Platinum Realty Management

To: Management Team
From: Trish
Date: March 12, 2020
Re: Encouraging a Safe Work Environment – COVID19

To All Employees:

We would like to ensure the safety and well-being of our employees is always our top priority. We understand that the rapidly evolving situation with the Coronavirus (COVID-19) can be unnerving, with new information coming out daily, and even hourly. We are closely monitoring these real-time developments and looking to experts such as the Center for Disease Control (CDC) for guidance. You have our commitment that we are being diligent and proactive to protect the health and safety of our employees. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, and visitors. We also want to ensure the continuity of business operations in a safe environment.

We ask all employees to cooperate in taking these few steps in ensure everyone’s well-being. Employees are reminded of the following:

- Stay home if you are feeling ill.
- Clean frequently touched areas and working stations at least 1-2 times a day.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze or cough, and discard used tissues in the trash.
- Avoid physical contact with other employees or guests

The properties will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

We have issued letters to tenants on how they can also play an active role in minimizing contact and keeping everyone safe.

Rest assured, we will continue to monitor the situation closely and wanted to mention that we have no reported cases at any property at this time and we will continue to evaluate and make adjustments as needed. We have also attached instructions from the CDC of steps you can take to help protect yourself from the Coronavirus.

Any questions please feel free to reach out.
Thank you for you continued dedication and support!

Trish Cicca
Take steps to protect yourself

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick
- **Put distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

Take steps to protect others
Stay home if you're sick

- **Stay home** if you are sick, except to get medical care. Learn what to do if you are sick.

Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
Wear a facemask if you are sick

- If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider’s office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. Learn what to do if you are sick.

- If you are NOT sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.