

A Message from Cord Meyer Development Company about COVID-19

With the coronavirus (COVID-19) now present in Queens, we want you to know what steps Cord Meyer Development is taking to help protect the health and wellbeing of its tenants, their customers and employees, our own employees and associates, and the community at large.

Throughout our properties, disinfecting and cleaning procedures have been intensified. On a daily basis, our enhanced cleaning regimen includes the use of disinfectant on such high-touch surfaces and objects as door handles, restroom surfaces, and elevator buttons.

We have also formed a task force that is monitoring health alerts from the Centers for Disease Control (CDC) as well as from New York State, New York City, and local health departments. We will adjust protocols as these authorities issue new guidance and will work with them directly at the local level as needed. Additionally, we are in contact with other developers and landlords in the real estate industry to share best practices in the fight against coronavirus.

As you may already know, the CDC has posted sanitary guidelines at www.cdc.gov to help control the spread of infection. In short, these everyday preventative actions include:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds.

We have instructed our employees that should they develop symptoms or come in contact with an infected individual, it is imperative to protect themselves and others by immediately calling a healthcare provider for medical advice.

As always, the health and wellbeing of our tenants, their guests, our employees, and the community is our top priority.

We will get through this difficult period if we all act responsibly. Again, please visit www.cdc.gov for additional information.

Thank you.

Matthew Whalen, President and CEO
Cord Meyer Development Company