



Berkeley Castle

A Downtown Toronto Historical Building with Office and Retail Space

Rules and Considerations During COVID-19 Pandemic

DOING MY PART

Wear My Mask
Wash My Hands
Stay 2 Metres Apart

ALL VISITORS MUST

1. Self-screen before entering the building.
2. Wear a mask or face covering in all public areas at all times.
3. Sign In at 2 Berkeley Street or Princess Garage lobby.
4. Wash hands on the main floor at designated hand washing stations.
5. Minimize amount of hand contact in all public areas.
6. Follow social distancing rules as much as possible wherever possible.
7. Maximum 2 people per elevator.
8. Use the proper staircases – one is for up and one is for down.
9. Wash your hands regularly throughout the day.

TENANT CONSIDERATIONS

- Work from home
- Self screen
- Get tested
- Wear a mask
- Stagger start and break times
- Practice hygiene
- Sneeze and cough into your sleeve.
- Avoid high-touch areas, including handrails and public transit poles.
- Clean your hands, avoid touching your face after touching a high-touch surface.

PUBLIC WASHROOM ETIQUETTE

1. Public washrooms are single occupancy, gender neutral.
2. If both washrooms are occupied, wait in designated area and maintain distancing.
3. Upon entering, remember to lock the door.
4. Please leave public sink area tidy and dry after use.
5. Upon exiting, use paper towel to open and unlock door.
6. Dispose of paper towel in hallway bin or once you reach your desk.

- Keep your office clean with disinfectant, hand soap and paper towels available
- Design office for social distancing
- Let staff stay home
- Ensure you have your own COVID-19 policy posted
- Avoid contact with people who are sick.
- Contact tracing
- Educate and communicate
- Stay home if you are sick.
- Notify your supervisor immediately if you are sick and contact Telehealth Ontario at 1-866-797-0000 or your local public health unit.

