



## COVID-19 Update – January 3<sup>rd</sup>, 2022

With the announcement of the return to working remotely required by the Province, here is an update from the SMI team about our operations:

1. In accordance with Provincial Government directives, Sanderson Management Inc. remains an essential service. We continue to implement appropriate COVID-19 precautions outlined in our Safety Plan and will remain vigilant by: monitoring and when necessary, limiting contact, screening before entering our facilities, physically distancing, handwashing, sanitizing our workspace, and wearing PPE.
2. Effective January 5<sup>th</sup>, 2022 our offices at 218 Frobisher Drive, Waterloo will once again be closed to the public. Our team will mainly be working remotely as they are able with some in-office administrative supports in place. Telephone and virtual means remain available for contact with our team to ensure continued quality service and communication.
3. Our team is working with our contractors and service providers to schedule work that is deemed safe to protect residents and properties. Like many others, our industry is facing staffing, supply and delivery restrictions and delays. We will do our very best to communicate any delays and expedite urgent work as effectively as possible. Your cooperation and patience will help us to provide our services efficiently and most importantly safely for all of us.
4. Contractors attending to essential services in condominium buildings are taking precautions to keep you and themselves safe while they complete their work. We ask that you respect the physical distance recommendation of at least 6 feet of separation, mask wearing, and do not approach them closely. Contractors will likely ask you screening questions, including to disclose any recent travel, if you are experiencing symptoms or if you are isolating.
5. We are staying informed, and will keep on doing our research to address changes as they occur each day. We continue to do our best to protect all of our people and properties and maintain our standards of service and management. As situations and restrictions change, we will continue to send updates and stay in communication with all of you.

Stay safe, and stay healthy!  
SMI Team

