

COVID-19 HEALTH AND SAFETY PLAN

Due to the recent order issued by Governor Abbott's Executive Order (GA-34) lifting the mask mandate in Texas, please make note of our updated guidelines:

Accordingly and consistent with CDC guidelines, Sullivan Commercial Realty will continue its policy that all employees and visitors wear face masks whenever they are within the common areas of the properties (including common area bathrooms).

We continue to recommend the CDC social distancing guidelines - Maintain at least six feet of distance from others as much as possible in all common areas, including elevators.

Please keep in mind that, according to the CDC, COVID-19 virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Via respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- Maintaining good social distance (about 6 feet) is very important in preventing the spread of COVID-19. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

COVID Positive Case Response Process

- When notification of a positive case is received, the building management interviews the individual that tested positive to gather information of travel in the building and the individual's daily activities within the building.
- A professional cleaning company is engaged to perform an intensive disinfecting of the suite(s) occupied by the individual that tested positive and common area that individual visited.
- Building management calls tenants on the affected floor(s) to notify them of the case and determine if they would like to have their suite(s) sanitized.
- All tenants in the building are notified of the positive case via e-mail. This notification will include when the affected area will be cleaned.

Please continue to practice the preventative measures as recommended by the CDC.

We will continue to provide updates as additional information is available.

Please contact Laura Serna and/or Jasmine Leal, Sullivan Commercial Realty Property Management, at 210-341-9292 or via email at lserna@sullivansa.com or frontdesk@sullivansa.com if you have any questions related to this Health and Safety Policy.