



**RPO Property Management, LLC**

**RE: Preparation for Returning to Work**

We hope this correspondence finds you and those close to you safe, healthy, and managing the many unique challenges of these unprecedented times.

Since the start of this pandemic, Rubenstein has been focused on ensuring the health and safety of our tenants, vendors, and our own employees. We have made it a priority to ensure that our buildings have remained open and fully operational while enhancing our operational procedures at every level to comply with applicable guidance and best practices issued by the CDC, commercial real estate industry, and state and local governments.

As we prepare for many of our tenants to return to their offices in greater numbers, it is our first priority that our tenants feel safe and comfortable returning to work in our buildings. On the subsequent pages, you will find the following information which we hope provides that comfort:

- Detailed descriptions of enhancements we have made to cleaning and operating procedures at our properties to help ensure the health and safety of tenants, vendors, and our employees;
- Recommendations for our tenants to implement within their suites to help ensure the health and safety of their employees and other tenants in the buildings; and
- A list of frequently asked questions and answers.

Many tenants have inquired about available space that would allow them to adequately social distance their employees upon returning to work. In many cases, we may have available space adjacent to or near your current suite should you desire additional space to facilitate social distancing. In addition, we have relationships with a variety of experienced architects, furniture vendors, space planners, contractors, and moving companies who can facilitate your expansion. Please contact your property management team for specifics on available space and a list of available resources.

Finally, should you have ANY concerns or would like to offer any suggestions regarding your return to work, please contact your Property Manager at 610.640.1400.

Thank you in advance for your cooperation as we continue to navigate these unique times together.

Sincerely,

Your Rubenstein Property Management Team