

Berkeley Castle Covid-19 - Tenant Update

2 – March 22, 2020

By the end of last week, we noticed that many of you have some, many, or all of your staff working from home. As we mentioned in our last e-news, our procedures will change as new knowledge is gained. Regardless of whether you are coming into work or not, the information we are providing is important to all, so we ask that you read this memo in full and circulate to all your staff.

Building access: The complex will remain open and available to access 24/7, but the access through the east and west gates will be locked so you will have to enter by the 2 Berkeley doors. The Management Office will be operating on reduced hours. To protect our on-site staff – we are respecting social distancing. So, if you need to reach us, please call or email rather than stopping by. If you need to see us, please pre-arrange.

Hand washing: As you enter the complex please proceed to the main floor washroom and wash your hands following the instructions posted. **NO EXCEPTIONS**

Security: If you are not in your office daily, with your permission, we can perform occasional inspections inside your suite to ensure all is in order. Please contact us to arrange. We also encourage you to turn off your computers, monitors, printers (not just sleep mode). If your fridge is empty, can we turn it off? If you have a newspaper delivered, please have it put on hold.

Mail delivery: It was discovered that the letter carrier was taking all mail back to the postal station whenever they found an office closed. On Friday, we gave permission / advised the letter carrier to bring all undelivered mail to our office. If you are coming in to get mail, please call us in advance.

Common areas: Last week, we blocked off some stairwells in order to concentrate on keeping the areas we have open clean and disinfected as best as we can. With fewer people coming to work, this week, we will be reducing the number of public washrooms available to free up more time for additional cleaning. The ground floor washrooms at 2 Berkeley will have the doors propped open. We ask that everyone use those washrooms upon arrival into the complex to wash your hands – **NO EXCEPTIONS**

250 The Esplanade: The Lobby renovation is complete and on schedule. As of Monday morning, the lobby will be back in use but accessible only through the Courtyard. There are still a few minor deficiencies, but those repairs won't affect use of the new lobby. The new swipe

cards/fobs will be ready later this week. As with the old keys, they will only be required for evening and weekend access. Each tenant will receive two swipe cards. We ask that you call or email the office before you come to pick them up.

Parking garage: for those of you who park in the underground garage, new swipe cards are now available. A separate email with those details is being sent. We are aiming for only one person per company to give the to cards for distribution.

If any of our visible implementations become problematic for you, please advise us right away.

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