



MEMORANDUM

To	: RCBC Plaza Tenants	Date	: 23 January 2020
From	: Property Management Office	Ref. No.	: PMO-TRM-2020-04
Subject	: Advisory on Coronavirus (2019-nCoV)		

Dear Tenants,

In light of the recent developments concerning the spread of a new strain of coronavirus (for now being called "2019-nCoV") in neighboring countries, and the ongoing investigation by the Department of Health (DOH) on a possible case of coronavirus in the country, the RCBC Plaza PMO has intensified its existing cleaning practices to help reduce the risk of virus transmission within our building.

Frequency of cleaning and sanitizing of building elevators is increased, and high-touch surfaces such as elevator buttons, handrails, switches, doorknobs and push plates are being cleaned and disinfected on a more frequent basis. Hand sanitizers are already in place around the building common areas, with its supply and availability closely monitored.

We trust that you, our tenants, have your own set of guidelines in ensuring the sanitation of your respective areas. Please do encourage your associates to be extra cautious and exercise measures in protecting themselves and others from getting sick.

The DOH advises the public to practice frequent handwashing, avoid unprotected contact with farm or wild animals, practice proper cough etiquette – maintain distance and cover coughs and sneezes with a tissue or the crook of your elbow – avoid close contact with people showing cold or flu-like symptoms, and ensure that food is well-cooked.

Attached are infographics from the World Health Organization and the DOH on coronavirus that you can disseminate together with the link below for the awareness of everyone.

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

Thank you and let us all keep safe.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Jonah C. Ramirez".

Jonah C. Ramirez

Tenant Relations Manager