

From: Holly Kamm <hollykamm@verdecn.com>

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To: Laura Rhoades <lrhoades@oaklandinsurance.com>; Angelo, Roberta <Roberta.Angelo@captrust.com>; Jennifer Herrmann <jenniferh@researchamericainc.com>; Jennifer Gajeski <jennifer.gajeski@ruoff.com>; Nicole McNally <clarkstonkwfrontdesk@gmail.com>; Kristine McCarty <kmccarty@kw.com>; Craig Chamberlain <craig.chamberlain@ruoff.com>; Stafford, James <james.stafford@captrust.com>; TRADE SOLUTIONS <tradesolutions1@aol.com>

Cc: Carl Szasz <carlszasz@verdecn.com>; Ann Zynda <annzynda@verdecn.com>; TESTING, Katie Example <katiwilson@verdecn.com>

Subject: VRE Covid-19 Procedures and Updates

Verde Real Estate - Covid-19 Procedures

Read this post carefully, and reach out to Holly Kamm with any questions, concerns, or ideas. These procedures will be updated regularly and will be communicated via email to each tenant. Please share this information with your teams at your discretion. This information will be posted on the VRE Office door, and by the bathrooms on each floor.

If you or someone you live with is sick, do NOT come to the office. If you suspect you may have been exposed to Covid-19, do NOT come to the office. In both cases, contact your primary care physician for guidance and next steps.

If you or one of your team members test positive for Covid-19, please notify Holly Kamm as soon as feasible. Please do not share information that may violate your company policies or HIPAA regulations. Each tenant is responsible for notifying the appropriate health department(s) per state and local guidelines (see resources below).

Covid-19 Procedures

1. Social Distancing & Masks. Each tenant is responsible for drafting, communicating, and enforcing its own Covid-19 procedures with their individual teams. VRE is here to support its tenants as best it can to enact these procedures with touchless amenities, extra cleaning procedures, and by providing hand sanitizer to each tenant/suite. **VRE strongly encourages all tenants to wear face masks when individuals are/might be within 6 feet of each other in the common areas of the building; however, we do not have the resources to monitor or enforce this procedure.** Please contact Holly Kamm directly if you have any questions or concerns regarding this policy.

2. Hand Sanitizer. Hand sanitizer has been distributed to all tenants, and more is available at the VRE office upon request. Three touchless hand sanitizer units are on order and will be installed in the following areas: the Main Lobby, the stairwell near the Back Entrance/Rear Stairwell, the Second Floor Landing by the elevator.

3. Hand Washing and Touchless Amenities. We recommend everyone washes their hands frequently for a minimum of 20 seconds. We have installed touchless hand dryers and soap dispensers in all bathrooms, and paper towels will continue to be made available throughout the pandemic to support healthy habits. Touchless faucets are on order and will be installed as soon as possible in all bathrooms (except those in the Fitness Center).

4. Cleaning. Our cleaning crew is taking extra precautions to clean commonly touched surfaces and common spaces in all tenant offices (e.g. reception areas, conference room(s),

and kitchen/cafe areas). Individual desks and office technology are the unique responsibility of each tenant. Please contact Holly Kamm if you have any questions, want to discuss best practices/procedures for your office, or need to locate cleaning supplies for your team.

5. Questions/Ideas/Concerns. Contact Holly directly if you have specific concerns regarding these procedures, questions about how they will be implemented, or you have any special requests for additional procedures to address your team's concerns.

6. Fitness Center. The Fitness Center will remain closed to all VRE tenants until the State of Michigan reopens gyms and similar facilities for indoor use, **AND** VRE has the resources to safely reopen the space. Our team is brainstorming and researching the best ways to keep all tenants as safe as possible. Please note, the sauna will be closed to all tenants when the Fitness Center does reopen until further guidance is issued by the CDC and State of Michigan.

-Holly

Resources

OSHA Guidelines: <https://www.osha.gov/Publications/OSHA3990.pdf>

Michigan Resources: <https://www.michigan.gov/coronavirus/>

Oakland County Resources: <https://www.oakgov.com/covid/Pages/default.aspx>

Covid-19 Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Truly,

Holly

Holly J. Kamm

COO & Compliance Mgr. | Verde Capital Management
p (248) 528-1870 | d (248) 707-2762 | f (248) 528-1744

hollykamm@verdecmm.com | www.verdecmm.com

8031 Ortonville Rd · Suite 170 · Clarkston, MI 48348

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