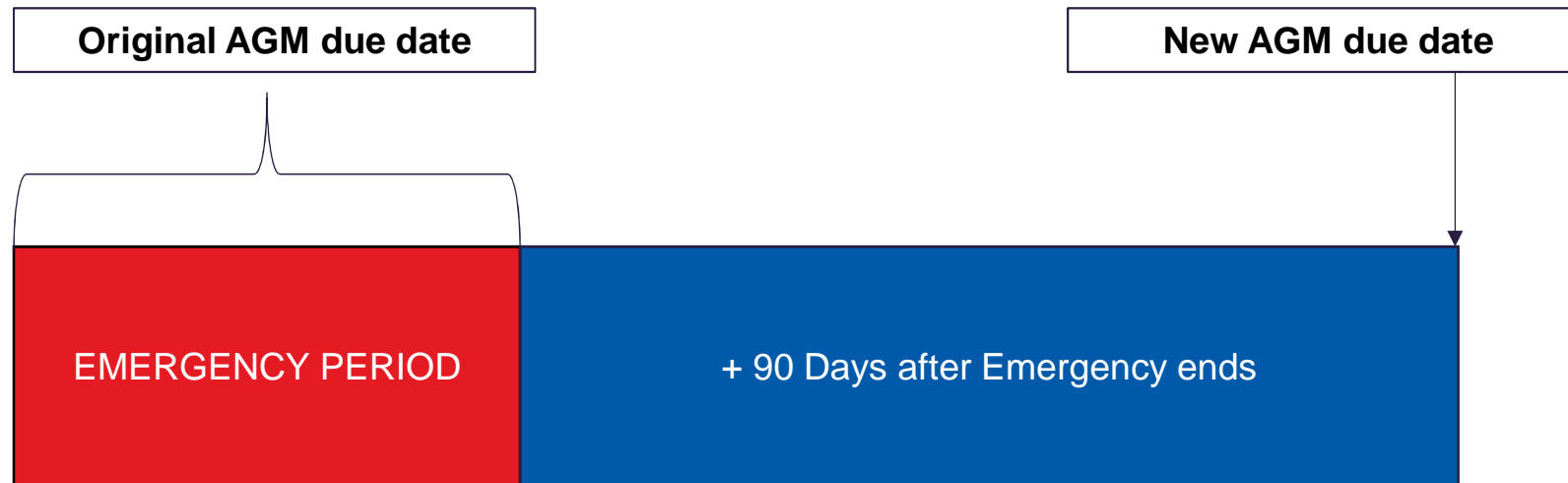
AGENDA

Topic	Speaker
Essential services - Update	Legal
Easing Restrictions	Managers/Legal
Reopening Amenities	Legal/Managers/Security
Virtual Board Meetings	Legal/Managers
AGMs	Managers/Legal
Recurring Questions	Organizer
Next Webinar: Wednesday May 20 @ 5 pm	Organizer

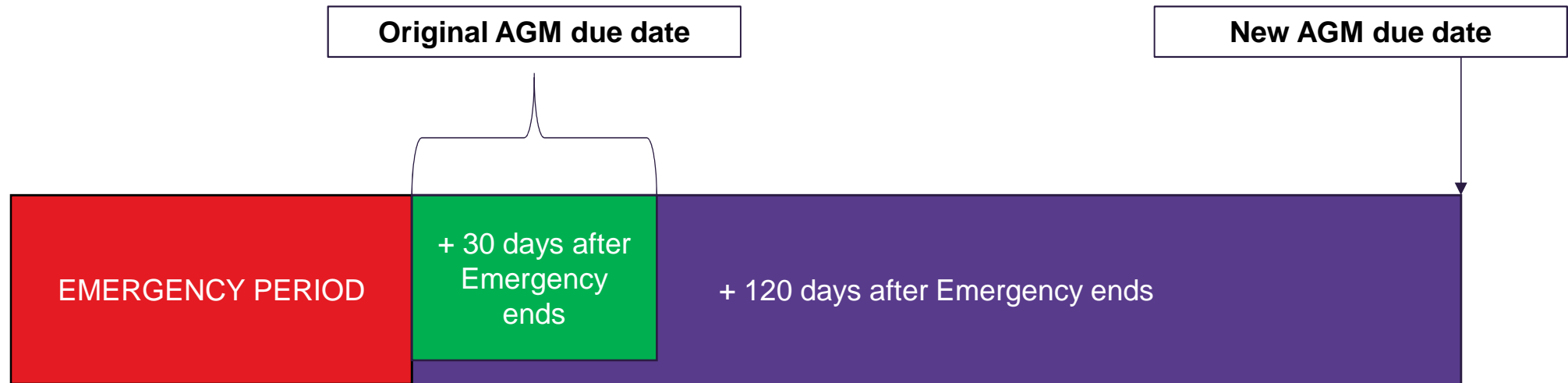
PROVINCIAL UPDATES

- Emergency Period extended to June 2, 2020;
- New openings:
 1. Retail stores with street entrances may provide curbside pickup and delivery;
 2. Garden centres, nurseries and safety supply stores may open their doors;
 3. Provincial parks and conservation reserves (for limited day-use access)
- Residential construction projects where the project is a condominium now allowed.
- **More announcements to come tomorrow**
- Ontario Real Estate Association has clarified that in-person condo-showings are permitted (but still not open houses). Still urging virtual showings.
- Bill 190 - *Covid-19 Response and Reforms to Modernize Ontario Act, 2020*

AGM DEADLINE EXTENSIONS



AGM DEADLINE EXTENSIONS



AGMs

(Denise / Graeme Rod)



EASING RESTRICTIONS

(SEAN / KATHERINE)

- Window cleaning and other spring work
- Landscaping (by professionals and by volunteers)
- Garage cleaning
- Capital work
- Work in unit
- Returning contractors

Returning contractors

- Screening contractors?
- Covid-Protocol
- Waiver and Indemnity

BILL 190 - COVID-19 RESPONSE AND REFORMS TO MODERNIZE ONTARIO ACT, 2020

Amends the *Condominium Act* to:

- Defines the “emergency suspension period” as until the end of the emergency, plus 120 days;
- Confirms new deadlines to hold AGMs (as set in the OiC of April 24, 2020); and
- Set timeline to hold virtual meetings without a by-law (120 days after the emergency ends).

This only applies to the COVID-19 emergency

REOPENING AMENITIES?

(JASON / DENISE)

- Pressure from owners
- Pros and cons
- Risk Assessment Protocol when deciding what to reopen
- Residual liability for condos
- Employment Safety Assessment Chart

Fitness Room – Shared Fitness Room

Considerations to open now	What are others doing?	Considerations for the plan to reopen
Essential Vs. Non Essential	Similar retail / commercial gyms closed in Ontario.	Contactless booking / Scheduling of amenity. Cleaning after each use and / or every four hours?
Provide amenity space to the residents	Similar fitness rooms closed in GTA Police Stations	Develop incident response procedure in the event resident / employee tests positive, including documentation, sanitation, tracing and notification.
Contribute to resident mental / physical health.	Similar Ontario facilities closed in office towers. MGM Grande Hotel –and Casino plans don't reopen shared fitness rooms.	6' distancing difficult to achieve within small space Floor guides serving as reminders Plexi-glass or alternatives barriers Shoes must be worn in all areas.
	MGM Grande Hotel – Reopening Hotel and Casino plans do not include reopening shared fitness rooms.	Consider distancing equipment at least 6 feet apart with greater distancing for treadmills and other aerobic fitness equipment where Respiratory rate increases. Remove equipment if required. Consider setting up in an "x" format to maximize space.
	Toronto raptors and FC facilities NOT reopening shared fitness rooms.	Group exercise classes should only be offered if distancing requirements can be maintained and there is no person-to-person physical contact.
	Similar Gym facilities are closed in all Ontario Hotels.	New procedures for scheduling, use and leaving the amenity for both employees and residents. Installation of physical signage to remind residents of new amenity rules and safety precautions.
		Provide materials to wipe/disinfect equipment before and after each use. Provide hand sanitizer at the entrance and exit doors. Consider cleaning resources required Average 15 minutes each cleaning time x Every four hours. (and the PPE for each cleaning session)
		Ensure disinfection protocols follow product instructions for application and contact time. –Promote these practices to members – make this visible. Ensure checklists / audits are used to periodically evaluate cleaning.

Fitness Room – Saunas and Hot Tubs

Considerations to open now	What are others doing?	<u>Saunas and steam baths should be closed until further notice.</u> OR – Remain limited to one guest or family unit at a time.
Essential Vs. Non Essential	Similar retail / commercial gym / Saunas / Hot tubs are closed in Ontario.	Initiate contactless booking / scheduling of amenity. Shoes should be worn in locker rooms/showers
Provide amenity space to the residents	Toronto raptors and Toronto FC facilities reopening but NOT reopening Saunas and hot tubs.	Cleaning after <u>each</u> use. Consider cleaning resources required (and the PPE for each cleaning session)
Contribute to resident mental / physical health.	MGM Grande Hotel – Reopening Hotel and Casino plans do not include reopening shared fitness rooms.	Develop incident response procedure in the event resident / employee tests positive to ensure corporations documented response - exposed areas are thoroughly sanitized and, when possible, notify those who may have come in close, prolonged contact with the infected individual.
		<u>Saunas and steam baths should be closed until further notice.</u> OR – Remain limited to one guest or family unit at a time.

Note: This can be reviewed each week and adjusted by the Board, and used to track the reasoning of their decisions.

Fitness Room – Hobby Rooms

Essential Vs. Non Essential	Shared Hobby Rooms are closed in Apartments	Initiate contactless booking / scheduling of amenity. Cleaning after each use and / or every four hours?
- Provide amenity space to the residents	Similar shared hobby / amenity rooms are closed in hotels.	Creation of new rules and procedures for scheduling, entry, use and leaving the amenity for both employees and residents. Installation of physical signage to remind residents of new amenity rules and safety precautions.
- contribute to resident mental / physical health.	Proper cleaning of room would require deterring cleaning resources prioritized on touch points. Requires more manpower.	Remove all shared equipment and tools. Implement bring your own to reduce touch point cleaning.
Essential Vs. Non Essential	Shared Hobby Rooms are closed in Apartments	Initiate contactless booking / scheduling of amenity. Cleaning after each use and / or every four hours?
		Develop incident response procedure in the event resident / employee tests positive to ensure corporations documented response - exposed areas are thoroughly sanitized and, when possible, notify those who may have come in close, prolonged contact with the infected individual.
		Social distancing at 6ft radius difficult to achieve within small space - with floor guides serving as reminders. Where practical, install plexi-glass barriers or alternatives.
		Encourage residents to wear face masks (mouth nose coverings.)
		Provide hand sanitizer at the entrance and exit doors to amenity.
		Cleaners must wear masks and gloves while cleaning room and washing hands and changing gloves between each room. Cleaners need to be trained on cleaning (and what to clean first, second, etc to minimize cross contamination) and ensure “waiting times” for disinfectants to effectively kill the virus.

Fitness Room – Guest Suites

Considerations to open now	What are others doing?	Considerations for the plan to reopen
Essential Vs. Non Essential	Hotels in Ontario are not open	Initiate contactless booking / scheduling of amenity.
- contribute to resident mental health by allowing overnight visitors	Hotels in Quebec are opening.	Develop incident response procedure in the event resident / employee tests positive to ensure corporations documented response - exposed areas are thoroughly sanitized and, when possible, notify those who may have come in close, prolonged contact with the infected individual.
		A guest room rotation plan that allows enough time for proper air circulation after guests check out. Consider cleaning of requirements of difficult touch points – furniture, arm rests, pillows.
		Removal of most unnecessary touch points like books, pens, paper, etc
		Creation of new rules and procedures for scheduling, entry, use and leaving the amenity.
		Cleaners must wear masks and gloves while cleaning room and washing hands and changing gloves between each room. Cleaners need to be trained on cleaning (and what to clean first, second, etc to minimize cross contamination) and ensure “waiting times” for disinfectants to effectively kill COVID 19.
		Creation of new rules and procedures for scheduling, entry, use and leaving the suite for both employees and guests. Installation of physical signage to remind residents of new amenity rules and safety precautions. Install hand sanitizer or make avail inside room. Make avail sanitizing wipes to allow for guest to also clean.

Fitness Room – Theatre Room

Considerations to open now	What are others doing?	Considerations for the plan to reopen
Essential Vs. Non Essential	Similar retail / commercial theatre rooms are closed in Ontario.	Initiate contactless booking / scheduling of amenity.
- Provide amenity space to the residents	Similar shared facilities are closed in office towers in Ontario.	Remain limited to one guest or family unit at a time.
- contribute to resident mental / physical health		Removal of most unnecessary touch points like books, pens, paper, etc. Consider cleaning of requirements of difficult touch points – furniture, arm rests, pillows.
		Cleaners must wear masks and gloves while cleaning room and washing hands and changing gloves between each room. Cleaners need to be trained on cleaning (and what to clean first, second, etc to minimize cross contamination) and observe “wait times” for disinfectants to effectively kill the virus.
		Develop incident response procedure in the event resident / employee tests positive to ensure corporations documented response - exposed areas are thoroughly sanitized and, when possible, notify those who may have come in close, prolonged contact with the infected individual.
		Install hand sanitizer or make avail inside room.

Fitness Room – Indoor Swimming Pools

Considerations to open now	What are others doing?	Considerations for the plan to reopen
<ul style="list-style-type: none">- Provide amenity space to the residents	Provincial closures ordered for pools. <i>(This includes pools, whirlpools, wading pools and water spray parks located in but not limited to gyms, institutions, clubs, camps, spas, hotels/motels, condominiums and recreation centres)</i>	Social distancing at 6ft radius difficult to achieve within water. High amount of touch points required for cleaning.
<ul style="list-style-type: none">- contribute to resident mental / physical health.		(See next slide)

Cleaning, decontamination, and safe water management of aquatic facilities

COVID-19 Information Bulletin – April 29, 2020

The Life Saving Society

<http://www.lifesavingsociety.com/media/322582/covid-19%20information%20bulletin%20200429.pdf>

Aquatic Facility Inspection and Activity Assessments COVID-19

Information Bulletin – May 7, 2020

The Life Saving Society

<http://www.lifesavingsociety.com/media/323510/covid-19%20information%20bulletin%20200507.pdf>

The Lifesaving Society - Canada's lifeguarding expert - is a full-service provider of programs, products and services designed to prevent drowning. We prevent drowning and water-related injury through our training programs, Water Smart® public education, aquatic safety management services, drowning research and lifesaving sport.

3 STEP WORKPLACE SAFETY PLAN FOR BUILDING STAFF

- 1) Fill out a COVID 19 Job / Task Risk Assessment for each employee of the corporation. (This looks after direct reports of the corporation)
- 2) Request written confirmation that your service providers and trades have also done their own risk assessment and have addressed this with their own employees at your building. (Also include your Property Manager)
- 3) Review the Job / Task Risk Assessments for corporation employees only - as new information is provided by public health.

FITNESS ROOMS

(JASON)

Job Hazard Assessment; COVID 19							
Job Title: Superintendent		Name:		Condo Corporation # and Address:		Date:	
Prepared by: (Workplace Supervisor)							
Rank	Job / Tasks / Equipment	Hazards	Controls	Communicated hazard to worker	Revised written Procedures	Training on Procedures Completed	
	Suite Entry – Planned inspections	COVID 19	This job task is stopped, unless an emergency.	✓	✓	✓	May 03, 2020
	Emergency Suite Entry – Floods, etc		Social Distancing required of minimum 6 ft. Employee required to wear Nitrile Gloves and face mask when in suite. Hand sanitizer to be used prior to entry and after exit. In an effort to maximize Employee safety at the building, all service providers are required to wear approved public health face coverings when inside the building.				
	Routine test and Inspections of building equipment		Scheduled to limit interactions with other staff. Employee will maintain 6ft from others. If cannot, employee must wear provided mouth nose covering PPE.				
	Uniforms / Work Clothing / Keys / Walkie Talkies		Employee is provided with partial uniform. Cleaning instructions provided to employee on care. Shared equipment required to be disinfected at the beginning of shift, after before and after all breaks, and end of each shift. Disinfectant wipes provided. Clean Hand Washing facility provided. Hand - washing should occur between jobs / tasks.				
	Elevator Access		Employee will maintain social distancing at minimum 6ft. If cannot, a face covering must be used. PPE Provided.				

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	Elevator Access		Employee will maintain social distancing at minimum 6ft. If cannot, a face covering must be used. PPE Provided.					

	Garbage Disposal		Face covering must be used at all times during this task. Gloves must be used. PPE Provided. After PPE discarded, hands must be washed.										
	Interactions with Service Providers		Employee will maintain social distancing at minimum 6ft. If cannot, a face covering must be used. PPE Provided. Meetings to be held outdoors / virtually. Employee will not lend or allow any workplace tools to the service provide for their use. In an effort to maximize Employee safety at the building, all service providers are required to wear approved public health face coverings when inside the building.										
	Personal Protective Equipment Issued to Employee		Face coverings as recommended by public health, nitrile gloves (non latex), instruction on how to safely don and doff. In an effort to maximize Employee safety at the building, all service providers are required to wear approved public health face coverings when inside the building.										
	Changing light bulbs	Fall Injury	Fibreglass ladders provided. Trained on the safe use and working at heights. Written procedure provided. Pre use inspection required for ladder. Annual inspection of equipment required.	✓	✓	✓	January 09, 2020						
JOB REQUIREMENT SUMMARY													
Tools and Equipment Required to Complete this Job		Materials Required for Job		PPE Required for this Job	Regulation Pertaining to this Job	Training Required to Perform this Job							
Radio, hand tools, ladder, keys, etc, etc.		Appropriate Cleaning wipes, hand sanitizer, hand washing facilities, clean lunch / break areas, etc, etc.		Recognized face coverings recommended by public health, nitrile gloves, etc.		Safe Ladder Use, Safe use of Personal Protective Equipment (Masks and Gloves)							
Reviewed by:		Approved by:		Employee Signature		Date:							
NOTES: It is important to note that the above will be enforced within the workplace.													

VIRTUAL BOARD MEETINGS

(KATHERINE/GRAEME)

- How to hold a successful virtual board meeting
- How to keep your zoom meetings secured
- Directors terms and directors running from the floor

- To postpone or not your AGM?
- Calculating new AGM dates and required notices
- E-voting / E-meeting by-laws
- View from the trenches
- Various options and permutations

HOW LONG CAN WE HOLD E-MEETINGS WITHOUT A BYLAW?

Corporations can call and hold a virtual AGM and to vote electronically (even without a by-law permitting it) for **at least** 120 days following the end of the declared emergency.

- This can be extended.

Fixes uncertainty of what happens if the emergency ends between the calling and holding of a virtual AGM.

- We now have a transition period.

NEXT WEBINAR

- **Next tentative webinar :**
Wednesday, May 20 @ 5pm
- **Info will posted on CondoAdviser.ca**
- **You will need to register again.**

CONDO ADVISER



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SEE YOU NEXT WEEK !




WEDNESDAY, MAY 20 AT 5PM

LEADING INDUSTRY EXPERTS






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