

April 24, 2020

Dear Valued Tenant,

We hope the last weeks have been safe for you and your families. Relationships and communications between APG and Tenants have never been more important. In the coming weeks, as stay-at-home restrictions are lifted, individuals who have been working remotely will begin to return to the office environment. Implementing measures designed to reduce the risk of spreading infection is a key component of a successful return-to-work plan. Both building ownership and tenants will be required to contribute to the process of creating a healthy and safe workplace.

As you are aware, throughout the past six weeks the buildings have remained open and have been cleaned and maintained in accordance with industry standards. Additional attention has been given to high-touch surfaces. Demonstrating our commitment to the health of employees, tenants, and guests – as well as the economic livelihood of the janitorial and security team members - APG has successfully kept the entire cleaning and security staffs employed and working at the property.

Please know that APG and our vendors are doing our part in continuing to slow/stop the spread of this disease, including wearing a mask while in common areas and tenant spaces. We continue to advise tenants to work with their employees to do the same and to promote safe practices consistent with government guidelines.

Additionally, please note the following actions:

- **Cleaning Services:** Enhanced janitorial services and continued cleaning of high-touch surfaces throughout the building will continue, including:
 - Lobbies: door handles, elevator call buttons, and security desk surfaces.
 - Restrooms: vanities, faucets, door handles, and flush valve handles.
 - Suites: door handles, breakroom surfaces, etc.

Note: Tenants should consider stringent cleaning protocols for shared office machines, furniture, work surfaces and appliances within their offices

- **Additional Sanitation:** In addition to the building's restroom facilities and hand soap, hand sanitizer will be available in common areas of the building.
- **New Protocols:** APG will install clear and concise signage to promote responsible travel through lobbies, elevators, and common areas, including:
 - Elevators: signage will remind individuals to keep their distance and limit elevator occupancy to two passengers per car.
 - Entry doors: reminders to maintain the minimum 6-foot social distancing.
 - Lobbies: encouragement to follow general travel directions in common areas to assist in maintaining distancing guidelines.
 - Work orders: as part of our commitment to adhere to social distancing guidelines from the CDC, we will respond to emergency work orders immediately, and for non-emergency work orders, we will prioritize and complete the work on a timeline that allows employees to adhere to distancing recommendations. Some work may be completed after hours.
 - Amenities: temporarily close certain shared amenities such as conference rooms and fitness centers.

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These plans include numerous precautions to ensure the safety of employees, tenants, and guests. While many sanitation products are scarce (and we may experience occasional shortages), responsible distancing and handwashing remain the top two recommendations from all leading authorities.

APG has established an exposure protocol for COVID-19 based on CDC guidelines. Please notify property management immediately if you become aware of a potential exposure incident in the building.

This information is not meant to replace official direction from our public health agencies, but simply to inform on potential conditions impacting our properties. Where local mandates supersede these guidelines, the local mandates shall prevail. Each of our customers should review local mandates to determine any impacts they may have on their business.

While the recent weeks have been difficult, they will leave a lasting impression of the importance of community, health, and well-being. Please let us know if you have specific concerns. We are committed to being available to you. As always, we can be reached at 404-873-1718 or by email.

Sincerely,

APG Real Estate Services LLC