

880 Harrison Update on the COVID-19 Pandemic

Our hearts go out to those around the world who have been affected by the COVID-19 pandemic. We'd like to assure you that providing a safe and healthy working environment for our tenants and employees is our top priority. We're continuing to closely monitor the crisis and follow the recommendations of the Centers for Disease Control (CDC), World Health Organization (WHO), and U.S. State Department.

In this rapidly changing environment, we would like to share some of the procedures we are implementing in order to minimize the impact to our tenants and the surrounding community:

- As mentioned in prior communications, we are focused on creating a work space that ensures the health and safety of our tenants. All contact points - door handles, faucets, light switches, etc – are being disinfected multiple times a day. Hand sanitizer bottles have been placed around the building and we ask that all tenants and employees make regular use of them, not only for your own benefit, but for the benefit of those around you as well. Finally, we are installing UV pathogen scrubbers into our HVAC system to disinfect the air.
- Any social events have been temporarily canceled, out of caution, but we look forward to resuming events in the following months.
- To our current and future tenants who may be on the verge of moving, we realize that it may be a bit unsettling to move office at this time. We are here to help and will coordinate with you on your move, even if this requires a change in plans.
- With heightened sanitizing procedures and policies required by each individual, we encourage you to take advantage of our on-line portal capabilities. The portal enables you to request maintenance, process rent payments, and view other available property listings.
- We take the health of our employee team seriously. We have instructed any employee who is not feeling well to stay home. Out of an abundance of caution and to minimize social interaction, we would like to encourage most communication to be via email or phone.
- We ask that any tenant or visitor to the building who is feeling unwell or has recently traveled to a high risk country, as outlined by the State Department, please work from home.

We understand that the COVID-19 will have an economic impact. As of March 15, 2020, the federal government has outlined several programs to help defer the costs of emergency utility expenses, food, and special unemployment assistance. Complete details are available here:

<https://www.usa.gov/disaster-financial-help>

Thank You, The Team at 880 Harrison | The Blockchain Building