

## Building Common Areas

We've made several changes to help ensure your safety and the safety of others as you navigate the building.

### Throughout the building:

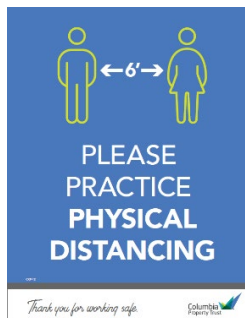
- Safety signage installed:
  - Based on CDC health and safety guidelines
  - Includes reminders about use of PPE, hand washing, social distancing and staying home when ill, as well as directional guidance through the building
- Hand sanitizer stands installed in common areas where applicable
- Lobby furniture removed to help maintain social distancing and avoid gathering of groups
- Entrance and exit points defined with physical barriers

### Elevators

- Passenger limits instituted to reduce capacity
  - Passenger elevators: signage installed with specific limits
  - Freight elevators (if present): limited to one passenger plus operator

### Stairwells

- Separate stairwells assigned "up" or "down" wherever possible
- Enhanced cleaning of handrails and other touch points in stairwells



### Parking

- Parking in every other space encouraged
- For parking garages, touchless access utilizing parking card. If daily parking please have ID ready to hold up for the entrance guard inspection.
- Enhanced cleaning of entry doors and other touch points in garages.
- Exterior and interior stairwells are available if you prefer not to wait for the elevators.

### Loading Docks and Delivery Areas

- Mask and nitrile gloves required
- Touchless sign-in instituted



## Communication and Response:

We are in this together — what one of us does can affect all of us.

Columbia Property Trust and your property management team are committed to providing transparent and timely communications with our tenants, team members, suppliers, and service providers.

### Tenant Communications:

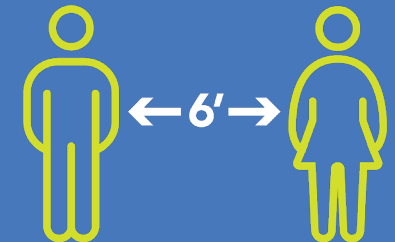
- Survey was distributed to tenants to gather insight on needs and expectations related to returning to the office
- Virtual meetings initiated between property management and tenants to hear directly from tenants about their needs and plans for returning to the office
- Additional individual conversations between property management and tenants occur as needed
- Guidelines and other resources for tenants provided to assist with return to the office

### Confirmed Case Response Protocol

In the event of a confirmed report of COVID-19 at the building:

- Tenant contacts will be notified by email.
- If infected person is a tenant team member, contractor, or visitor, we will work with the tenant to facilitate disinfection of all visited areas.
- If infected person is a member of the property management team or service providers, we will disinfect work area(s) and all common areas visited.
- Please note that personal or individually identifying information about any infected person will not be disclosed.

# WORK SECURE CLEAN SAFE



## Our preparations for your safe return to the office

Your Property Management Team  
and Columbia Property Trust



# WORKING TOGETHER TO ENHANCE SAFETY

We have been working cohesively and continuously to plan and prepare for your return to your office building. In addition to your Columbia Property Trust property management team, we've included our engineering, janitorial, and other service providers as needed, to ensure our plan is comprehensive, covering needs at every point of interaction within the building.



## Building Services

We've enhanced our building services and instituted new protocols where needed to provide for the safety of our tenants and team.

Every member of our property management team has been trained, and is required, to follow CDC-recommended protocols to prevent the spread of virus and respiratory diseases. This includes social distancing, frequent handwashing, and use of masks in common areas and tenant spaces.



### Cleaning:

- CDC-recommended cleaning and disinfecting products used to prevent the spread of virus and respiratory diseases
- Increased cleaning of frequency “touch points” and common areas, such as lobbies, restrooms, elevators, stairwells and parking garage
- Additional staff employed to meet enhanced cleaning requirements as needed
- Glove/mask disposal areas added
- Janitorial team members:
  - Required to maintain appropriate social distance from coworkers and building occupants
  - Required to use masks and gloves in common areas and tenant spaces

### Cleaning Recommendations for Tenants:

- Institute a “clean desk policy” to allow better night cleaning
- Centralize trash cans and eliminate under-desk disposal
- Utilize additional cleaning services if needed – property management can provide proposals upon request

### Security:

- Touchless visitor registration procedure instituted
- Protective barriers and social-distancing signage in place at visitor registration area
- Hand sanitizer, disinfectant wipes, and/or cleaners provided at security checkpoints
- Security team members:
  - Required to maintain appropriate social distance from coworkers, building occupants, and visitors
  - Required to use masks and gloves while in common areas and tenant spaces

### Maintenance:

- Work orders performed during off hours or at other times when physical distancing is possible
- HVAC filters replaced, systems and equipment “flushed” (by running maximum outdoor air), and coils cleaned prior to tenants’ return
- Bi-Polar Ionization or other technologies are being installed to improve indoor air quality
- Building water tanks drained and cleaned  
Water systems regularly exercised

### Maintenance Recommendations for Tenants:

- HVAC Supplemental Systems – ASHRAE guidelines at [ashrae.org](http://ashrae.org) on:
  - [Airborne Infectious Diseases](#)
  - [Filtration & Air Cleaning](#)
- Water Systems: [CDC Guidelines](#) at [CDC.org](http://CDC.org)
- Provide reports and maintenance records to Property Management for tracking

## ROADMAP TO A SAFE RETURN



### Safety protocols

- Cleaning enhanced
- Security enforcing safe guidelines
- Maintenance in off-hours

### New Signage

- Reminders to follow CDC guidelines
- Encourage social distancing and use of PPE
- Directional guidance for physical distance

### Caution in Common Areas

- Groups discouraged
- PPE encouraged or required
- Elevator passenger limits
- Building amenities closed or used with caution

### A More “Hands-free” Building

- Touchless building access and visitor registration
- Hand sanitizer available

### Communication

- Early and often
- Listening to tenants’ needs and concerns
- Confirmed case response protocol