

[Company Logo]

## **Building Notice: COVID-19 (Coronavirus)**

[Date]

Dear residents and visitors,

It has come to [Management's] attention that a resident(s)/occupant(s) of at least one suite in [address of building], has been diagnosed with COVID-19, have isolated themselves, and are receiving medical attention. Public Health authorities are aware of any positive cases.

As a precaution, all amenity spaces will be subject to restricted access immediately until further notice.

Additionally, we request that any necessary communication with building and management should be done **via email or telephone**, for the time being. Contact information for such communications or concerns about the closure of amenity spaces is as follows: [insert contact options here]

We appreciate your cooperation and understanding in our efforts to ensure the health and wellbeing of our residents, visitors and staff.

Thank you.

## Need information about **COVID-19**? The Ontario Ministry of Health is your source.

There are lots of ways to help prevent the spread of germs and protect yourself from the 2019-COVID-19 novel coronavirus and other respiratory viruses. The best way to prevent infection is to avoid being exposed to the virus with prevention measures including:

- Wash your hands often with soap and water or use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are ill.
- Stay home when you are ill.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands.
- If you don't have a tissue, sneeze or cough into your sleeve or arm.
- Clean and disinfect frequently touched objects and surfaces.

Residents are reminded to use credible, evidence-based sources of information about this new coronavirus. The Ontario Ministry of Health website is updated regularly as new information becomes available to help keep residents informed about COVID-19.

**Visit** <https://www.ontario.ca/page/2019-novel-coronavirus>, or **Call** Telehealth Ontario at 1-866-797-0000.