

## COVID 19

# Building Owners and Managers of Residential High-Rise Condominiums in Ontario

March 26, 2020

---



### OBJECTIVE

“To provide a document to Building Managers and Board Members of residential high-rise buildings in Ontario as a guide to provide benefits to public safety and building operations while documenting proactive due diligence to their building occupants during the COVID-19 crisis.”

National Life Safety Group has engaged the Managers and Board Members of the residential condominium community to support them in their on-going response to COVID-19 and building operations.

### ACTION ITEMS

This document reviews a basic due diligent standard approach for Fire, Safety and Security at your building during the COVID-19 response. This is not an all exhausting reflection of actions or considerations, but allows for a standardized approach, and for corporations to track and document these considerations – providing detailed documentation. This may be needed by the corporation 12 months from now to prove what you, as a diligent Owner did.

The Building Manager is encouraged to print this document and use the spreadsheets below to document evidence of completion, or at the minimum, written evidence of consideration and the Board’s decision. Following this document will provide for enhanced safety and security for all in the building, as well as providing documented due diligence for the corporation. Once completed, retain this document for at least 2 years.

### **RESTRICTED USE WARNING**

*National Life Safety Group prepared this guideline in the interest of enhancing public safety during the unprecedented COVID-19 response in Ontario, Canada and is intended solely for information purposes only. National Life Safety Group assumes no responsibility whatsoever for the accuracy, completeness or timeliness of any information provided. National Life Safety Group cannot undertake to vet or update the information on this document. Any reliance on or use of said information is at the user's own risk.*

*This document contains links to other sites which are not controlled by National Life Safety Group. These links are merely for the convenience and are not necessarily vetted, revised, endorsed, recommended or approved by National Life Safety Group. National Life Safety Group does not assume any responsibility for the use, reliance or privacy policies associated with any websites accessed through this document.*



Building Owners and Managers of  
Residential High-Rise Condominiums in Ontario

March 26, 2020

CONDO ADDRESS:

## Building Staff Occupational Health & Safety

Area of Focus	Recommendations	NOTES <i>Document what you have completed. If not completing the recommendation – Then document why? Include date and time.</i>	Completed By (Initial)
Occupational Health & Safety Compliance	<p>Ensure all Building Staff, Property Managers, Superintendents, Security &amp; Concierge and Cleaning personnel have been notified of the risks and hazards in the workplace, regarding COVID-19. Requirement under the Occupational Health &amp; Safety Act. Use only trusted Public Health Resources.</p> <p style="text-align: center;"><a href="https://www.toronto.ca/home/covid-19/">https://www.toronto.ca/home/covid-19/</a></p> <p>Employees will likely have questions about attendance, sick-leave, vacation cancellations, working remotely, pay and insurance coverage. Be prepared to address these topics with your teams.</p>		
Occupational Health & Safety Compliance	<p>Ensure all building staff have been provided with the tools to protect themselves (also a Requirement under OHSA) in the workplace based on the COVID-19 risks and hazards.</p> <p>Access to clean washrooms, antibacterial soap, hand sanitizer, cleaning supplies suitable for disinfecting shared workstations, etc.</p> <p>Protection for front desk staff may include a barrier (such as stanchions) at the front security concierge desk that educates visitors / residents that social distancing is in effect at the building and provides a clear distance to engagement.</p>		



**Building Owners and Managers of Residential High-Rise Condominiums in Ontario**

March 26, 2020

	<p>Many Condominiums are using “yellow tape” to identify distancing placed on the floors within lobbies, and some are installing a plexiglass shield to protect the front desk employee’s. Consider what you will do and document the actions.</p>		
<p><b>Occupational Health &amp; Safety Compliance</b></p>	<p>Ensure all building staff are aware of their requirement to not attend the building if they are not feeling well, fall under the guidelines under Canadian Public Health for Self Quarantine, or, if they have been advised by a health official to self quarantine.</p> <p style="text-align: center;">This notification is required in order to protect the residents and other employees in your workplace.</p> <p>In addition, it is important to post these same requirements at all building entrances to notify any delivery personnel, trades and or visitors of the same entry requirements.</p>		
<p><b>Occupational Health &amp; Safety Compliance</b></p> <p><i>Mental Health Support</i></p>	<p style="text-align: center;">It is important that your Condominium Corporation / Property Management Firm is also considering what you can do to support employee mental health.</p> <p style="text-align: center;">Consider what your corporation can do to support this for building staff.</p>		
<p><b>Health &amp; Safety</b></p> <p><b>Building Manager on Site Office</b></p>	<p>While Property Managers may work in their office and or remotely, it is important to consider the safety of the Property Manager within their dealings with public and residents within their office.</p> <p>It is recommended that Property Management Office should be closed to unnecessary traffic. Meeting and inquiries can be completed by phone and or email.</p>		

**COVID-19; Actions and Considerations; Condominiums in Ontario**

**Building Owners and Managers of  
Residential High-Rise Condominiums in Ontario**

March 26, 2020



<p><b>Occupational Health &amp; Safety Compliance</b></p> <p><i>Social Distancing</i></p>	<p>Ensure all building staff and corporation employees and contract service providers are made aware of their requirements in the workplace in respect to social distancing. For trusted, reliable resources on what social distancing means in your building, rely on your local Public Health Website.</p> <p align="center"><a href="https://www.toronto.ca/home/covid-19/">https://www.toronto.ca/home/covid-19/</a></p>		
<p><b>Occupational Health &amp; Safety Compliance</b></p> <p><i>Ongoing Communications</i></p>	<p align="center">Building Staff should be communicated to on a daily basis as the current situation changes - daily.</p> <p align="center">Note: This communication may be done via telephone, teleconference, etc. Respecting social distancing requirements.</p>		
<p><b>Occupational Health &amp; Safety Compliance</b></p> <p><i>Modified Workplace Procedures</i></p>	<p>By now, most residential high-rise buildings / condominiums have revised their internal procedures on Suite Entry, Contractor Escorts and many more internal procedures for building operations as it relates to resident engagement and services.</p> <p>Ensure you have reviewed your current “in house” procedures, and have made adjustments based on the risks and published guidelines of COVID-19.</p> <p align="center"><a href="https://www.toronto.ca/home/covid-19/">https://www.toronto.ca/home/covid-19/</a></p>		
<p><b>Occupational Health &amp; Safety</b></p>	<p align="center">Your employees will show up for work, and perform better while they are there, if their families are safe and prepared.</p> <p>Review with your employees the importance of family emergency preparedness. Share with them the below information provided by the Government of Canada that provides a Family</p>		

**COVID-19; Actions and Considerations; Condominiums in Ontario**



**Building Owners and Managers of Residential High-Rise Condominiums in Ontario**

March 26, 2020

<p><b>Personal Preparedness / Employee's Family Welfare</b></p>	<p>Emergency Plan template and list of emergency kit items for 72 hours preparedness.</p> <p><a href="https://www.getprepared.gc.ca/cnt/rsrscs/pblctns/yprprdnssgd/index-en.aspx">https://www.getprepared.gc.ca/cnt/rsrscs/pblctns/yprprdnssgd/index-en.aspx</a></p>		
<p><b>Occupational Health &amp; Safety Compliance</b></p> <p><b>Shared Workstations – Additional Cleaning</b></p>	<p>Shared work stations such as concierge desks, and security station equipment remains a high risk area for contamination and requires additional cleaning and disinfecting.</p> <p>These shared work stations should be cleaned at minimum every 4 hours and include mice, computer touch points, phone touch points, etc.</p> <p>In addition to the above, it is recommended that the cleaning of these workstations shall be cleaned ALSO during all shift changes.</p> <p>It is also recommended that the cleaning be documented complete with date and time, so as to provide a running log of prevention and mitigation efforts.</p>		
<p><b>Occupational Health &amp; Safety Compliance</b></p> <p><b>Common Area Cleaning / High Touch Points</b></p>	<p>Additional cleaning using disinfectant should be conducted at clear intervals with focus on the following;</p> <ul style="list-style-type: none"> <li>- <i>Building access points; glass, door handles,</i></li> <li>- <i>Lobby, and elevator hallway call buttons,</i></li> <li>- <i>Elevator interior cab call buttons.</i></li> <li>- <i>Property Management Office</i></li> <li>- <i>Washroom facilities for building staff (Closed to anyone else)</i></li> <li>- <i>Lunch areas for building staff</i></li> </ul> <p>It is also recommended that the cleaning be documented complete with date and time, so as to provide a running log of prevention and mitigation efforts.</p>		

COVID-19; Actions and Considerations; Condominiums in Ontario



Building Owners and Managers of Residential High-Rise Condominiums in Ontario

March 26, 2020

<p><b>Occupational Health &amp; Safety Compliance</b></p> <p><b>Personal Protective Equipment</b></p>	<p>All Building Staff are issued personal protective equipment in order to effectively and safely do their job.</p> <p>Ensure employee specific PPE is provided and that the supply of this PPE is always available and is used when required by staff in your employ.</p> <p>Consider reviewing with staff the proper techniques of donning and doffing latex / rubber gloves, and when to wear them, as well as how to properly dispose of them.</p> <p><a href="https://www.superiorglove.com/blog/removing-disposable-gloves">https://www.superiorglove.com/blog/removing-disposable-gloves</a></p>		
<p><b>Occupational Health &amp; Safety Compliance</b></p> <p><b>Workplace First Aid Kits</b></p>	<p>Fully stocked first aid kits are a requirement in each condominium for use by building staff as per regulation 1101.</p> <p>Ensure these are well stocked, and the first aid kit is being inspected as required by the Occupational Health &amp; Safety Act; <b>Every 30 days.</b></p> <p>Documentation of this check must be maintained monthly.</p>		
<p><b>Occupational Health &amp; Safety Compliance</b></p> <p><b>Automated External Defibrillator</b></p>	<p>For Condominiums with Automated External Defibrillators (AED's); this remains an excellent tool that can be made available in condominium lobbies to assist in keeping residents safe.</p> <p>Automated External Defibrillators are required to be inspected every 30 days.</p> <p>Documentation of this check must be maintained monthly.</p>		



**Building Owners and Managers of Residential High-Rise Condominiums in Ontario**

March 26, 2020

<p><b>Vertical Community Safety</b></p> <p>Shared Amenities; Gym, Pool, Sauna Closures</p>	<p>By now, all gym’s, pools, spas, sauna’s and community / entertainment rooms have been closed. If you have not completed this, it important for the reasons to be documented.</p> <p>In addition, as per municipal guidelines announced in March 2020, exterior building playgrounds should be closed until further notice.</p>		
<p><b>Building HVAC Systems</b></p>	<p>Your building’s HVAC systems are a vital component of your building’s operations.</p> <p>It is recommended that your building maintains a 3 month supply of replacement air filters.</p> <p>In addition, building’s should be replacing those filters as per the manufacturers guidelines to ensure maximum efficiency in air quality and contribute to the overall health of the building air.</p>		
<p><b>Resident / Employee Family Safety in the Home</b></p>	<p>Consider delivering the following message to residents in support of their own health and safety within their suites.</p> <p>Many of the high-touch areas in your own home could be vectors for the spread of both the common flu and COVID-19.</p> <p>Residents sharing space with family members are encouraged to add additional cleaning to places such as places such as refrigerators, refrigerator door handles, drawer handles, faucet handles, toilet handles, and door knob and coffee pots tend to have the highest concentrations of germs.</p>		



Building Owners and Managers of  
Residential High-Rise Condominiums in Ontario

March 26, 2020

**Physical Security**  
**Residential High-Rise Condominiums**

Area of Focus	Recommendations	NOTES <i>Document what you have completed. If not completing the recommendation – Then document why? Include date and time</i>	Completed By (Initial)
<b>Physical Security</b>  <b>Exterior Lighting Audit</b>	<p>A High-Rise building’s exterior lighting provides tangible security benefits to your building and residents and using the basic principles of crime prevention through Environmental Design - The exterior lighting is the first line of defence in your community.</p> <p>At the minimum, a night audit of the building’s exterior lighting should be completed and make repairs as required.</p>		
<b>Physical Security</b>  <b>Security Staff Travel – To and From Workplace</b>	<p>Due to the recent declaration within Ontario and restricted travel, it is important that your building security provider supply their Security Guards with a document that the staff may travel to and from work with.</p> <p>In the event municipal authorities question the travel requirement of your employee; to and from your building, the employee will have the documentation to provide evidence of such requirement and details of the individuals travel area.</p> <p>Confirm your security service provider is addressing this concern.</p>		





**Building Owners and Managers of  
Residential High-Rise Condominiums in Ontario**

March 26, 2020

<p><b>Key / Pass Card Audits</b></p>	<p>While this is routinely being completed by most Property Management staff, it is recommended that daily key and pass card audits are completed.</p> <p>The risk of losing control of keys and pass cards in a building is greater when staff and personnel changes are higher due to illness / absences. This can represent a significant security issue that is preventable.</p>		
<p><b>Access Control Systems</b></p>	<p>Where possible, the amount of access control points should be reduced or limited around the building. This will allow for greater control of access into the buildings and allow for “dedicated” and “focused” application of cleaning resources and Security.</p> <p>Areas of the building that are not being used (e.g. pool, gym, common spaces, amenity rooms) should be removed from resident access.</p> <p>As an added measure, periodic audit of the Access Control system should be utilized to increase the amount of “remote” patrolling occurring around the building. These Access Control audits should be documented in a log to maintain accuracy and due diligence.</p>		
<p><b>CCTV Systems</b></p>	<p>Ensure that all cameras / CCTV systems are functioning as required.</p> <p>Maintaining these basic systems are the minimum requirements for due diligence, allowing staff, and residents, to have confidence that the systems are all functioning as required and the safety and security of their home is well looked after.</p>		



**Building Owners and Managers of  
Residential High-Rise Condominiums in Ontario**

March 26, 2020

<p><b>Guard Patrols</b></p>	<p>It is recommended that there is an increase in “documented” security guard patrols.</p> <p>During this time, both pedestrian and vehicular traffic in and around the building is likely to be reduced. This reduces the amount of natural surveillance that residents and visitors create.</p> <p>Increasing patrols conducted by Security and Concierge, helps ensure a safe and secure building. These patrols, <b>at minimum</b>, should entail a review of each camera, extending the total camera view, and be documented in detail. Physical patrols should be reviewed through a prioritized lens, that protects all involved.</p>		
<p><b>Security / Concierge Package Delivery to Suites</b></p>	<p>It is recommended that this practice be discontinued as it is not considered an essential service within the building, and detracts from the prioritized function of building Security / Concierge during this response to COVID-19.</p>		



**Building Owners and Managers of  
Residential High-Rise Condominiums in Ontario**

March 26, 2020

**Fire & Life Safety  
Residential High-Rise Condominiums**

Area of Focus	Recommendations	NOTES <i>Document what you have completed. If not completing the recommendation – Then document why? Include date and time</i>	Completed By (Initial)
<b>Ontario Fire Code Compliance Requirements</b>	<p>There are many questions received to date inquiring on actions to take, or impacts to the Fire Code compliance process in residential high-rise buildings during the COVID-19 response.</p> <p>The current requirements in Ontario during the COVID-19 crisis is that all buildings in Ontario are required to maintain fully operational fire and life safety systems as required by the applicable codes and standards, that all test and maintenance schedules must be adhered to in order for compliance, and that all documentation must be available onsite at the building for a period of two years.</p> <p>To meet the Ontario Fire Code requirements at your building, building managers must already comply with daily, weekly, and monthly tests and checks, in order to ensure a safe building. Continue to complete these.</p> <p>Fire Protection Service companies who perform the inspection, test and maintenance and other responsibilities for these systems have been deemed essential workers in Ontario. As testing requirements can typically be executed by a single service provider, and the service provider requires limited to no building Occupant interaction, The Ontario Fire Code is still required to be met by Building Owners.</p>		



**Building Owners and Managers of Residential High-Rise Condominiums in Ontario**

March 26, 2020

	<p>Note I: For buildings conducting annual inspections during this time, building owners and service providers should consider postponing testing “in suite” devices. While there is no current exemptions to fire code compliance, this should at the very least, be a consideration for the building Owner. National Life Safety Group, has reached out in writing to both local and Provincial Authorities to obtain clarification, but its business as usual for code compliance.</p> <p>Note II: The Fire Protection and Prevention Act states that “every person who contravenes any provision of the Fire Code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 (first offence) and \$100,000 (subsequent offence) for an individual or \$500,000 (first offence) and \$1,500,000 (subsequent offence) for a corporation or to imprisonment for a term of not more than one year or both”.</p>		
<p><b>Condominium Staff Training</b></p>	<p>Making sure the basic code requirements are covered in your building’s fire safety program.</p> <p>As per the Ontario Fire Code, building staff are required to be trained on the building’s approved fire safety plan, so as to ensure that all staff with roles and responsibilities outlined in the plan, are aware, and understand those roles and responsibilities.</p> <p>Quite simply, in high-rise buildings, staff must be trained to “Implement” the Fire Safety Plan.</p> <p>Ensure you as the Property Manager have documentation to prove this training has been completed for your staff, and that the training received meets the requirements of the Ontario Fire Code Section 2.8</p> <p>Confirm you have evidence of this training must be maintained at the building in the event the Authority Having Jurisdiction</p>		



**Building Owners and Managers of Residential High-Rise Condominiums in Ontario**

March 26, 2020

	<p>requests this documentation.</p> <p>For training that meets the Ontario Fire Code, and is Accredited by the Institution of Fire Engineers, you can now take this program online at <a href="https://nationallifesafetygroup.ca/training-development/online-courses/">https://nationallifesafetygroup.ca/training-development/online-courses/</a></p>		
<p><b>Verification of Fire Alarm “off site” Monitoring</b></p>	<p>In the absence of any staff at your building, the building’s fire alarm system is monitored by an off-site third party, that typically knows when troubles and or alarms in the fire alarm system are activated.</p> <p>It is recommended as a basic due diligence check, to ensure the monitoring is “enabled” and that the system is armed to always monitor your fire alarm system and that the emergency contact information they have on files is up to date.</p>		
<p><b>Resident Communications</b></p> <p><b>Fire &amp; Emergency Procedures</b></p>	<p>Your high rise condominium is full of residents. Everyone’s home. It’s a great time to ensure that your annual reminder to residents on the buildings fire alarm / emergency procedures.</p> <p>It is recommended that the “resident” section of your approved Fire Safety Plan is shared with all residents in the building. Document that you as the Property Manager have completed this.</p>		
	<p><i>It is recommended that during the COVID-19 response at your building, attention is paid to basic Fire Code compliance.</i></p>		



**Building Owners and Managers of Residential High-Rise Condominiums in Ontario**

March 26, 2020

<p><b>Smoke Control Systems; High-Rise Buildings</b></p>	<p><i>Part 7 of the Ontario Fire Code (OFC) requires that a building-specific smoke control Inspection and testing document containing an equipment list and associated testing requirements be maintained at each high-rise building in Ontario.</i></p> <p>In addition, the building Owner is required to ensure that tests and inspections are carried out on these systems as required in the Engineered document.</p> <p>This is currently a significant concern in most residential high-rises in Ontario as this code requirement is often overlooked and or misunderstood.</p> <p>The spread of smoke and toxic gas is recognized as a major hazard in all structure fires. In high-rise buildings, smoke can travel to locations remote from the fire through stairwells, elevator shafts, and smoke control systems can assist in mitigating the impacts to occupants and arriving fire services.</p> <p>Confirm your building’s smoke control systems have been tested as required and are fully functioning.</p>		
<p><b>High-Rise Fire Pumps</b></p>	<p>Fire Pumps within your building are a vital tool for both occupant and firefighter safety.</p> <p>Fire Pumps are required to be run (tested) every 7 days as per the Ontario Fire Code. Confirm with your building staff that this is both being done, and documented.</p> <p>It is recommended that during the COVID-19 response at your building, attention is paid to basic fire code compliance.</p>		



**Building Owners and Managers of  
Residential High-Rise Condominiums in Ontario**

March 26, 2020

<p><b>Emergency Power</b></p>	<p>Your building is probably equipped with an Emergency Power Source; a Generator either powered by natural gas or Dyed Diesel.</p> <p>It is recommended that building staff are not only aware of how this generator works, but also understand what it's connected to. Typically emergency generators are connected to the fire alarm systems, voice communication systems, emergency lighting, firefighters elevator(s), etc.</p> <p>Have your team's review the fire safety plan to understand further.</p> <p>Ensure the Emergency Generator fuel supply is at least 80% capacity at all times.</p>		
<p><b>Vulnerable Populations</b></p> <p><b>Persons Requiring Assistance During an Evacuation</b></p>	<p>Persons Requiring Assistance during a building evacuation OFC Requirement:</p> <p><i>OFC 2.8.2.1 (2) (a) (iv) Persons requiring assistance during a building evacuation may be described as anyone who has reduced mobility, a speech, hearing or visual impairment, or a cognitive limitation—regardless of whether or not these conditions are obvious, temporary or permanent.</i></p> <p>A list of building occupants who may require assistance during emergency building evacuations shall be maintained by the Building Owner. In the event of an evacuation, the fire safety plan, and the PRA list is made available to municipal emergency services upon their arrival at the building.</p> <p>. This list is required by code to be updated annually. In order to ensure the protection of your residents, ensure this list is up to date.</p> <p><b><u>NOTE: Persons who are self quarantined due to COVID-19 or are ill with the flu are not required to go on this list.</u></b></p>		



**Building Owners and Managers of  
Residential High-Rise Condominiums in Ontario**

March 26, 2020

<p><b>Accumulation of Combustible Materials</b></p> <p><b>Garbage / Refuse</b></p>	<p>Ensure Interior / Exterior Garbage areas are clean and there is no unacceptable accumulation of materials / garbage that would create a fire hazard.</p> <p>There may be delays in garbage pickup at your building. In response, it is recommended that residents are informed that all large garbage / disposal should be postponed such as furniture, appliances ,etc. The building Owner should also consider daily inspection of the garbage areas.</p>		
<p><b>Building Fire Safety Plan</b></p>	<p>Let's face it, your building's Fire Safety Plan is the "plan" your team uses on a daily basis to keep the building safe. Ensure your Fire Safety Plan is up to date within the past 12 months, and that the list of persons requiring special assistance during an evacuation is up to date, current, and in the Fire Safety Plan Box at your building as required.</p>		
<p><b>Elevator</b></p>	<p>Elevators are a vital tool at your building and one of the most common tests that fall off the completion list is the monthly tests of the in car elevator communication system. It is this system that residents and staff would rely upon to communicate an entrapment or emergency within the elevator.</p> <p>Building Owners should be implementing, if not already a monthly test of the communication system, and ensuring that the audibility of the speaker / voice is clear. This test should be completed monthly as per manufacturers guidelines in order to protect your residents.</p> <p>In addition, elevator maintenance contracts must be maintained as per both provincial requirements and manufactures guidelines.</p> <p><i>Reminder – anytime the firefighter elevator is not working longer than 24 hours, the fire department must be notified.</i></p>		





## Emergency Management Residential High-Rise Condominiums

Area of Focus	Recommendations	NOTES <i>Document what you have completed. If not completing the recommendation – Then document why? Include date and time</i>	Completed By (Initial)
<b>Emergency Response Procedures</b>	<p>Ensure both building superintendent and security has access to <u>current</u> and <u>updated</u> copies of the building’s emergency response plans.</p> <p>Emergency Response Procedures should also include rapid access to building floor plans and building drawings of electrical and mechanical. These drawings are vital during emergencies at your building.</p> <p>In addition, building staff should have rapid access to a list of “branch” isolations points for liquid systems located throughout the building, sometimes referred to as “Valve Charts.” Knowing where these are for both fire protection and domestic water is invaluable in reducing damages and shutting off the water – faster.</p> <p>The following condominium internal emergency procedures should be reviewed based on the risks and liabilities now known;</p> <p>Bomb Threat and Suspicious Packages, Flood / Leak, Emergency Suite Entry Procedures, Power Failure, Medical Emergencies, Fire Alarm System Failure / Fire Watch and Sewer Failure</p> <p><i>(Remind residents to not dispose of towels, wipes, paper towel, grease, or any other foreign material down water drains.)</i></p>		



**Building Owners and Managers of Residential High-Rise Condominiums in Ontario**

March 26, 2020

<p><b>Emergency Management Table Top Discussion</b></p> <p><b>Confirmed Employee Exposure in your Building</b></p>	<p>Have a plan in the event of a confirmed exposure in, or in relation to your building.</p> <p>Consider the scenario (attached link) where a Security Guard is confirmed positive in a high-rise building. In a virtual setting, discuss with Property Management and Directors of the Condominium Corporation and itemize how your building leadership and staff would respond to this.</p> <p>Review the response through the lens of each of your employee’s eyes, as well as a typical resident in your building. Don’t just look for the risks and liability. In using this “lens” approach, it will allow you and your team to be considerate of everyone in your building.</p> <p>Once completed, document the steps that you will take as an organization to respond. It is likely, that you will have to respond in the future, so lets do this now, in a non-urgent, under a “no pressure” manner. We will all respond better!</p> <p><a href="https://toronto.ctvnews.ca/ontario-confirms-two-new-cases-of-covid-19-total-rises-to-20-1.4836586">https://toronto.ctvnews.ca/ontario-confirms-two-new-cases-of-covid-19-total-rises-to-20-1.4836586</a></p>		
<p><b>Family Emergency Preparedness for Residents</b></p>	<p>The current crisis has everyone at home. In a residential condo – that’s where home is.</p> <p>It’s important for residents of a high rise community to ensure you are protecting both your family and the family next door as well.</p> <p>It’s a great time to engage residents on having working carbon monoxide alarms, smoke alarms and well-stocked first aid kit.</p>		
	<p>As a corporation, focusing on both building operations and safety and security, your team should be considering the potential of a mass absenteeism incident in your building.</p>		



**Building Owners and Managers of  
Residential High-Rise Condominiums in Ontario**

March 26, 2020

<p><b>Mass Absenteeism</b></p> <p><b>Emergency Management</b></p>	<p>In a virtual setting, discuss with Property Management and Directors of the Condominium Corporation and itemize how your building leadership would respond to an incident that your building security services are interrupted, or your building operations, cleaning services were interrupted. No need to understand the reason, but it is recommended that corporations at least, consider this as a risk.</p> <p>Consider the following scenario in your discussion:</p> <p>The Emergencies Act is enabled, and the required action is to lock down a community, in which your building is located. Staff will go home after their shift, and a new shift may not arrive.</p> <p>Review the response through the lens of each of your employee’s roles, as well as a typical resident in your building. Don’t just look for the risks and liability. In using this “lens” approach, it will allow you and your team to be considerate of everyone in your building.</p> <p>Once completed, document the steps that you will take as an organization to respond. It is likely, that you will have many questions, and that is ok, but at least you are asking the right questions.</p>		
---	--	--	--



**Building Owners and Managers of  
Residential High-Rise Condominiums in Ontario**

March 26, 2020

---

**RESOURCES**

**NFPA 1600 on Continuity, Emergency, and Crisis Management**

Widely used by organizations on a local, regional, national, and global basis, NFPA 1600, Standard on Continuity, Emergency, and Crisis Management, for those wanting to conduct a risk assessment, business impact analysis, capabilities and needs assessments, and develop emergency and recovery plans. In fact, the National Commission on Terrorist Attacks Upon the United States (the 9/11 Commission) recognized NFPA 1600 as their National Preparedness Standard.

**CSA Z1600**

1st edition developed in conjunction with Public Safety Canada and other stakeholders • Based on the NFPA 1600 Standard (harmonization) • First Canadian standard to include emergency management and business continuity planning for public and private organizations of all sizes.

---

**National Life Safety Group**

Main: (647) 794-5505  
Toll Free: (877) 751-0508