

Tuesday March 17 through Friday March 20 2020 - 9:00am - 5:00pm

Saturday March 21 and Sunday March 22 2020 - 10:00am - 3:00pm

Good afternoon Ladies and Gentlemen..._

Thank you for being diligent and patient as we all learn how to properly deal with the Covid-19 Virus impacting each of our daily lives.

Royal LePage Canada and Phil Soper have sent out various correspondences on this matter... please see his video from Facebook yesterday here:

[https://www.facebook.com/groups/RoyalLe ... 840683709/](https://www.facebook.com/groups/RoyalLe...840683709/)

On Friday March 13, 2020 and on Sunday March 15, 2020, Kent and Jason also sent out to everyone a correspondence drafted by Royal LePage Canada with respect to some cautionary suggestions as we all learn how to move forward with this situation to do our part in preventing the spread of this virus through our communities. (Please See attached to this email various direction documents)

As noted yesterday, March 16, 2020.

we have not been instructed by health officials to close our offices but know we are taking the health and well being of everyone that is associated with Royal LePage Team Realty very seriously as we know you are doing the same with your families and your clients.

We are limiting or preventing the public interaction inside our offices, we are reducing our staff attendance in the office. (Signs have been posted at both offices entrances)

We are moving to reduced hours in the Carling Office for the balance of this week and having our staff in attendance activating additional cleaning activities on all surfaces, counters, table tops...

The safety and well being of all our people is of utmost importance to all of us. We always embrace a family first attitude and approach.

**Carling Office Hours / Two or Three Administration Staff Daily -
Rotation Basis / No Evening Hours**

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Do Not Come To The Office Unless Absolutely Necessary

If you need assistance - please call us - please email us - please text us - we will do our very best to assist you.

On Friday March 20, 2020 we will revisit this schedule for the following week

Kent and Jason will continue to monitor the situation as will everyone and we will take the appropriate actions to ensure we follow public duty and ensure our people are safe and sound.

Deposit Delivery Tables

Stefanie and Monica have set up Deposit Cheque Delivery Tables both upstairs and downstairs in the Carling Office. Like the Ladies in Kanata Hazeldean have also done... this table includes a pen, envelopes, soon individual hand wipes and instruction for the clients or fellow Realtors to follow upon arrival at the office.

I think that covers it for now...

We are here and ready to assist... be safe... keep our work space safe... if you come in to do anything... please ensure you follow the guidelines we request and wipe down areas you touched.

Helping you is what we do...

Cheers...

Brian