

## **Berkeley Castle Covid-19 Update**

### **# 1 – March 16, 2020**

We ask that you keep yourself informed as to the latest information available and make the best possible decisions for yourselves as individuals, and for your business.

At Berkeley Castle we are taking the following measures to keep the building, you, and our people as safe as possible...

#### Berkeley Castle Measures:

- Outer Tenant doorknobs and common area door handles are being wiped down with a disinfectant every night.
- Our Cleaning Staff are now using Rinsol 4500 to clean and disinfect. This is a stronger cleaning product used by hospitals and the food service industry.
- We have added extra cleaning time to ensure additional attention is being given to ensuring bathroom surfaces and stall handles are well disinfected.
- Throughout the building we are also paying special attention to the buttons inside the elevators and on each floor outside, the stairwell railings and any doorways that can be pushed or uses doorknobs.
- Over the next couple weeks, you will likely see some of our staff using masks and eye protection. This is PPE that we already carry and require them to use, we are simply broadening the tasks where we require their use.

#### Tenant Measures:

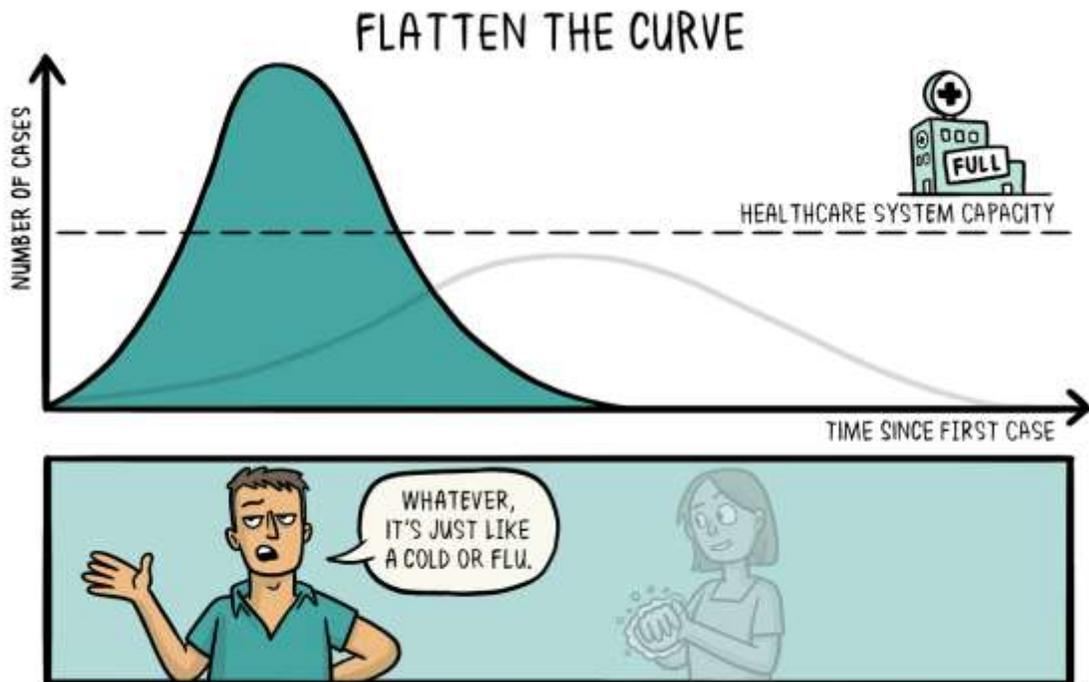
Your office can take the following measures to protect you and your colleagues...

- Clean your common spaces regularly throughout the day.
- Pick a colleague to daily disinfect doorknobs and kitchen surfaces in your suite.
- Keep your personal work-space surfaces clean.
- If you are sick – STAY HOME!!
- Wash your hands, and practice social distancing.

As more knowledge and information becomes available, Berkeley Castle Management will respond as quickly as possible to make appropriate changes to any measures we are taking. If its easy for you to do, work at home.

FYI – Hand sanitizer and many cleaning products are manufactured locally and readily available. Canadian Tire advises that if stock is low, there will have more stock in a few days

...If you want a “wedge” to keep any doors open while you are at work, we have a box of them sitting outside our office door – free for the taking.



@SIOUXSIEW @XTOTL @THESPINOFFTV

'ADAPTED FROM THOMAS SPLETTSTÖCKER (@SPLETTE) AND THE CDC'