

19 March 2020

Dear tenant

NOTICE TO COMMERCIAL TENANTS: CORONAVIRUS

Coronavirus. It's real, it's getting closer to home, and we cannot pretend it won't touch us in one way or another. As we collectively face the uncertainty and impact of the Coronavirus, within our South African context as well as the global impact thereof, we would like to reassure you that your safety and well-being remains one of our top priorities.

Following the decisive actions approved by cabinet to deal with the Coronavirus (COVID-19), and as conveyed to the country by President Cyril Ramaphosa on 15 March, we have been working on implementing actions designed to combat the spread of the Coronavirus (COVID-19) pandemic, in line with the recommendations from government. The World Health Organisation (WHO) said that every person has the capacity to contribute, to protect themselves, to protect others, whether in the home, the community, the healthcare system, the workplace or the transport system.

Accordingly, we as a business recognise the need to endeavour to educate and where possible assist to stop the spread of the virus. To this end, we have, where possible, put additional measures in place to enhance cleaning and hygiene protocols to prevent the further spread of the virus. Posters are being placed in all our managed buildings to serve as reminders of what we should and should not do, as responsible members of the community. But, for us to succeed in halting the spread of this virus, we need the support and assistance from each and every person in the building.

Our Coronavirus response team continuously monitors the situation as it unfolds nationally, regionally and locally, and we take guidance from the National Institute for Communicable Diseases (NICD), WHO and the department of health (DOH). Being aware of the latest information is crucial to enable informed decision making.

Personal hygiene is key to stopping the Coronavirus. We therefore encourage tenants, visitors, contractors, suppliers and staff to create the necessary awareness surrounding frequent washing of hands (with soap and water), coughing and sneezing etiquette (into your elbow crease or a tissue, not into your hands), and keeping all surfaces and surroundings, disinfected and clean. Please pay particular attention to the posters that will be displayed in our buildings, where possible on how to protect yourself and others from the virus.

Remember that proper hand washing with soap and water, for no less than 20 seconds, is still the most effective preventative measure.

Should you, or any of your visitors, staff and suppliers present with any of the symptoms associated with Covid-19 (which may include symptoms such as fever, difficulty breathing and coughing), please immediately contact a medical professional / medical facility or encourage the sick individual to do the same. At this stage, global best practice recommends that you *contact* a medical facility / medical professional to discuss your symptoms and receive guidance on what to do, **instead of arriving** at the facility / practitioner, where you could potentially spread the virus to others. Alternatively, contact the NICD on their toll-free number – 0800 029 999.

If you have been exposed to someone confirmed to have the Coronavirus or you suspect that you may have been exposed thereto, please contact the NICD for guidance and follow their recommendations, which may include self-quarantine, and please immediately notify City Property - you can communicate with us via our contact centre on 012 319 8700, WhatsApp on 060 086 7368 or your property management team.

We recommend that you practice **social distancing** as much as possible. This means keeping a distance from other people (of at least one meter). Try to avoid big groups of people and limit domestic air travel. We have implemented measures to minimise the risk of transmission at all of our offices and we are working hard to ensure we keep our tenants, employees, suppliers and contractors safe.

All our branches remain open for business. Rest assured that we have implemented improved hygiene protocols in all high traffic areas and will continuously endeavour to play our role in curbing the spread of this virus, which is ultimately in the interests of us all.

We would like to thank you for your continued support and would like to remind you that you can get in touch with us via our contact centre or any of our other platforms

012 319 8700, info@propworld.co.za

www.cityproperty.co.za

WhatsApp line – 060 086 7368

Social media channels:

<https://twitter.com/CityPropertySA>

<https://www.facebook.com/CityProperty/>

We are committed to providing the necessary awareness within the buildings. We however urge you to abide by the regulations as gazetted by government, remain vigilant and responsible in stopping the further spread of the Coronavirus.

“If we act together, if we act now and act decisively, we can overcome this”, President Ramaphosa.