



A Message to our Valued Colleagues,

The health and safety of our colleagues and employees is of the utmost importance to us. During these troubling times, we at Palmer Square have been monitoring the developments related to the coronavirus. We assure you we have raised our typical standards of sanitation and cleanliness and are dedicated to providing a safe place for you and your employees to get back to work.

While the recommendations and guidelines from the CDC and New Jersey Department of Health are constantly evolving, we have been working diligently to ensure our safety and sanitation protocols not only meet those requirements but exceed our already high standards of maintenance.

Work with the confidence of knowing the following procedures have been put in place to better protect our colleagues and employees:

- Increased cleaning and disinfecting frequency of all public spaces and surfaces including, elevators, handrails, doorknobs, etc.
- Increased cleaning and disinfection of all public restrooms
- Increased disinfection of top touch points throughout the square such as mail drop boxes, fed ex drop boxes, parking kiosks etc.
- Readily available hand sanitizer stations throughout the property
- Prominently displayed signage emphasizing social distancing and hygiene practices to be followed by individuals
- Thorough cleaning and replacement of air filters on all HVAC equipment of all buildings
- Enhanced staff training in the new health and sanitation procedures
- Employ a professional cleaning service to clean and disinfect offices daily, Monday-Friday (CleanNet's Plan for Pandemic Response available upon request)
- Enhanced health and wellness measures for our employees including the use of personal protective equipment and daily health evaluations prior to each shift
- Exploring the use of advanced technology such as electrostatic disinfectant sprayers and touchless thermometers for staff

We strive to give you the confidence to work with security. As the guidelines evolve, so will we, please check back frequently to see what health and safety protocols we have implemented.

Please continue to stay healthy and safe.

Sincerely,

A handwritten signature in black ink that reads "Lori Rabon". The signature is written in a cursive, flowing style.

Lori Rabon

Vice President of Palmer Square & Nassau Inn

PALMER SQUARE PRINCETON

Now more than ever, we are committed to ensuring your safety when you are working in Palmer Square.

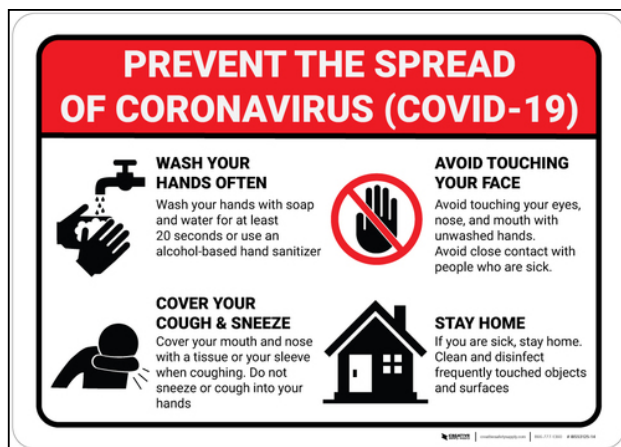
In that regard, please review the recommended best practices of the Centers for Disease Control (the “CDC”) in terms of prevention related to health and hygiene at

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>, which recommendations include:

- Practice social distancing
- Wear a facial covering
- Wash your hands often with soap and water for at least 20 seconds, if you do not have access to soap and water use hand sanitizer made of at least 60% alcohol
- Avoid touching your eyes, nose, and mouth.
- If you are in a private setting without a facial covering, cover your cough or sneeze with a tissue, then throw the tissue in the trash.

In addition, the New Jersey Department of Health further provides up-to-date information related to the Coronavirus and its impact on New Jersey at:

https://www.nj.gov/health/cd/topics/covid2019_resources.shtml.



HELP KEEP OUR SQUARE SAFE BY WEARING YOUR MASK AND PRACTICING SOCIAL DISTANCING. THANK YOU.

 **PALMER SQUARE**
PRINCETON



HELP KEEP OUR BUILDING SAFE BY WEARING YOUR MASK AND PRACTICING SOCIAL DISTANCING. THANK YOU.

 **PALMER SQUARE**
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