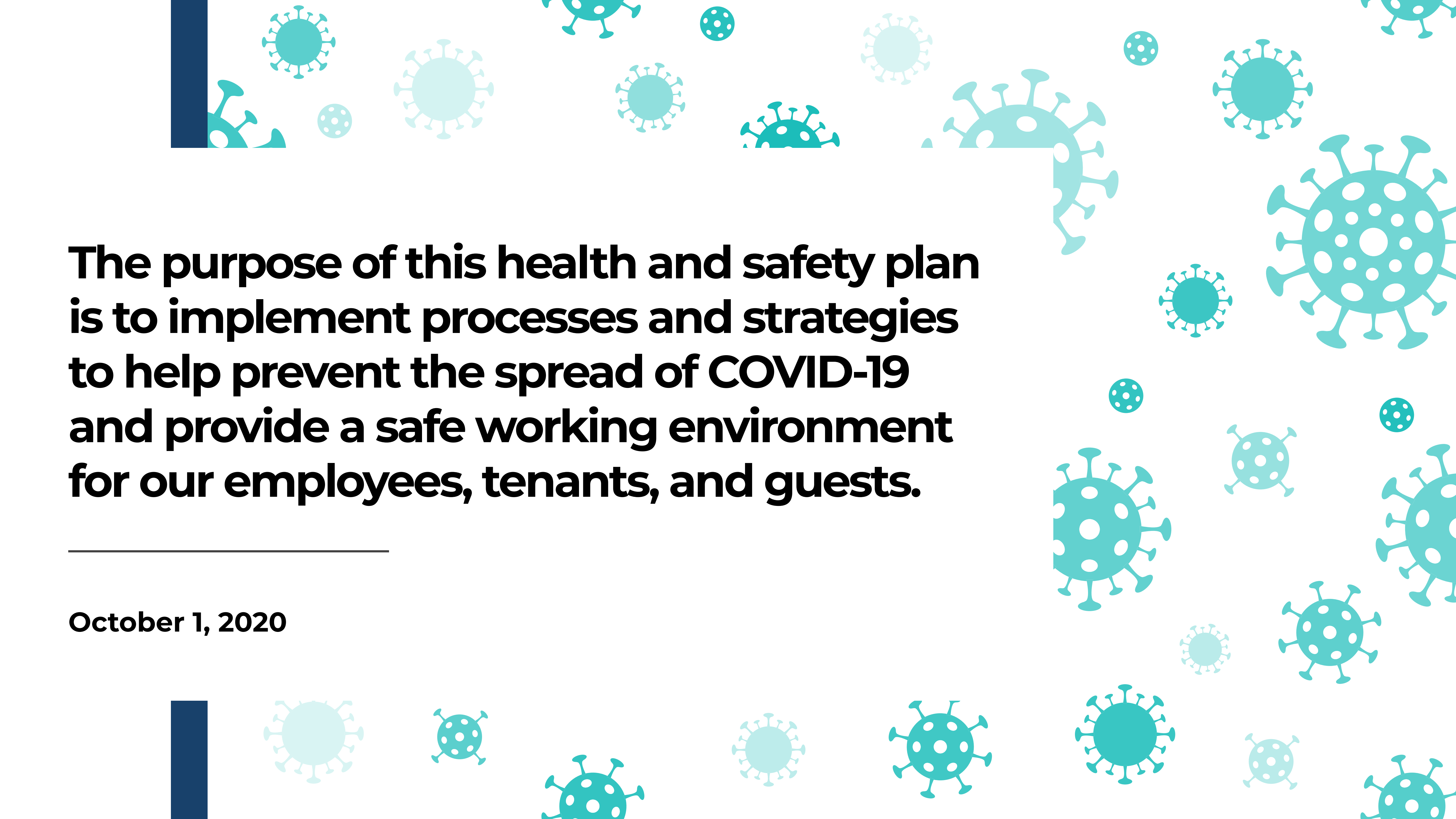


Building Recovery Readiness Guidelines

**COVID-19 Health and Safety
Practices and Procedures
for the Workplace**



The background of the slide is decorated with numerous teal-colored icons of viruses or bacteria. These icons are scattered across the page, with some appearing larger and more detailed than others. They have a circular body with small protrusions or spikes, resembling the common representation of the COVID-19 virus. The icons are positioned around the central text block, with some near the top and bottom edges and others interspersed within the white space.

The purpose of this health and safety plan is to implement processes and strategies to help prevent the spread of COVID-19 and provide a safe working environment for our employees, tenants, and guests.

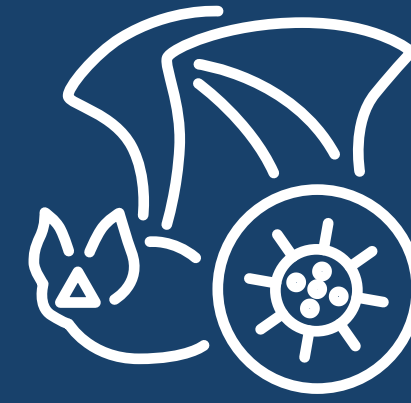
October 1, 2020

about.

what we know about covid-19.

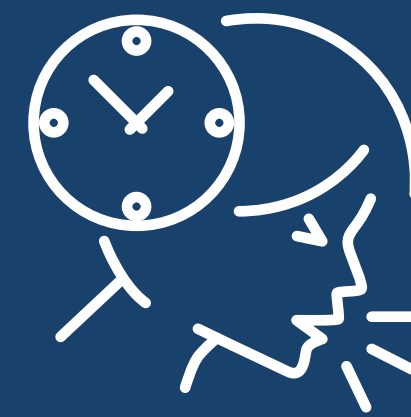
This plan is developed based upon information provided by the CDC, local authorities, and industry best practices.

*information is fluid as science develops



Origin and transmission

Believed to have emerged from bat-borne virus. Spread primarily by inhaling respiratory droplets when in contact with infected people.



Symptoms

Indicators are cough, fever, shortness of breath, fatigue, sore throat, aches, congestion, nausea, and more. Symptoms appear 2-14 days after exposure.



Prevention

Avoiding exposure is most effective. Thorough hand washing, maintaining social distance, and wearing face masks help prevent spread.



Griffin Partners has assembled a task force to develop strategies and provide guidance to building management and engineers.

teams.

recovery readiness task force.



JANIE SNIDER

Senior Vice President,
Property Management



SCOTT SCHULER

Senior Property
Manager



ANDREW RAAB

Operations, Technology,
Innovation



ZEVA PERKINS

Property Manager



JOE GUILLEN

Chief Engineer

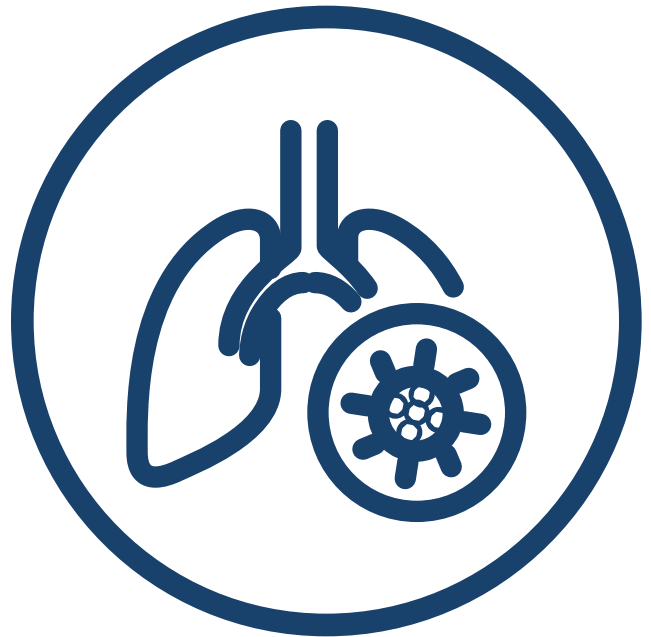


LYNN KELLEHER

Senior Property
Manager

best practices.

what to do for customers,
tenants, guests, and vendors.



**1. Personal
Protective
Equipment**

**2. Building
Signage**

**3. Cleaning
Services**

**4. Building
Mechanical
Systems**

**5. Tenant
Communication**

**6. Tenant
Amenities**



1. **personal protective equipment**

All Property Management and Engineering personnel must wear face masks covering the nose and mouth at all times within the building common areas or tenant suites.

Security, janitorial, and other 3rd party vendors must wear face coverings when entering or working within the buildings.



2.

building signage

Robust signage of symptoms and prevention practices are installed in lobbies, entryways, and common areas along with social distancing signage. Elevator signage limits passengers to four per cab.

Hand washing instructional signage is installed in common restrooms. Local mandate information requiring face masks and information is installed at building entrances.



3.

cleaning services

Janitorial vendors are instructed to use EPA approved disinfectant.

Hand sanitizer dispensers are installed at many elevators, entryways, restrooms, and amenities.

High-touch point in common areas are disinfected multiple times per day.

Housekeeping is instructed to wear face coverings and gloves.



4. **building mechanical systems**

MERV-13 filters are installed in most buildings where possible.

Air Handler Units are inspected monthly and cleaned quarterly.

Outside air is increased in mechanical systems where possible.



5.

tenant communication

Tenants are updated regularly on changes to practices and requirements. Managers continue to provide optimal tenant service.

Tenants are notified when a confirmed case of COVID-19 is reported within the building.

Enforcement of safety practices is thoroughly implemented with building management and encouraged with tenants.



6.

tenant amenities

Fitness centers and tenant lounges remain closed until deemed appropriate to safely reopen.

Conference rooms require appointments and tenants must observe social distancing requirements and are cleaned between uses.

Self cleaning elevator buttons and no-touch building directories are installed where possible.

the benefits.

a safer, healthier place to work.

Working together to prevent the spread of COVID-19 makes for better business for all.



**Industry
recognition for
prioritizing safety**



**Sharing accurate
information with
transparency**



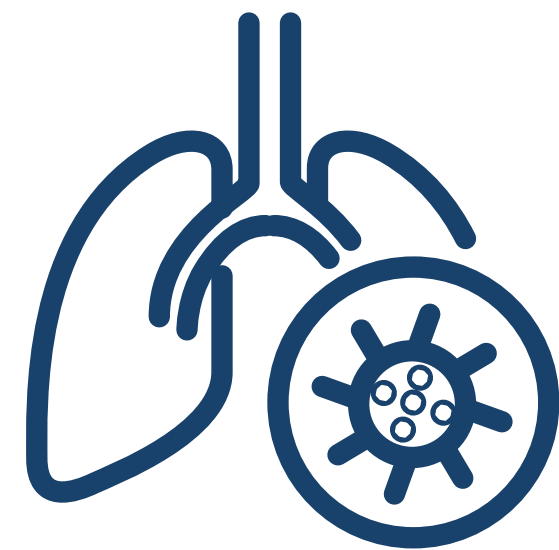
**Less interruption
to business
operations**

recommendations.

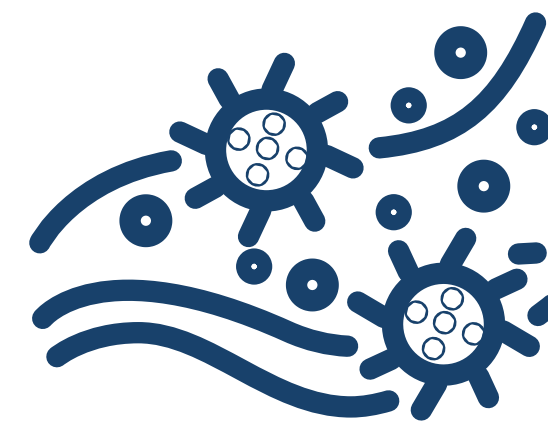
for a healthy workplace.



Require employees with symptoms to stay home and consult their healthcare provider.



Educate employees on the symptoms and risk factors to exposure of COVID-19.



Encourage mask use in the common areas in your suite, such as break and meeting rooms.



Implement work from home policies for employees at high risk or who have been exposed.

**what tenants can do for their
valuable employees.**

Today's employers take excellent care of their greatest assets, their employees. Promoting safety in your business creates a better company culture for your teams.



Thank you!

“The commercial real estate industry is usually tight-lipped about sharing their best practices with their competition, so it has been great to see competing companies working together in this time of crisis to help keep people safe.” - Janie Snider, SVP

griffinpartners.com