

Amerimar Wanamaker Management Company II, Inc.

The following is a detailed description of the policies and procedures or "best practices" we have implemented over the past weeks and will continue to perform as tenants return to the building in greater numbers. Included are best practices your business can implement now and in the future to ensure safe environments for all within our building & surrounding campus and community.

Operational Adjustments

Cleaning – All of our cleaning procedures have been enhanced to ensure full compliance with CDC guidelines, including but not limited to:

- Increased day porter/matron duties to include a minimum of twice daily disinfecting of high touchpoints in all common areas and common bathrooms, (elevator controls, handrails, door opening pulls and push panels, security turnstiles, toilet seats, stall doors, flush valve handles, sinks, water faucets, towel & other dispensers, etc.). The same enhanced cleaning procedures are occurring in The Atrium.
- Daily disinfection of all high touchpoints in tenant suites, including conference rooms, faucets, sinks, appliance exteriors, café tables, and, if applicable, open amenity spaces.
- Use of CDC approved cleaning and disinfecting products.
- Ensured all cleaning staff are fully trained in all cleaning procedures and the use of Personal Protective Equipment (PPE).
- Use of electrostatic disinfection as needed.
- Installation of hand sanitizer stations at all building entrances and elevator lobbies.

Heating and Ventilation – The building's HVAC systems have been continuously operating with routine preventive maintenance being performed daily. In addition, we have:

- Increased the amount of outside air mixing with air within the building envelope per CDC recommendations.
- Followed guidance from our consulting engineers as well as ASHRAE in regard to HVAC operations for COVID-19, and utilize multiple in-line layers of high quality filters in our HVAC systems ranging from MERV-8 to MERV-13. MERV-13 not only controls mold, spores, and pollen but also sneeze nuclei and bacteria.
- Manually increased overall airflow through the building during low occupancy periods.
- Implemented more frequent inspections of all systems for high-performance operation.

General Building – In addition to our enhanced Cleaning and HVAC Systems Maintenance, we have or are in the process of providing the following:

- All Common Area restrooms have touchless fixtures. For private restrooms that do not currently have touchless fixtures, those units are being proactively replaced with automatic fixtures.
- All restroom exits have been fitted with Safe-T-Guard units so employees can use a tissue to protect their hands as they open the doors and immediately discard the tissue in the provided bin.
- Increased the frequency of building inspections for general conditions and areas of improvement.
- Routinely exercised all plumbing related fixtures to ensure a fresh flow of water through the pipes.

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Tenant and Personnel Safety Measures – As CDC guidelines and government regulations evolve, we will communicate to and train the onsite staff on the latest best practices and safety measures. While employers are ultimately responsible for providing PPE for their employees and for the implementation of recommended or required safety measures, our property management team is available to direct you to applicable guidance or requirements. In the interim, we have:

- Posted safety signage at the entrances and elevator lobbies reminding tenants of both CDC guidelines and government regulations.
- Where applicable, placed floor markings or stanchions at security desks and café check out areas to facilitate social distancing.
- Placed signage directing elevator restrictions to limit occupancy to four people at a time, discourage unnecessary conversation, and encourage standing in the corners of the elevators. We will also be providing additional signage/direction on queuing areas and pathways as needed.
- Permit tenants to prop open suite doors during business hours to reduce touchpoints.
- Placed Safe-T-Guards at restroom doors so tenants can open the door with a tissue and then dispose of it.
- Implemented protocols for communication and disinfection per the CDC when we are notified that a tenant or contractor's employee who has been diagnosed with COVID-19, and has been in the building recently.
- Encouraged tenants to notify us of their specific return to work plans in an effort to gather information for a smooth return to work transition.
- Trained all staff in the use of wearing masks and following safe work practices.

Contractors and Vendors - With regard to contractors and vendors working in or making deliveries to the building, we have made the following adjustments:

- Notified all contractors of our expectations related to their work and the requirement of following CDC and government regulations.
- Instructed all tenants and vendors to schedule large deliveries with management staff in advance to ensure space is available for safe receiving and retrieval.
- Directed all mail and packages be delivered to the Package Intercept Room on the 10th Floor, South.
- Any tenant who intends to have a vendor or subcontractor conduct work in their space will be required to provide the following to Property Management for review and approval in advance with a minimum of 48 hours' notice:
 - Vendor / subcontractor name;
 - Work activity;
 - Date and time of work activity;
 - COVID-19 Safety Plan;
 - Certificate of Insurance

In addition, we are strongly encouraging all tenants to take seriously and implement additional requirements, recommendations and directives from the CDC and government regulators on the following pages.

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We strongly encourage all tenants to take seriously and implement additional requirements, recommendations and directives from the CDC and government regulators including but not limited to those described below:

Tenant Employee Screening, Personal Protective Equipment and General Health & Hygiene

Tenants/Employers will be responsible for conducting temperature and/or health screening for all employees and visitors as required by state and federal government ordinance.

In accordance with CDC guidelines, property management requires that all building occupants wear face protection in common areas, including restrooms, lobbies, elevators, and the parking garage.

Advisory Regarding Face Coverings and Cloth Masks

Individuals who show no symptoms of COVID-19 may still be infected and can spread the infection to others. Therefore, a face-covering may help prevent spreading the virus to others.

- Appropriate face coverings include any product that covers the nose and mouth, such as dust masks, scarves, and bandanas.
- It is critically important that face-coverings or masks be used in all common areas of the building.

Tenant Employees Personal Hygiene, General Health, and Cleaning Protocols

We strongly recommend that all tenant and building employees follow and adhere to CDC, federal, state, and local guidelines. Building tenants should reinforce safe work practices by promoting social distancing and personal hygiene in the work environment. In addition to wearing proper face masks and hand protective coverings, building occupants should continue to practice guideline methods to protect themselves, which include but are not limited to:

- Stay home if you are sick and avoid close contact with others;
- Wash your hands often with soap and water for at least 20 seconds; using alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available;
- Avoid touching your eyes, nose, and mouth;
- Clean frequently touched items in personal workspaces such as desk, phones, office equipment, doorknobs and countertops with disinfecting spray or wipes;
- Cover your mouth when you cough or sneeze by using a tissue or your inner elbow, not your hands.

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Tenant Social Distancing

Per the CDC, social distancing, also called "physical distancing," means keeping space between yourself and other people. To practice social or physical distancing:

- Stay at least six feet from any other person;
- Do not gather in groups;
- Stay out of crowded places and avoid mass gatherings.

Keeping space between you and others is one of the best tools to avoid being exposed to this COVID-19 as well as slowing its spread locally and across the country and world.

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight and humidity. Social distancing helps limit contact with infected people and contaminated surfaces. Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread of the virus and protecting themselves, their family, and their community.

CDC Web-Link Resources

CDC Main Page for COVID-19 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDC Communities, Schools & Workplaces - <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

CDC Businesses and Workplace Guidance - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

CDC Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19 - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Guidance for Employees Diagnosed with COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

CDC Guidance For Cleaning and Disinfecting - https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf

Amerimar Wanamaker Management Company COVID / Return to Work FAQs

BUILDING ENTRY & EXIT

- How will building entry and exit be managed to maintain social distancing?
 - We will not limit building access to employees, however entry from the street level will be limited to the South Lobby (Video Wall lobby) and both escalators will be programmed to travel up. The North Lobby (Passero's lobby) will be the designated exit to the street, and those escalators will travel down only. The P2 Concourse will remain closed to entry, and the garage lobbies will remain accessible
- Will building visitors be limited?
 - We will not limit building visitors, but we encourage tenants to be mindful and limit visitors to only those deemed necessary.
- Will everyone in the building be required to wear masks?
 - If the state continues to require the wearing of masks in buildings and public places, we would expect all tenants and visitors alike to adhere to the mandate.
- How will management enforce social distancing in the building lobbies?
 - We have installed building signage reminding tenants of CDC best practices, including social distancing guidelines. Security personnel and building staff will offer verbal reminders.
- How will management mandate social distancing in elevators?
 - We are encouraging elevator restrictions through signage, limiting occupancy to four people at a time and where possible, maintaining 6 feet of separation.
- Can I use the fire stairs?
 - The fire stairs are secured at The Wanamaker Office Building and not intended for interfloor traffic. If you work for a company that has internal connecting stairs, the use of those stairs is encouraged due to their width, and we ask that travel in either direction be on the right-hand side of the individual while inside the stairwell.

CLEANING

- Has someone been cleaning our suite in our absence?
 - All tenant and common areas have been sanitized, including desks and personal equipment. All tenant spaces have been cleaned daily, unless otherwise requested by the tenant. Please ask your supervisor if you occupy an area that has been restricted.
- In addition to the enhanced cleaning of common areas and high touch points in tenants' spaces, what additional deeper cleaning/sanitizing services are included or available to us?
 - More detailed cleaning of personal space (desks, office equipment, pantries, private offices, etc.) in tenant suites can be arranged by tenants (at their cost) directly with the building's janitorial contractor or through property management. Full suite disinfecting is available from our janitorial company, or you are welcome to bring in a vendor of your choice if they carry the insurance required to operate in the building.
- Will hand sanitizer be available throughout my building? Will it be motion-sensored?
 - Yes. Hand sanitizer will be available at building entrances and elevator lobbies. As you can imagine, there is a shortage of motion-sensored hand sanitizing supplies now, and we are working to acquire more as additional supplies become available.

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BUILDING SYSTEMS

- Have you made any enhancements to building systems?
 - We have implemented changes via the building automation system (BAS) in keeping with recommendations from the building's consulting engineer and will continue to monitor all building systems under their guidance.
- Have you made any adjustments to buildings' air circulation?
 - We have increased the building's fresh air intake as indoor and outdoor conditions permit in accordance with ASHRAE and CDC guidelines. We are also keeping systems running for more extended hours for enhanced circulation.
- Can you add more automated building attributes to my building?
 - We are reviewing options across all our properties and making automated additions where feasible.

TENANT SPACES & COMMON AREAS

- Does property management have plans for staggered work hours/days, or entry/exit timeframes to limit building occupancy?
 - We will be monitoring the expected and actual building occupancy for issues with crowding and elevator capacity issues. Where those issues exist, we will be encouraging tenants to consider staggering work hours/days or entry/exit timeframes. We look forward to collaborating to identify the best possible solution for a smooth transition.
- Am I required to wear a mask inside my suite?
 - Within your suite, tenants are responsible for outlining and enforcing guidelines around social distancing, use of PPE, work hours, illness monitoring/temperature taking, and other health and safety procedures. We encourage you to adhere to best practices and guidelines outlined by the CDC and local governments.
- How can we rearrange our cubes to adhere to social distancing?
 - We have long standing relationships with a variety of experienced architects, furniture vendors, space planners, and moving companies. We may also have available space adjacent to or near your current suite should you desire additional space to facilitate social distancing. Please reach out to your property management team for a full list of these resources, along with any further advice we may be able to offer.
- Can I use building conference rooms to conduct large meetings?
 - In accordance with government mandates, we encourage you to conduct meetings and trainings virtually. If a meeting must be held in person, please contact your property management team to coordinate the use of The Burnham Room. Please be aware that those facilities will be limited to groups/meetings as prescribed by local regulations, including social distancing, and will include a fee for additional cleaning.
- What precautions are you taking in amenity spaces such as cafes, conference rooms, and fitness centers?
 - Amenity spaces will be open on a case by case basis in accordance with government regulations for those spaces. The Fitness Center will remain closed through Phase Yellow. The Bike Room and The Atrium are available for use, with modified furniture layout to encourage physical separation. In all cases, we will only be opening those areas which can be managed consistent with social distancing requirements and other government recommendations. For those spaces that are open for use, we will be increasing the disinfecting of all areas daily and nightly as well as installing signage and markers to encourage social distancing, installing sneeze guards and lowering the maximum occupancy levels until further notice.

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PUBLIC TRANSIT & PARKING

- Will the P2 Concourse be open for those using public transit?
 - In the early stages of Phase Yellow the Concourse will remain closed. This will be re-evaluated based on need and surrounding conditions.
- What alternatives to public transit can be offered?
 - The Bike Room remains open and is accessible to all tenants and their employees. Please contact property management for access and instructions for use.
 - LAZ Parking has generously offered a reduced daily parking rate for tenants at The Wanamaker Office Building of \$15/day for the months of May and June. More information will be provided under separate cover.

SECURITY & ACCESS CONTROL

- What additional security measures will be in place when we return to work?
 - Security personnel will wear masks and gloves. The reception desk will be set up to encourage social distancing and personnel will remain behind acrylic barriers. Patrol rounds continue around the building but will no longer include tenant spaces post occupancy.
- Do visitors still have to check in with security and show identification?
 - Tenants may utilize the My Kastle system online to authorize visitors with an email address. Once registered, the authorized visitor will receive an email with a QR code that can be read at the turnstiles, bypassing the physical check-in process. Upon arrival at the building, the system will automatically send you an email notifying you, or your designated representative, that the visitor is on their way up.
 - Tenants who still prefer to use the existing system requiring check in at the Reception Desk may continue to do so, but please be aware there may be a delay in processing visitors during busy periods to maintain the health and safety of guests and employees.
- Will I still need to carry my access badge?
 - Access badges will continue to be assigned as needed, but for building entry, employees may choose to access the building entrance and enter the turnstiles via the Bluetooth feature in the KastlePresence App for smartphones in lieu of handling the access badge. Please reach out to property management for more information if you are interested in utilizing this technology.
- What happens if the fire alarm goes off?
 - Fire Drills have been temporarily postponed, however if there is an activation of the life safety system, normal protocols must be followed for occupant safety. Please remember that if you have to enter the fire towers, wear a face covering and minimize all unnecessary conversation.

This information is provided to ease your transition back to working onsite at The Wanamaker Office Building and is general in nature. Please do not hesitate to contact the property management team if you have any additional questions or if you need support in sourcing items, educating your staff, or would like to discuss your specific re-opening procedures in greater detail.

Thank you for your partnership.

The Wanamaker Office Building Management Team