

Tenant e-Notice

“COVID-19 – Building Update”

We want to thank each and every one of you for your patience and understanding as we collectively navigate the ongoing coronavirus pandemic. We wanted to update you on our continued efforts to prepare the building for your return to work.

Cleaning

- Continuation of surface cleaning/disinfecting of the public areas of the Building, which is being performed by both the day and night janitorial crews.
- For tenant spaces, the night janitorial crew has continued to clean your spaces on the regular schedule.
- Application of My Shield, which is a surface sanitizer that is a surface treatment product that works to kill most common bacteria and viruses on contact and continues to work for an extended period.

Engineering

- Building air handler units on each floor have been cleaned and disinfected.
- Air filters on the Building air handler units on each floor have been changed and coils cleaned.
- Building makeup/outside air system is being checked regularly to ensure system is operating accordingly.
- Running the HVAC an additional hour for additional outside air exchange
- Water faucets in restrooms and kitchen faucets in tenant spaces are being flushed.
- Installation of auto flushers in each of the restroom has been completed.
- Elevators have been released and no longer require card access during normal business hours.
- Exterior Door restrictions have now been released.
- We have installed air purification units in 18 passenger elevators and 2 freight elevators (6 high rise north cars will be completed as each elevator modernization is completed). These units are compatible with the existing fans and are designed specifically for elevators. The intent is rapidly reducing viral and bacterial loads in the cab.

Janitorial

- Hand sanitizer stations have been deployed at strategic areas of the Building and at the top and base of the escalators.
- Additional waste receptacles have been placed inside the restroom doors for paper towel waste on the multi-tenant floors.
- Auto soap dispensers have been installed in the restrooms on multi-tenant floors. Floor signage has added in the atrium and elevator lobbies as a reminder to

continue with social distancing recommendations. They have also been installed in the elevator cabs as a reminder not to over-crowd the elevators.



- Mirror signage has been added in the restrooms as a reminder to wash your hands for at least 20 seconds.



- Signage has been placed at each entry and on the lobby level and lower lobby level of the garage just reminding everyone that we are all in this together and facial covering is recommended signage remains on all the building entries.

Facial covering
is Recommended.



Conference & Fitness Center

- The conference center is open. We have reduced the number of chairs in each room to comply with social distancing recommendations.
- The Fitness Center & Basketball Courts are open. We ask that you use every other piece of equipment to practice safe social distancing. We also ask to please wipe down equipment after use.
- We have installed hand sanitizer for the conference & fitness center.
- We have signage in the conference & fitness center as a reminder of social distancing.