



HERITAGE

Property Management

MEMORANDUM

To: Gateway Center Business Associates
From: Heritage Property Management, LLC
Date: June 5, 2020
Subject: Updated Employer Requirements during COVID-19 Pandemic

Today, Pennsylvania Governor Tom Wolf officially moved Bucks and Montgomery Counties from red status to yellow status, which will permit most businesses to reopen subject to state requirements. In anticipation of this change in status, last week we sent a memo providing guidance regarding reopening. Since last week's memo we have received questions from some of our tenants and therefore want to address those questions and provide additional information about the steps Heritage Property Management is taking to prepare our properties for this new phase.

In consideration of these unique times you will notice some necessary changes to our building when you return. The most obvious will be the temporary removal of all common area and lobby furniture. This is the best way to avoid any touch concerns for regular-use items. To maintain public health and social distancing you will see that our water fountains and center restroom sinks have been temporarily taken out of service. Finally, as you pass through the building you will see a variety of signs and floor markers representing the CDC guidelines for safe practices.

You may not notice but we are expanding our cleaning procedures in compliance with the CDC guidelines for reopening and operating. Additionally, we will soon be upgrading the HVAC filters. All of these actions are to protect tenants and visitors alike by helping to prevent the spread of COVID-19.

We thank all of our tenants for their understanding and resilience during this difficult time. Combatting COVID-19 is a team effort and we will do our part to navigate the pandemic.

Lastly, for your convenience, we have restated the bulleted points we provided to you in our email dated May 28, 2020. This is for your convenience, and to ensure all tenants are aware of their obligations under the government's orders.

In accordance with the most recent executive orders of Governor Wolf and Secretary Levine, all employers must:

- Provide masks for employees to wear and make wearing masks a requirement while an employee is working (or may approve masks obtained or made by employees in accordance with Department of Health guidance).

- Stagger employee work times when practical to prevent large gatherings during start and stop times.
- Provide sufficient space for employees to take breaks and meals while maintaining social distances of at least 6 feet.
- Provide regular access to handwashing and disinfecting materials.
- Place signage throughout their premises mandating social distancing.
- Require all customers and visitors to wear masks while on premises. The order requires businesses to “deny entry to individuals not wearing masks, unless the business is providing medication, medical supplies, or food, in which case the business must provide alternative methods of pick-up or delivery of such goods.”
- Provide employees with a brief break to wash their hands hourly.
- Establish protocols in the event the business discovers it has been exposed to a person who “is a probable or confirmed case of COVID-19”, including:
 - Closing off areas traveled by the probable or confirmed case.
 - Identifying employees who have had contact with the probable or confirmed case and notify them and, if symptomatic, send them home.
 - If the business has been exposed to such a case, the employer must “implement temperature screening before an employee enters the business, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work, and send employees home that have an elevated temperature or fever of 100.4 degrees Fahrenheit or higher.
 - Ensure employees practice social distancing while waiting to have temperatures screened.
 - Immediately notify Landlord so that Landlord can take any necessary steps to mitigate further potential infection risk and to provide any necessary communication with other tenants.

Thank you in advance for adhering to these requirements. Please let us know if you have any questions or concerns. Please contact Taryn Phillips, Commercial Property Manager at 215.817.8025 or at tphillips@heritagecommercialgroup.com. Stay well.

Sincerely,

Lydia A. Aleixo
Lydia A. Aleixo

President,
Heritage Property Management