



We want to provide an update on our response to the rapidly evolving public health situation around COVID-19 (coronavirus). LBA Realty continues to monitor the current reports and guidance from public health officials and implement their recommendations into our operations. The safety and well-being of our customers, employees and community members continues to be our top priority.

At this time, we do not plan to close our buildings unless specifically directed to by the local public health department. We are giving our management team members the option to work remote but will continue to maintain building staff to ensure there are no disruptions to building operations.

In addition, we continue to recommend tenants and our own staff to:

- Actively encourage sick employees to stay home.
- Send employees home who appear to have acute respiratory illness symptoms (e.g., cough, shortness of breath) upon arrival to work or become sick during the day. They should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer, or to wash their hands with soap and water for at least 20 seconds.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Limit events and meetings that require close contact.
- For large events and mass gatherings, CDC recommends that for the next 8 weeks, organizers (whether groups or individuals) cancel or postpone in-person events that consist of 50 people or more throughout the United States. Gathering of individuals who are at higher risk for severe illness from COVID-19 should be limited to no more than 10 people.
- Use only the guidance provided by the Centers for Disease Control and Prevention (CDC) to determine the risk of COVID-19. Updates are available on the CDC's web page at <http://www.cdc.gov/coronavirus/covid19>.

We appreciate your patience and cooperation during this time. Should you have any questions or if we can be of assistance, please reach out to your property management team.