



# Notice of COVID-19 Measures

The Don Area Co-op board has taken certain actions to protect the safety and well-being of members and staff and to help slow the spread of the COVID-19 virus during this evolving outbreak.

## The following protocols are in effect until further notice:

**All co-op meetings are cancelled.**

**The office is closed to in-person contact with staff**, but in order to minimize disruption, Denise and Carlos are still working. Your payments will be deposited and the bills will get paid as usual. However, **all regular maintenance work is on hold. Only urgent or emergency work orders will be attended to.**

If there is urgent or emergency work that requires someone to enter your unit, please be prepared to answer a few questions that will help the person assess potential risk of exposure to the virus before they enter.

You can reach Denise and Carlos by phone or text message, by email, or by leaving a note in the office door. Here is how to get in touch:

### Denise

- leave a voice mail message at 416-923-9574
- send a text message to 647-321-9574
- email to [office@donarea.com](mailto:office@donarea.com)
- drop a note in the mail slot in the office door

### Carlos

- leave a voice mail message at 416-923-9574
- email to [maintenance@donarea.com](mailto:maintenance@donarea.com)
- drop a note in the mail slot in the office door

You are encouraged to kindly check on and provide assistance to your neighbours who may be in need, such as running errands for them.

Please send any suggestions to the board (through Denise) of assistance that the co-op might be able to provide to members.

The Board of Directors  
March 19, 2020

**don area co-op**

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