



A path
built
together.

WHAT'S NEXT: Back to Work for Contractors and Vendors

Guidelines for contractors and vendors
accessing any KRP Properties facility

 **KRP**Forward



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Overview

It has never been more important to collectively focus on the health and safety of ourselves and our employees. We all agree that, without the established protection of our front-line workers, we would not be here today on this path forward. It's our obligation to ensure this is upheld.

Maintaining and servicing our assets is crucial to all of our businesses' success and longevity. We rely heavily on you; our vendors, contractors, suppliers and others to assist us with these tasks. In order to safeguard our path forward, we must respect the guidelines set out by the Ontario Ministry and OPH as well as widely-accepted industry practices.

We have all been asked to review and enhance our existing health and safety policies to shield our employees from any unnecessary hazards. As the employer, we ask that YOU provide KRP with a Health and Safety representative who will be responsible for maintaining regular communication regarding internal health and safety policies and actions; attendance and movement logs (within the buildings, sites, jobs, parks); reported illness; potential risks; etc.

The Province of Ontario has emphasized the importance of tracking where employees have worked. If an employee tests positive for COVID-19, Ottawa Public Health may ask employers to provide information regarding employee work locations as well as information of any other employee that may have been exposed. Reference [covid-19.ontario.ca](https://www.covid-19.ontario.ca) for more information. Please track this information diligently and be prepared to share this data with KRP when and if necessary.

To ensure KRP is providing a comfortable building environment, we are eager to welcome each of you back to our buildings with the following protocols in place:

- a. KRP will be enhancing and enforcing our current access procedure. ALL work, whether a onetime service visit, regular maintenance or emergency call, must be scheduled through access@krpproperties.com a Minimum of 24 hours in advance. See the following section outlining access information for further details;
- b. **On the day of the scheduled work and prior to arriving**, each persons MUST complete and submit electronically a [KRP Properties Questionnaire/Screening Form](#)

[\(Personal Health Scanning Survey\)](#). KRP will distribute this link to the questionnaire via email to your designated health and safety representative to share with all site personnel;

- c. Non-essential visits to any of the KRP offices (including security and operator offices) are PROHIBITED. Essential visits to KRP offices must be scheduled a minimum of 24 hours in advance and all attendees must wear, at a minimum, PPE gloves and non-medical ('civilian') mask;
- d. Any vendor traveling or working in common areas and/or tenant suites must wear, at a minimum, PPE gloves and a non-medical mask;
- e. Any vendor working within 2m (~6ft) of a KRP employee, secondary vendor, tenant or guest must wear, at a minimum, PPE gloves and non-medical mask.

As we adapt and settle into these new processes, from time to time KRP may alter or make changes to the system in order to best suit the operational requirements. Please check the website regularly for the most up to date version of the Documents and Forms.

Kindly acknowledge receipt and understanding of this document. Failure to cooperate or comply with these above guidelines and recommendations could result with a request to leave KRP premises. Restrictions or limitations to you being invited back may also apply. KRP will not be held financially responsible for any billable hours spent on delays or denial of entry due to noncompliance of the above noted protocols.

Please note, this is not a legal document. Requests and recommendations should be implemented in compliance with requirements under the Occupational Health and Safety Authority, Ottawa Public Health, Province of Ontario and any other applicable governing party.





Site Access Procedure

Should you be a vendor, contractor, sub-contractor, supplier or tenant who is coordinating any of the above trades requiring access to a KRP building for a onetime service call, ongoing maintenance or designated project, we kindly request that you comply with the steps noted below.

With a minimum of 24 hours advanced notice, send an email (Subject line must include name of project and building address) to access@krpproperties.com including:

- a. Building service address and location;
- b. Tenant name (if applicable);
- c. Name of Contractor(s) to be onsite (including subtrades);
- d. Full list of all technicians who will be accessing the site;
- e. Location(s) in building access is required (i.e. third floor electrical room);
- f. Detailed scope of work.

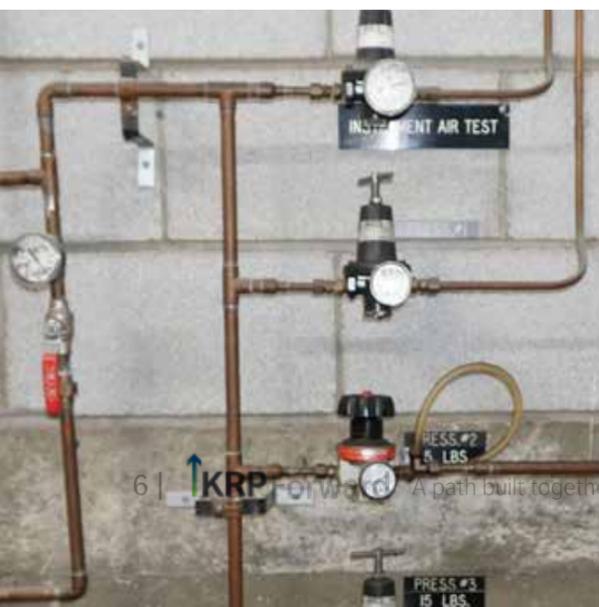
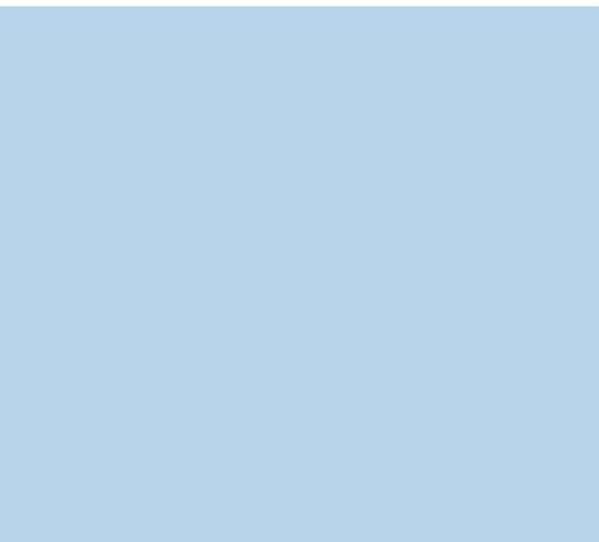
Ensure you coordinate the applicable access protocol with your KRP contact prior to arrival onsite. If you require a security badge or key signed out or a Hot Work Permit, makes sure all relevant information has been provided in advance.

Emergency service calls do not require 24 hours' notice; however, notice to KRP Properties is required.

Please note, last minute availability does not constitute an emergency and KRP reserves the right to deny access to any tenant or contractor should they not provide 24 hours' notice.

Should you have any questions please don't hesitate to contact our office and we will be happy to assist you through the process.

Thank you in advance for your complete cooperation.





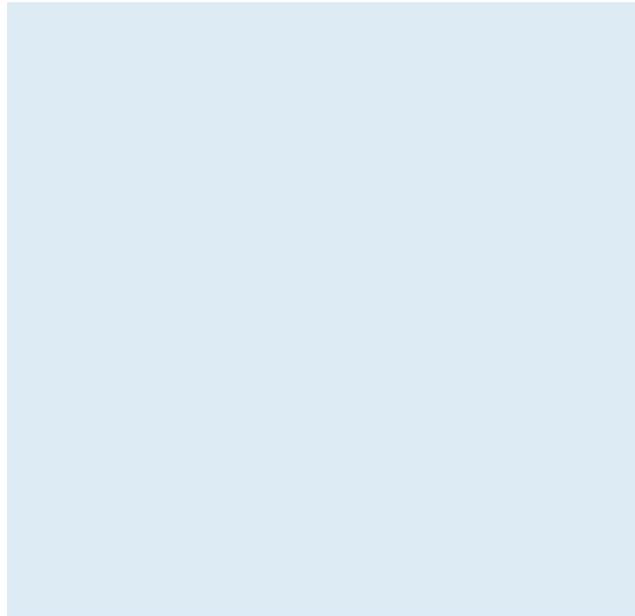
External Resources

Province of Ontario Guidelines | [Web](#)

Ottawa Public Health | [Twitter](#) [Facebook](#) [Web](#)

Ontario Ministry of Health | [Twitter](#) [Facebook](#) [Web](#)

Health Canada / Public Health Agency of Canada | [Twitter](#) [Facebook](#) [Web](#)



KRP Forward, a path built together.

KRP Forward is a reflection of our collaborative approach to paving a new path forward that is progressive and innovative all the while supporting community needs.

