



# HERITAGE

Property Management

## MEMORANDUM

To: ALL COMMERCIAL TENANTS

From: Heritage Property Management, LLC

Date: May 28th, 2020

Subject: Updated Employer Requirements during COVID-19 Pandemic

---

As part of the ongoing public health emergency concerning the novel coronavirus ("COVID-19"), Pennsylvania Governor Tom Wolf and Department of Health Secretary Rachel Levine issued two executive orders requiring, among other things, employers to provide employees face masks to be worn during work, regular and enhanced cleaning protocols at work stations, and mandated social distancing of six feet while in the work place.

With an eye towards a future reopening of Pennsylvania business locations we are again reiterating the responsibilities of our tenants and their visitors. Please make sure your employees and staff continue to follow all of the below best practice requirements. All tenants and their visitors are required to wear masks and practice social distancing while entering and exiting the building, and while in common areas, elevators, and restroom facilities. Once an employee or visitor enters your suite, it is the Tenant's responsibility to ensure all employees and guests follow appropriate safety protocol and best practices.

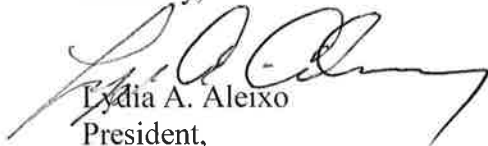
We want to ensure all tenants are aware of their obligations under the government's orders. In accordance with the most recent executive orders of Governor Wolf and Secretary Levine:

- In the event a business discovers it has been exposed to a person who "is a probable or confirmed case of COVID-19" they must 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.
- Tenants 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).
- Tenants must stagger employee work times when practical to prevent large gatherings during start and stop times.
- Tenants must provide sufficient space for employees to take breaks and meals while maintaining social distances of at least 6 feet.
- Tenants must provide regular access to handwashing and disinfecting materials.
- Tenants must place signage throughout their premises mandating social distancing.
- Businesses must 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.”
- Employers must provide employees with a brief break to wash their hands hourly.
  - Employers must 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](mailto:tphillips@heritagecommercialgroup.com)

Sincerely,

  
Lydia A. Aleixo  
President,  
Heritage Property Management