

## Building Related

*How has the building been prepared to provide tenants with a safe work environment?*

- Upgraded filters**  
MERV-13 filters that block 98% of pollutants (air capture pollen, fine dust, bacteria, viruses and more).
- Controlled Air Flow**  
We have purged the buildings with 100% outside air by running all HVAC equipment in order to allow for full air exchanges. Equipment operating hours will be extended to a minimum two hours at the beginning and end of each business day to maximize outside airflow.
- Rules for Service Partners**  
Building rules and regulations have been updated for contractors and service partners.
- Use of Conference Rooms**  
These areas continue to be available for tenant use. Modifications to the scheduling system for the conference rooms are in place to allow for required cleaning prior to the scheduled meetings.
- Trained Staff and Service Partners**  
Building staff and service partners have proper PPE & training to be safe while working.

## Management Related

*What on-going protocols does the building have in place to provide a safe work environment?*

- Cleaning Common Areas and High Touch Points**  
Common areas will be frequently cleaned. High-touch surfaces such as handles, bathrooms, touchscreens, door pushes and pulls will be maintained at a higher frequency schedule. A dedicated porter has been added to focus on these high-touch areas. Additionally, cleaning partners are on standby to provide advanced cleaning for any COVID-19 related concerns.
- Hand Sanitizing Stations/Tissue Dispensers**  
Hand sanitizing stations have been added to the main entrances and lobbies, and tissue dispensers have been installed at building entrances and stairwells on the first floor.
- Communication**  
Signage has been distributed within the building to provide tenants with confidence the social distance program is in place and being observed.