

Best Practices for Return to Work in the Financial District

Bulletin



May 5, 2020

ABOUT THIS BULLETIN

The Financial District Business Improvement Area released its report, Best Practices for Return to Work in the Financial District (V2), on May 1, 2020. [\[LINK\]](#) Drawing on the experience of several major landlords, this report outlines a uniform approach to future property operations that will ensure a high level of comfort for returning workers.

The report identifies several items that were top of mind for property managers as of May 1, 2020; however, we acknowledge that the situation will continue to evolve. For that reason, we will continue to provide update bulletins as additional information is requested or becomes available. Below we've included information based on early requests from landlords.

TENANT WORK ORDERS

Landlords have requested recommendations for protocols when responding to tenant work order requests.

Recommendations

- Request that tenants vacate area prior to work commencing.
- Require tenants to specify a time work can be completed to allow work order area to be vacated.
- Where possible, schedule work order fulfillment during off-hours.
- Ensure protocols are agreed upon between landlord and tenant for workers to enter premises where health screenings have been implemented.
- Ensure workers are provided with adequate Personal Protective Equipment (PPE).
- Ensure workers disinfect space appropriately following work order completion.
- Ensure equipment is disinfected between each work order.

IREM PANDEMIC GUIDE FOR REAL ESTATE MANAGERS – RESOURCES FOR REOPENING YOUR PROPERTY

This guide assists real estate managers in navigating the challenges of reopening their properties responsibly and safely.

Key points for reopening properties include:

1. Adhere to health department dates and guidelines.
2. Resist any pressure from tenants to deviate from public health guidelines.
3. Use clear and consistent communications with staff and tenants.
4. Prepare the property before re-occupancy to be ready for reopening day.
5. Be flexible as operations restart and adjust as necessary.

Also included in the guide are practical checklists for various asset classes to assist teams in reopening their properties. The full guide can be found here [\[LINK\]](#).

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TEMPORARY DISPOSAL CONTAINERS FOR PPE

At the request of landlords, we have researched temporary disposal containers for Personal Protective Equipment (PPE). Innovative Displays, based in Mississauga, has provided a spec sheet [\[LINK\]](#) for temporary waste disposal bins. These include an optional lid with a small hole. Pricing is provided below (not including optional lid feature):

Quantity	Pricing
50	\$45.95 ea
100	\$42.95 ea
250	\$39.95 ea
500	\$36.95 ea
1000	\$29.95 ea
2500	\$26.95 ea
5000	\$23.95 ea

For more information, contact Innovative Displays at (416) 855-3390 or mfoley@innovativedisplays.com.

ABOUT THE TORONTO FINANCIAL DISTRICT BUSINESS IMPROVEMENT AREA

With a mandate to promote economic development in the Financial District, the Financial District BIA represents the area on issues of transportation access, economic competitiveness and collaborative planning and investment. Follow [@MyTOFD](#) for daily updates about the area.