

June 29, 2021

RE: Coronavirus Update

Dear Valued Tenant:

We want Union Square to be a healthy place to do work; and, accordingly, we want to continue to align ourselves with the state and county directives. As such, we wanted to provide some updates regarding building policies.

1. **King County:** For information regarding current COVID-19 protocols at the county level, please visit: <https://www.kingcounty.gov/depts/health/covid-19.aspx>

<ol style="list-style-type: none">2. Masks: Please continue to wear a mask in the common areas of the building if you are not vaccinated. Please defer to your company's policies for your leased premises.
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3. **COVID Exposure:** Stay home if you are sick, or believe you, someone you have interacted with or live with, may have been exposed to Coronavirus.
4. **Common Area Cleaning:** Please note that the daytime janitorial staff is focused on cleaning high touch point surfaces (building entries, elevator buttons, escalator railings, elevator tablets, elevator cabs, etc.) throughout the day. In addition, we have hired additional staff to clean building restrooms and elevator tablets/buttons throughout the day in each tower. In the garage, our garage staff helps clean the garage elevators and other high touch points. At night, the janitorial team performs a deep clean of high touch surfaces, elevators, building lobbies, and restrooms.
5. **HVAC:** The building has increased outside air intake to the maximum levels permitted based on current operating conditions. In addition, the building has at least MERV-13 filters and recently completed the replacement of all building filters as part of routine maintenance. Additional information can be provided on request.
6. **Water:** As the building has remained open, the building domestic water system has remained in use, and has been monitored by our team. In addition, janitorial runs all taps every night as part of their cleaning regimen.
7. **Hand Washing:** Please wash your hands with soap and water frequently, or use hand sanitizer provided in the building lobbies, elevator entrances in the main lobby, and the mail rooms.
8. **Use Good Health Practices**

9. **Report Coronavirus Cases:** Please continue to report any confirmed Coronavirus cases to our Assistant Property Manager, Chrystal Montes at cmontes@waholdings.com
10. **Amenities:** Amenities including conference center and fitness center remain open and capacity limit has been removed.

To schedule a deeper clean of your Lease Premises, please contact Tenant Services at unionsquareservice@waholdings.com or 206.623.4567.

We will keep you updated should there be any further updates. We will be posting updates at www.unionsquareseattletenant.com. Thank you for partnering with us as we move into this next phase of our efforts to keep Union Square healthy, and work together as a community in response to the Coronavirus pandemic! If you have any additional questions, please contact me at cmontes@waholdings.com or 206.613.5328.

Thank you,

A handwritten signature in blue ink that reads "Chrystal Montes". The signature is written in a cursive, flowing style.

Chrystal Montes
Assistant Property Manager
Washington Holdings