

# Berkeley Castle Covid 19 - Tenant Update

## # 21.1 - August 4, 2020

### Phase 3 specific information.

Phase 3 was announced for Friday July 31<sup>st</sup> in Toronto.

We have been working hard the past 21 weeks to make sure that Berkeley Castle is safe for all the people who have been coming to work each day. With Phase 3 official, this opens up the complex for all staff to be able to return to work, as long as each company provides a safe workplace inside their own office.

For this new phase, we have updated our COVID safety guidelines to reflect a full opening of the complex, and more traffic in the buildings each day.

Attached are two documents.

- 1) A one page "cheat sheet" that we ask that you send in advance to any visitors you expect to the building. This quick read will also highly benefit any staff who haven't been in the building for some time.
- 2) Our full COVID specific safety guideline and Policies. If you still have questions after you have read this, please don't hesitate to ask.

You can print both documents, but in forwarding the document, all the links are active.

Today, we had a security guard on duty to ensure you know what to do, and how we expect you to behave. We handed out the "cheat sheet" to everyone who entered the building, and have copies readily available at the security desk, and when you come in by the garage.

A full copy of our safety guidelines and policies will be available to read at the security desk. Another copy is posted near the bulletin board in the loading dock area.

Our procedures will change, as they are dependant on how many people enter the building, and which part of the building they will be accessing. Again, as you start to have staff return to work, if you haven't already, please let us know how many people, and when you expect them so we can plan ahead.

Together, let's limit the spread of COVID-19 and prevent future outbreaks.

[download COVID alert](#)