

Dear Merchant:

As many of you may have heard through various outlets, the State of California has approved Los Angeles County to move further into Stage 2, allowing in-person customers at retail businesses, with modifications. In order to comply with this Safe Reopening Plan, the County is requiring businesses to follow guidance, and complete and post safe reopening plans and signage.

While there are many things to contemplate and prepare in order to reopen, we wanted to highlight a few items for your implementation below:

All retail stores in Los Angeles that show they have adopted the county's safety protocols were given permission to begin in-person shopping at 50% capacity on May 27th, 2020. That included shops at indoor and outdoor retail centers. That did not include personal services like barbershops and hair and nail salons.

RESOURCES:

- County of Los Angeles Health Dept. Order Dated May 26th:
 - http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HO_Order_Reopening_Safer_at_Work_and_in_the_Community_05262020_FINAL.pdf
- Protocol for Retail Establishments Opening for In-person Shopping: Appendix B (posting required)
 - http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_RetailEstablishments.pdf
- Protocol for Food Facilities and Establishments:
 - <http://publichealth.lacounty.gov/media/Coronavirus/docs/food/GuidanceFoodFacilities.pdf>
- Summary of what is open in Los Angeles County:
 - http://www.publichealth.lacounty.gov/media/Coronavirus/docs/HOO/SaferatHomeOrder_ExamplesofOpenings.pdf
- Los Angeles County's Roadmap to Recovery can be found here:
 - <http://publichealth.lacounty.gov/media/Coronavirus/>
- Retailer Specific – OSHA Required Safe Reopening Plan guidance available on the County's website, available here:
 - <http://covid19.ca.gov/pdf/guidance-retail.pdf>
 - <http://covid19.ca.gov/pdf/checklist-retail.pdf>

Preparing Your Space - will require making sure all your standard procedures are in place but also new ones. Have your tried and true teams and vendors ready to go, but consider any new needs and timing related to executing correctly.

Experience - Many customers may be venturing out for the first time, or are making limited trips, so it is extremely critical that their experience is made worthwhile, convenient, and feels safe and organized.

Please also view our COVID Resource page at <https://www.newmarkmerrill.com/covid19>.

We are all in this together, and while we are learning new information all time, we are happy to work with you on any questions or concerns you may have. So, please contact your Property Manager to share your plans or any other ideas that come to mind.

Thank you,

Jeff Miyaoka
Regional Property Manager
NewMark Merrill Companies