

To our Tenants, Visitors and Vendors

WE'VE BEEN EXPECTING YOU

Your Health.
Your Safety.
Your City.



MEMORIAL CITY

With your safety and comfort in mind, these **comprehensive measures** have been **proactively** deployed in your building following CDC guidelines:



CLEANING

The following comprehensive cleaning measures have been proactively deployed:

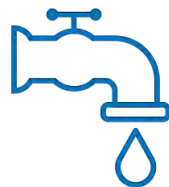
- Increased disinfecting of high-touch and high-traffic zones of common areas, including elevator call buttons, door handles and restrooms
- Enhanced cleaning of tenant suites, available by authorized request



HVAC

Increased outside air intake to increase fresh air flow throughout the building and in tenant spaces

Maintaining strict ASHRAE air standards, including fresh air ventilation and exhaust throughout the building



PLUMBING

Base building systems have been operated and flushed and are operating per building specifications



FIRE LIFE SAFETY

Emergency systems have been tested



SIGNAGE

Signage has been installed in common areas to encourage adherence to CDC guidelines for healthy hygiene and social distancing to prevent the spread of COVID-19; all tenants and visitors are responsible to adhere to all posted guidelines



HAND SANITIZER STATIONS

Placed hand sanitizing stations in strategic and highly populated areas, as available

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Several **enhanced measures** have been customized and deployed for your building. These include:



BUILDING ENTRY & SECURITY

Building to remain secured until occupancy rate increases

Security patrols continue daily



PPE

Your building team will adhere to local government mandates for face coverings, and follow [CDC guidelines by wearing face coverings](#) where social distancing measures are difficult to maintain



ELEVATOR

Elevator occupancy may be limited to support [social distancing](#); look for signage, floor decals and cueing areas in the lobby pursuant to your building's guidelines



AMENITY CENTERS

Some or all amenity areas may be temporarily closed; if open, [social distancing](#) guidelines will apply



WORK ORDERS

Non-essential work orders may be completed after-hours to minimize personal contact



COMMUNICATION

Continuous correspondence with tenant contacts, sharing local and state COVID proclamations and CDC Guidelines.

Continued communication as occupancy increases, local and state officials provide new guidelines, and Memorial City restaurants and retailers expand offerings

OUR PARTNERSHIP

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We must work together to support a continued healthy environment. Please adhere to the recommendations and familiarize yourself with any precautionary measures required by law.

Similarly, it is imperative that all tenants observe recommended [CDC Protocols](#), including [implementing the most appropriate controls for their workplace](#). The CDC's decision tree can help in this process.

As your trusted partner during these extraordinary times, we'd be happy to address any questions or concerns you have as we begin to welcome tenants, visitors and vendors back to the workplace.

We're ready.

(RE)OPENING WORKPLACE TOOL

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The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at **higher risk** for severe illness



Are recommended health and safety actions in place?

- ✓ Promote **healthy hygiene practices** such as **hand washing** and employees **wearing a cloth face covering**, as feasible
- ✓ Intensify **cleaning, disinfection**, and ventilation
- ✓ Encourage **social distancing** and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
- ✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- ✓ Train all employees on health and safety protocols



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for **signs and symptoms** of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to **stay home**
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area



cdc.gov/coronavirus