

**NAV CENTRE:
COVID-19
What to Expect Summary Sheet**



STAY UNDER OUR WING

NAV CENTRE
1950 Montreal Road
Cornwall (Ontario) K6H 6L2

WELCOME BACK TO THE NAV CENTRE

Welcome back to the NAV CENTRE! This summary document includes new protocols that have been implemented within the NAV CENTRE to ensure safety and compliance with legislated requirements for COVID-19 by the province of Ontario. Adherence is intended for all that frequent the NAV CENTRE, including employees, contractors, tenants and customers.

COVID-19 VACCINATION

To protect the health and safety of employees and others, NAV CENTRE COVID-19 measures as well as the policy will follow and is consistent with the Ontario Regulation 364/20. Any contractor, sub-contractor, vendor, clients or guests who work or visit the NAV CENTRE facility will need to be fully vaccinated against COVID-19 from the Ontario Regulation 364/20.

BEFORE ENTERING THE NAV CENTRE

- Clients, contractors, tenants and customers displaying any symptoms of the flu, or COVID-19 will not be permitted to enter the NAV CENTRE. It is recommended to stay at home, contact a medical centre or the health services designated by the Ontario Health Unit and follow their guidance.

SHUTTLE VEHICLES

- The NAV CENTRE will continue to work with a third-party company to provide shuttle vehicle services as required. Individuals will be required to follow protocols in accordance with the third-party shuttle service providers.

ENTERING AND EXITING THE NAV CENTRE

- Guest, contractors, tenants and customers will be required to complete the Visitor Self-Assessment Form before coming to the NAV CENTRE. Please see Appendix B.
- Guest, contractors, tenants and customers are not permitted to be accompanied by a non-business-related visitor and entry at the NAV CENTRE will be denied.
- The designated entrance and exit for employees, contractors, tenants, students and customers, unless otherwise indicated, is through the main lobby located on the East side of the facility.
- This entrance will be accessible 24 hours a day and is monitored by the lobby security and screening desk.
- Photo I.D. will be required at the entrance.
- The level 2 procedural mask is required to be worn in all public areas of the facility. Please remember to bring one with you or we will provide to you upon your arrival at the main entrance.
- Your personal information is maintained in a secure location in accordance with applicable privacy laws.

CHECK-IN

- Check in will be done at the front reception desk after you have passed through the lobby, security and screening desk health check.
- There are floor markings and signage in place to remind guests, contractors, tenants and customers to physically distance while waiting for service.
- Plexiglass has been installed at the reception desk and all NAV CENTRE associates are required to wear a level 2 procedural mask and room keys are disinfected between each use.
- Electronic copies of your receipts are encouraged, with paper copies only available upon request.

ELEVATORS

- Avoid using elevators at the NAV CENTRE if you are able to use the stairs.
- If this is not possible, there is a limit of 1 person per elevator at a time.
- Masks are mandatory and required in all public area and when using the elevators.

GUEST ROOM HALLWAYS

- COVID-19 protective equipment includes a level 2 procedural mask are mandatory and required in guest room hallways.

GUEST ROOMS

- Guest rooms have been sanitized and sealed before your arrival.
- For short-term stays guest rooms will not be cleaned during your stay for your protection, unless specifically requested.
- Some amenities, such as coffee machines, have been removed from the rooms to limit the number of touch points. If you would like to request additional amenities, please call reception by dialing '0' from your in-room telephone.

RESTROOMS

- The level 2 procedural mask always be worn in the public restrooms.

CONFERENCE AND MEETING SPACES

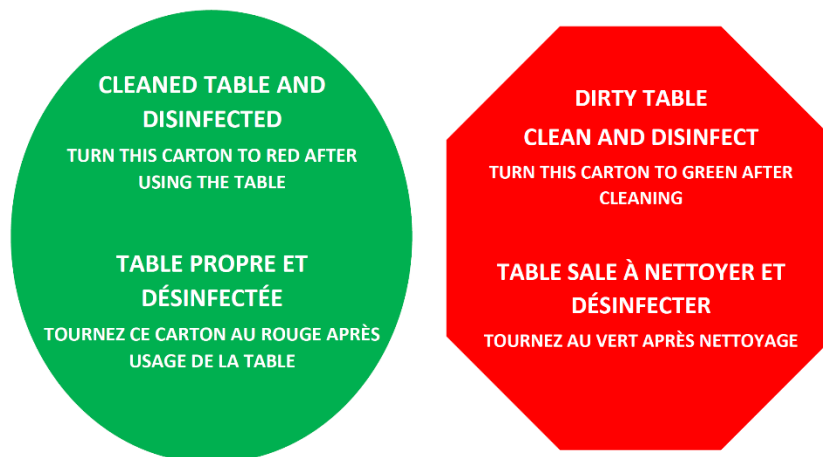
- Hand sanitizing dispensers are provided in all common areas and before entering each meeting room.
- Sanitization wipes are provided for all shared high-touch equipment, such as: AV equipment, laptops, podiums, microphones, etc.
- Conference room doors, tables, chairs, light switches and other equipment are sanitized after each group use and twice daily.
- Occupied meeting spaces are disinfected nightly with the NAV CENTRE's new Clorox 360 machine.

- Seating capabilities and floor plans are reviewed by the Conference Planning Team to ensure proper physical distancing that follow current guidelines in coordination with the catering and banquets teams.
- Contact-free or limited contact service for all catering and banquet options is encouraged.
- All site inspections are done virtually or using appropriate physical distancing 2m rule.
- Signage is posted throughout the conference area to remind customers to follow recommendations, such as: maintaining physical distancing 2m rule, frequent hand washing, etc.

DINING

Propeller Restaurant

- Sanitizing your hands before entering Propeller restaurant is mandatory.
- The ‘in and outs’ and line-up areas within Propeller restaurant are defined by visual aids designed to maintain physical distancing.
- Plexiglass has been installed throughout the restaurant and NAV CENTRE staff are required to wear COVID-19 protective equipment as an additional preventative measure.
- Meals are being served to you cafeteria-style or is offered as a “grab and go” option.
- The restaurant capacity has been reduced by 50% and seating with no limite on the number of people per table as per the guidelines of Ontario.
- Tables are being disinfected after each use. Signage is being used within the restaurant, as shown below, to indicate which tables are safe to eat at.

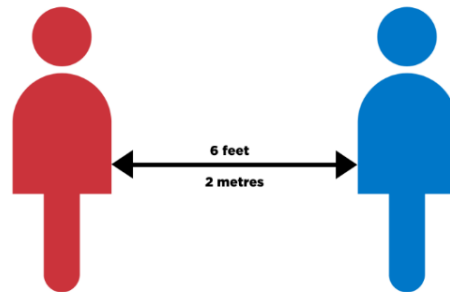


OTHER OUTLETS

- All other outlets at the NAV CENTRE, including NAV FIT, Jet Set Pub and the Stonehouse Lounge + Grill, remain closed for the general public and while we monitor guidance provided by Public Health. When a re-opening date becomes available for these outlets, an announcement will be made on our website and social media platforms.

HYGIENE MEASURES

All guest, contractors, tenants and customers must practice physical distancing by standing at least two metres away from others while in the NAV CENTRE. Tables, chairs and other physical barriers have been arranged to ensure appropriate distancing. the level 2 procedural mask is mandatory required in the public area of the NAV CENTRE.



- A reminder to wash hands frequently, with soap and water or hand sanitizer, especially upon arrival at the NAV CENTRE, before and after using the restroom, after blowing your nose/coughing/sneezing, and before eating.

COVID-19 PROTECTIVE EQUIPMENT

- We have designated zones throughout the NAV CENTRE that will denote what type of COVID-19 protective equipment is required in each zone.
- See below table of the designated zone.

<i>Green</i>	<i>Yellow</i>	<i>Pink</i>	<i>Red</i>
<ul style="list-style-type: none"> • Single offices without visitors • Hotel rooms/residence (for individual clients) • Propeller Restaurant when sitting down to eat or drink) • All the meeting rooms spaces with 2-metre distance. 	<ul style="list-style-type: none"> • Single offices with visitors • Main academic or conference hallways • Common / public spaces • Academic area with 2-metre distance • Shift operator office • Single offices in a common workspace • Laundry room • Guest room hallways • Restrooms • Main Lobby • Service level • Security office • The Café • Propeller Restaurant Elevators (2, 3, 4 and 5) with maximum one person at a time as per ACC guidelines 	<ul style="list-style-type: none"> • Kitchen 	<ul style="list-style-type: none"> • Any office where the 2m physical distancing is difficult or cannot be respected • Hotel rooms/residence (Housekeeping Staff)
<i>COVID-19 Protective Equipment Required</i>			
1. No COVID-19 protective equipment required, with minimum of 2 m of separation	1.The level 2 procedural mask	1.The level 2 procedural mask 2.Glove	1.The level 2 procedural mask 2.Glove 3.Face shield

SIGNAGE

- Signage throughout the NAV CENTRE is displayed in each zone as per the chart above for clarity.
- Visual health and hygiene reminders are also posted throughout the facility, for your reference.



THANK YOU FOR VISITING THE NAV CENTRE

Thank you for visiting the NAV CENTRE! As always, your safety and well-being is our top priority. We hope that your stay with us is pleasant and that we meet or exceed your expectations. If there is anything additional that you require during your stay, please feel free to reach out. Thank you for growing with us as we make changes to the facility in response to these difficult COVID-19 times.

Please note that this document is subject to change as the NAV CENTRE's Policies and Procedures are updated to reflect Government guidelines and considerations.

APPENDIX B – COVID-19 SELF-ASSESSMENT FORMS

Below is a table of the applicable NAV CENTRE COVID-19 Assessment forms along with a link to the most recent version of these documents:

<i>Form</i>	<i>Who Will Use</i>	<i>See the attchement</i>
NAV CENTRE Visitor, Self-Assessment Form	NAV CENTRE Visitors, customers, and tenants.	Appendix B – Visitor Self-assessment Form
NAV CENTRE Daily Wellness Briefing visitors, clients, and tenants Daily Wellness form	NAV CENTRE Visitors, clients and tenants.	Appendix B – Daily Wellness Briefing (visitors, clients, and tenants) Form 2