

To our Tenants, Clients & Partners:

As plans for reopening cities evolve, we are implementing our own detailed plans to welcome back a growing number of occupants to our buildings in the weeks ahead. We manage more than 500 properties around the world, and your dedicated property management team is tailoring procedures unique to your building and needs.

Tapping into our more than 60-year experience, we have developed a comprehensive, post-COVID-19 Return to Office playbook, which will provide new protocols for cleaning, arrival and circulation and vendor visitor access with the goal of supporting social distancing and promoting health and wellbeing.

We invite you to view the guide as well as a video message from our President & Chief Executive Officer Jeff Hines along with additional resources on [hines.com/ready](https://www.hines.com/ready).

We remain steadfast in our commitment to promote the health and safety of our building occupants and our own employees. We also understand the irreplaceable value of in-person collaboration and are working to help everyone feel more comfortable returning to the office...

When you're ready, we're ready!

Hines