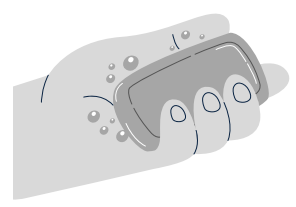


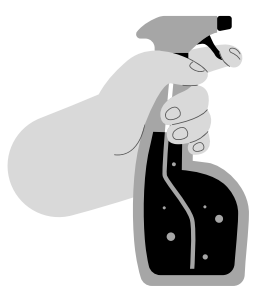
Help Keep Sunset Towers a Safe Place to Work

Tenant Recommendation List

Best Practices



Wash hands well and often with soap and water (for at least 20 seconds) or use an alcohol-based hand sanitizer that contains 60%–95% alcohol.



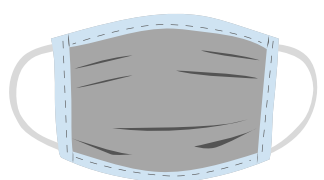
Use cleaning products approved for use against COVID-19.



Avoid touching your face and cover your coughs and sneezes



Disinfect work surfaces regularly and avoid sharing phones and other work supplies, if it must be shared, disinfect high touch surfaces, like break rooms or copy machines, regularly.



Wear a face covering.

Perform a detailed risk assessment

This may include temperature and/or symptom screenings of your employees, for example.

Implement physical distancing guidelines like limiting office capacity while others work from home, modifying furniture arrangements, or inserting plexiglass dividers and partitions between employees & guests.

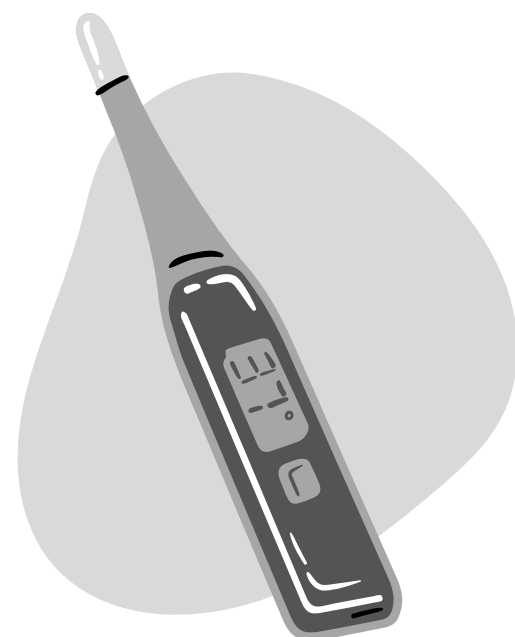
Consult the CDC website below for more & Sunset Towers website for precaution updates.



Please stay home if...

- You are **feeling sick**
- You have a **sick family member** at home
- Or **suspect exposure.**

Contact your doctor right away testing is available.



Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. Remember this is temporary and we're all in this together.

THANK YOU FOR YOUR CONSIDERATION. – SUNSET TOWERS MANAGEMENT

For more: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>