



COVID-19 PROTOCOLS FOR SAFE RETURN TO OFFICE



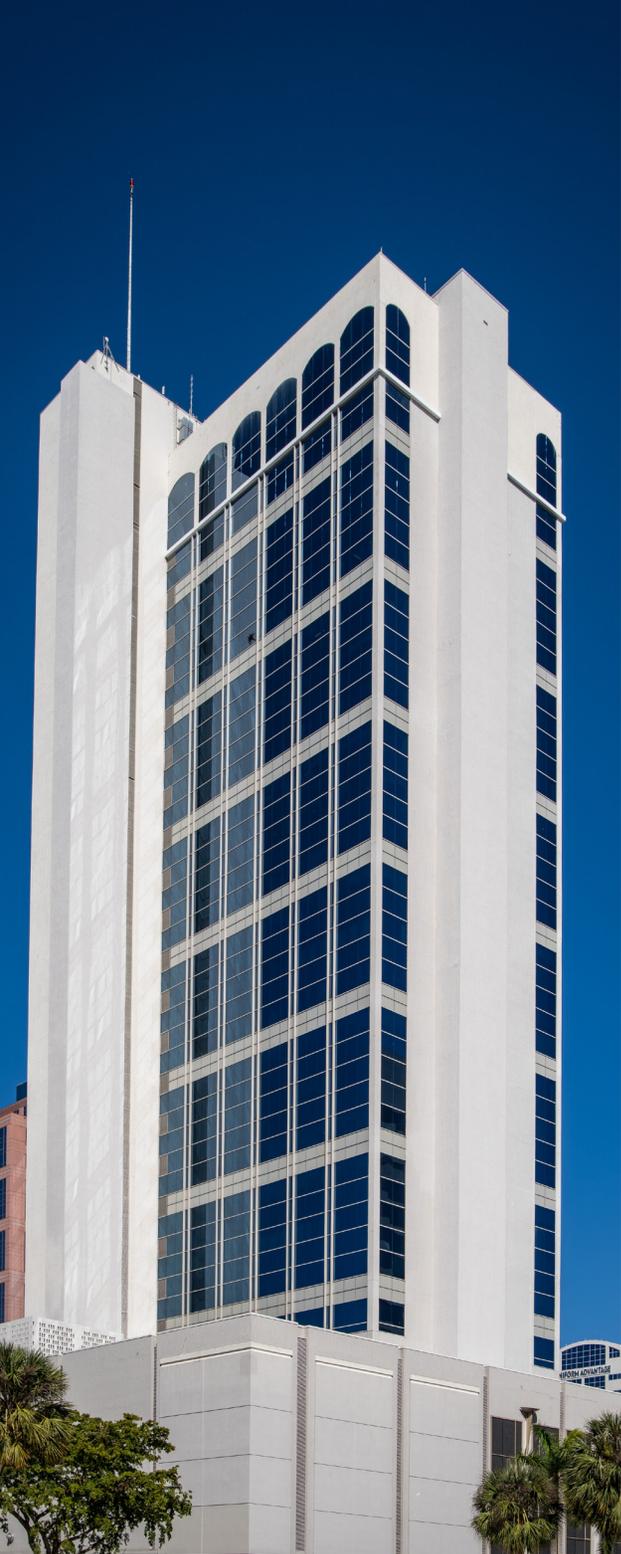


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1. OPERATIONS AND BUILDING MODIFICATIONS

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OVERVIEW



This document is a guide for CP Group staff, tenants, visitors, and vendors to maintain safe working environments throughout the 14 million square feet we manage.

These policies have been established by the CP Group Remobilization Task Force, headed by our Director of Environmental, Social and Governance (ESG), and representatives from our regional property management teams, engineers, and in consultation with our vendors and contractors.

The protocols detailed in this guide are based on feedback from industry organizations, the State, City and County authorities, guidance from the CDC, WHO, OSHA, EPA, and other regulatory and public health agencies. Direct links to their guidelines can be found on the final page of this document.

SECTION 1: **Operations and Building Modifications**

EMPLOYEE SAFETY

CP Group employees working on-site must comply with the following safety measures daily:

- Wear personal protective equipment (PPE) such as masks, covering both the nose and mouth
- Conduct self-health screenings
- Adhere to reporting, testing and quarantine requirements in the event of COVID exposure or positive test
- Maintain thorough hand washing and social distancing when indoors

PPE AND SUPPLIES

Management teams conduct regular inventory of PPE equipment to ensure supply levels are aligned with forecasted employee attendance with additional materials in reserve to support tenants in need of proper protection. Receptacles are available in main lobbies and entrances.

BUILDING SYSTEMS

Every CP Group building has remained open throughout the pandemic and all maintenance has continued under daily, weekly, monthly, and quarterly preventative maintenance schedules in continuation of our building best practices with an added emphasis on air quality and physical distancing.

ELEVATOR SYSTEMS

- Increase fan speeds where systems permit to improve air circulation
- Review operations with elevator contractor for loading guidelines
- Observe elevator etiquette signage and social distancing markers

SECTION 1: Operations and Building Modifications Contd.

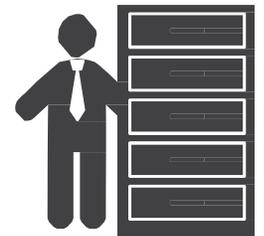
FIRE-LIFE SAFETY AND EMERGENCY SYSTEMS

All systems for proper operation and inspections remain current including:

- Fire alarm system
- Sprinkler system
- Generator
- Transfer switch, fuel systems
- Evacuation routes
- Updated emergency preparedness plans to include infectious disease protocols

PLUMBING SYSTEMS

- Conduct full-service cleans on each unused room/common area space
- Ensure all flush valves and faucets are fully functional
- Flush all water fixtures both hot and cold on a regular basis in the event they are not being used
- Change filters on domestic water filtration systems, where applicable
- Test and clean all sump and ejector pump systems
- Inspect and prime open site drains and traps



SECTION 1: **Operations and Building Modifications Contd.**

HVAC AND MECHANICAL

- Check all chilled water loops for proper chemical treatment levels
- Sanitize and service all air handling units
- Replace all HEPA filters
- Minimize exposure to building interior areas when removing old filters from the site
- Inspect HVAC units quarterly per industry standards
- Work with water treatment service providers to ensure chemical levels are within the defined ranges for cooling towers, close water systems, water features, *etc.*

INDOOR AIR QUALITY

UNIT CLEANING AND MAINTENANCE

- Sanitize air handler units with a cleaning solution approved by the CDC and continue to maintain on a regular cleaning schedule for cooling coils and casings

VENTILATION

- Install MERV-13 air filters with improved filtration in air handling units where required on all base building fan systems.
- Place rooftop intake fans at maximum speed to bring in more air per ASHRAE recommendations
- Open outside air dampers as much as possible without causing negative effects on building temperature and humidity.
- Reduce HVAC system downtime to allow for an increased number of air exchanges

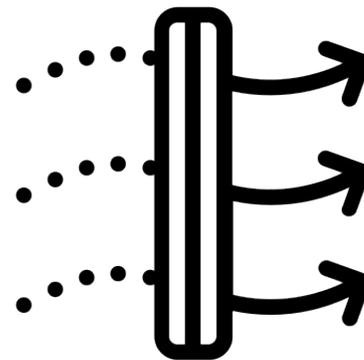
INDOOR TEMPERATURE AND HUMIDITY

- Maintain approximately 70-75 Fahrenheit degree temperature
- Sustain lowest possible relative humidity within the system parameters of each building

SECTION 1: Operations and Building Modifications Contd.

OTHER ENHANCEMENTS

- Replace filters with highest MERV efficiency rated as applicable
- Install NanoSeptic antimicrobial elevator buttons and door handles to provide continuously self-clean surfaces
- Clean outside air dampers and filters for outside air intake and pre-filter air-handling
- Install motion-activated building entry doors, where feasible
- Upgrade restroom devices and elevators to touch-free/hands free operation where feasible



SECTION 2: Physical Distancing

According to the CDC, COVID-19 spreads among people who are within six feet for a prolonged period of time. This happens when an infected person coughs, sneezes, or speaks, and droplets from the mouth or nose transfer to nearby persons. Recent studies indicate that asymptomatic people play a major role in the spread of COVID-19.

Physical distancing, also called “social distancing,” is considered keeping space between yourself and others to reduce transmission of COVID-19.

To practice social or physical distancing:

- Stay at least six (6) feet away from other people, even while wearing a face mask
- Wear a face mask when around others while indoor in public areas

CP Group has adopted the following procedures to enforce and encourage physical distancing:

LOBBY AREAS

- Plexiglass panels may be added at the security or concierge desks
- Banner signage indicating building safety protocols are posted

ENTRANCES

- Doorways are manned by building staff members during high traffic periods
- Receptacles for convenient disposal of single-use are available
- Entrances and exits have been upgraded to automatic doors where possible

ELEVATORS / STAIRWELLS

- Maximum of 2 to 4 people per cab, depending on size
- Elevator cabs are marked to achieve social distancing
- Promote using the stairs for tenants located on lower-levels

SECTION 2: Physical Distancing Contd.

TENANTS

- Encourage tenants to allow any employees classified as “high-risk” by the CDC to continue to work from home
- Require face masks for all tenants, visitors, and employees entering all buildings and while traveling throughout common areas
- Tenants are responsible for ensuring employees comply with building protocols related to safety measures
- Tenants are required to report any positive COVID-19 case within their company to property management including the date of a positive test, date the person was last at the building and potential common areas of the building traveled. Property management will be responsible for disinfecting any common areas and the tenant is responsible for hiring a cleaning company for their respective suites.
- Tenants should advise property management on the expected return-to-work date, if a tenant has not returned at full capacity

- Tenants should keep property management informed of their protocol for reporting suspected and confirmed cases

DELIVERIES

- Recommend all food deliveries are picked up curbside or at a location in the building designated by management (building personnel will not accept food deliveries)
- Non-food deliveries should be made directly to respective tenant spaces
- Delivery personnel are required to wear face masks while on-site
- Modifications of these protocols can only be made by your respective property management contact

SECTION 2: Physical Distancing Contd.

BUILDING AMENITIES

- Building amenities such as fitness center, tenant lounges, and conference rooms are reopened with reduced occupancy and safety measures posted
- Public drinking fountains have been or will be reopened. It is recommended to use water filling stations if available



ON-SITE CAFES / COFFEE SHOPS

- All on-site food vendors have created alternative options for orders including take-out or call ahead service
- All on-site cafes have signage designating the nearest hand washing station to all patrons and employees

EXTERNAL VISITORS AND VENDORS

- Face masks are required to enter CP Group buildings and while traveling in common areas including restrooms and elevators

CP GROUP MANAGEMENT TEAMS

- Tenant meetings may be scheduled via video conference or phone call
- If in-person attention is required, face masks and social distancing should be maintained

SECTION 3: **Advanced Cleaning Procedures**

All adjustments and enhancements made to our janitorial procedures are listed below.

HIGH-TOUCH SURFACES

All high-touch surfaces will continue to be cleaned at least six times per day. These include:

PARKING GARAGE

- Access card readers
- Doors and door handles
- Call buttons and interior buttons

ELEVATORS

- Call buttons and interior buttons
- Interior of elevators

LOBBY

- Security desks and doors
- Tables
- Doors/door handles

RESTROOMS

- Door/door handles
- Toilets
- Soap dispensers
- Faucets
- Paper towel dispensers
- Counters

STAIRWELLS

- Handrails
- Door handles
- Access card readers

In the event of a positive case at any CP Group building, the property manager will advise the tenant on the building's disinfecting protocols to be completed. Contract tracing will be conducted accordingly. A portfolio-wide log of all reported cases is tracked and reported.



SECTION 3: **Advanced Cleaning Procedures Contd.**

JANITORIAL ENHANCEMENTS

- Supplemental day porters continue to be on staff across the portfolio to support the increase in routine cleanings
- NanoSeptic antimicrobial elevator buttons and door handles are installed to provide continuously self-clean surfaces
- Our janitorial teams incorporate an EPA-registered List N disinfectant into their routine cleaning, recommended by the EPA against COVID-19

SANITIZER STATIONS

- Free-standing or mounted hand sanitizer stations are available in all lobbies and common area or high-traffic locations
- Receptacles are available in all lobbies and entryways for convenient disposal of single-use PPE

SECTION 4: Vaccine, Testing and Reporting Protocols

The COVID-19 vaccines are a critical tool to help stop the pandemic. Every individual 12 years of age and older is now eligible to get a COVID-19 vaccine and become fully vaccinated.

The CDC defines “fully vaccinated” as two weeks after the second dose of a two-dose regimen of either Pfizer or Moderna, and two weeks after a single dose of the Johnson & Johnson vaccine.

CP GROUP COVID-19 ALL EMPLOYEE VACCINATION MANDATE EFFECTIVE SEPTEMBER 2021

- Effective June 2021, CP Group adopted a company-wide policy for all current and new employees to be fully vaccinated as of September 7, 2021.
- Consistent with the duty to provide and maintain a workplace free of recognized hazards, CP Group has adopted this policy to safeguard the health and well-being of employees and their families, customers and visitors, others who spend time in our facilities, and the community, from the risks associated with COVID-19. This policy is intended to comply with applicable federal, state and local guidance and authority, including guidance from the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities.
- All current and new employees must either provide confirmation with medical vaccination record that they are fully-vaccinated, submit an approved religious or medical exemption form.

SECTION 4: Vaccine, Testing and Reporting Protocols Contd.

COVID-19 EXPOSURE AND POSITIVE CASE REPORTING PROTOCOLS

CP GROUP EMPLOYEES

- Employees must report any COVID-19 positive exposures and confirmed cases to their direct manager and Director of Environmental, Social and Governance (ESG).
- In the event of a COVID-19 positive exposure, an employee must obtain a COVID-19 PCR Test 3-5 days after exposure and can only return to the office with a submitted negative PCR test and no symptoms.
- In the event of a COVID-19 positive test, employees must quarantine for at minimum 10 days after testing, and can only return to the office with a submitted negative PCR test and no symptoms. In the event, the employee works closely with someone whom is immune compromised, a 14 day quarantine is recommended.

TENANTS

- Tenants are required to report any COVID-19 positive cases directly to their building's Property Management team.
- Property Management will complete contact tracing to ensure that any common areas are properly cleaned and disinfected, any individuals directly exposed or impacted will be notified immediately and the team also provides details reports within a CP Group COVID-19 log.

DIRECTOR OF ESG



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Safe Return to Work Protocols are led by Elena Villarreal Daniel, CP Groups' new Director of ESG, in collaboration with our Partners and colleagues.

Over 40,000 people work inside a CP Group office building on a daily basis. It is our opportunity and responsibility – to them and their families – to invest every day in making our facilities safe, welcoming, and supportive of everyone's safety, health, wellness, and productivity.

COVID-19 LINKS AND RESOURCES

Centers for Disease Control and Prevention: www.cdc.gov/coronavirus

Find links to guidance and information on all topics related to COVID-19, including the COVID-19 vaccine, symptom self-check, data, and other topics.

CDC – COVID-19 Tracker by State and County: <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>

Find maps and charts tracking cases, deaths, and trends of COVID-19 in the United States, updated daily by 8 pm EST.

World Health Organization (WHO): <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The World Health Organization will have the best global information about COVID-19.

U.S. Food & Drug Administration: <https://www.fda.gov/emergency-preparedness-and-response/counterterrorism-and-emerging-threats/coronavirus-disease-2019-covid-19>

The FDA has regulatory processes in place to facilitate the development of COVID-19 vaccines that meet the FDA's rigorous scientific standards.

U.S. Department of Health and Human Services: <https://www.hhs.gov/>

The Department of Health and Human Services protects the health of all Americans and provides essential human services.

U.S. Department of Labor – Occupational Safety and Health Administration: <https://www.osha.gov/coronavirus/safework>

Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace.

USA.GOV: <https://www.usa.gov/coronavirus>

Learn about the types of help the federal government offers for people and businesses affected by the COVID-19 pandemic.

John Hopkins University & Medicine: <https://coronavirus.jhu.edu/>

A dashboard with global and national data about the pandemic and critical trends.

ADDITIONAL RESOURCES AND GUIDELINES:

WHO

www.who.int

CDC

www.cdc.gov

OSHA

[www.epa.gov/
coronavirus](http://www.epa.gov/coronavirus)

EPA

[www.epa.gov/
coronavirus](http://www.epa.gov/coronavirus)

EEOC

[www.eeoc.gov/
coronavirus](http://www.eeoc.gov/coronavirus)

BOMA

www.boma.org

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