



QUADRANGLE

Preparing the Workplace

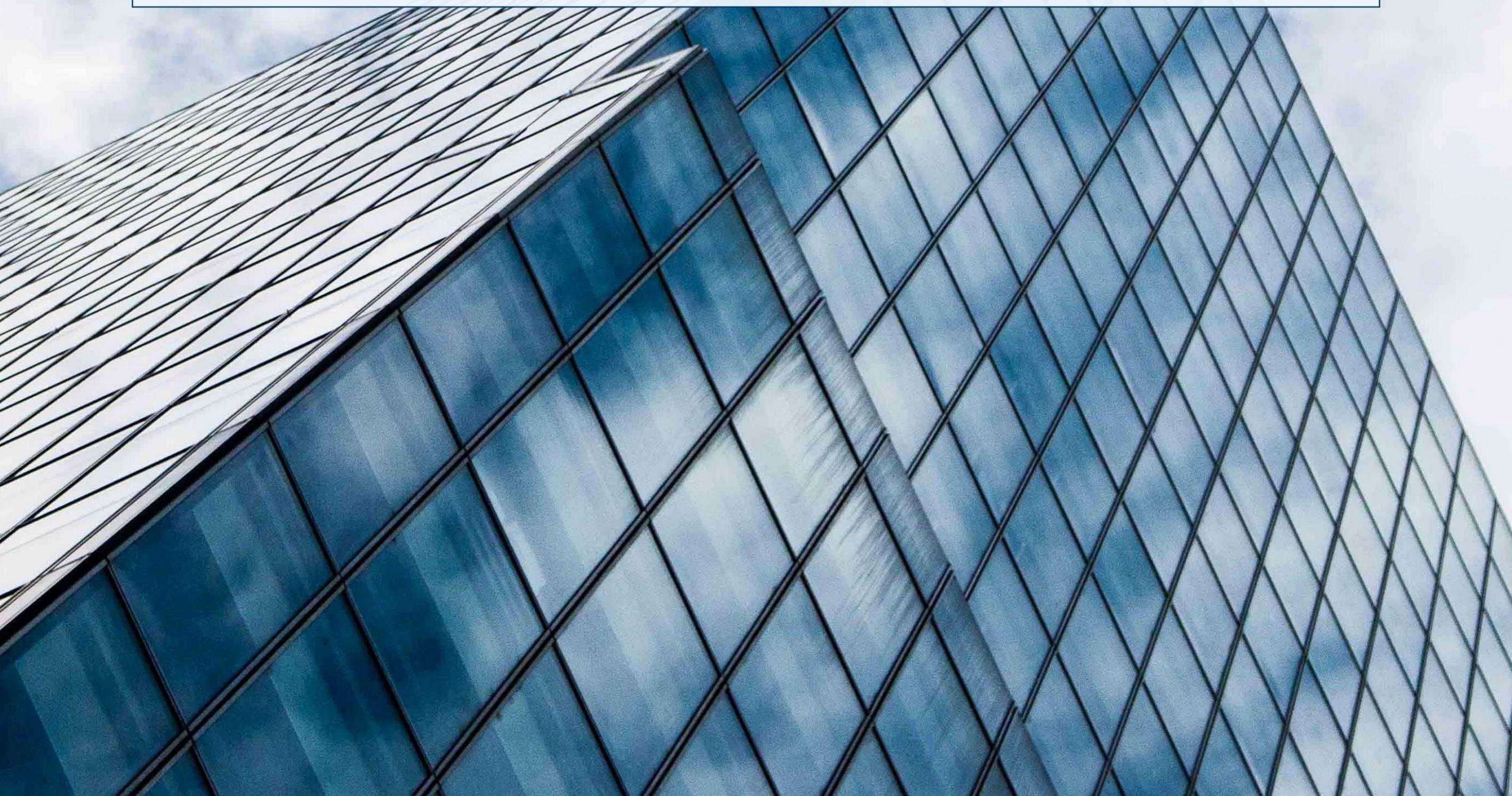


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Introduction

As you make plans for fully re-occupying your office space, we want you to know how we are recalibrating to meet your expectations for a building environment that has taken account of the COVID-19 pandemic. The building has remained open and fully operational during this period, without interruption and occupied by those who have needed to be in your office, but you can expect the changes discussed in the following pages when the stay-at-home orders expire and your workforce begins to return. These changes are made with the health and safety of our tenants, employees, and vendors uppermost in mind.

Clear and open communication is always important, but never more so than now. We recognize that our tenants and we have a shared responsibility to adjust pre-COVID 19 operations so that the risks to health are minimized, and that we need to let each other know what each of us is doing in order to stay coordinated in our mutual efforts. Our hope is that this description of our efforts will provide you with the information you need to bring your full workforce back with confidence, whether in a single stage or gradually, and to take appropriate health and safety steps within your office space with the knowledge that you have a partner in this important undertaking. The following guide outlines initial modifications to building practices and procedures and provides suggestions that we believe will be useful as you promote a healthy work environment within your space. We are grateful for your responses to our reopening survey and have incorporated your ideas in our planning. We have also partnered with Healthy Buildings (now known as UL) and Dr. Lucy Wilson, a prominent infectious disease expert at the University of Maryland who was formerly the Chief of the Maryland Department of Public Health's Center for Surveillance, Infection Prevention, and Outbreak Response Bureau to develop these plans. We will be continuing to rely on them as we proceed so that we will have expert advice not only at the initial stage but throughout the coming months. With their guidance, as well as that of the Centers for Disease Control and Prevention and other public health officials, we will be able to modify these plans to take into account emerging best practices, changes in the recommendations of public health officials, and new technologies that may become available on a practical basis.

The public health guidance so far suggests that the COVID-19 pandemic is likely to continue for some time and to evolve in ways that may partly be predictable but are likely to be unexpected as well. We will follow the guidance of public health officials as we work through these challenges, and as we work with you over the months ahead on joint efforts to promote health and safety within the building. **We look forward to welcoming you back.**



1.1 While You Were Working Remotely

Your building has been open and fully operational. This means that the HVAC systems were well maintained and running normally; janitors were cleaning shared spaces and your offices with enhanced methods because of the potential for virus presence; regular preventive maintenance was occurring, with certain projects accelerated to take advantage of reduced building occupancy; and any building matters that arose were dealt with promptly, just as they would be if your offices were fully occupied. We curtailed certain non-essential operations in order to reduce building operating expenses on our tenants, but we did not alter our basic principle that the property must be maintained properly and to the high standards you rightly expect.

In order to prepare for the fully re-occupied building, we have worked with our consultants at Healthy Buildings (now known as “UL”), our mechanical engineers, and our development team to explore whether retrofits or other changes to our building HVAC systems may be appropriate and can be accommodated. We have secured supply chains so that we should have access to significant quantities of hand sanitizer for our lobby areas as well as personal protective gear (PPE) for the building staff at the property. We are installing physical barriers at the lobby host desk (where applicable) to minimize the potential for viral transmission; we have worked with our regular service contractors, tenant-build-out contractors, and vendors on social distancing and virus-monitoring protocols; and we have developed health protocols for our own workforce as well as plans that will allow us to provide you with our high levels of service while reducing personal contact at this time.



1.2 Your Property Management Team & Service Requests

In order to be sure that you will continue to have confidence in working with our property management team, we are requiring all of our employees to take their temperature before coming to work; to stay home if feverish, feeling ill, or in close contact with anyone who is ill; to report any contact with any person who tests positive for COVID-19; and to wear masks at all times while at work. We will also be taking contactless temperatures of every staff member upon arrival at work and will not allow any of our staff members to remain who have a temperature over 100.4 degrees Fahrenheit or who are experiencing coughing or shortness of breath, per the CDC standard for reportable respiratory illness. At the same time, we have developed reporting protocols and flexible staffing plans so that, if any of our employees becomes ill, we can continue to keep the property appropriately staffed and continue to respond to your service needs.

We are implementing a change in how we ask you to handle service requests at this time. Our goal is to provide you with our customary high level of service while minimizing personal interaction for as long as that is advisable. Consequently, we ask that you do not make service requests in person at this time but make requests via telephone (703-761-7577), or via e-mail to vatenantservices@quad1.com. We will respond to all service requests but will do so remotely by taking full advantage of our building automation systems to the extent possible. Similarly, we are discouraging in-person meetings and have asked our staff to meet with you virtually if you would like a face-to-face discussion.

Finally, we hope that you understand that we have asked the garage staff to practice social distancing as much as they can, while still serving your needs and those of your guests.



02 Changes at the Building

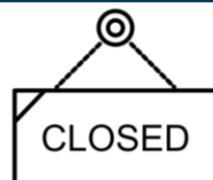
When the stay-at-home orders are lifted, you will find some changes in the shared spaces and in building hours. These changes, like all other aspects of our response to COVID-19, are subject to revision as we work with you to assess how you are operating in the building, as your operations change over time, and as public health recommendations change.



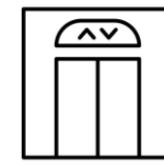
More specifically, when you return you will find:



Extended building hours. In order to help you stagger the arrival and departure of your workforce and reduce the number of employees in your premises at any given time, we will initially have operating hours of Monday - Friday from 7:00 A.M. to 9:00 P.M. Saturday hours will remain unchanged. We will work with you as your hours adjust and as the needs of your workforce change over the coming weeks and months.



Shared amenity spaces that are closed. We will reopen those areas when public health guidance suggests that it is safe to do so and, prior to reopening, we will disinfect these spaces with appropriate treatments, which may include using electrostatic application of CDC and EPA-listed disinfectant. When these areas do open, you will see some changes. There may be less furniture in these areas, and there will likely be modifications to the fitness center (where applicable). We are working with our fitness center consultants on how to manage fitness center use and equipment placement, at least until the pandemic abates.



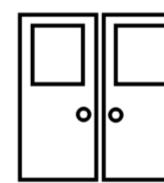
A change in delivery protocols. Hand-carried deliveries will be allowed into the building but only to the lobby-host desk and not upstairs (if applicable). The lobby host (where applicable) will let you know if a delivery has arrived and will ask you to meet the delivery person at the lobby-host desk to receive it. In buildings without a lobby desk, hand-carried deliveries will be permitted to be made to your office, where you can put in place the delivery-related requirements that will best serve your needs.



Where applicable, lobby hosts taking on a new role in the building. They will be encouraging physical distancing as your staff waits for elevators. They will be required to wear masks and gloves as long as that remains the public-health recommendation, and we ask that your staff wear masks as well when traveling through shared areas. We are placing temporary sneeze guards at lobby host desks to reduce the risk of viral spread.



Where practical, new HVAC filters, consistent with the recommendations developed by the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) as potentially suitable for COVID-19-related purposes. These will be installed if practical and compatible with the building's mechanical design.



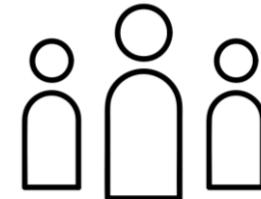
With tenant approval, deliveries of larger office supplies and equipment will be directed to the freight elevator for direct delivery to your office. We strongly discourage personal packages at this time and ask that you request that your employees have personal packages sent to their homes.



And you will also find:



Hand sanitizer stations installed for your use in the main building lobby. We have secured a large and re-orderable supply of sanitizer with at least 60% alcohol content (the CDC requirement) but it cannot, of course, protect against the transmission of virus onto the lobby doors, which can be touched by anyone who enters the building. As a result, we strongly recommend that you require all employees to use their own hand sanitizer before entering the building or, at the least, to use tissues when touching the door handles into the building and then to use the hand sanitizer we have made available. We are acquiring hand-wipe stations that include touchless receptacles and will place them for use when exiting the building, but supply chain issues may delay delivery so that we cannot promise that they will be in place when you return.



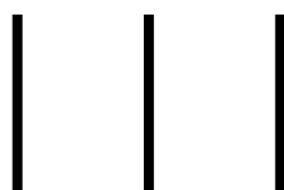
New rules for contractors working in the building. We will impose a requirement that any contractor employed by us have in place a COVID-19 health and safety protocol, including the use of personal protective equipment and touchless temperature checks before entering the building, and requirements for staying off the job site that conform to CDC recommendations for COVID-19.



Enhanced cleaning of the building and of high-touch surfaces will continue.



Social-distancing graphics in the lobby (including at the lobby host desk where applicable), and on multi-tenant floors. You may find this less attractive than the normal look of our public areas; we apologize, but we believe this is necessary until circumstances change.



Signage in the main lobby identifying a traffic pattern intended to maintain social distancing.

We will continue to review, refine, and modify these changes as the recommendations of public health authorities evolve. We appreciate your patience and your ideas as we work together over the coming weeks and months.

03 Preparing for Full Occupancy

3.1

Preparing for Full Occupancy

3.2

Preparing the Building

3.3

Our Cleaning Protocols

3.4

Our Building Systems



3.1 Preparing for Full Occupancy

We highlighted certain changes that you will see and experience as you return to your office in full strength because we want to be sure that you are prepared for the things that have changed at this time. That is not all we have done. We have been planning in other ways for building repopulation by focusing on essential areas of readiness: preparing the building; promoting physical and social distancing; control of access; preparing the workforce; and encouraging communication.

3.2 Preparing the Building

We have been working with our third-party contractor, Red Coats, Inc, on cleaning protocols so that the property is ready for your occupancy when you return and so that they are ready to employ more specific disinfecting if there is a case of COVID-19 in the building. We have also been working with our engineering team and an array of outside consultants to investigate short-term and potential longer-term methods and retrofits that may be particularly helpful in dealing with the COVID-19 virus.



3.3 Our Cleaning Protocols

Enhanced services will be the norm at this time. Our janitorial contractor's standard services prior to the pandemic included daily and nightly cleaning of all building common areas and tenant spaces. Our contractor has now implemented a tiered system of cleaning and disinfecting surfaces, with "Level 1" including enhanced routine daily and nightly cleaning and disinfecting of high-touch common areas in the building, "Level 2" services adding non-routine cleaning and disinfecting as well as additional cleaning and disinfecting frequency and associated additional staffing, and "Level 3" services providing electrostatic disinfection of contaminated spaces after a COVID-19 diagnosis. We have been using Level 2 services since the pandemic arrived in our region and we will continue using Level 2 as our regular service until public health guidance suggests that the pandemic is abating.



More specifically, Level 2 Cleaning Involves...

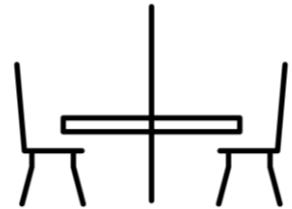
- Cleaning of all high-traffic common areas in the buildings, with pre-cleaning of any heavily soiled surfaces, followed by cleaning with an EPA-registered anti-viral disinfectant cleaner.
- Wiping high-touch surfaces with an anti-viral disinfectant solution and allowing the solution to remain on the surface for several minutes before drying, which we understand is likely to maximize its effectiveness. These high-touch surfaces include lobby doors, lobby host desks, elevator call buttons and cab buttons, restroom fixtures (counters, sinks, toilets), and, where applicable, fitness centers.
- Expanded cleaning, as needed, of horizontal surfaces in tenant spaces with an EPA-registered anti-viral disinfectant cleaner approved for use on hard surfaces. These surfaces include non-carpet sealed floor surfaces, reception area desktop surfaces that are cleared of paper and other materials, door handles/knobs, kitchen/break room countertops, refrigerator handles, microwave doors and handles, and faucets. Because some of this enhanced cleaning within your space is possible only if surfaces are cleared, please be sure that your reception desk is cleared daily so that our contractor can clean and disinfect them.
- Increased frequency of cleaning of all common areas and fixtures so that areas can be cleaned multiple times each day. The contractor will increase its staffing in the building so that it is able to perform these more frequent services.



Level 2: Non-Routine Advanced Disinfecting



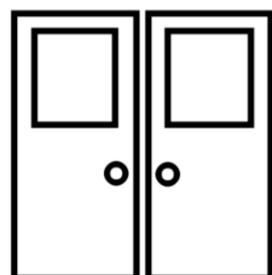
**Non-carpet,
Sealed Floor
Surfaces**



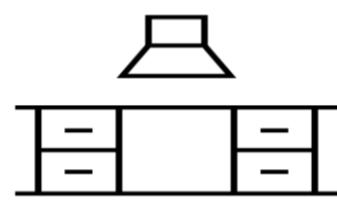
**Common Area
Seating**



**Lobby Desk
Surfaces**



**Door
Handles/Knobs**



**Kitchen/Break
Room**
(Refrigerator Handles,
Microwave Door Handles,
Faucets, Countertops)



Reception Areas
(Including Desk if Cleared)



**Bathroom
Facilities**
(Counters, Sinks, Faucets,
Toilets)



**Light Switches &
Elevator Call
Buttons**



**Common Area
Trash
Receptacles**

Additional Janitorial Services Available

Our janitorial contractor has additional services available for any tenant who wishes to use them.

As noted, our janitorial contractor has developed what it calls “Level 3” services, which are intended to respond to the actual or suspected presence of the COVID-19 virus. These services require the application of EPA and CDC-listed viral disinfectant via an electrostatic hand sprayer or backpack sprayer and take several hours to perform. These services can be available to any tenant who wishes to disinfect its space, including prophylactic disinfection prior to your full re-occupancy. Please let us know if you would like to engage the contractor to perform this service in your premises.

Disinfecting After a Case of COVID-19 in the Building

If we learn that any person who has entered the building has tested positive for COVID-19, we will implement “Level 3” cleaning services in all common areas where we know that person travelled or touched, and we will also make the contractor’s services available to any tenant whose premises were entered. This disinfecting can normally be accomplished after hours and prior to reopening the building in the morning. We will let all tenants know the timing of any Level 3 disinfecting in the building common areas so that you can plan appropriately for your employees.



Our Contractor's Health & Safety Protocols

We have been working with our janitorial contractor to make sure that we understand what it is doing to keep its staff safe and to minimize the risk of viral transmission. They have assured us that this is a priority for them and that they are taking the following steps:



PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Red Coats will provide surgical masks to each employee and require that they be worn at all times while the employee is in the building. We have been assured that a supply of these masks is readily available as part of the contractor's PPE inventory.
- Red Coats will provide gloves to each employee to limit the amount of touch points when working in the building.
- Safety glasses and/or goggles will be used for specific services if appropriate.

EMPLOYEE SCREENING WHILE AT WORK

- Red Coats will require temperature, symptom, and exposure checks of its employees prior to the start of each shift. Employees with a fever over the CDC standard for reportable respiratory illness (100.4 degrees Fahrenheit) will be asked to leave the site immediately, contact their physician, and self-isolate until their physician has deemed it is safe for them to return to work.
- Employees who are experiencing any flu-like symptoms will be asked to contact their physician and be required to stay at home until the symptoms are no longer present. If an employee tests positive for COVID-19, he or she will be asked to follow CDC guidance and physician guidance and will be required to follow that guidance for safely returning to work.

STAFF MONITORING

- We are requiring Red Coats to instruct all of its employees in our building with appropriate protocols for social distancing, hand washing, and hand sanitizing.
- Red Coats has provided training for all employees on blood-borne pathogens, cleaning of high-frequency touch points, handling chemicals, wearing PPE, and selecting PPE that is appropriate protection for the task and chemicals involved.



3.4 Our Building Systems

As previously noted, our engineering staff has been maintaining building systems throughout the low-occupancy period and has been preparing the systems to handle the increased loads that follow from fuller building occupancy. More specifically:

- HVAC equipment in the building and tenant spaces has been run on a regular schedule.
- Regular HVAC maintenance, including filter changes, has continued.
- Our engineering staff has replaced the standard air filters in air-handling equipment with the highest-rated air filters that can be accommodated in the system's design.
- We have routinely opened faucets and flushed valves, water lines, and other water equipment to purge water from distribution systems and equipment in order to minimize abnormal biological growth. This was done with reference to the International Code Council's International Plumbing Code.
- Our staff frequently checked P-traps to confirm that they had not dried out and flushed traps as necessary.
- We conducted water sampling, checking residual chlorine and pH, determined whether treatment was required, and, if so, treated the water promptly.
- In preparation for the greater load inside the building, our engineering staff will increase exhaust and infusion of outside air 48 hours prior to re-population, consistent with ASHRAE guidance.
- We have contracted with Healthy Buildings (now known as UL) for air-quality testing prior to repopulation of the building and we will make adjustments if the tests suggest they are necessary. We will schedule this test once the date for lifting the stay-at-home order is known.



3.4 Our Building Systems (Continued)

Our focus on building systems will not end when you have returned to the office with increased occupancy. We will continue to undertake testing and maintenance of the HVAC system, the water systems, and air quality, and will increase the frequency of these efforts if ASHRAE, other relevant professional organizations, or other systems manufacturers change their recommendations in light of COVID-19. We will also replace air filters more frequently than the current recommendations in order to minimize the possible presence of trapped viruses in the filters. You will see our engineering teams and outside contractors wearing masks while working in the building as long as that remains the public-health standard.

Equally important, we are working with our engineering team, our consultants from Healthy Buildings (now known as “UL”), and Dr. Wilson to examine whether, in light of the COVID-19 pandemic, specific retrofits to building systems are appropriate and workable. This analysis will require rigor and time, as it is important that any changes we make are fully considered and likely to offer actual protection.



04 Promoting Physical & Social Distancing

As we all know, every public health official has clearly stated that physical and social distancing is critical to prevent the transmission of COVID-19. We take promoting social distancing seriously. As we prepare for full building occupancy, we have focused on policies and physical markers that will help everyone in the building maintain appropriate social distance while in common spaces.

4.1

Physical Distancing in the Building Lobby

4.2

Elevator Protocols

4.3

Amenity Spaces

4.4

Other Suggestions

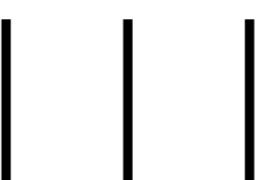


4.1 Physical Distancing in the Building Lobby

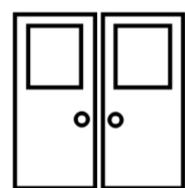
As people arrive at the building, there are congregation “pinch points” where they must stop before making their way upstairs. Social distancing at these locations was not formerly the norm or even a consideration. In order to help our tenants, contractors, and visitors maintain appropriate social distance in the building lobby, you will find:



Stanchions and directional signage in queuing areas to facilitate access and promote physical distancing.



Floor markers that are strategically positioned to support physical-distancing awareness.



No person will be allowed in the building lobby without a mask as long as masks are recommended by public health authorities in light of the COVID-19 pandemic.



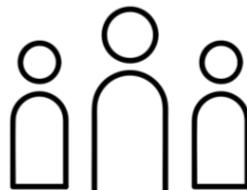
A protective barrier at the lobby-host desk, if applicable, and floor markers to promote distancing while waiting at the desk or speaking with the host.



Greater space between lobby furniture if present in your lobby, and reduced lobby seating.



Guides to travelling through the lobby that are intended to create one-directional travel where possible. We have created these paths based on previous traffic patterns and will adjust them to reflect actual experience.*



CDC issued signage at the front door reminding all those who enter of prevention measures to stop the spread of germs that can cause respiratory diseases like COVID-19.

* We will provide you with a diagram of the lobby areas to share with your colleagues and any visitors you permit at this time.

4.2 Elevator Protocols

Given social distancing guidelines, elevators are a particular challenge. Many employees arrive, go to lunch, and depart at similar times, and there is no way to keep the recommended six feet of physical distance from others in a packed elevator. Moreover, since elevator call buttons are among the most frequently touched elements in a building, they can be a source of viral transmission despite enhanced cleaning. Accordingly, we are implementing the following protocols as long as social distancing remains recommended by public health authorities:

- No more than three passengers will be permitted in any elevator at any time.
- Each elevator will have floor stickers illustrating distancing zones and indicating that passengers stand in separate corners and face away from each other.
- If there are lobby hosts in your building, your host will be present at the main lobby elevators to encourage distancing in elevator queues.
- Please encourage your employees to use tissues, gloves, soft edge of a stylus, or similar devices when pushing the elevator call buttons and floor buttons inside the elevator.



4.3 Amenity Spaces

Although we are proud of our building common areas and amenity spaces and have been very pleased that you use them frequently, we are aware that public health authorities have looked at these facilities as potential transmission-risk areas. Accordingly:

- All shared amenity spaces will remain closed at this time.
- It is likely that you will see changes in the fitness center (if applicable) when it reopens. We are in the process of developing a plan, along with our fitness consultant, to allow for greater distancing in the fitness center. This could take the form of greater space between equipment, scheduling for use, and/or other means to reduce the risk associated with group fitness in a relatively small space.
- Furniture in shared building areas may be arranged or reduced to allow for appropriate distancing.



4.4 Other Suggestions

We imagine that, like us, you have been eager to return to your office and have been thoughtfully preparing. In case you might find it helpful, we offer a few suggestions based on our research and the work with our consultants:

- Consider a gradual, staggered return of your staff to the office and continue to enable employees to telework as appropriate. We would appreciate your letting us know if you are returning in stages so that we can plan appropriately.
- Consider staggered arrival and departure times. Again, we would appreciate it if you would let us know if you are doing this, so that we can plan appropriately for building hours and for elevator use.
- Consider whether to prohibit or strictly limit visitors to your offices until the pandemic has abated.
- Continue relying on appropriate technologies for virtual meetings so that you can minimize in-person meetings and limit the size of any in-person meetings you do have. You may want to remove seating from conference rooms and other gathering areas to ensure social distancing.
- Consider implementing hands-free and touchless technologies where possible.



05 Control of Access: Visitors & Deliveries

We know that your efficient and proper work depends not only on your employees but equally on your interactions with clients and customers and your prompt receipt of deliveries. We also know that, at a time when it remains important to limit the number of people in the building in order to reduce the risk of viral transmission, we need to ask you to observe the following protocols for visitors and deliveries.

5.1

Visitor Access

5.2

Vendor & Contractor Access

5.3

Courier/FedEx/UPS Deliveries

5.4

Food & Catering Deliveries



5.1 Visitor Access

- We strongly encourage you to limit visitor access to the building if at all possible during the initial re-population period.
- All visitors will be required to sign in at the lobby-host desk (if applicable).
- No visitor will be permitted in the lobby or the elevator unless wearing a mask. Parking garage patrons must wear masks when walking in the garage and when using the garage elevators.
- All visitors must follow building ingress/egress patterns, comply with the standard visitor check-in processes, and follow the physical-distancing markers and policies.
- Unless public health recommendations change, we will not screen visitors to determine whether they have a fever or other symptoms of COVID-19. We strongly advise you to screen your visitors for COVID-19 symptoms and to assess if they have been exposed to an actual or suspected COVID-19 case within 14 days of the visit to make sure that you are comfortable having them in your offices.



5.2 Vendor & Contractor Access

- No vendor or contractor will be permitted in the building unless wearing a mask or other appropriate face covering.
- All vendors and contractors will be required to enter the building through the loading dock or other approved path of travel.
- Vendors will be required to sign in at the lobby-host desk (if applicable). The lobby host will contact you to alert you to the vendor's visit. While we strongly suggest that you arrange to take delivery of smaller items in the lobby; if you authorize the vendor to come to your suite (and in buildings where there is no lobby-host desk), the vendor will be permitted to use the freight elevator. No vendor will be permitted in the passenger elevators.



5.3 Courier/FedEx/UPS Deliveries

- All messengers, FedEx, UPS, and similar courier and delivery personnel will be required to enter the building through the approved entrance (i.e., loading dock, service entrance, or main lobby).
- Delivery personnel will be allowed access to the freight elevator but not to passenger elevators. Only tenant-approved delivery personnel will be allowed access to a tenant space.
- All delivery personnel will be required to wear a mask or appropriate facial covering in order to be admitted to the building.

5.4 Food & Catering Deliveries

- Tenant employees receiving small/personal food deliveries (e.g., Grub Hub and Uber Eats) will be required to pick up their delivery at the building's exterior front entrance or lobby-host desk. No delivery person will be allowed into the building without a mask or other facial covering.
- All tenants expecting delivery of catering for a larger group will be required to pre-register the delivery with the lobby host, where applicable. The catering personnel will be required to wear masks or other facial coverings and to enter the building through the loading dock. The personnel will be required to use the freight elevator to make the delivery to your offices.



06 Employee Protocols

Like you, we have developed specific protocols that we are implementing for our staff at this time. We would like to share these with you so that you can have confidence that we have appropriate practices for our staff who will be in the building with you.

6.1

Health Guidelines for Our Employees

6.2

Other Steps Our Teams are Taking



6.1 Health Guidance for Our Employees

- In developing protocols, we are following CDC and regional health authority guidelines and updates to them.
- We are providing staff with equipment and training necessary to perform their jobs safely, including any necessary training on the correct use of PPE.
- We have provided information and updates so that our employees can identify and watch for COVID-19 symptoms and are asking all employees to self-monitor for symptoms and for any symptoms in family members.
- We are performing touchless temperature checks of all staff upon their arrival at the building, will send home anyone with a fever over the CDC guidelines, will require employees to contact their physicians and follow the physician's advice, and will not permit any employee to return to work until symptom free or, if he or she tests positive for COVID-19, able to return to work under CDC and local public health guidelines.
- We are requiring all employees to follow the CDC guidelines after contact with any person known to have been diagnosed with COVID-19 and to report that contact consistent with our company policies.
- We have developed schedules to allow for flexible staffing in the event of employee illness and have cross-trained staff as feasible so that our work can be done without interruption if staff members are out sick, caring for someone who is ill, or are required to self-isolate or self-quarantine.

6.2 Other Steps Our Teams are Taking

- We are performing certain maintenance and other services before or after normal business hours when the building population is relatively low.
- We have provided our property staff with face masks and appropriate PPE and instructed our staff that use is required.



07 Our Shared Responsibility

All building staff and building occupants are expected to follow recommended prevention practices by the [Centers for Disease Control and Prevention](#). We are all in this together. We have included the following CDC guidance in the hope that it will be helpful to you and your colleagues.

Keep Hands Clean



- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Practice Social Distancing



- Avoid close contact with people and try to maintain at least six feet of distance.
- Remember that some people without symptoms may be able to spread virus.
- Do not gather in groups.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick from the COVID virus.

Wear a Face Mask or Covering



- Cover your mouth and nose with a mask or cloth face cover when around others.
- You can spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep at least 6 feet between yourself and others even when wearing face covering. The cloth face cover is not a substitute for physical distancing.

Cover Coughs & Sneezes



- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean & Disinfect



- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then use a household disinfectant. Most common EPA-registered household disinfectants will work.



If You Have COVID-19, Stay Home Except to Get Medical Care



STAY HOME EXCEPT TO GET MEDICAL CARE

- Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or [if you think it is an emergency](#).
- Avoid public transportation, ride-sharing, or taxis.

MONITOR YOUR SYMPTOMS

- Common [symptoms](#) of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well, including chills, muscle pains, sore throat, nausea, and new loss of taste or smell. Trouble breathing is a more serious symptom that means you should get medical attention.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.



Restrict Use of Shared Supplies, Space & Equipment

- Discourage workers from sharing office equipment such as phones and computers.
- If equipment is shared, provide PPE (gloves) and/or cleaning products for disinfection between uses and advise staff on the importance of wearing masks, gloves, and other protection while using shared equipment.
- If applicable, consider installing physical barriers such as sneeze guards to protect your staff and partitioned workstations if possible.



08 Communication

We strive for open and frequent communication with our tenants at all times, but communication is especially important now. We need to keep each other informed about viral outbreaks, health guidance, and changes in plans that we have put in place, including the plans described in this document. We also need you to keep us informed about your plans for returning to full strength in your offices, your expected business hours, and any other matters that you would like us to know so that we can serve your needs properly.

8.1

Staying Informed

8.2

Communication of Any Confirmed Case of COVID-19

8.3

Response to a Confirmed Case of COVID-19

8.4

Resources



8.1 Stay Informed

- The property management team is committed to remain informed, to stay abreast of rapidly changing federal, state and local mandates and regulations, and to work with our consultants to analyze ideas and applicable technologies.
- We will let you know if we develop significant new policies or substantially recalibrate current policies (including those we are describing in this document).
- We ask that every tenant share its re-entry plans and expected hours of operation with us, so that building staff can assist in making the process as smooth as possible.
- Our property management team is available to discuss any COVID-related challenges a tenant may be facing and to identify ways in which we can offer assistance.

8.2 Communication of Any Confirmed Case of COVID-19

If we are notified that a person who had recent access within the building has a confirmed case of COVID-19, we will do the following:

- Notify all building tenants, on-site service providers, and our building employees that there has been a diagnosed case in the building.
- Provide the last known date the individual accessed the building.
- Provide the floor(s) accessed by the individual, if known.
- Personal privacy restrictions prohibit us from providing any specific personal information regarding an individual who has tested positive for COVID-19.



8.3 Response to a Confirmed Case of COVID-19

If you are aware that an employee or visitor to your offices has been diagnosed with COVID-19, please inform us so that we can provide the appropriate communication and take the appropriate steps, including the Level 3 cleaning of affected common areas and arranging for our janitorial contractor to work with you on disinfecting your offices if you desire to use those services.



Resources

American Society of Heating, Refrigerating, and Air-Conditioning Engineers

www.ashrae.org/technical-resources/resource

BOMA International

www.boma.org/coronavirus

Center for Disease Control

www.cdc.gov/coronavirus

Coronavirus COVID-19 Resource Center

www.coronoavirus.gov

Federal Emergency Management Agency

www.fema.gov/coronavirus

International Codes Council

www.iccsafe.org

Occupational Safety & Health Administration

www.osha.gov/coronavirus

World Health Organization

www.who.int/coronavirus





QUADRANGLE

Thank You