



## New Safety Measures: COVID-19

July 28, 2020

Good Day Tenants,

As businesses are slowly re-entering their office or retail space, we wanted to reach out with some reminders on building procedures that we have implemented in order to provide as safe an environment as possible in your building.

Our janitors continue to provide extra focus on disinfecting high touch areas in all parts of the building, including common area entry door handles, elevator buttons, and restrooms. Where appropriate, building engineers and day porters have been provided disinfectants so that they can provide additional cleaning of these areas throughout the day. All other routine building operations and preventive maintenance is continuing as usual.

We ask that all tenants and visitors do their part to help us keep the buildings as safe as possible by:

1. Leaving the building immediately if you are exhibiting any symptoms of COVID 19. Please seek medical attention.
2. Wearing a face mask in the common areas of the building at all times. This includes lobbies, common bathrooms, elevators, hallways, parking lots, and outdoor areas.
3. Practicing social distancing in all building common areas.
4. Limiting the number of people in an elevator to no more than 4. (Less in some buildings.)
5. Using the provided hand sanitizer in building common areas, as supplies are available. Our team will be checking these daily, but if you notice that they are empty, please email [customerservice@mackenziemanagement.com](mailto:customerservice@mackenziemanagement.com).
6. **Immediately notifying building management if you become aware that you, or any of your staff or visitors, test positive for COVID 19.** This notification will trigger additional actions including disinfection of the common areas and notifying other occupants in the building.

We are here to help you, so if you have any questions or concerns, please reach out to your property manager or email [customerservice@mackenziemanagement.com](mailto:customerservice@mackenziemanagement.com).

Stay safe and be well,  
MacKenzie Management Company, LLC