

May 5, 2020



RE: Re-Occupancy of 1999 Harrison, Oakland, CA

Dear Tenants:

I hope you have been keeping yourselves well and safe as possible during these trying times.

As we prepare to re-occupy the building, certain operational protocols will be put into place in order to maintain the safest and healthiest work environment as possible for our tenants, guests, colleagues and service partners. Our objective is to instill confidence and self-assurance during these uncertain times. We have endeavored to follow best practices in the industry as well as CDC and other government guidelines. We also encourage all of you to practice safe and healthy practices within your own company space.

Below is an outline of steps that the building is implementing to ensure that you and your employees feel comfortable returning to work.

Occupant Education/Physical Distancing Signage (see attached main lobby floor plan)

- Signage/floor decals will be installed throughout the common areas to remind occupants and visitors to maintain safe distances in high traffic or confined areas such as lobbies, amenity areas and elevator cabs along with signage in restrooms instructing on proper hand washing.
- Staff and service providers will be equipped with PPE as appropriate to maintain physical distancing guidelines or when moving throughout the building.
- We will be posting signage and floor decals inside the elevator cabs so that only two persons share one elevator.
- We will be installing stanchions in the main lobby for one-way entrance into the elevators along with signage to maintain physical distancing. Each person will line up within the stanchions and wait until an elevator is available for 2 persons. See below Suggestions pertaining to staggering hours...
- The Valet services will remain closed until further notice. Please advise your guests that they can self-park throughout the garage.
- Hand-sanitizer stations have been placed at all entrances.

Suggestions to Tenants

- Stagger work times with your employees so that they are not all arriving to work at the same time.
- Advise your employees, visitors and delivery personnel that they are required to wear face masks before entering the building (Alameda County Mandate).
- Advise building management when you plan on returning to work and the number of employees so that we can schedule janitorial services and determine peak times for building density.

Janitorial Efforts

- Janitorial scopes of work have been enhanced to focus on the cleaning and disinfecting of high touch surfaces in public areas using products that meet the CDC's criteria for use against SARS-CoV-2, the virus that causes COVID-19.
- The janitorial service provider has sanitized each space during the Shelter in Place Order. If you would like additional sanitizing cleaning services, please fill out the form so that we can secure a quote on your behalf.

Reducing Touch Points

- The restrooms are equipped with automated faucets & soap dispensers. We are suggesting that you take a clean paper towel with you as you exit the restroom to open the door so that you are not touching the door handle; once the door is open, discard the paper towel in the trash container adjacent to the door. As you enter the restroom, you should use your shoulder to open the door and not your hands.
- As you leave your suite to use the elevator, please take a tissue or paper towel to touch the call button. A trash container will be in the main lobby to discard the paper product.

HVAC Considerations

- In accordance with CDC guidance, outside air introduction was maximized where possible to provide additional ventilation. Outside air introduction will continue to be maximized when it is not harmful to the building or to occupant comfort. Due to the increase in outside air, your space may become warmer or colder than normal. If you have this experience, please enter a Building Engines work request and we will adjust the temperature accordingly.

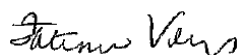
Ongoing Communication

- We encourage tenants to keep building management apprised of their re-occupancy plans.
- To keep our building healthy, we would like to have open and confidential communication from the tenant liaisons that notifies us if any employees, vendors or visitors have been exposed to or may have contracted the COVID-19 virus. This is of the utmost importance in working together as a building community to keep everyone healthy during this time.

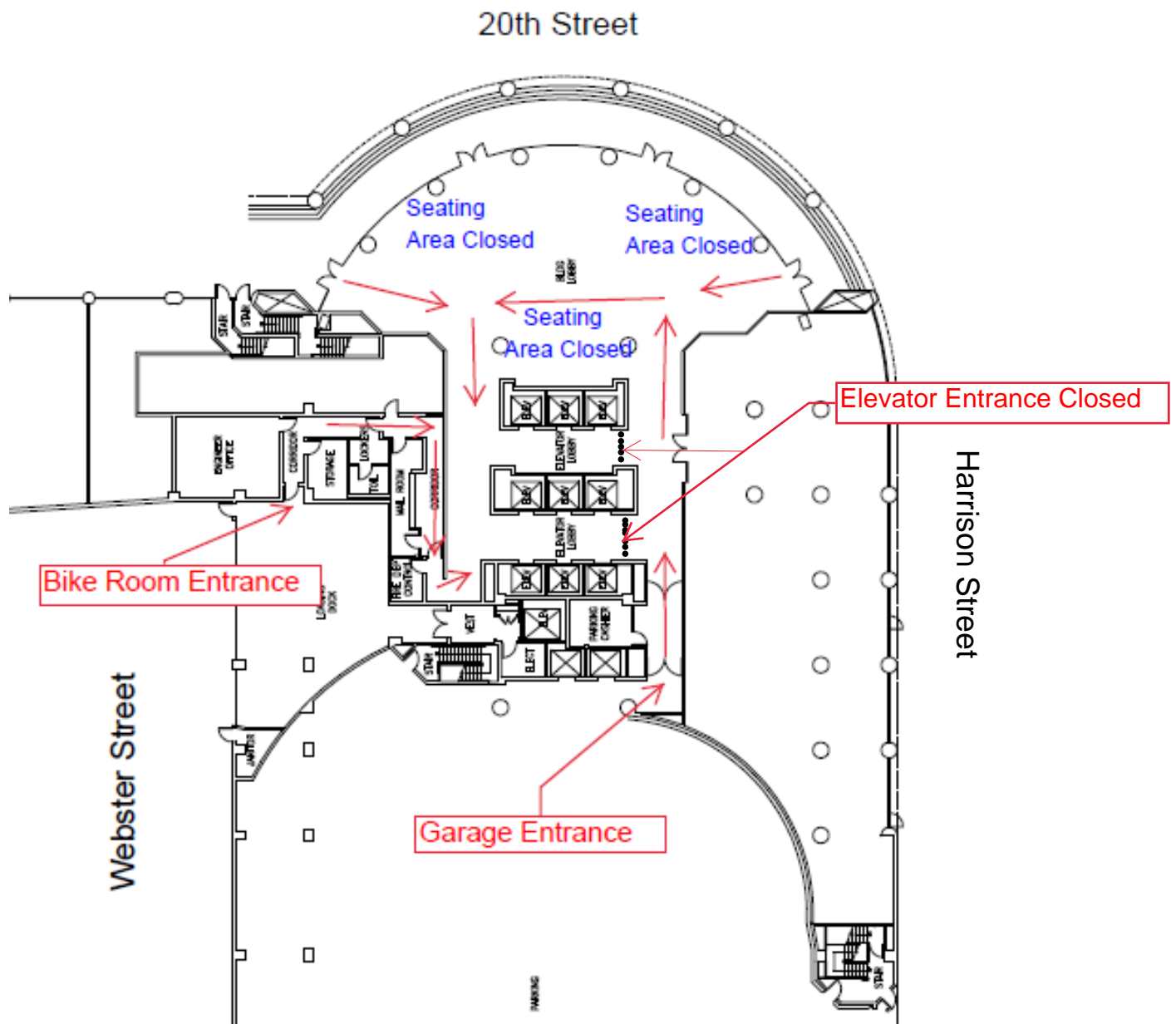
The owners and Avison Young remain committed to the health and safety of our tenants, staff, and visitors. We, like so many, look forward to a return to more normal operations with measured and thoughtful implementation of our new operating guidelines. We will keep you updated as we receive additional guidance from public health authorities and controlling jurisdictions. Should you have any questions or would like to discuss the measures we are taking, please do not hesitate to call.

Thank you for your patience and cooperation throughout these unprecedented times.

Sincerely,



Avison Young – Northern California, LLC
Fatima Vegas, CPM
General Manager

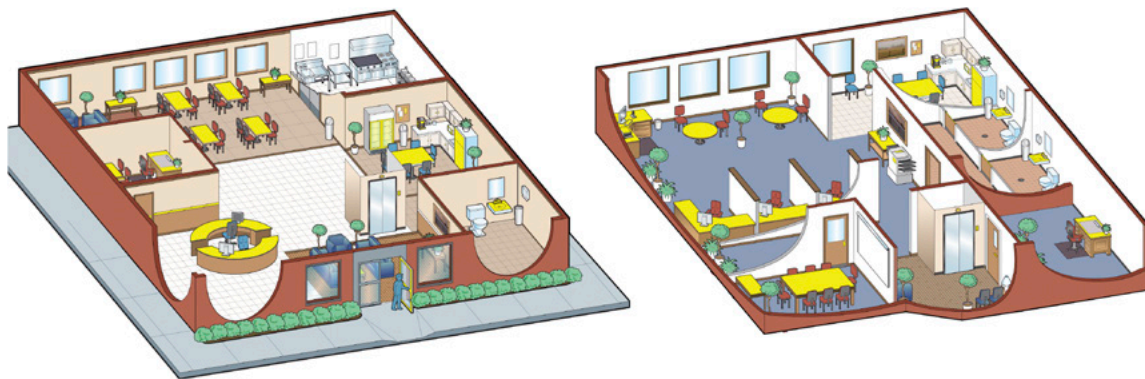


Enhanced Cleaning for Tenant Environments

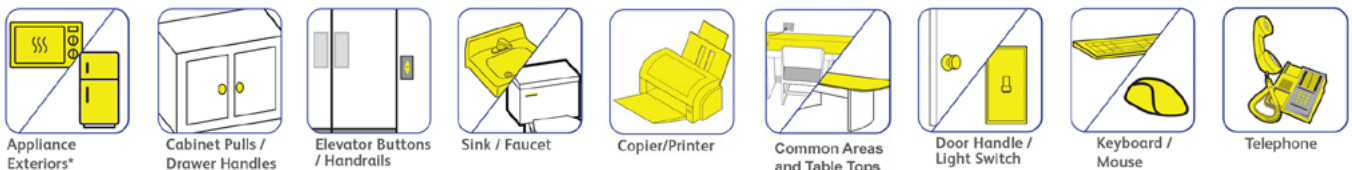
There are levels of cleaning you can consider beyond basic cleaning methods for implementing health and wellness practices in your office. Any option follows OSHA and CDC guidance, with enhanced levels addressing building reopenings and ongoing disinfecting.

Service Levels Available

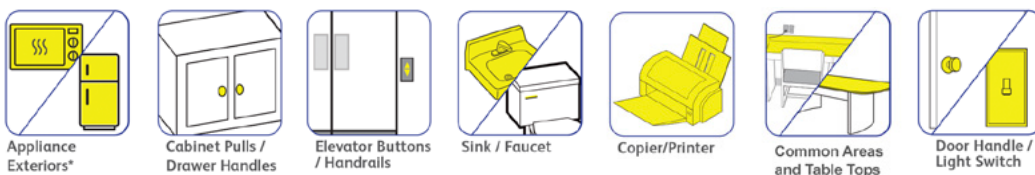
1. One time full cleaning and enhanced disinfection of private space with a focus on high touch points.



2. Daily or reoccurring enhanced disinfection of private space with a focus on high touch points.



3. Daily tenant common area enhanced disinfection of private space with a focus on high touch points.



*ABM utilizes EPA registered disinfectants for SAR-CoV-2. Prior to commencement of work, ABM requires a contract and work order to be signed. These cleaning methods can help reduce transmission but cannot guarantee pathogen eradication.

| For pricing please contact: | |
|-----------------------------|----------------|
| First/Last Name | Position/Title |
| Phone | Email Address |