

Berkeley Castle Covid 19 - Tenant Update

11 - May 25, 2020

OCERA: The program officially goes on-line today. You may qualify if your gross monthly revenues have gone down by 70%.

If you haven't already discussed this program with me, I am asking that ALL tenants who expect to qualify for this program to send me an email advising me so. I can then begin to prepare the documents that I need to complete. As a tenant, you will need to register, and complete the attestation form whereby you declare that your company meets the requirements of the program. Businesses in Ontario are asked to wait until **tomorrow** to begin registering. You can register through [this link](#), under the **APPLY NOW**. Once I receive your completed attestation, we will complete the rent reduction form, and they will be submitted to the appropriate agency for approval in the program. Like you, I don't have access (yet) to any of the forms. Yesterday there were draft samples available to look at on-line that seemed appropriate for our needs. Once we see the forms, if you have any questions, we can work things out together.

Face masks: I protect you, you protect me: Wearing my NMM (Non Medical Mask) – It can be confusing.

Hopefully, we will soon see more and more things opening up in Ontario. As people start to leave their homes, and venture outside, you'll likely need to own a few NMM's. Depending on where you go outside, and what you do, you may need more than one clean NMM each day. You can almost be certain that Berkeley Castle will require that all people coming to the building will need a mask when using common areas (and anywhere it is difficult to distance).

We don't know yet what NMM rules will be made mandatory, but you want to use common sense, and not be caught short if you need to wear one. There are lots of you tube videos out there of ones you can make if you are great with a sewing machine, and ones you can make that are "no sew". You can also buy on-line.

I've spent loads of time sewing masks for my family. Then I came upon this "no sew" mask that I think is great. The [link](#) is for a French explanation. I tried to find an English version to no avail. Its pretty self explanatory though. If you don't want to use P.J bottoms, you can use a buff (neck gator) – that's what I did. One buff, if you cut in half makes two masks.

One of the most confusing things about NMM's is how to correctly wear them. The main points are:

- 1) Wash your hands before you put one on, wash again when you take it off.
- 2) Cover your nose and mouth

- 3) Don't touch your face while wearing the mask (trust me – that itch on your nose will go away)
- 4) Wash in machine, or warm soapy water for at least 20 seconds.
- 5) Replace the mask when its damp.

[CBC Report Information Link](#)

- 1) Maybe you don't qualify, but do you have another small business or individual that rents part of your office space? Has their revenue gone down 70%? Maybe they qualify?
- 2) If you are borderline, are you sure you are using the most advantageous method for calculating your revenues?

Once I complete the application, it is submitted for the entire complex, and no adjustments can be made. We certainly don't want any tenants to miss this program if they qualify.

If you have any related questions that you need answers for, please let me know (before Monday June 1). I will be contacting our accounting firm for their professional opinion and will do my best to have all questions answered.

For those of you who do qualify, if you haven't already, please remember to send in your attestation. By the end of the weekend, you will be receiving another note from me requesting additional information.