

The Offices at Riverpark is committed to providing a healthy work environment that successfully supports the business objectives of our tenants.

In preparation for your employees re-entering the workplace, we have prepared the following overview to better understand measures being taken at The Offices at Riverpark. We look forward to working with you in the coming days and weeks to ensure a smooth reopening process for your employees.

Filtration Related

What measures has the building implemented to provide cleaner air?

- ✓ **Upgraded filters**
Existing filters are MERV-13 that block 98% of pollutants from the air and capture pollen, fine dust, bacteria, viruses and more.
- ✓ **Increase Air Flow**
Maximize outside air coming into the building and exhaust leaving the building.
- ✓ **Fan Scheduling**
Modified building fan schedules to allow for a purge sequence during non-business hours.

Access Related

Will there be protocols in place to manage the visitors to the building?

- ✓ **Key Card Implementation**
Lobby doors and elevators are key card access only.
- ✓ **Stairwell Access**
Stairwell doors are open to allow additional access to upper floors. Stairwells are designated as up or down (non-emergency situations only).

Social Distancing Related

How is the building encouraging social distancing in common areas?

- ✓ **Covid-19 Protocol Signage**
In addition to social distance protocol signage posted at every lobby entrance, signage is displayed dictating occupancy limits in areas throughout the property and floor markers are located in gathering areas such as the elevator lobby.
- ✓ **Elevators Occupancy**
Elevator cab occupancy is limited to meet local and state health laws. If signs or floor markers do not clearly indicate occupancy rules, please ask property management for help.

✓ **Face Mask**

Personal Protective Equipment (PPE) is required of all Property Management staff and vendors while in areas where social distancing cannot safely be implemented as well as when entering a tenant's leased premises.

We highly encourage tenants to wear PPE while in the common areas of the building or in their leased premises and we do not conduct temperature screens or contact tracing of employees of tenants or their guests.

Cleaning Related

What steps is the building taking to ensure clean common areas?

✓ **Cleaning Methods**

All janitorial team members are trained on proper disinfecting practices and chemicals used to meet the requirements provided by the CDC and WHO.

✓ **Scheduled Cleaning**

A comprehensive "before and after" cleaning chart is available highlighting the changes made to cleaning practices since the pandemic.

✓ **High Touchpoint Areas**

The increased cleaning frequency of high-touch surfaces such as handles, bathrooms, touchscreens, door pushes and pulls will be maintained at the higher frequency schedule.

✓ **Trained Staff and Service Partners**

Building staff and service partners have proper PPE and training to be safe while working within building. Additionally, all vendors operating on the premises are required to submit a COVID-19 operating procedure and employ CDC-recommended practices for ensuring the health and safety of their employees.

✓ **Prepared for Advanced Cleaning**

Cleaning partners are on standby to provide advanced cleaning for any COVID-19 related concerns.

Communication Related

Will the building be providing any form of communications to the tenants?

✓ **Property Management Interaction**

In addition to a comprehensive building readiness guide that was sent prior to re-occupancy, the property management staff will be providing regular email updates to create a feeling of inclusion and are assisting tenants as they plan their internal social distance program.

✓ **Ongoing Building Specific Questions**

Property Management and Engineering teams are meeting with tenants on-site and virtually to discuss building readiness and answer questions.

✓ **Flexibility to Situation**

Property Health & Wellness

To provide tenants with the best moment-to-moment service, the property management team has positioned itself to be flexible to the day-to-day concerns tenants have. Pivoting and providing clear communications to address the situation.