

Building Tour Procedures

As a result of the ongoing concerns regarding the spread of Covid-19, when touring any of Northam Realty's properties, the following procedures must be observed at all times when visiting the property:

LISTING AGENTS & SELLING AGENTS

IF TOURING OCCUPIED SPACE:

- When in the common areas (i.e. lobbies, elevators, common areas on floors) of any GTA properties, the Listing Broker and all guests must wear a mask
- The tour must be arranged **24 hours in advance**, with the existing tenant and Northam strongly encourages the visit to be outside of heavy elevator traffic times (Morning, Lunch and End of day)
- The Listing Agent and tour members must follow the existing tenants Covid-19 protocols (will be provided by Northam upon request of tour) while in occupied space
- The tour members will be limited to 5 people in total (or as Provincial regulations dictate) – but because of elevator capacity for each building, the tour group may have to break up into 2 groups based on decals in elevators
- If Premises are currently occupied, tour must be limited to between 5 – 10 mins depending on the unit size and no surfaces may be touched while in the premises
- Prior to the tour, send the Northam Leasing representative the list of names of people attending, including name of Listing Agent
- Listing Agents must provide face masks for all tour members
- Use hand sanitizer in lobby upon arrival
- Queue for elevators as directed by building signage
- Exercise proper social distancing at all time during the visit

IF TOURING VACANT SPACE:

- When in the common areas (i.e. lobbies, elevators, common areas on floors) of any GTA properties, the Broker and all guests must wear a mask
- The tour must be arranged **24 hours in advance**, with the Northam Leasing representative and we strongly encourage the visit to be outside of heavy elevator traffic times (Morning, Lunch and End of day)
- The tour members will be limited to 5 people in total including the Northam Leasing representative (or as Provincial regulations dictate) – but because of elevator capacity for each building, the tour group may have to break up into 2 groups based on decals in elevators.
- Prior to the tour, send the Northam Leasing representative the list of names of people attending, including name of Real Estate Agent
- Agents must provide face masks for all tour members save for Northam Leasing representative
- Use hand sanitizer in lobby upon arrival
- Queue for elevators **as directed by building signage**
- Exercise proper social distancing at all time during the visit

Northam requests that any individuals visiting the building must not have recently travelled anywhere outside of Canada and, if so, have properly quarantined for at least 14 days.

No individual should show any of the following symptoms in the last 14 days: fever, dry cough, shortness of breath, or difficulty breathing.