

To: Woodfield Corporate Center Tenant Contacts
From: Lincoln Property Company Management Team
Subject: Return to Work Communication

Woodfield Corporate Center has remained open for you and your essential colleagues throughout the COVID-19 pandemic. During the stay at home mandate building staff has continued to disinfect all building areas and high-touch point areas inside tenant areas, including tenant desks and chair arms. The HVAC system has been cleaned and all filters have been changed. Water supply has been flushed in building and tenant areas.

While COVID-19 presented a challenge not seen before, we are working to help get you back to business as safely as possible after the stay at home order is lifted. We are happy to get tenants back into the building, but the process for everyone to return is complex. We need to take into consideration government mandates, CDC guidelines and proactive approaches to maintain social distancing and promote health and security for tenants and staff at the building. We remain steadfast in our commitment to promote health and safety for all our property occupants and visitors.

We know that there will be many questions to answer and appreciate your continued communication as we navigate the unprecedented return to work process. Below you will find information regarding what we have done to adjust building operations. We will continue to monitor governmental regulations and guidelines and will remain flexible to adjust our protocols accordingly.

The building will follow all Illinois and CDC directives. The current Executive Order is for individuals to wear a face covering to cover their nose and mouth when in a public place and unable to maintain a six-foot social distance. While this directive is in place, Mask/Facial covering should be worn in all common areas of the building including elevators and bathrooms. Please notify all employees, vendors and guests of this directive.

Building Entry:

- Signage is in place at building lobby entrances notifying individuals that social distancing is in effect at the building.
- Hand sanitizer stations are located on the West Bridge, at the Lobby Security Desk and at the 1st Floor & Lower Level elevator banks in both buildings. There are also hand sanitizer stations outside each door that leads to the parking garage. Furthermore, we will place additional hand sanitizer stands & dispensers in the elevator lobby on tenant every floor.

Avenue C Internet Cafe and Common Areas:

- Avenue C is open for grab and go food service and Foodsby continues to provide their delivery service and drop off food at their kiosk in Avenue C. However, all furniture will be removed until further notice.

Elevator Usage:

- Signage is posted in elevator lobbies to remind employees that social distancing is in effect.
- Please limit 2-3 occupants per elevator ride.
- Elevator handrails have been treated with an antimicrobial clear coat lacquer.

Restrooms:

- Hand washing signage is placed in restrooms.
- After washing your hands, you can use the paper towel to open the door handle to exit and continue to use to open your suite door before disposing of in your office. We are adding garbage cans by the restroom door if you prefer to dispose of the paper towel at that point.
- All restrooms are equipped with automated faucets, soap dispensers, and towel dispensers. We have also recently added automated flush toilets. If your restroom does not have this equipment please contact management to discuss.
- Water fountains outside of the restrooms are out of service until further notice.

Cleaning:

- All cleaning staff are required to wear mask/facial covering and any necessary PPE under the directive.
- Cleaning scopes in building areas have been adjusted to focus on the cleaning and disinfection of high touch surfaces using products that meet the US EPA's criteria.
- Night cleaning in tenant areas will have focus adjusted to cleaning and disinfection of common touchpoints, such as, suite entrance door handles and pantry countertops.
- An additional Day Porter has been hired to provide additional common area disinfecting and additional bathroom disinfecting.

Security:

- All security staff are required to wear mask/facial covering and any necessary PPE under the directive.

Engineering/HVAC/Water:

- All engineering staff are required to wear mask/facial covering and any necessary PPE under the directive. They will practice social distancing.
- HVAC dampers and outdoor air intakes have been cleaned. The overall hygiene within the Air Handling Units (AHUs) includes semi-annual cleaning and disinfection of the condensate drip pans and heating and cooling coils. Anti-microbial products are used in the condensate drip pans during the cooling season to prevent biological amplification.
- Building standard MERV 11 HVAC Filters have been changed out.
- All bathroom fixtures and drains, tenant sinks and drinking fountains are being flushed with water on a weekly basis.

- In accordance with CDC guidance, outside air introduction was maximized where possible to provide additional dilution ventilation. Outside air introduction will continue to be maximized when it is not detrimental to the building or to occupant comfort.

Contractors/Vendors/Guest/Deliveries:

- All contractors/vendors are required to be scheduled for access into the building. Contractors must follow mask/facial covering and other PPE requirements as directed. They must also confirm they are following CDC guidelines and that individuals will not come to the building if they are exhibiting COVID-19 symptoms.
- Please remind all guests that mask/facial covering under the directive should be worn in the building.
- Delivery individuals should wear mask/facial covering under the directive. Signage will be posted in the dock reminding individuals to wear masks/facial coverings.

Conference Center:

- Building conference rooms are open, but will be limited to occupancy by tenants of the building only. Tenants renting the Conference Rooms are responsible to practice social distancing and we will only permit rooms to be used by one tenant per day. The Conference Rooms will be fully cleaned and disinfected at night following usage.

Fitness Center:

- The Fitness Center will remain closed until further notice. All memberships have been frozen while the Fitness Center is closed. We are engaged with fitness experts and are working toward reopening the fitness center when we can provide a safe and healthy environment.

Deli Time Cafeteria:

- We are working with Deli Time on a plan for them to reopen the cafeteria which will not occur until we have a daily population that meets their minimum threshold. As we approach reopening the cafeteria, we will share all of the COVID-19 related safety guidelines that have been put in place.
- Until the Cafeteria reopens, Deli Time is offering Managed Delivery for tenants in the building.

Tenant Communication:

- Tenants should inform building management if they are notified of a confirmed COVID-19 case. Management will notify building occupants if there is a confirmed COVID-19 case and provide details on steps to be performed.

Tenant Space Considerations:

- Within your suite, tenants are responsible for outlining and enforcing guidelines around social distancing, use of PPE, work hours, illness monitoring and other health and safety procedures. We encourage each company to adhere to best practices and guidelines outlined by the CDC and local governments.
- We encourage tenants to explore staggered start times to avoid clustering at the elevator lobby and to provide social distancing in the workplace.

- Evaluate visitor policy. We will not limit building visitors, but we encourage tenants to be mindful and limit visitors to only those deemed necessary.
- Limit on-site meetings with clear guideline to limit the number of attendees and maintain social distancing.
- Determine if work area needs to be reconfigured or barriers installed. Consider repurposing underutilized meeting rooms, common areas, or cafes for additional workstations.
- Determine if you would like to contract with the building cleaning company for extra disinfection services within your space, such as tenant desks and workstations.

Please feel free to contact Kristopher Entler at kentler@lpc.com with any questions or concerns. Through our on-going partnership and open communication, we will ensure a seamless transition back to the office for all. Lincoln Property Company and the Woodfield Corporate Center Ownership are proud to be a strong partner to our tenants and we are wishing the very best for you and yours as we prepare for this next chapter in the COVID-19 story.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristopher Entler', written in a cursive style.

Kristopher Entler
General Manager
Lincoln Property Company Commercial
As Agent for Owner