



TWO LIBERTY PLACE
PHILADELPHIA

WORKING TOGETHER FOR A HEALTHY WORKPLACE



2LP

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WELCOME BACK!

THE HEALTH OF OUR BUILDING COMMUNITY IS OUR TOP PRIORITY

Your 2LP Building Management team has been active in response to the COVID-19 crisis and governmental orders. All departments – Engineering, Security and Housekeeping – have been working throughout the shutdown to maintain and clean the Building and have now turned their focus to preparing for the return to work of many of our tenants.

Building protocols and procedures have been modified to promote the safety and well-being of our customers by upgrading and adjusting building mechanical systems, creating social distancing standards in all common areas and devising deep cleaning measures for high-touch points in the Building.

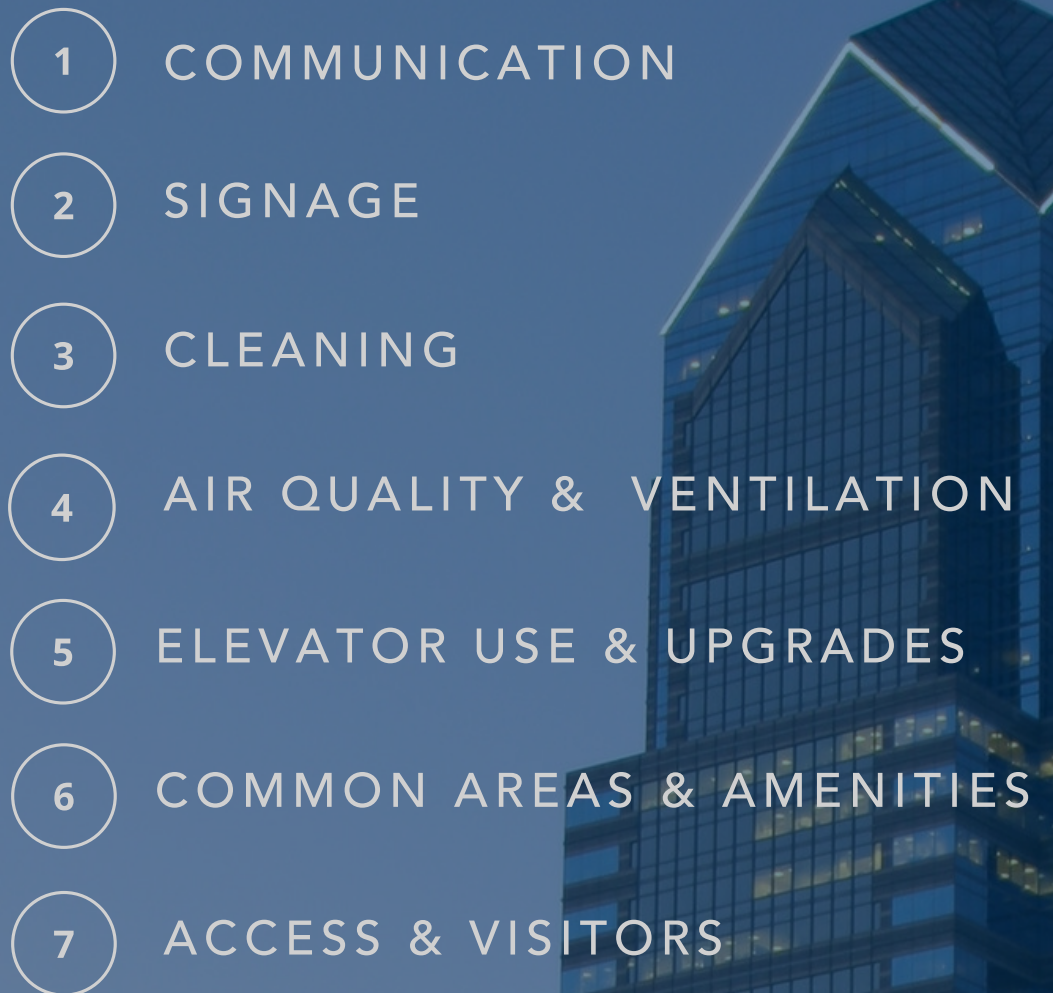
Our success depends on everyone doing their part in practicing recommended social distancing guidelines and hygiene provided by public health and government authorities. With your help, we can all get back to the office and enjoy a healthy work environment.

Our plans are a work-in-progress and may require adjustment based upon tenants' return to work plans or other factors.



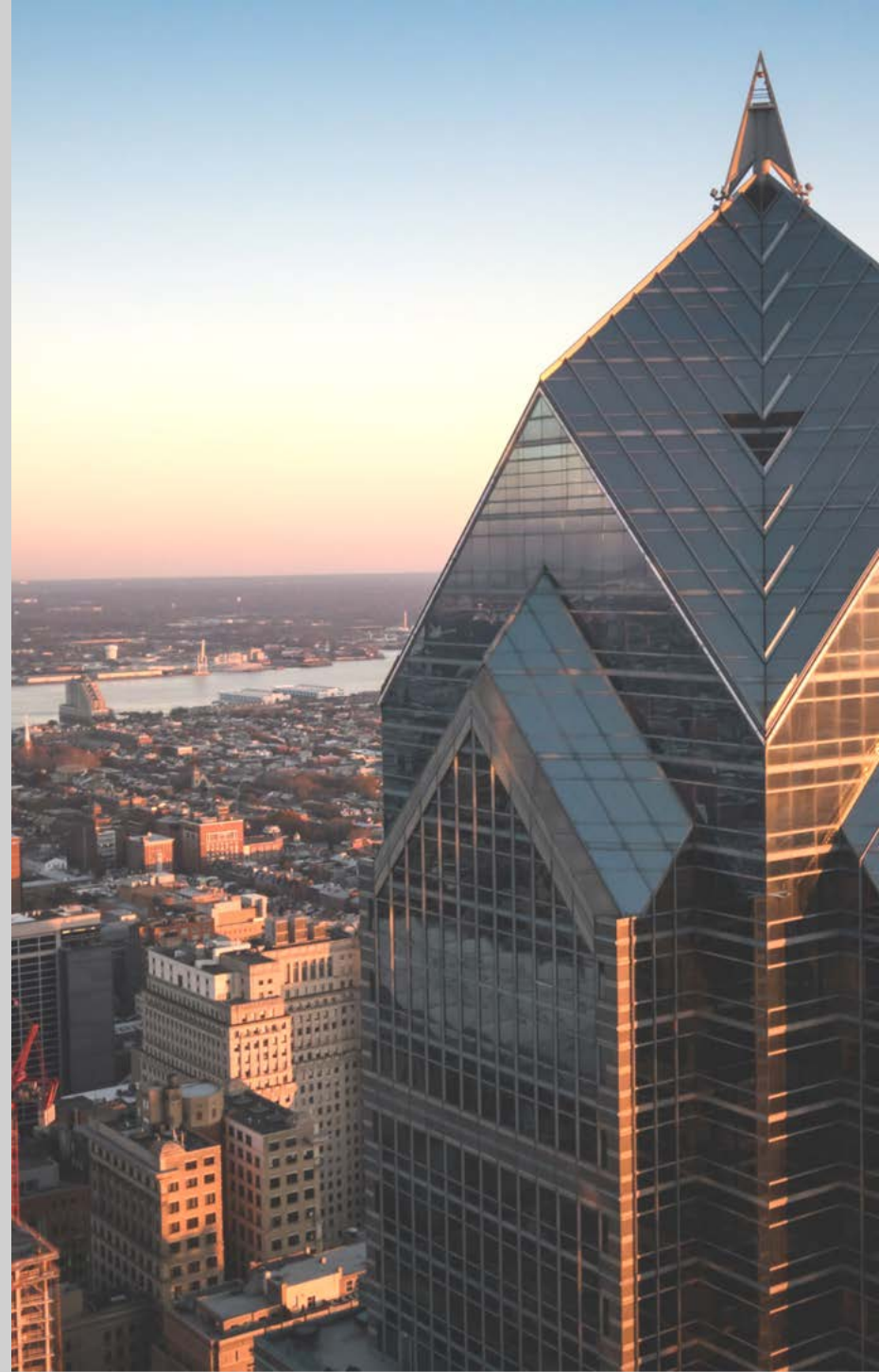


OUR FOCUS AS WE PREPARE FOR YOUR RETURN TO THE WORKPLACE

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- 1 COMMUNICATION
 - 2 SIGNAGE
 - 3 CLEANING
 - 4 AIR QUALITY & VENTILATION
 - 5 ELEVATOR USE & UPGRADES
 - 6 COMMON AREAS & AMENITIES
 - 7 ACCESS & VISITORS

1 COMMUNICATION

- We remain committed to providing our tenants with open and timely communication as we navigate this pandemic together
- We will continue to notify you of confirmed cases of COVID-19 in the building as soon as we are made aware
- Please immediately notify the 2LP Property Management team if you are made aware that one of your employees or visitors is suspected or confirmed to have COVID-19
- Please do not hesitate to contact the 2LP Property Management team and let us know if you require assistance



2 SIGNAGE



Upon return to the Building, you will notice that we have placed new signage throughout the property common areas, including at locations noted below, that provide important information and reminders regarding distancing and hygiene.

- MAIN ENTRANCE OF THE BUILDING
- ELEVATOR LOBBIES
- ELEVATOR CARS
- TENANT ELEVATOR LOBBIES
- COMMON AREAS
- DIGITAL SCREENS

3 CLEANING



Since the March 17th work from home Order, our Housekeeping team has remained on-site and fully deployed.

Working according to CDC guidelines and industry best practices, we have implemented regular cleaning protocols for high-touch areas such as doors, door handles, elevator keypads and restrooms throughout the Building. These high-touch areas will be cleaned at regular intervals throughout the day.

2LP is fortunate to already have touch-free fixtures in place in the restrooms.

4 AIR QUALITY & VENTILATION

Our Engineering team has identified system improvements and control revisions that respond to the need for COVID-19 enhancement. Following are system changes implemented or in process:

- UVGI (ULTRAVIOLET GERMICIDAL IRRADIATION)
AN IN-DUCT AIR PURIFICATION SYSTEM WILL BE INSTALLED INSIDE HVAC SUPPLY AIR DUCTWORK ON EACH FLOOR
(MID SEPT 2020)
- INSTALLATION OF UPGRADED MERV 15 AIR SUPPLY FILTERS, ENHANCING AIR QUALITY BY CAPTURING A LARGER PERCENTAGE OF CONTAMINANTS
- IMPROVED BUILDING VENTILATION VIA INCREASED OUTSIDE AIR DELIVERY TO EACH FLOOR

5 ELEVATOR UPGRADES & USE

Upon your return, we ask that you please observe the following etiquette when using building elevators:

- Enter/exit elevator car one person at a time
- Limit 4 passengers per car
- Maintain social distancing within the car
- Wear a face mask for protection
- Minimize contact of surfaces by continuing to utilize hands-free Destination Dispatch

All Passenger and Freight Elevator cars will be outfitted with a Plasmacluster Ionization system designed to improve air quality and deactivate airborne allergens and viruses. The design and engineering of this system is underway.

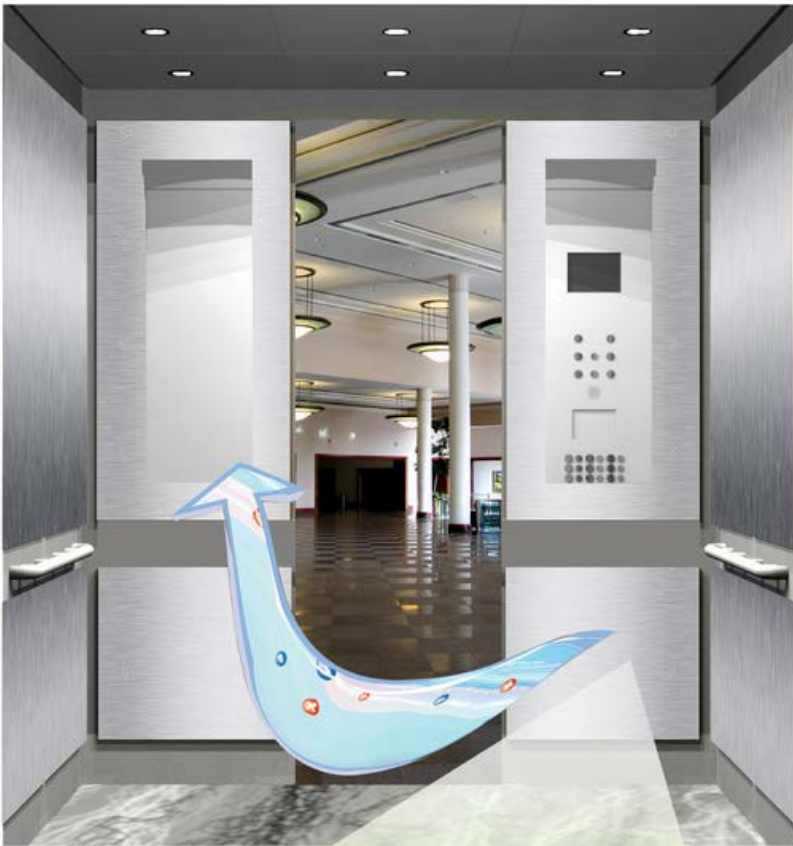
2 LIBERTY PLACE IS PLEASED TO PROVIDE THE NEWEST TECHNOLOGY IN ELEVATOR CAR PURIFICATION

Fujitec IONFUL®

Improve the Air You Breathe

Fujitec's IONFUL® from Sharp
Corporation,

with Plasmacluster™ technology, releases
dual-charged ions that surround, attach-to
and break down airborne contaminants,
which are then exhausted through the
elevator cab ventilation system.



6

COMMON AREAS AND AMENITY SPACES

The 2LP Conference and Community Center is open on a limited reservation-only basis. We will conform to Pennsylvania Reopening Guidelines and ask that meetings be limited to approximately 50% of capacity to allow for social distancing.

- Please remember to properly distance at all times while in any common area space
- Hand sanitizer will be provided in main building lobbies and common areas*
- As we learn of each tenant's re-occupancy plans, the Café offerings will be better tailored and communicated.

*please note that some supplies are on back order due to high demand

7 ACCESS AND VISITORS

- To minimize extended visitor activity at each Security console, we ask that all visitors be pre-registered and pre-screened by tenants at least one business day before arriving at the Building.

SUMMARY GUIDELINES FOR A HEALTHY BUILDING



Stay home if feeling sick or if someone at home is sick



Refer to the CDC website for updates on COVID-19 guidelines moving forward.
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>



Self-monitor for symptoms of COVID-19



Cover coughs and sneezes



Practice proper distancing and respect new protocols while at work



Wash hands often for at least 20 seconds



Use face masks or face coverings when moving throughout the building



Use hand sanitizer and disinfectant wipes frequently throughout the day



Please limit 4 passengers per elevator car



Pick up all food deliveries in the building lobby

A photograph of a modern office lobby with marble walls and a blue overlay. The lobby features a white reception desk, a woman walking in the foreground, and a man standing behind the desk. The background shows a hallway with a red wall and people walking. The blue overlay is a semi-transparent rectangle covering the upper half of the image.

WE LOOK FORWARD TO WELCOMING YOU BACK!

2LP
TWO LIBERTY PLACE
NORTH LOBBY

