Date

[Condominium Corporation Name]

**2020 Meeting Procedures (in light of Coronavirus – Covid-19)**

1. **If you have any symptoms – if you are at all unwell – please don’t attend the meeting. Instead, please attend by proxy or by electronic means (where this is possible – more on this below).**
2. **Before the meeting: All attendees please thoroughly wash your hands.**
3. **AT THE MEETING:**
4. **There will be a bottle of hand sanitizer at the registration table. Everyone must fully and carefully wash their hands with the sanitizer. [Note: Condominium corporation to first verify that hand sanitizers are in supply.]**
5. **Absolutely No Handshakes! Instead, attendees may engage in elbow or forearm bumps (if you see the need).**
6. **No sharing of pens or documents or anything else (at the meeting)!**
7. **Where possible: Keep one empty chair between unrelated attendees.**
8. **The Chair may adjourn the meeting at any time if the Chair has any concern for the health of the attendees of the meeting.**
9. **GENERALLY: We reserve the right to postpone the meeting at any time, if we see any potential health concerns for owners attending the meeting.**
10. **Depending upon all of the circumstances, we may investigate the possibility of holding the meeting by “skype” or similar platform – thereby allowing all owners to attend on line. If arranged, we will provide notice of such to all owners.**