



Dear Office Tenants:

Warm wishes for a happy and healthy 2021! As the new year begins, we again urge you to follow the CDC recommendations and the November 18, 2020 State of Illinois Covid-19 Executive Order, as summarized in part, below. As we have throughout the Pandemic, we will continue to provide additional safeguards throughout our buildings, including daily day porter disinfection services.

1. Do not enter 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. Cover your nose and mouth with a face covering when in the common areas of the Building unless you are medically unable to tolerate;
3. Ensure that all employees and visitors to the workplace maintain social distancing of at least six feet and when that is not possible encourage the use of face coverings;
4. Encourage all employees and visitors to practice hand hygiene and the use of the sanitation stations as provided;
5. Limit elevator use to no more than one person at a time and queue as shown on the floor stickers;

If you learn of a positive test result for COVID-19 for an employee or an individual who has occupied your office suite we urge you to call our office so that we may partner with you to respond appropriately, while being respectful of your privacy.

As we have previously indicated there have been and may continue to be reported confirmed cases of COVID-19 at our office properties and by occupying our buildings, you assume the risk in doing so.