

Dear tenant

We have noticed that the number of confirmed cases of the Coronavirus has been increasing countrywide.

We are aware that you have implemented your own protocols to manage positive COVID-19 cases within your premises. We would like to remind you to please inform us as and when persons that have tested positive for the Coronavirus have been on your premises as we are required to implement rigorous cleaning protocols and may need to consider the possible temporary closure of common areas.

Please share the following with your property or centre manager at City Property:

- If you have contacted the National Institute for Communicable Diseases (NICD) or the Department of health (DOH)
- If the infected individual has been isolated/quarantined, and if so, from what date
- If your premises will be closed, and if so, for what period
- The process you will follow to quarantine your staff members who may have been exposed to the infected individual
- The process you will follow to decontaminate your premises by an accredited service provider

Upon the presentation of a positive Coronavirus case we have stringent controls in place that are aimed at preventing the spread of the virus. These include deep cleaning and sanitising of the common areas such as bathrooms, passages, lifts, parking lots, entrances, etc.

As we believe in open and transparent communication, we will also inform all other tenants within the building and any contractors who may have been on site. A follow up message will be sent once the property has been decontaminated and is ready for your to return to the building.

We are grateful to all of our healthcare workers who are working tirelessly to help keep our communities safe.

Stay safe, take care

City Property