



100 Jericho Quadrangle
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May 29, 2020

We're Associates Tenant Bulletin - Novel Coronavirus (COVID-19) - Update

To Our Valued Tenants:

The last few months have been difficult for all of us on a number of fronts, and we hope that you and your families have been safe; our heartfelt condolences go out to those that have lost family and friends.

As we approach the commencement of New York Forward Phase II for the Long Island Region, individuals who have been working remotely will begin to return to the office environment. Implementing measures designed to reduce the risk of spreading infection is a key component of a successful return-to-work plan. Both building ownership and tenants will be required to contribute to the process of creating a healthy and safe workplace.

As you are aware, since Governor Cuomo's "stay at home order", ***your building has remained open and fully operational***. All building systems, including HVAC and water, have been running on their usual schedules, and maintained in accordance with their established schedules and protocols. All common areas, including restrooms, have been cleaned and maintained in accordance with the increased criteria established at the beginning of March, which includes additional attention to high-touch surfaces. All tenant spaces have continued to be cleaned in accordance with the terms of each tenant's lease. Demonstrating our commitment to the health of employees, tenants, and guests – as well as the economic livelihood of the janitorial and security team members - we have successfully kept the entire mechanical, cleaning and security staffs employed and working at your property.

Please know that our employees and our vendors are doing our part in continuing to slow/stop the spread of this disease, including wearing a mask while in common areas and tenant spaces. We continue to advise tenants to work with their employees to do the same and to promote safe practices consistent with government mandates and guidelines.

Your lease requires you, your employees, invitees, guests, contractors, vendors, etc. to obey all laws and governmental regulations. New York State mandates and guidelines can be found at <https://forward.ny.gov/industries-reopening-phase>.

Additionally, the State is requiring each business or entity to develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. The State has developed a template which can be found at:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

As noted in the template "a business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must made

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Jericho Quadrangle

Huntington Quadrangle

Westbury Quadrangle

Carle Place Quadrangle

Corporate Quarters I and II

Corporate Center



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available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.”

As noted in a previous update to you, Executive Order No. 202.17 requires wearing face protection when “*in a public place and unable to maintain, or when not maintaining social distance.*” **We believe that use of elevators, corridors, bathrooms and stairwells will, in many cases, make it difficult if not impossible to maintain social distancing (minimum of six feet between persons) and we therefore request that facial coverings be worn outside of your office while in any public area including the parking fields, and have posted signage noting that masks or cloth face-coverings be worn while in the building. Please advise your employees and visitors to wear a mask when entering, and while in the public areas of, the building.**

The following precautions have been taken for the safety of employees, tenants, and guests:

- Building Systems:
 - HVAC systems have been run on their usual schedules
 - All HVAC air filters have been or will be replaced prior to the commencement of Phase II, and will be replaced on a more frequent basis
 - Water supplies have been in continuous operation
 - All water fountains have been cleaned
- Cleaning Services: Enhanced janitorial services will continue which include the use of disinfectant solutions on commonly touched areas throughout the building including:
 - Restrooms
 - Building entrance lobbies and common areas
 - Building doors, door handles and knobs
 - Elevator buttons and panels
- Additional Sanitation: “No touch” hand sanitizer dispensers have been (or will be when received) placed in the elevator lobbies on the ground floor
- Signage: New signage has been or will be installed to promote responsible travel through building common areas including:
 - Lobby entrances: reminders to wear masks, keep to the right in corridors and maintain 6 feet of separation
 - Elevators: reminders to wear masks and limit occupancy to help keep distance between occupants
- Conference and fitness facilities will be temporarily closed. Anyone that signed up to use a fitness facility on or prior to March 20, 2020 will have their privileges extended until December 31, 2021 so long as they remain employed by a tenant of the building
- Building Stairwells: most stairwells are being temporarily designated “one-way”, i.e. they will be assigned either up or down to help promote social distancing. Signage is or will be posted noting that a stairwell is either up or down, except in an emergency
- We have previously established an exposure protocol for COVID-19 based on CDC and New York State guidelines which we will continue to follow. Please notify property



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management immediately if you become aware of a potential exposure incident in the building

Information regarding the transmission of the SARS-CoV-2 virus continues to change. At this time, according to the CDC "The primary and most important mode of transmission for COVID-19 is through close contact from person-to-person. Based on data from lab studies on COVID-19 and what we know about similar respiratory diseases, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this isn't thought to be the main way the virus spreads." **Responsible distancing and frequent and thorough handwashing remain the top two recommendations from all leading authorities.**

We're Associates will continue to monitor COVID-19 reports and guidance from public health officials, their recommendations regarding the situation, and assess the potential impact on our property management operations and take reasonable measures as may be dictated by changing events and guidance from public health officials.

Any information provided in this communication is for informational purposes only and is not meant to replace official direction from our state and local governmental, and public health, agencies. Where state or local mandates supersede these guidelines, such mandates shall prevail. Each of our tenants should review mandates and guidelines to determine any impacts they may have on their business.

PLEASE BE CONSIDERATE AND RESPECTFUL OF YOUR FELLOW TENANTS – WEAR A MASK WHEN IN THE BUILDING.

Be safe and well.

We're Associates, Inc.
Managing Agent

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