



TENANT ADVISORY

Novel Coronavirus COVID-19 Update #4 Temporary Restrictions to Building Access March 23, 2020

In a continued effort to stop the spread of COVID-19 and to ensure the security of the building and community having seen a sharp decline in tenants and visitors over recent days, we have made the necessary decision to limit the number of entrances that will be open during the business day at Livingston Place. Effective Tuesday, March 24, 2020 the following entrances will remain open between the hours of 6:00AM and 6:00PM, with all other entrances locked:

South Tower – West facing entrance
West Tower – South facing entrance (card access required)

A hand sanitizer station will be available at each entrance, we kindly ask all people entering the building to use it.

All Plus15 doors will remain open on weekdays between 6:00AM and 6:00PM until further notice.

Elevators will be programmed to an after-hours schedule, therefore a building access card will be required in order to operate the elevator to get to any floor.

At this point we discourage tenants inviting visitors to your premises unless necessary. If you are expecting visitors, please ensure that you advise them of what building entrances will be available for access and encourage them to use the hand sanitizer station on arrival. As a building access card is required to use the elevators, you will need to meet the visitor on the main floor and escort them up to your floor.

Livingston Place parking remains available for monthly parkers and tenant daily/hourly parking only. Monthly parkers will have access via their parking transponders. Daily/hourly tenant parkers will have access by swiping their building access card or by buzzing in at the intercom.

We will continue to notify you of any changes to property operations. Any questions about this plan, please contact Sharlene Quian, Property Manager at 587-998-2963 or via email at