



AMERICAN LANDMARK
P R O P E R T I E S

June 11, 2021

COVID-19 Update – Building Protocol

Dear Tenants,

American Landmark Properties continues to be committed to providing our tenants, your employees, guests, and our employees with a safe and secure work environment. The management and ownership of Schaumburg Towers would like to welcome you back to your offices, whether it be now or later in the year. We look forward to seeing everyone in the building again soon.

As always, everyone's safety and health are our primary concern. We encourage you to use best practices per the CDC, state, and local guidelines. As the state and local governments lift COVID-19 restrictions, we have been preparing our building and property management team accordingly.

Beginning Monday, June 14th, you can expect the following operational measures upon entering Schaumburg Towers:

Building Protocol and Operations:

- Signage at the security desks and in the lobbies has changed. Please familiarize yourself with the changes.
- Please continue to wear a mask or face covering in all common areas of the building **unless you are fully vaccinated**. To protect privacy of health information, we will not be asking for proof of mask exemption or vaccination.
- We will not be limiting access to the building, unless directed by the appropriate government authorities.
- Full capacity elevator usage will resume.
- HVAC and all other systems have been serviced in anticipation of full building occupancy.
- Most tenant amenities – coffee shop, conference center, game room, fitness center, outdoor plaza – are open. The full café will re-open soon.

Janitorial Services:

- We have increased our janitorial standards to include all CDC recommendations for cleaning and disinfecting, including increased cleaning of touch points throughout the building and increased frequency and scope of work in the restrooms to include sanitization of all touchpoints.
- Disinfecting flip cards have been placed on all desks in all tenant suites, as well as throughout the café seating area and common area furniture. Please flip the card to the red side if an area has been used. This allows for proper disinfection by the janitorial staff.

Schaumburg Towers
Management Office
1400 American Lane
Schaumburg, IL 60173

T 224 653-8312
F 847 278-1278

www.americanlandmark.com

Your Property Management Team:

- Our on-site property management office has been open and continues to service the building.
- We will continue to share any information of confirmed cases of COVID-19 in the building as soon as we receive notice of same.
- All vendors and guests should continue to check in at security.
- We are continually reviewing and updating our policies to ensure your safety.
- Please continue to update the management office as frequently as possible as to when your staff will be returning, both partially and entirely.

Again, we are look forward to having you back at the building, as we work together to adjust to the “New Normal” operations of the building. Our hope is that we all follow these guidelines, along with those issued by the State of Illinois and CDC, to provide safety for all of us.

Please contact the management office with additional questions or concerns.

Best Regards,

Kimberly A. DeFily

Kimberly A. DeFily

General Manager

American Landmark Properties

1400 American Lane, Suite 100

Schaumburg, IL 60173

T: 224-653-8312

F: 847-278-1278

E: k.defily@americanlandmark.com

www.americanlandmark.com