



Date: May 4, 2020

To: Tenants of 1190 Saratoga Ave

RE: COVID -19 Response

As we all navigate these unprecedented times, Dollinger Properties is doing our best to support our tenants. In order to provide a safe and clean working environment, we have implemented enhanced cleaning procedures by increasing the frequency with which we disinfect common areas (e.g., lobbies, elevators, entryways, restrooms) and high touch surfaces in our buildings. In the coming weeks, we will be installing hand-sanitizing stations. We have also installed new HVAC filters.

If we receive timely notification of a confirmed case of COVID-19 in one of our buildings, we will work swiftly to ensure a deep cleaning of the affected tenant's suite along with all common areas where that person may have spent time. We will also proactively alert all tenants in the impacted building about the confirmed case.

As you make plans to have more of your team return to the office, please let me know as soon as possible. When the initial shelter in place mandate was implemented, we reduced some services due to the very low occupancy of the building. We will increase these services as the need requires, but it does take some time, so your patience is appreciated.

We encourage all tenants to stay informed of the latest CDC and local government guidelines and adopt internal procedures to ensure a safe and healthy work environment. Below are some resources to that end.

California Coronavirus Response:

<https://covid19.ca.gov/>

Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Santa Clara County Public Health:

<https://www.sccgov.org/sites/covid19/Pages/press-release-04-29-2020-shelter-in-place-extension.aspx>

Stay safe!