

**LD Bowerman Investments, LLC  
Minuteman Office Plaza**

Dear Laura:

May 8, 2020

As you are aware, as of May 1, 2020 Governor Herbert announced the beginning of the transition in the State of Utah from risk level Red (Urgent) to Orange (Stabilization). As tenants start to return to the offices, we will continue to do our part to provide a safe and comfortable workspace, insofar as reasonably possible. This will be a joint effort between us as your landlord and you as an employer. Below, we list the specific policies or protocols that we will coordinate, followed by recommendations that we are making for you, our tenants, as employers.

**Landlord Protocols:**

- Continue to use enhanced cleaning protocols nightly with the regular janitorial crews. This will include electro-static spraying at appropriate intervals in all common areas, as well as focus on touch points with night janitorial staff and day porter staff. We are also working to reduce touch points. We will provide increased attention to high touch point areas within tenant suites, particularly break rooms. Janitorial staff will wear appropriate PPE.
- Perform a deep clean of your space with Electrostatic cleaning technology, if that is what you want, just prior to your employees starting to return to the office. Cost will be included in your CAM/operating expense costs. Information is attached regarding the equipment/process and the EPA/CDC approved disinfectant. Please provide your best current estimate on the start date and rate of your company's ramp up. We understand that this will change, please update us as necessary.
- We strongly encourage the use of a face coverings when entering or exiting the building or using any common areas such as elevators, corridors, stairs and restrooms, as recommended by the State of Utah Health Department and the CDC. Inside your own office spaces, the policy of using masks will be up to each employer, but the recommendation is that face coverings be used when the 6-ft distancing metric is not feasible within office spaces.
- Encourage the use of stairs rather than elevators, where feasible, especially for 2<sup>nd</sup> floor tenants. We will assign one set of stairs in each building as one way up and the other as one way down. We will also implement a policy of no more than 3 passengers at a time in an elevator.
- Continue to provide hand sanitizer at each elevator lobby, in addition to proper supplies in restrooms.

It would also be helpful for us to know the policies and protocols that each tenant will be implementing as employers regarding startup/return to work. It will require diligent efforts by each and every tenant and employee to assist in keeping everyone safe. Here are a few of our recommendations for your own protocols. We strongly encourage your implementation of these policies:

**Recommended Tenant/Employer Protocols:**

- Encourage employees to continue to work from home, where practical. Consider a rotation of some sort with employees to enable recommended spacing, particularly in workstation areas.
- Consider increased spacing of cubicles, chairs in breakrooms, reception lobbies, etc. Consider one way directional travel in walkways within office suites. Similar to our implementation of one-way stair travel, this will reduce cross traffic where people would otherwise often come within 6 feet of each other.

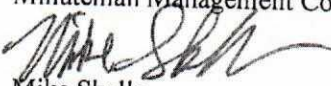


- Continue to use technology to reduce and eliminate in-person meetings. If/when such a meeting is necessary, maintain the recommended 6-ft distancing.
- Reduce and eliminate visitors or guests entering the buildings. Recommend a policy of a phone call to the office for any document drop off or pick up. The customer or visitor would remain in their vehicle and wait for an employee to drop off or pick up any paperwork. This is essentially a curb-side service policy.
- All employers should have a strong policy and training regarding illness: If an employee is sick, or even feeling the very beginnings of any illness coming on STAY HOME!! This is especially critical for the six main symptoms of COVID-19 (fever over 100.4 F; dry cough; shortness of breath; decreased or changed sense of smell and/or taste; sore/scratchy throat; muscle aches/pains). In the "good old days" it was maybe considered a badge of honor to work through illness, however this time it is much different. Error on the side of caution and stay home! Everyone is now used to working productively from home. If someone exhibits any one of these six symptoms, they should follow the procedures to get a COVID-19 test and remain away from work until the test result is negative and all symptoms have been absent for a period of 72 hours. In the case of a positive test result please follow the recommended notification procedures of the Utah Health Department, and notify us as well. We can assist with deep cleaning any areas that may require attention.
- Train your employees to practice good hygiene including (i) thorough and frequent hand washing; (ii) no shaking hands or fist bumps; (iii) cover coughs or sneezes; and (iv) be serious and diligent about social distancing, both at work and away. Daily disinfection by employees of their own work space and high touch point items or areas (desktop, phone, keyboard, pens, etc)
- Eliminate unnecessary travel. Require employees to self-quarantine and test when returning from high risk areas, or if they have reason to believe they have come in close contact with someone who has tested positive.
- Provide reasonable accommodations to high-risk employees.
- We would like to know if you as an employer are planning or considering taking temperatures of employees prior to entering the building each morning, or whenever they report to work?
- Consider inviting each employee to download and use the app Healthy Utah. This enables daily symptom review/reminder and will also allow for contact tracing in the event of a positive test.
- No buffet style food. Go with individually wrapped food if you are considering serving lunch.

We look forward to working together on this, and will be in contact with you on a regular basis in this effort of provide a safe and secure workplace. Please note that the foregoing protocols and recommended policies are subject to change over time as we learn from and adapt to the impact of COVID-19. In the meantime, please send us an email to inform us when you will be returning and the policies/protocol's you are implementing so we can all coordinate in this effort.

Thank you,

Minuteman Management Co, LLC



Mike Skalla  
General Manager