

March 24, 2020

To Whom It May Concern,

In light of the continued spread of COVID-19 and more recently, the 'global pandemic' declaration by the World Health Organization and the shutdown of all non-essential services by the Ontario government, we continue our precautionary measures to ensure the health and safety of our employees, clients and community.

Effective immediately, Macdonald Zuberec Ensslen Architects are implementing the following:

- The office location is closed but all Staff will continue working from home and will be available via online meetings, conference calls or email.
- The phone system will be monitored, and messages will be distributed to the correct parties.

It is our intention to continue to conduct our regular business operations and make every effort to ensure this situation does not impact the quality of service and support we are providing to our Clients. Every effort will be made to meet all our current deadlines to the best of our ability. We will continue to monitor the situation and will update our Clients as necessary.

We remain confident that we will get through this together and wish everyone the best during this unique and challenging time.

MACDONALD ZUBEREC ENSSLEN ARCHITECTS INC.

Harald Ensslen, B.Arch, OAA, FRAIC

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