

## Berkeley Castle Covid-19 - Tenant Update

# 18 – July 12, 2020:

Contact Tracing: We are all working hard to make sure we keep safe. Contact tracing is the best insurance policy you can have in case something goes wrong. Until all the new apps are active and working, keep your own records of where you've been, and when you come to Berkeley castle, make sure you sign in – Once every day that you come.

Planning for Stage 3: Stage 2 came upon us pretty quickly.

Berkeley Castle has been successful in managing the building during Stage 1 & Stage 2. We are currently working on the changes that will be needed when Stage 3 is announced. As said before, this situation is "fluid", and our measures will change as needed. Once Stage 3 is announced, we expect to have our plan written in a clear and concise manner that we can distribute to all our tenants. Make sure your own office is ready for stage 3.

### Resources to help you get ready:

Every tenant in the building should have an individualized return to work health and safety plan for their own staff. We can take you to the door of your suite, but after that, you need to take on the responsibility for yourself and your staff. There is so much out there, and I have been doing a lot of reading. None of us want to "re-invent the wheel" in preparing the right return to work procedures. Below is some info, and some links as well. We have a lot of resources available to us.... If you have found a great resource, let us know so we can share. If you need some help, please don't hesitate to reach out to us.... We even have a tenant in the building for whom health and safety is a huge component of their business, they can even work with you to write your personalized program.

### Return to work info:

City of Toronto: [Toronto Link](#)

Province of Ontario: [Ontario Link](#)

Government of Canada: [Canada Link](#)

Workplace Safety: [Resource Link](#)

Return to work resources: [Resource Link](#)

Plexi dividers: [www.theofficeshop.ca](http://www.theofficeshop.ca) ; [www.azizdesigns.com](http://www.azizdesigns.com)

Washable face masks : [www.sendusmasks.com](http://www.sendusmasks.com)

## REOPENING TORONTO BUSINESSES & WORKPLACES DURING THE COVID-19 PANDEMIC

