



May 14, 2020

Dear Mr. Thornton;

I hope that you, your families and co-workers are all safe and well. As the city begins discussions regarding lifting the stay at home orders, Park Madison would like to work with our tenants to ensure that we resume normal operations in the safest manner possible and prepare a very detailed re-entry process.

As you all may know, Mayor Muriel Bowser has currently designated June 8th as the date the city will re-open. Though we are not 100% certain that this date is firm, it is our intent to be ready for re-entry, just in case.

Park Madison has been working with our industry peers, vendors, contractors and staff to establish new protocols for the building in effort to keep everyone safe upon your return. These new measures will impact building staff, tenants, food deliveries, messengers and contractors.

Here are a few changes that will be implemented. Please note protocols may shift as we learn what works for our building occupants and what doesn't work:

- All individuals entering 901 D Street must wear a face mask at all times while in common areas of the building such as elevators, restrooms, hallways and lobbies.
- Food deliveries will not be allowed to go up on the elevators to individual suites. Food delivery firms make multiple deliveries per hour and we want to limit unnecessary exposure to building occupants. You will be notified and will be required to pick up your food in the lobby.
- USPS, Fed-Ex, UPS and messengers will continue to make deliveries to the floors or to the mailroom since the security desk is unable to accept packages on the tenant's behalf. However, upon entering the building, security will deny access to anyone not wearing a mask.
- Deliveries from your office suppliers will also be allowed to deliver to your floor as long as the driver is wearing a mask and gloves.
- Any service providers working in your suite must also wear mask and gloves while working onsite. As a friendly reminder, please notify Park Madison staff at least 48 hours prior to service providers visiting your suite.
- Management will use signage and floor placement stickers in the main elevator lobby to remind employees to social distance while waiting for and inside elevators. Once the property re-opens,

we ask that all tenants restrict elevator occupancy to two (2) individuals at a time. We recognize this may result in increased wait times for elevators, but it is important we all do our best to adhere to social distancing guidelines.

- The fitness center will remain closed for the foreseeable future. Once it is deemed safe for gyms to reopen in the city, we will then allow tenants to use the facility with new social distancing guidelines. This will allow management time to ensure that the proper gym wipes are being used and that signage is installed to remind users to wipe down equipment after every use.
- Hand sanitizing stations will be installed on each floor in the elevator lobby.
- Management has taken select sinks and urinals out of service to promote social distancing within our restrooms.
- Park Madison is asking tenants to notify management if you anticipate a 100% of your employees returning on day one or are you planning on staggering their re-entry into the building? Park Madison would also like to know what the social distancing guidelines will be within your office. Please provide this information as soon as it becomes available.

Please note that in your absence, we've also been working with our janitorial contractor to sanitize all high usage items 3 – 4 times per day. These items include restrooms, elevator call buttons, door handles, any flat surfaces, sinks and soap dispensers. This practice will continue upon re-entry to the building.

Finally, our engineering team is also working to replace all existing filters in the building in an effort to reduce the number of contaminants that tenants may be exposed to, as well.

We know this may seem like a lot of new practices, but we are committed to doing what must be done to keep our staff and tenants safe. We are also open to your ideas and recommendations in the weeks leading up to re-entry.

For now, please stay safe.

LaShaun Queen, CPM®
General Manager