



May 28, 2020

Dear Tenants:

We hope you, your families and staff are doing well, this has been a scary and challenging time.

The Shelter-in-Place orders are being modified to allow certain businesses to open and operate. With many returning to work we wanted to provide an update for The Chantel Building.

Our janitorial company will continue cleaning with a Neutral disinfectant (as per the recommendations of the CDC) and use Lysol disinfectant as a second step to increase the cleanliness of the common area restrooms.

Our maintenance staff will continue the daily disinfecting of the frequently touched surfaces, exterior door handles, elevator buttons, ADA push buttons, pedestrian gate handles, stair rails and benches.

We have ordered motion sensor hand sanitizing machines that will be placed in the common areas. Availability is challenging, priority is given first to medical facilities and first responders. They will be installed as soon as we receive them.

We will be replacing the common area bathroom faucets and soap dispensers with motion sensor hands free fixtures. They will be installed once they become available.

Following are some additional changes we have undertaken:

Wednesday May 27th – our HVAC company replaced the filters with high efficiency filters which are 30 times more efficient capturing micro particles and adjusted the in-take to increase the flow of outside air.

Saturday May 30th – Our maintenance staff will thoroughly clean/disinfect all stairs, hand-rails, courtyard aggregate, benches, garage walkways and 2nd floor walkways.

Sunday May 31st – Janitorial company to complete an enhanced cleaning/disinfecting of the restroom floors, partitions, and walls. Janitorial company will also clean/disinfect elevator floors and walls.

Sunday June 7th – Janitorial company will shampoo conference room chairs and carpet. Tenant's use of the conference will be modified to accommodate safe distances. We will post "maximum occupancy" sign on the entry door of Suite 204 when available.

Tenants have responsibilities for complying with governmental mandates and safe practices within their suites/workspaces. Please refer to www.cdc.gov for recommendations for your work-place. Additional resources may be found at <https://www.labor.ca.gov/coronavirus2019/> and <https://www.sccgov.org/sites/covid19/Pages/home.aspx>

A few tips for maintaining a healthy workplace:

Social distancing – keeping a healthy distance from others is now part of our daily life.

Sick employees and visitors:

Should be instructed to stay home

Respiratory etiquette:

Cover your nose and mouth when coughing or sneezing

Face coverings should be utilized per Santa Clara County Health Department guidelines

Hand hygiene:

Promote frequent and thorough hand washing

Provide hand sanitizers in multiple locations

Frequently touched surfaces:

Provide disposable wipes so that frequently touched surfaces can be disinfected before use (doorknobs, light switches, desks, thermostats, etc.)

As the situation evolves, our practices and policies may be updated as appropriate to comply with health department mandates and recommendations.

The "new normal" presents unique challenges by working together we can safely navigate through this recovery.

Sincerely,

Sequoia Management Company, Inc.



Lisa A. Rabello
Property Manager