



We know you are all eager to get back to your normal routine. Providing safe and clean environments for our clients, guests and colleagues is always a top priority at PC Executive Services and we remain committed to enhanced levels of cleanliness—now and in the future. We follow federal, state and local officials’ safety plans as well as our own guidelines to ensure the safety of our tenants and guests such as instituting measures that include capacity limitations, social distancing guidelines, etc.

In an effort to ensure the safety of our clients and staff, we encourage you to follow the following guidelines with respect to scheduling your employees and directing your space. We are aware of restrictions each tenant will likely have for their employees, as well as limitations regarding how you would like management, engineers, or security to enter your suite. We want you to know we respect those guidelines and will follow them closely.

1. We will observe the following cleaning and safety protocols:
  - **Clean meeting rooms after each use.**
  - **Clean surfaces in common areas** (kitchen, copy room, reception area, etc.) multiple times throughout the day.
  - **Provide hand sanitizer** at the reception desk.
  - **Spray sanitizing mist** in common areas.
  - **Face masks are required** for everyone in all common areas of the suite.
  - Chairs in reception and waiting areas are placed at least **6 feet apart**.
  
2. We ask of you:
  - a. Please check in with the receptionist at the end of your meeting so that we can quickly clean the surfaces for the next user.
  - b. Stay home if you, or a member of your household, have symptoms of COVID-19
  - c. Stay home if you, or a member of your household, have been directly exposed to COVID-19
  - d. Keep in-office meetings to 10 people or less
  - e. Practice social distancing (keep 6 feet between you and others when possible)
  - f. Wash your hands often
  - g. Cover your cough

We are continuously monitoring and following the changes in recommendations and guidelines of the local governments and the local health authorities to continue working towards providing the best service possible while safeguarding the safety of our guests and associates, within the requirements issued by such local authorities.