



TO Tenant
FROM Sunset Towers Management
DATE June 2020
SUBJECT COVID-19 Safety Precautions

The health and safety of our tenants, employees, and guests are always a top priority. As we continue to navigate the evolving coronavirus (COVID-19) situation together, below are some of the protocols management is implementing to make the building as safe as possible. These precautions are informed by agencies including OSHA, the CDC, and the Department of Health.

- Face coverings will be required for anyone entering the building. This is especially important while in the common areas such as lobbies, restrooms, and elevators.
- The building will continue to practice social distancing and asks all tenants and guests to observe queue signage and stay at least 6 feet apart whenever possible.
- Elevator occupancy will also be limited to 3-4 people at a time and stairwells will remain accessible.
- All Building staff are required to wear masks, gloves, and wash their hands frequently. Additionally we will be doing daily temperature checks for all employees at start of work.
- Hand sanitizer is available throughout common areas.
- Common area bathrooms have been equipped with push entrance and hands-free step and pull exit.
- Nightly janitorial services follow CDC guidelines for proper cleaning and disinfection with extra attention to high-touch surfaces in common areas and restrooms. Due to the personal nature of desks, janitorial does not attend to these areas, please coordinate accordingly. Building staff will provide additional disinfecting of common areas frequently touched surfaces throughout the day as well.
- We have had our HVAC system recently inspected and upgraded all filters accordingly. We are looking into other measures we can take as well.
- We recommend staggering work start and end times to limit exposure and overcrowding of elevators & stairwells.

Please review the **Tenant Recommendation List** and our website for additional ways to assist in keeping the building safe for all. We will keep all apprised should additional precautions be added or CDC recommendations shift. Thank you for your cooperation.

- Sunset Towers Management