

# POSTMEDIA PLACE

## Return to Office Guide Book

*A guide to facilitating your return to the  
workplace amidst COVID-19*



**Greenrock**  
Commercial Services

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# *A Note from Greenrock Commercial Services*

Greenrock sends our best wishes to you, your family, friends, and colleagues during these challenging and unprecedented times. As our understanding and knowledge about COVID-19 evolves, we will continue to define and implement best practices. The information within this document will remain fluid as we learn more. We are committed to doing everything we can to make the building as safe as possible, ensuring we best serve our tenants.

## *Summary*

Below are some of the initiatives we have and will be implementing to support our stakeholders and tenants in facilitating their team's return to the building amidst the COVID-19 pandemic. Additional information on these initiatives can be found on the subsequent pages.

- Six people per elevator (with masks)
- Lobby queuing
- Single directional stairwells
- Assigned entrances & exits
- Access to sanitizer stations
- Antibacterial soaps
- Increased common area cleaning
- Common area surface treatments
- Enhanced signage



# *Physical Distancing*

Physical distancing is proven to be one of the most effective ways to reduce the spread of a virus during an outbreak. Within the building, pathways and waiting areas are well marked to promote a six foot distancing (two metres) between people. During peak periods, security will be stationed at the entrance of the elevator lobby to assist everyone with physical distancing while entering and exiting the elevators.

Recommendations for limiting amounts of passengers inside elevators are posted and may change if required.

We recommend that anyone walking in the hallways of the tower should keep to the right to allow proper distance between passersby.

Stairwells are now directional with one designated for upward travel and one for downward travel. Please note that during an emergency, these stairwells revert to emergency exit stairs and you are to use any stairwell to exit the building in an orderly fashion.



# Hygiene Practices

According to Health Canada, proper hygiene can help reduce the risk of infection or spreading of infection to others. Health Canada recommends the following hygiene practices:

- Wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food
- Use alcohol-based hand sanitizer if soap and water are not available
- Cough or sneeze into a tissue or your elbow, not your hand
- Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
- Avoid touching your eyes, nose, or mouth with unwashed hands

To help maximize everyone's ability to practice good hygiene regiments, we have replaced the hand soap in all washrooms with anti-bacterial soap.

Sanitizer stations have been added on every floor as a precaution and to serve you better. Sanitizer stations are located at building entrances and elevator landings.

Please note that hygiene refills are in high demand. We will make best efforts to keep them stocked.

# Cleaning Procedures

Health Canada recommends cleaning high-touch hard surfaces often as the spread of the Coronavirus is mitigated with the application of appropriate disinfectant products. These surfaces include phones, electronics, door handles, keyboards, etc.

Our cleaning staff will regularly visit each floor in the tower, cleaning all high-touch surfaces. The washrooms will continue to be cleaned and sanitized several times throughout the day and deep cleaned at night.

In addition to frequent cleaning, we have applied GermGuard's antimicrobial surface treatment to all touchpoints and high-touch surface areas, including the code locks on all washroom entrance doors.

GermGuard's application will last six months and kills bacteria and viruses on contact. This treatment is certified by Health Canada and the Environmental Protection Agency (EPA).





# *Personal Protective Equipment (PPE)*

A new temporary City of Toronto by-law was enacted requiring non-medical masks or face coverings in all enclosed public places as of Tuesday, July 7, 2020 to help stop the spread of COVID-19.

The new by-law will apply to all indoor spaces that are openly accessible to the public, including business offices. The policy will remain in place until the city council meeting scheduled on September 30, 2020, unless extended by council.

We ask that all tenants comply with the new by-law by wearing non-medical masks and face coverings while in the public spaces of Postmedia Place, including the lobby, elevators, stairwells, hallways, retail stores, and washrooms. The mask or face covering must cover the nose, mouth, and chin.

The City of Toronto states that exemptions will be made for “those who cannot wear a mask for medical reasons, children under the age of two, and other reasonable accommodations.”

Should you have difficulty in procuring PPE, please reach out to your Concierge. While we cannot supply you with PPE, we can put you in touch with our supplier.

# *Entering the Building*

## Entering from Bloor Street

When entering the building from the main Bloor Street entrance, use the revolving door unless unable to do so. Follow floor markings to maintain recommended physical distancing in the lobby and wait behind each division line until the next one is vacant. Once at the front of the line, please follow the guard's instruction before proceeding to the elevators. If there is no guard directing elevator traffic, please allow elevator occupants to exit the area before approaching or boarding.

To access the stairwells, please signal the guard and they will wave you over when appropriate. If no guard is directing elevator traffic and you wish to use the stairs, please wait until no one is exiting the area and use the exit lane to access the stairwell.

## Entering through Parking Garage

When entering the building from the parking garage levels P1, P2, and P3, use the west entrance only to access the elevators going up. Follow floor markings and wait behind each division line until the next one is vacant. Please allow elevator occupants to exit the area before boarding. Exit through the east door only.

To access the stairs, please enter through the west entrance only.

On P1, please proceed through the elevator lobby using the right-hand side to access the east stairwell. On P2, please enter the west stairwell. On P3, please proceed through the elevator lobby using the right-hand side to access the east stairwell.



# *Exiting the Building*

## Exiting from the Ground Floor

If exiting through the lobby, please follow floor markings to the exit lane and out through the revolving door.

When exiting from the stairs, please follow exit signs and arrows to the Bloor Street exit. From this point you may re-enter the building through the main Bloor Street entrance.

## Exiting from the Parking Levels

When exiting the elevators, please follow the exit signs to the east (non-card access door) until 6:00 p.m. on weekdays. On weekends or after 6:00 p.m., please proceed through the lobby on the left-hand side to the west door.

When using the stairwells, exit at nearest door.



# Elevators

Elevator occupants wearing face masks should be limited to either six persons, three standing with one wheelchair, or two wheelchairs. Those exempt from wearing a mask must ride with no more than three other people.

## Stairwells

### West Stairwell

From the main lobby, the west stairwell is designated as the upward travel stairs (unless there is an emergency). West stairs start on P3 and end on the 20<sup>th</sup> floor. All doors will be open, except for floors that require card access (2-6 & 11-14).

### East Stairwell

From the main lobby, the east stairwell is designated as the downward travel stairs (unless there is an emergency). East stairs start on the 20<sup>th</sup> floor and end on P3. All doors will be open, except for floors that require card access (2-6 & 11-14).

Please use stairwells carefully and maintain at least six steps from the person in front of you. Exit the stairwell if you wish to let faster walkers pass. There is directional signage on the outside of the doors for both the east and west stairwells.

# Mall/Retail

Only tenants with an access card are authorized to enter the mall from the office tower, when physical distancing measures allow. Re-entry will be through the main Bloor Street entrance.

The card reader on the mall side of the entrance is not operational for anyone other than security and management.

Aroma is only using its exterior doors. The door from Aroma to the office tower lobby will remain locked until further notice.

To enter or re-enter Postmedia Place, please exit the mall and enter through the office entrance on Bloor Street.

The mall/retail door will remain closed in an effort to control the flow of people and maintain physical distancing.

The mall requires the same physical distancing as the office tower and as such, has similar floor markings to accommodate anyone entering any of the stores and restaurants. Please abide by these markings to prevent the spread of COVID-19.



# Tenant Spaces

To learn more about how to mitigate risk within your space, visit the Government of Canada's website, [www.canada.ca/coronavirus](http://www.canada.ca/coronavirus).

Our cleaning provider has additional in-suite cleaning options available. To learn more, please submit your request via the Angus Tenant Portal or by email to [tdouglas@greenrockpm.ca](mailto:tdouglas@greenrockpm.ca).

In-suite cleaning options:

- Touch point and surface disinfection
- After-hours full disinfection by hand
- Full disinfection using Electrostatic program



# Fire Drills

In lieu of conducting the annual fire drill evacuation, it is recommended that a simulated fire drill involving only the supervisory staff and the designated tenant Fire Wardens will be performed.

This simulated drill meets all legal requirements under the Ontario Fire Code and is the best solution in order to maintain the physical distancing requirements mandated by the various levels of government public health agencies. The simulated fire drill will involve the activation of an initiating device in a predetermined area of the complex to alert the supervisory staff and Fire Wardens. Fire alarm tones and emergency voice communication notifications will be broadcasted in the areas affected by the alarm condition.

Supervisory staff will respond to the simulated fire alarm by investigating the cause, acknowledging the fire alarm system, accessing the functionality of the fire alarm system and ancillary systems, resetting the fire alarm and ancillary systems, and following processes to safely return building occupants.



# Fire Warden Training

Due to physical distancing requirements, this year's in-class training session will not take place; however, the live online webinar will.

This seminar will serve as training for Fire Wardens and cover the following topics:

- The Fire Safety Plan and its purpose
- Fire protection and life safety features of the building
- Procedures during fires and fire alarm
- Fire prevention practises
- General life safety practises

The seminar will be conducted via a PowerPoint presentation and is approximately 1.5 hours in length. This timing allows for a question and answer period at the end. Please note that attendees will be required to register for the webinar.

Fire Warden training certificates (individually named) will be provided to the tenants wardens that complete the webinar training.

## HVAC

With the guidance of our engineering and operations teams, we continue to ensure we are adapting to meet the latest recommendations issued by BOMA Canada and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) on an ongoing basis as updates become available.



# *Deliveries and Courier Services*

All deliveries and couriers will be accepted at the Concierge desk and delivered to the appropriate suite by security when time permits. This includes Postmedia Network until the mail room reopens.

Outbound deliveries will be picked up by security twice per day. Please email [pmplace.sec2@gmail.com](mailto:pmplace.sec2@gmail.com) to request pick up from your office

Any large deliveries must take place after 6:30 p.m. on weekdays or weekends. The concierge must be notified 48 hours prior to reserve an elevator.

# *Tenant Communication and Building Signage*

Signage is well represented in common areas of the building and covers the following topics:

- Safety instructions
- Hygiene practices
- Physical distancing
- Personal Protective Equipment (PPE)
- Building navigation and restrictions

# Contact our Property Management Team

All Postmedia Property Management Team members are required to maintain the appropriate physical distancing at all times while on-site. If you require assistance, please contact us by phone or email to limit in-person interactions.

Workrequests can be submitted through the Angus Anywhere Tenant Portal. To register for the portal, please contact our Concierge, Timothy Douglas by email at [tdouglas@greenrockpm.ca](mailto:tdouglas@greenrockpm.ca) or by phone at 416.710.0434.

## Contacts:

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