

## Berkeley Castle Covid-19 - Tenant Update

### # 3 – March 24, 2020

A new day, a new plan.

Today, our offices and the buildings are still be open. We don't know yet what will happen tomorrow. If you don't have your own key to get into the complex, please call the number posted on the door of the 2 Berkeley Street entrance to gain access.

**Building access:** If your business is considered an essential service and you have staff coming in to work, *please let us know by email as soon as possible*. We want to ensure that tenants who need access to the building can do so easily and safely.

**Mail pick-up:** Much of your mail is being left with us. If you need to collect it, please contact the Management Office first by email or phone so we can have it ready for you to pick up.

**On-going construction:** The brick repair construction project that started before any restrictions, is still allowed to continue. Berkeley Castle Management, and the construction company are working closely to ensure that all their staff are being provided with the safest possible environment to work in.

**Management Office:** At this time, please send all emails to both [Linda@BerkeleyCastle.ca](mailto:Linda@BerkeleyCastle.ca) & [Melody@BerkeleyCastle.ca](mailto:Melody@BerkeleyCastle.ca). This way, we can ensure a prompt response. We will be answering the main phone line (416)366-3704, but we prefer that you email, unless it is urgent.

**STAY SAFE...  
PRACTISE SOCIAL DISTANCING  
WASH YOUR HANDS  
ISOLATE YOURSELF IF YOU FEEL SICK**