

Health & Safety

P O L I C Y

CARRWORKPLACES





To Our Valued Clients

The overall wellbeing of our team members, clients and guests are at the forefront of our thoughts at Carr Workplaces. It is top priority to adhere to the following Health & Safety Policy, as we monitor the spread and impact of the novel coronavirus (COVID-19). This policy is informed by guidelines issued by the Center for Disease Control and other relevant global health authorities to help us prevent the spread of the virus, to limit the impact on our community, and to provide centers that are well prepared for your return.

We have requested enhanced janitorial services in all of our buildings, which in most cases was already increased due to the virus.



OUR PLAN IS GUIDED BY THESE PRINCIPLES

- Hourly cleaning by our staff of shared surfaces and high traffic areas such as reception, conference rooms, cafes, lounges, and business centers. Along with the installation of countertop shields/breath guards at the front desk
- The provision of hand sanitizer, anti-bacterial wipes, and other cleaning products
- The training of our Team Members on new policies put in place to keep the workplace safe
- Limiting the number of shared supplies and replacing with disposable options where possible
- A nightly clean-out of the refrigerator – any food not removed by close of business will be discarded
- Temporary discontinued use of ice machines
- Complimentary pencils at reception for your use when pressing elevator buttons or other touchpoints
- If you don't wish for the cleaning crew to enter your office after hours, please signal so by closing your door and leaving trash cans outside your door upon your departure
- If you have a shared office or team room that can't accommodate six feet of social-distancing, please consider staggering employees in shifts
- Partnering with building property management to ensure enhanced and preventive measures are taken in areas outside of our space. Updates from building management regarding new building policies implemented to stop the spread of COVID-19 will be provided as soon as they are received

To encourage safe behavior, Carr Workplaces reminds its tenants and visitors of these new standards to ensure the safest business environment possible.



WHAT TO EXPECT WHEN YOU ARE IN A CENTER



in accordance with recent announcements by various state and local governments, Carr Workplaces will follow guidance regarding the relaxing of the wearing of face coverings for fully vaccinated individuals.

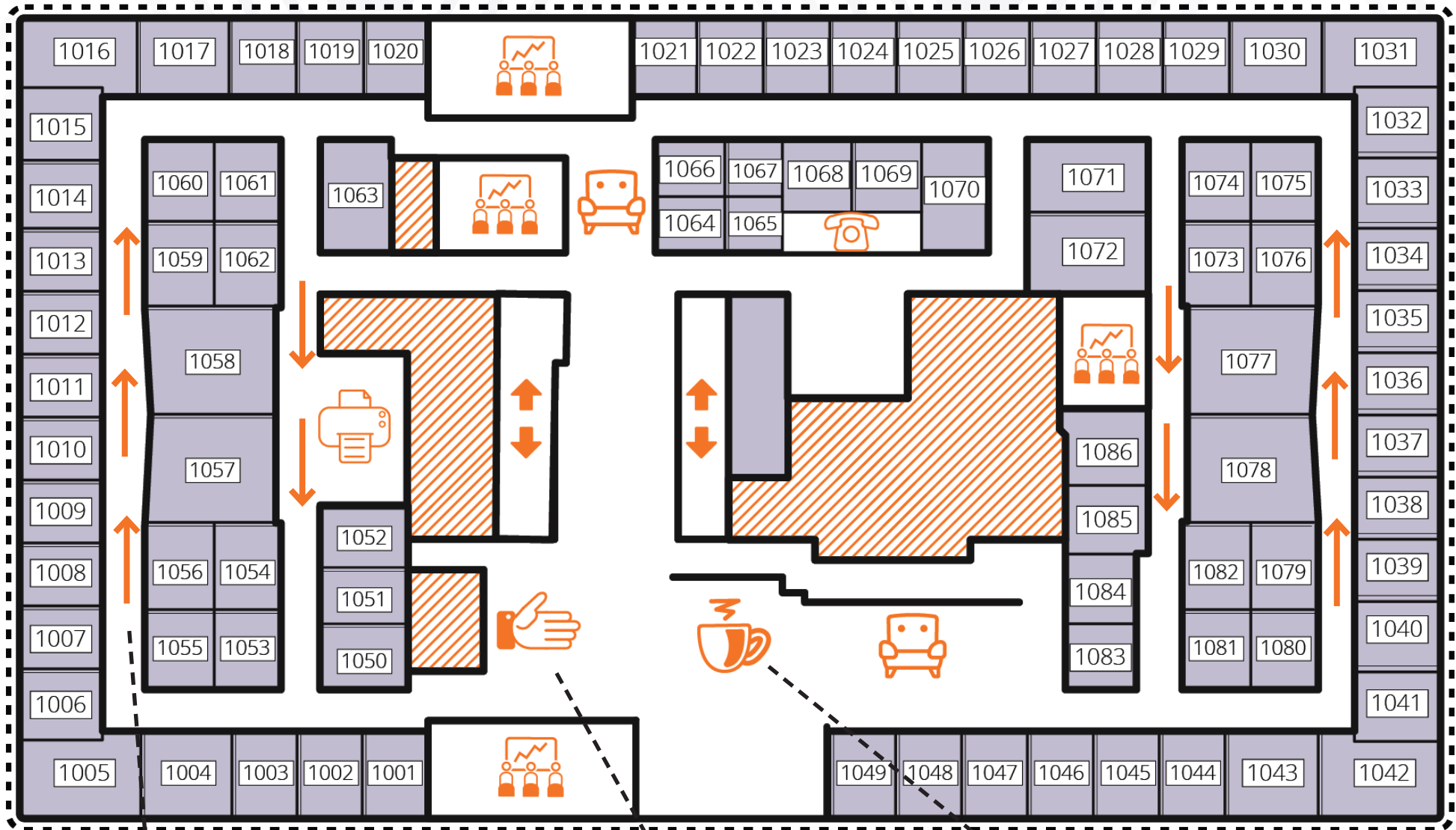
While the wearing of face coverings is encouraged where social distancing is not feasible, fully vaccinated individuals are no longer required to wear face coverings in our workspaces. **Unvaccinated individuals are still required to wear a face covering.**

Carr Workplaces will continue to follow state and local guidance regarding any COVID related changes. Additionally, we have implemented the following:

- A reduction in seating in our common areas and conference rooms to ensure adequate social distancing
- Increased placement of trash cans as well as paper towels placed throughout the center for use when pulling door handles
- Requiring use of center provided disposable placemats, cutlery, and plates if you chose to eat meals in the community café. Please also place all mugs, cups, and other utensils directly in the dishwasher
- One way traffic notifications for corridors, where necessary



WHAT TO EXPECT IN COMMON AREAS



One way traffic notifications for corridors, where necessary

Plastic safety barrier at front desk

Signage displayed around cafe with placemats, cutlery, and plates to avoid physical contact



SIGNAGE

To encourage safe behavior, Carr Workplaces reminds its clients and visitors of the new standards and protocols by strategically placing signage throughout all common areas. Signage will reference:

- Wearing masks, specifically in common areas (lobby, cafe, meeting rooms)
- Maintaining six feet of social distance
- Following designated circulation patterns
- Adhering to elevator occupancy limits
- Using the stairs to reduce stress on elevators when possible

CARRWORKPLACES COVID-19 SAFETY UPDATE

While the wearing of face coverings is encouraged where social distancing is not feasible, fully vaccinated individuals are no longer required to wear face coverings in this space. **Unvaccinated individuals are still required to wear a face covering.**

Carr Workplaces will continue to follow state and local guidance regarding any COVID related changes.

For more information visit the Centers for Disease Control & Prevention:
www.cdc.gov



INDUSTRY LEADING CLEANING PRACTICES

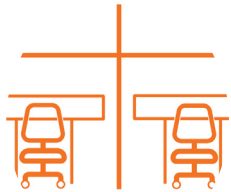
In partnership with our environmental consultant, HPE Environmental, Carr Workplaces has developed a strategy for the cleaning, disinfecting, and sanitizing of all common areas and high-touch surfaces in our buildings. We have worked with our cleaning service providers on training and executing the following protocols:

- Supplemental cleaning services and staffing will be added, as needed, to assist with increased cleaning and disinfecting
- Utilizing EPA-registered disinfectants that are effective at killing viruses
- Modified cleaning schedule to reduce overlap between night cleaning crew and tenants and employees





HEALTHY OFFICE BUNDLES



Cubicle Mount Privacy Panel with Large Bracket & AL Frame, White



PETG Plastic Safety Shield



Wall-Mounted, Touch-Free, Spray, Hand Disinfection Machine



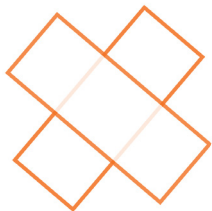
Elite Pro Series Air Purifier HEPA Filter



Peace Lily Air Purifying Plant



Healthy Safeguard Partitions & Dividers



Office Table Dividers



Sherwin-Williams® Paint Shield



The Cell Phone Box



USB Air Purifier



GermGuardian® Elite Pluggable UV Sanitizer and Odor Reducer, Black Onyx



Extensive Janitorial Options

We're here to ease the uncertainty during your transition back into the workplace through our Healthy Office Bundles – carefully crafted bundles, centered around cleanliness and peace of mind – now available for all full time private office users.



TRANSPARENT COMMUNICATION

Carr Workplaces recognizes that frequent, accurate, and clear communication is paramount at this time.

- Clients will be notified about all confirmed COVID-19 cases in their building as information is received from property management
- Please inform your center team if a visitor, contractor or member of your team reports a confirmed COVID-19 infection
- As CDC and government guidelines evolve, we will continue to communicate any changes to our plans and policies, as well as building plans and policies



ENCOURAGING CLIENTS TO TAKE NECESSARY PRECAUTIONS

Our members and guests play a key role in helping Carr Workplaces slow the spread of COVID-19 and keeping our centers safe. Please:

- Stay home if you are feeling ill and avoid returning until symptoms are gone. We require any client that tests positive for COVID-19 or becomes aware of an employee or guest that has visited the center who has tested positive for COVID-19 to notify the center by filling out [this form](#) detailing the time(s) the individual visited the center and what areas he or she accessed. Those testing positive can return to the Centers once they can provide documentation from a doctor clearing them.
- Practice good hygiene such as washing your hands regularly, avoiding the touching of your eyes, nose, and mouth, and by covering your cough or sneeze with a tissue
- Properly dispose of personal protective equipment and any other cleaning supplies you have used
- Practice social distancing in our common areas and be mindful when you have guests
- Please consider asking your employees and guests to take their own temperature before visiting a Carr Workplaces center - and to not visit if they register a fever of 100 degrees or higher, regardless of a positive or negative COVID-19 test. Our center team will be adhering to this policy before reporting to work each day





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