



Dear 20 N Clark Tenants,

In accordance with the latest recommendations by the CDC and to ensure all employees feel safe when returning to the office, 20 N Clark **will continue to ask that face coverings be worn at all times while in common areas including the lobbies, elevators, common corridors, and restrooms.**

We appreciate your help in stopping the spread of COVID-19 by following the guidelines established by the building, your employer and the governing authorities.

The following announcements/guidelines are in place:

- **Conference Center space.** The room is open. Reservations are required and at this time, only one reservation will be taken per day. Furniture has been limited in the space to allow for the recommended 6-foot social distancing. We ask that our tenants maintain the appropriate social distancing and wear masks when using the space.
- **Fitness Center.** The fitness center will open on May 3, 2021 Fitness Center hours will be 5 AM to 9 PM Monday - Friday to allow for appropriate evening cleaning. Equipment has been modified to allow for the recommended 6 ft for social distancing and we will require all occupants to wear masks when using the gym. Gym wipes will be available, and as has always been the standard, please be sure to wipe down all equipment used. To accommodate others in our limited capacity, we ask that you limit your gym time to 60 minutes. Please contact Life Start to start or resume your membership. 20nclark@lifestart.net.
- **Wifi Lounge.** The Tenant Wifi Lounge will open on May 3, 2021. Furniture has been spaced to allow for the recommended 6-foot social distancing. We ask that our tenants maintain the appropriate social distancing and wear masks when using the space unless you are eating or drinking.
- **Property Management Personnel and Contractors:** Accesso and our building contractors are wearing face coverings. We do ask that our tenant contacts continue to inform the property management office of your return to occupancy plan, so we can best serve you with appropriate resources. Management offices are open to visits.
- **Cleaning** - The enhanced cleaning specification changes that were implemented in March 2020 remain in effect. Daily sanitation in common areas, elevators, restrooms, break rooms, touchpoints, etc. If you have any questions or would like to request above standard cleaning, please contact property management for more information
- **Elevators** - Please maintain the social distancing recommendations of the CDC. Signage has been installed in all elevators as a reminder. As occupancy increases, please consider staggered work schedules or shifts to help reduce 'rush hour' congestion; your collaboration and patience is greatly appreciated to minimize wait times if needed.



- **Deliveries/Vendors** - we ask that face coverings are worn by vendors in the lobby, loading dock and in the freight elevators. We will continue to require it of all vendors working through the management office.
- **COVID-19 Cases** - We will continue to communicate when a confirmed positive case is identified. Please notify Property Management as soon as possible if there is a case among your employees/contractors; we will handle all information respectfully to protect the privacy of both the individual and your organization.

We look forward to seeing you soon. As always, if you have any questions or concerns, please feel free to call us at 312-332-6660, visit us or email us at ljusth@accessoservices.com

Take care and we are here to serve you,

Marsha Fujimagari
Property Manager



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