

TO OUR VALUED CLIENTS:

Solution 105 understands that the COVID-19 pandemic situation is evolving rapidly and that there will be more uncertainty in the days to come. We want to make sure we do our part in reducing the impact on our client's operations while reducing the spread of the virus. Solution 105's top priority is the safety and health of our employee team and their families while continuing to provide our services to clients with minimal disruption to their operations and business partnerships.

Solution 105 is taking several steps to prepare and respond to the evolving COVID-19 pandemic. We want our clients to feel confident that there will be no disruption in the services and support we provide. We are extremely fortunate that most of our services are already provided remotely and therefore, do not always require person-to-person contact. We promise that we will continually strive to deliver our services and support in a timely and efficient manner while following the 'best practices' guidelines provided by the appropriate authorities.

In response to this situation, we have implemented the following:

1. We can confirm that no Solution 105 employee has recently (past 2 months) traveled to any of the "high-risk" areas. This restriction will be in place until the public is advised that it is safe.
2. We can confirm that any employee showing signs of sickness related to the COVID-19 virus will stay home to self-isolate until they have been deemed healthy and non-contagious by the proper authority, or have been able to access and pass medically-approved testing.
3. We have put in place communication channels for our employees to prevent any disruption to our service. We have also implemented and tested all resources and systems required to enable all employees to work remotely from home should this become the recommendation from the health authorities.
4. We have encouraged all our employees and their families to follow Alberta Health Services' warnings and instructions as matters continue to develop.
5. Within our own tenant space, we have increased the frequency and intensity of the cleaning of our office and common areas. We thank Yale Properties for their diligence in their response. We have hand sanitizer and disinfectant wipes available.

If you are not familiar with the BOMA Canada Pandemic Guide, it is a valuable resource that can be downloaded here: [Download Guide](#)

If you have any questions or concerns related to the steps we are taking, or the continued provisions of our services, please do not hesitate to contact either of the people below. And of course, if there is anything we can do to assist you in meeting your obligations to your employees, tenants, or clients, please let us know.

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