



## Welcome Back

The Commonwealth's phased reopening is underway, and we are pleased to welcome more clients back to our properties. Activity is picking up in our buildings and elsewhere, and we are glad to be taking steps toward regaining a sense of community. We know that for many of you, as with our own team, working together in person can lead to more collaborative, productive, and enjoyable workdays.

Over the past two months, many essential businesses, including a number involved in the fight against COVID-19, have continued operating on site, so our buildings have stayed open and our custodial and maintenance team has been hard at work. In short, we are well practiced in executing on the operational health precautions related to COVID-19.



We recognize that some clients may have questions about what to expect when returning to the workplace—please know that we are readily available to assist you. Please reach out to your account manager with any questions.

We look forward to seeing you soon.

## Special Offer

**iClean Building Services**, 100 Cummings Center, Suite 539-H, is now offering electrostatic disinfection, as well as a variety of commercial cleaning services. For additional information, call 978-500-6044.

## Upcoming Event

**Northeast Massachusetts SCORE**, 100 Cummings Center, Suite 310-G, will host *Step by Step Actions for PPP Forgiveness* on **Wednesday, June 10 from 11:00 AM to 12:00 PM**. The complimentary webinar, featuring Marianne Byrne, Esq. of Capco, will provide a simple 10-step approach to complete the forgiveness application. To register, visit the [website](#).



## Client Notices

During the next several weeks, our field staff will be replacing the air filters in standard HVAC units with higher performance filters. Our maintenance staff will require brief access to your space during normal business hours, and the work will cause minimal disruption. No action is required on your part for this service to be performed.

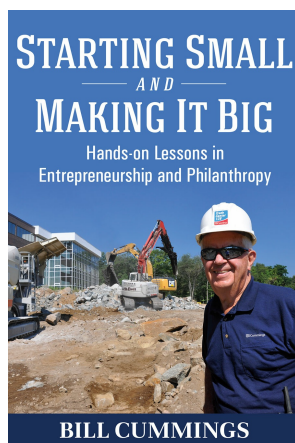
We have also increased building exhaust fan run times and fresh air intakes to the maximum levels allowable for effective and sustainable operation. You can further increase the amount of fresh air in your suite by running HVAC fans more frequently.

If your space has been unoccupied for some time, below are a few helpful tips as you re-populate your space:

- Run HVAC unit
- Open windows, if operable
- Pour water in floor drains to eliminate possible odor caused by a dry trap
- Run hot and cold water (water may appear rusty at first due to non-use, but should clear)

Additional client notices can be found on our [COVID-19 Resources](#) page.

## Latest from Cummings



Bill Cummings, founder of Cummings Properties and Cummings Foundation, has released the sixth edition of his popular memoir. *Starting Small and Making It Big: Hands-on Lessons in Entrepreneurship and Philanthropy* is currently available for purchase at [www.cummings.com/book](http://www.cummings.com/book) and [Amazon.com](http://Amazon.com), with all proceeds going to charity. To hear more from Bill, tune in to his [Harvard Business School podcast](#).

All client firms should have received a copy of an earlier edition of *Starting Small*. If your firm was somehow missed, please contact your account manager, and we will be delighted to drop one off for you. In addition, anyone who has the first or “Winchester” edition of this business book is invited to trade it in for the latest version by stopping by the leasing office at 100 Cummings Center, Suite 107-L.

## What's New in Our Buildings

Those who are returning to their spaces for the first time in a while will notice some changes in our buildings. As [previously communicated](#), we have put a number of new COVID safety protocols in place. Among them is new building signage that promotes the use of face coverings in common areas and offers tips to help stop the spread of germs. Additionally, in a number of our buildings, we are providing suggestions to direct traffic flow in stairwells and reduce congestion in elevators. Finally, you'll likely see our custodial colleagues more often, as they clean and disinfect common areas with increased frequency.

With the health of our entire business community in mind, we appreciate your cooperation in adhering to the recommended precautions in shared spaces.



## Call for Submissions

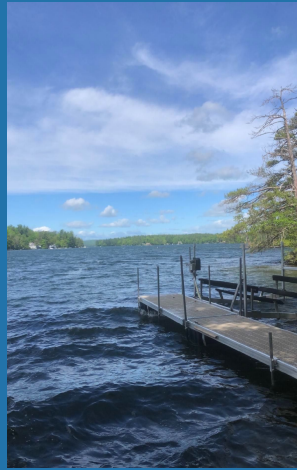


### We want to hear from you!

Have you adapted your business to offer virtual services during the pandemic? Is your firm providing vital healthcare services or medical research during this challenging time? Hoping to share some helpful tips or special offers with other Cummings clients? Email your news, offers, and photos to Helen Jeffers at [newsbrief@cummings.com](mailto:newsbrief@cummings.com).

## Simple Smiles

During these times of uncertainty, it can be difficult to see the sunnier side of things. We are inviting all North Shore News readers to submit photos of something or some place that without fail always makes them smile. The submission possibilities are endless: We only ask that these photos do not include people.



## Shoe Snippets

*Fun facts about the historic Cummings Center site, formerly known as "The Shoe"*

During its operation from 1905 to 1987, The Shoe was Beverly's largest business. The smokestack was an identifying feature of the compound, due to its bold lettering and central location. After a few years of disuse, the mortar deteriorated, and the smokestack became structurally unsound. As a result, it needed to be removed. During the construction of Cummings Center, Bill Cummings' wife, Joyce, had the bittersweet and distinct honor of pressing the button that demolished the smokestack.

[Client Directory](#)

[cummings.com](http://cummings.com)

[Service Call Request](#)

[Executive Office Suites](#)



If you no longer wish to receive our emails, you may unsubscribe below. Unfortunately, if you unsubscribe, you will not receive important building notices such as water and electric shutdowns or fire alarm testing.