



Dear Tenant:

Ellicott Development Company and its property owners appreciate your tenancy and partnership. With the evolution of the COVID-19 pandemic, we want to provide an update on how we are handling this situation as well as share with you some resources which will better able you to stay informed and prepared. We continue to closely monitor the Center for Disease Control (CDC), the New York State Department of Health (DOH) and the Building Owners Managers Association (BOMA) along with other supplemental resources to ensure we have the most recent data, cleaning practices and remediation resources available.

We have received a number of questions regarding COVID-19 and we would like to share some information as it relates to your building. Our janitorial staff are providing increased cleaning of common area touch points like door handles, elevator buttons, bathroom fixtures, etc. using the proper cleaning chemicals for the application. Our janitorial department is appropriately staffed, and we have sufficient supplies to accomplish this task at this time. We strongly recommend that all tenants perform routine cleaning of individual workstations and other frequently touched surfaces within your suite. If you desire in-depth disinfecting of your suite, we have resources available that we can refer to you at an additional cost.

As more is learned and the situation evolves, we are continually updating our plans and resources as we are following guidance from the CDC and local authorities. As you know, there are many different scenarios that could arise, and we are prepared to respond accordingly.

If your office is aware that a person with a suspected or confirmed case of COVID-19 has visited the property, we would ask for your partnership in sharing relevant information in hopes that we can work together to manage the situation. If a person has been confirmed as having COVID-19 and has visited the property, we will work with local health authorities and will take all necessary action in accordance with the guidelines provided by the CDC and DOH.

We also ask that you inform us of any temporary closures so that we may adjust our staffing accordingly.

We encourage you to visit <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> which covers a number of vital components of continuity planning. We have also compiled a list of additional websites that can provide valuable information and updates:

OSHA: <https://www.osha.gov/SLTC/covid-19/>

CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

DOH: <https://www.health.ny.gov/diseases/communicable/coronavirus/>

We will continue to communicate important and relevant information with you as this issue develops. Please do not hesitate to contact us at 716-854-0060 or contactus@ellicottdevelopment.com with any notifications, closures or questions that you may have.

Thank you for your continued partnership.