



November 10, 2020

Dear Office Tenants:

As Governor Pritzker has recently imposed tighter mitigation efforts in our region, we again urge you to follow all our postings which appear throughout our office buildings (and are summarized below) as they have been designed for your protection. Given the rise in our region's positivity rate our office is now closed to walk-ins and our office and maintenance staff are now working on a staggered schedule. We will be prioritizing urgent and safety related maintenance issues as a result of the reduction of on-site maintenance personnel and all requests should continue to be placed through our Building Engines system. Should you require assistance from our office staff we are all readily available by email, phone or Zoom conferencing.

Since the beginning of the outbreak in March the health and safety of our tenants, staff and visitors has always been our main concern and we continue to implement safeguards throughout our office buildings including for example, common area daily porter service disinfection. As we have previously indicated there was and may continue to be reported confirmed cases of COVID-19 at our office buildings. We expect all tenants and visitors to adhere to the following guidelines:

1. Do not frequent or remain in the common areas of the Building if you, within the last two weeks, have tested positive for COVID-19, are sick, have a fever, are coughing, have difficulty breathing, are experiencing any other symptoms of COVID-19; or have been in close contact with a person with a confirmed case of COVID-19 either in your household, your place of business or elsewhere;

2. Do not enter the common areas of the Building if you are not wearing a mask or face covering;
3. Stay at least 6 feet away from anyone at all times;
4. Limit elevator use as shown on the floor stickers;
5. Avoid frequently touched surfaces with unprotected hands;
6. Wash your hands often with soap and water for at least 20 seconds and use the sanitation stations provided;

Please let us know if you learn of a positive test result for COVID-19 for an individual who has occupied the Building by calling our office. This will allow us to take appropriate action while being respectful of your privacy.

Sincerely,

HINSDALE MANAGEMENT CORPORATION

A handwritten signature in cursive script, appearing to read "Caroline K. Palmer".

Caroline K. Palmer
Vice-President