

BUILDING RECOVERY READINESS TASK FORCE

GRIFFIN PARTNERS' BEST PRACTICES TO KEEP TENANTS,
EMPLOYEES, AND VENDORS SAFE THROUGH COVID-19

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Composed: October 1, 2020 for website publication



RAPID RESPONSE

The COVID-19 pandemic has required businesses to pivot and swerve their practices for safety in the workplace. Our tenants want to know what property management is doing to help protect them and their employees as they adjust to their "new normal" and consider going back to the office. To handle the rapidly changing landscape of best practices, Griffin Partners formed a team of skilled professionals to anticipate and quickly respond to queries, requests, and mandates with fast turnaround time. We share this information with the commercial real estate industry to promote well-being for all in this time of crisis.



UP TO SPEED

Our task force members continually educate themselves on the latest technology, industry practices, and services available. From March to August end the group met three times per week to share ideas, discuss changes, and prepare communications. Meetings are now held bi-weekly and will continue indefinitely.

EXTRAORDINARY

The commercial real estate industry is traditionally tight-lipped about sharing best practices with competitors. In response to the pandemic, the veil seems to have fallen away as companies share knowledge and resources, working together to prioritize safety over profits.

RESULTS & DISCUSSION

By empowering select members of the property management team to effectively determine company protocol, Griffin Partners has raised the bar on safety, service, and transparency.

For over 40 years we have operated through the "golden rule", earning our reputation as a customer-focused, communicative, trustworthy company.

To read our recommended best practices for keeping the office safe for your team, view or download our guidelines book.

"Our goal is to prepare our buildings for increased occupancy in such a way that tenants can focus on running their businesses."

- Janie Snider, Senior Vice President of Property Management

"These preventative safety measures will stay in place as long as they are called for.

Griffin Partners will continue to employ increased cleaning and vendor screening even after recommended restrictions are lifted by local authorities. We are dedicated to demonstrating to tenants and the industry that their safety and health is our top priority, above all business matters."

- Edward Griffin, CEO

QUESTIONS?

Griffin Partners Property Management and Griffin Partners Inc. welcome feedback, suggestions, comments, and questions that our tenants, clients, or friends in the commercial real estate industry may have.

Please submit any of these through our website using one of the many contact forms.

INFORMATION



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RESPONSIBILITIES

- Observing the latest CDC guidelines in all business practices, communicating to all tenants using digital mediums;
- Implementing signage in each building across the company's portfolio advising of recommendations for safer building occupancy;
- Setting up vendor protocols for interaction and conducting business on property;
- Enforcing requirement of personal protective equipment for building engineers, property managers, and vendors;
- Requesting cooperation of social distancing practices by tenants and their guests;
- Moving up HVAC maintenance and service of mechanical equipment to prepare for safe increased occupancy and enhancing air quality.

AGILE BUSINESS

The long lead times usually associated with implementing new building practices and communicating the information to tenants is significantly reduced with authority entrusted to one team creating and executing the regulations for the department.

CHALLENGES

The time commitment for task members making COVID safety top focus while still maintaining day-to-day responsibilities can be taxing.

Enforcing requirements with tenants can result in unpleasant experiences to be handled with delicate professionalism.

GRIFFIN PARTNERS

HELP PREVENT THE SPREAD OF COVID-19 (Coronavirus)

SYMPTOMS

- FEVER
- COUGH
- SHORTNESS OF BREATH
- SORE THROAT
- HEADACHE

PREVENTION

- WASH HANDS WITH WATER AND SOAP/SANITIZER AT LEAST 20 SECONDS
- AVOID CONTACT WITH SICK PEOPLE
- DON'T TOUCH EYES, NOSE OR MOUTH WITH UNWASHED HANDS
- USE FACE MASK TO HELP SLOW THE SPREAD
- AVOID CROWDED PLACES
- DO NOT SHARE EATING UTENSILS AND FOOD
- PRACTICE "SOCIAL DISTANCING" STAYING AT LEAST 6 FT AWAY FROM PEOPLE
- COVER YOUR NOSE AND MOUTH WITH TISSUE OR ELBOW WHEN SNEEZING
- IF YOU BECOME SICK SEEK MEDICAL CARE IMMEDIATELY
- STAY HOME WHEN SICK

FOR MORE INFORMATION VISIT THE GOVERNMENT CDC WEBSITE www.cdc.gov