

Dear Workspace Family:

We at Workspace hope this message finds you, your teammates, and your families well during this unprecedented and challenging time. Rest assured, your experienced Workspace Team remains here, as we have throughout the pandemic, still working for and with you. All our buildings remain open, with staff to service them and aid each of our tenants, as necessary.

We remain fully engaged and committed to continuing to meet the needs of our customers in every way that we can. In our managed common area buildings, we have posted guidelines regarding proper social distancing, personal hygiene, and building cleanliness. Our janitorial services are diligently using disinfectants on common high-touch areas such as door handles, elevator call buttons, handrails, and light switches.

We ask that our tenants observe social distancing practices and use good judgement during their in-office workdays. The health and safety of our tenants is our highest priority. In this regard, should you need it, we can assist you in identifying resources for you to implement safe practices in your individual spaces or help prepare your spaces for this new environment we are all working in.

Your Workspace team looks forward to partnering with our trusted tenants now and in the years to come to promote safe, healthy, and productive work environments.

**We Are Workspace
Still Here for You**

Experienced | Engaged | Prepared