

October 15, 2021

All Tenants

## BENTALLGREENOAK COVID-19 VACCINATION POLICY

Protecting the safety and security within shared workspaces and the buildings that we operate on behalf of our investors, clients, and tenants is a primary responsibility for BentallGreenOak (BGO). Therefore, we've implemented new requirements for all BGO employees, on-site contractors, and service providers.

Guided by Health Canada guidelines, BGO recently launched an internal Vaccination Policy. The policy requires that all employees be Fully Vaccinated by November 1, 2021, to enter a BentallGreenOak office or managed property. "Fully Vaccinated" means having received the completed series of a COVID-19 Vaccine, as defined by provincial public health guidelines.

In alignment with the policy, as of November 1, 2021, all contractors and service providers engaged by BGO must be Fully Vaccinated to (i) access tenant premises and/or perform indoor tenant-facing work, and (ii) access Property Management workplaces within a BGO managed building (for example, property management offices, security offices, concierge desks, etc.).

It is only by extending this policy to contractors and service providers that BGO can ensure complete compliance with COVID-19 safety requirements, as outlined by Health Canada.

In addition to providing a vaccination attestation, contractor and service provider employees must also participate in daily Health Screening by using BentallGreenOak's COVID-19 screening tool. Under no circumstances will access be granted to any contractor or service provider that fails to meet these safety requirements.

If you have any questions, please do not hesitate to contact your BentallGreenOak on-site Property Management team.

Thank you in advance for your cooperation.

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