

## Berkeley Castle Covid 19 - Tenant Update for week #43 - January 12, 2021

### Stay at home order:

From CBC: [here's what you need to know](#) about Ontario's new COVID-19 restrictions.  
You can read the entire [Province of Ontario news release](#).

### What that means at Berkeley Castle for the next 28 days:

Unless your business is an essential service, you must work from home. All employees who can work at home, must work from home.

Berkeley Castle will still be open for our tenants who are essential services. However, we will be keeping all entry doors locked, and you will either need your own key to get into the complex, or you will need to call our staff person on duty to let you in the front door. When you are coming to work, a quick email to our office would be appreciated. When the complex is mostly empty, its helpful to know who is around.

We will likely be accepting most of the mail, and courier deliveries at the management office. I doubt delivery people will venture far beyond our lobby.

### Reporting requirements:

On January 5<sup>th</sup>, the City of Toronto updates employers requirements for preventing COVID-19 in the workplace. Some of the new requirements pertain to mandatory completing of daily [pre-screening report](#), and reporting of cases amongst employees. This is the [full report](#). Please read it if you are someone who needs to come to the building. If you are not coming to the building here is a helpful condensed [info sheet](#) that one of our tenants forwarded to me.

Should you have any questions regarding any of the above, we will do our best to help. This is as new to us, as it is to you, and we will have a better understanding of the exact ramifications as each day passes.

**Stay home, stay safe ---  
Lets get those #'s down.  
Linda Leistner**



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