

DATE: May 8, 2020
FROM: Deborah Jackson
TO / CC: All Office Tenants of Tower 1851
SUBJECT: Building Operations Update

In these challenging times, we are all navigating through uncertainty and a truly unprecedented situation. We are grateful for your cooperation and patience as we work through this evolving environment together.

As Governor Newsom plans to reopen California in the coming weeks, lifting the stay-at-home order, we wanted to provide you with the assurance that we are working diligently to maintain a safe environment at the property using recommendations provided by the U.S. Centers for Disease Control and Prevention (the "CDC"), the World Health Organization (the "WHO") and state and local health departments. We wanted to provide you with some general guidance, as you implement your own company policies and procedures.

We realize you may be concerned about transitioning from an insulated environment, like your home, to a shared workspace. With that in mind, we would like to update you on some of the measures we are taking to ensure the immediate and ongoing health and safety of our tenants.

Our janitorial crew is continuing enhanced cleaning procedures within the common areas of the building, focusing on high touch areas and utilizing disinfecting products approved by the CDC. Daytime cleaning frequency in certain areas of the public lobbies has already been increased. These areas include door handles on entrance doors, handrails, elevator call buttons, etc. If desired, tenants may request deep cleaning services within their space prior to their return, at an additional cost. Examples of services available include: enhanced disinfecting services, anti-microbial treatments and electrostatic fogging treatment.

As our primary focus is the health and safety for all, we would like to remind you of the following first lines of defense against the spread of COVID-19:

- Maintaining 6 feet of social distancing at all times. Please keep this in mind when entering elevators, within your workspace, when interacting with building personnel, in the common areas, etc. (It is recommended that a limit of 4 people in an elevator at one time, wear a mask, and turn to face the wall.)
- Utilizing the work order system, Angus Anywhere, to limit face-to-face interactions. If you need training or log-in information to the Angus Anywhere portal, please contact the management office.
- Washing your hands often with soap and water for at least 20 seconds and utilizing hand sanitizer and sanitizer wipes when available.
- Wearing a face covering.
- Staying home if you are sick.
- Cleaning and disinfecting surfaces and objects within your space frequently, especially in shared areas like breakrooms. We also recommend maintaining a clean desk policy to ensure janitorial can wipe down desk surfaces at night.

- Ensuring your vendors are taking the appropriate precautions when entering the building and your space.
- And of course, following the guidelines and recommendations of the CDC and your local jurisdiction.

We are looking forward to seeing everyone. We will continue to monitor the rapidly evolving situation. Please know that the safety and wellbeing of our tenants, guests, vendors and employees remains our highest priority.

We appreciate your continued cooperation in keeping our workplaces healthy. If you have any questions, please call the property management office at 714.568.0317.

We are all in this together.
Sincerely,

Deborah Jackson

Deborah Jackson
General Manager