

Dear Tenants

I hope this message finds you well and that you and your family are healthy and safe. WePartner has been proactive throughout this pandemic and started our Coronavirus Committee in our office on March 13th, following a call that I was on which included Governor Kemp. Based on his announcements we determined that this is a situation that we need to closely monitor to be in front of the curb to keep our staff, 300+ commercial tenants, and 100+ residential tenants well informed. Throughout these six weeks we have been sending weekly communications and I hope that you have benefited from our research.

At WePartner, our mission is to use the power of real estate to build human connection, happiness, and prosperity for all.

Over the past weeks it has been incredibly challenging for many businesses and families across the world. COVID-19 has taken a toll on us all. Believe me, you are not alone in this battle. I truly believe we will rise above and soon begin to revitalize our economy. It will take time and a lot of effort, but it starts with us properly planning and taking extra measures to ensure a safe and healthy work environment.

Now that Georgia's shelter in place restrictions are soon to expire on April 30, 2020, the executive team at WePartner has decided to reopen all buildings. They will be fully operational as of Monday, May 4, 2020, unless there is a change in the executive order from the Governor between now and then.

Collectively we must be ready for a bit of change as we enter back into the workplace.

I understand the many safety and health concerns you may have, but we assure you that we will take proper precautions in the common areas of full-service buildings. The safety and well-being of our tenants remains to be our top priority.

In the common areas, we have provided hand sanitizing stations to promote frequent hand disinfection. However, tenants are responsible for providing additional supplies as needed within their business office. Evening janitorial and day porters will not provide a more thorough cleaning or disinfecting than the standard janitorial services within the individual suites.

Before a full reintegration back to the building, it may be best for your executive team to visit first and assess the area to ensure that it offers a safe and healthy environment for your staff. This may include, changing seating arrangements, stocking up on additional sanitizing supplies, setting new protocols on handling commonly touched surfaces (i.e. copiers, fax machines, coffee machines, break room appliances, etc.), and adding signage to encourage cleanliness and social distancing.

Safety Measure Tips:

- Promote social distancing (6ft apart).
- Rearrange office setting as needed.
- Regularly use disinfectant to wipe down keyboards, phones, desk, equipment, etc.
- Keep hand sanitizer available for employees in all common areas within your suite.
- Create a response plan for employees who come to work and become ill.
- Use touch screen pen for surface equipment normally use with a finger.
- Pre-screen employees for fever by using a forehead thermometer.
- Offer an alternative or work from home schedule to decrease the number of people within the space.

Taking these necessary precautions not only protect yourself and your staff, it is also protecting other staff members throughout the building and our building staff. WePartner offers a list of resources surrounding COVID-19 on our website at www.wepartnerusa.com. As always, we greatly appreciate your tenancy and I am available shall you have any questions or concerns that you would like for me to address.

Sincerely,

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