



March 2, 2020

Dear Tenant,

While at this point there is one confirmed case of the Coronavirus (“COVID-19”) in NYC, we wanted to let all tenants know that building management is, out of an abundance of caution, taking some basic protective measures within the building.

Hopefully, these safety precautions will halt the possible transmission of this virus via the touching of common surfaces. For as long as necessary, you will see members of the staff increasing the frequency of wiping down all areas that are commonly touched by building occupants and visitors with anti-bacterial wipes. These include hallway elevator call station buttons, elevator floor panel buttons, egress stairs, amenity space and entrance doorknobs and handles.

Hand sanitizers will also be provided in common areas, which we encourage tenants and visitors to use as they enter and exit the building.

We encourage everyone to be proactive in protecting themselves. The Centers for Disease Control and Prevention (the “CDC”) has issued guidelines for some simple things you can do to minimize any possible health risks:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Follow CDC’s recommendations for using a facemask.

- CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
- Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others.
- The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).

Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

We will continue to closely monitor this situation and provide updates as necessary.

In the meantime, for anyone looking for more information about the virus, see attached from NYC Department of Health and the CDC. Additional information is also available on the CDC website at <https://www.cdc.gov/coronavirus>.

Sincerely,

A handwritten signature in black ink, appearing to read "Katie Kindbergh". The signature is fluid and cursive, with the first name "Katie" being more prominent than the last name "Kindbergh".

Katie Kindbergh
Property Manager
Paramount Group, Inc.