

COVID-19 BUILDING GUIDEBOOK

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HEALTH & SAFETY

The health, safety and wellness of our customers is our top priority. As we prepare to navigate the new workplace experience amidst the COVID-19 pandemic, Carr Properties will implement a portfolio-wide program for our buildings. This program has been developed in accordance with evolving best practices, standards and protocols in conformance with the Centers for Disease Control and Prevention ("CDC") guidelines, as well as federal government and state recommendations.





CREATING A SAFE & INVITING WORKPLACE

-  Enhance customer safety and encourage responsible behavior in accordance with our guidelines.
-  Operate our buildings with a commitment to safety, transparency, efficiency and consistency.
-  Protect the privacy of our customers, guests, employees and service providers.
-  Monitor and refine our policies and protocols in response to the COVID-19 pandemic, while providing timely communication as this crisis evolves.

ENHANCED OPERATING PROTOCOLS

Carr Properties has implemented preventative measures, operational changes and safety enhancements, including:



Increased Cleaning & Sanitization

- Frequent disinfection of high-touch points, including our common areas and restrooms.
- Sanitizing product stations will be available for use at key points throughout each property.



Designated Paths of Travel & Social Distancing

- Signage placed throughout the building suggesting social distancing in all common areas, designated entrances and exits, limited occupancy in elevators and pre-determined ingress and egress stairwells.



Increased Fresh Air Intake & Enhanced Filtration

- Building HVAC operational changes, including enhanced building air flow and quality with MERV 13 rated filtration systems.
- Extended HVAC system operating hours to increase continual outside air flow.
- Upgrades to enhance air flow in elevator cabs.



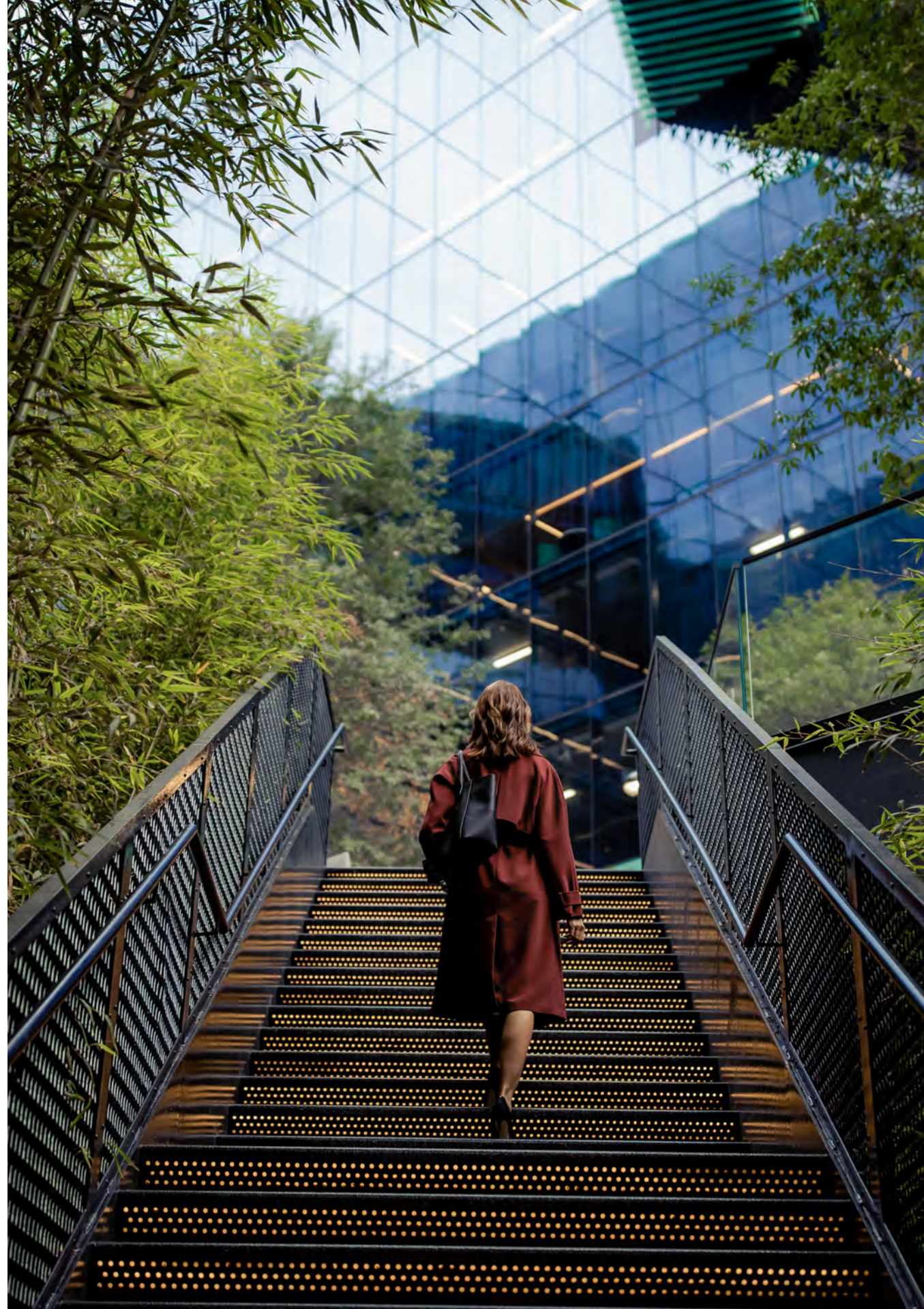
Face Masks Required

- To promote the safety of our customers, guests and employees, entry into all buildings and common areas will require the use of face masks.
- Contractors and delivery vendors must wear face masks and disposable gloves.



Response Plan

- Protocols and response plan to any COVID-19 related incidents.



INCREASED CLEANING & SANITIZATION

Coronavirus cleaning protocols were adopted at all properties in March 2020, which includes the use of “N” rated disinfectants, as recommended by the CDC, on all touchpoints to help control the spread of the virus. A protocol to employ Clorox Total 360 Disinfection for any areas suspected to be contaminated by coronavirus has also been developed. As we move forward, the frequency of cleaning of all high-touch surfaces in common areas will be increased in accordance with industry best practice standards.

SANITIZING STATIONS

As the CDC has advised, regular handwashing is one of the best ways to remove germs and prevent the spread of germs to others. For your safety, we will ensure our restrooms are fully stocked with soap and hand towels. However, for the moments throughout the day when you may not be near a restroom, we will place sanitizing stations in high-traffic areas. We ask that you utilize this resource to ensure your safety and to limit the spread of germs throughout our buildings.





INCREASED FRESH AIR INTAKE & ENHANCED FILTRATION

Carr Properties will perform a complete building air flush and replace all existing air filters with enhanced MERV 13 air filtration systems. MERV 13 filters are much more efficient in trapping airborne particles down to 0.3 microns, including most bacteria and human proplets (sneezes) and viruses that have bonded to larger airborne particulates.

The building HVAC system will be utilized to flush the building with fresh outside air prior to your return; elevator exhaust fans have been reprogrammed to run more frequently for improved circulation.

Most Carr Properties managed buildings already have above standard indoor air quality (IAQ) elements in-place, including annual IAQ testing, carbon dioxide monitoring, MERV 13 air filters, and green cleaning protocols. Further, many Carr Properties managed buildings have CO2 sensors integrated with the HVAC controls to maintain American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) industry standard recommended levels of fresh air.

DESIGNATED PATHS OF TRAVEL & SOCIAL DISTANCING

For your safety and the safety of others, there will be specific paths of travel at each of our buildings. From the moment you arrive, you will be directed to follow signage installed throughout the property. This signage includes designated building entry and exit doors, lobby paths of travel, elevator cab occupancy limits, and social distancing reminders placed throughout all common spaces.

PROPERTY ENTRANCE

- Personal protective equipment (PPE) will be available for visitors including face masks, disposable gloves, hand sanitizer, and facial tissues.
- Social distancing guidelines and protocols will be implemented and communicated through signage, floor decals and email.
- Signage in all lobbies to communicate general property protocols.
- Our visitor management protocols will require security/concierge to document all visitors.
- Security and concierge personnel will always wear face masks while onsite at the building.
- Disposable gloves will be used when handling customer belongings or packages.



PATH OF TRAVEL & ELEVATORS

- Building paths of travel shall be marked by floor decals.
- Hand sanitizers shall be placed in all elevator lobbies.
- To promote social distancing, elevator usage will have occupant limits per trip.
- Floor decals shall be added to each elevator cab to indicate where each occupant should stand.
- Increased daily cleaning of control panels within elevator lobbies and cabs.
- Additional path of travel options to include stairwells.





SECURITY & BUILDING ACCESS

Building access decisions, in particular the decision of whether to keep our buildings as key-card access only, will be reassessed in the context of jurisdictional stay-at-home orders, upon review of customer feedback, and overall building occupancy.

Please inform your property management team of your company's return to work plans and specify your approach: a phased return or staggered work shifts. Be sure to clarify the number of people per phase or hours of each shift.

VISITOR MANAGEMENT

Visitor management protocols at each of our buildings has not changed. However, we will promote safe interactions with our customers and visitors by always wearing face masks and gloves, limit the handling of identification credentials, maintaining six feet of distance, and utilizing plexiglass sneeze guards.





FACE MASKS REQUIRED

During this time, we will require that all customers and visitors wear face masks while entering/exiting the building and enjoying our amenity and common area spaces.

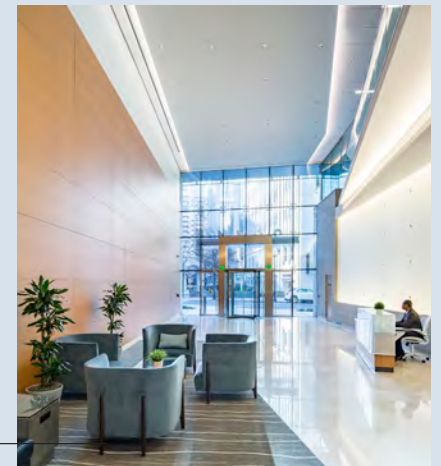
All contractors, delivery and postal workers will be required to wear face masks and gloves when working within a Carr Properties building.

AMENITY AREAS

Throughout all Carr Properties' buildings, we have implemented social distancing guidelines to ensure your safety and the safety of others while enjoying our amenity areas. While each building offers a unique set of amenities, please reference these guidelines as a high-level overview as to what you can expect. Each building's property management team will provide specific and more detailed instruction per property.

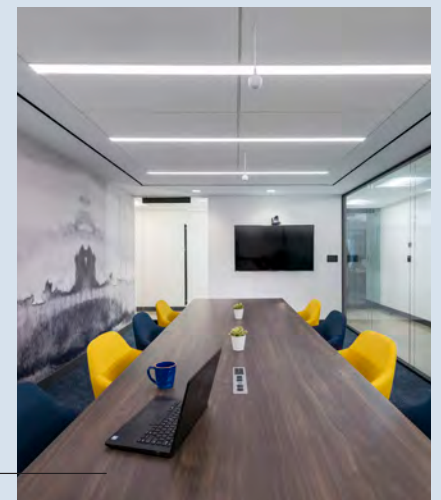
LOBBIES & LOUNGES

- Social distancing guidelines and protocols will be implemented and conveyed through signage and ongoing email communication from your property management team.
- Seating areas shall be arranged with appropriate signage to promote social distancing.
- There will be fully stocked sanitizing wipe dispensers available, as well as hand sanitizer dispensers, facial tissues, and small trash cans.
- Increase daily cleaning of high-touch areas.



CONFERENCE FACILITIES

- Initially, full day reservations will be required to ensure cleaning and disinfection between uses.
- Use of the conference facilities shall at all times abide by building social distancing policies and face masks must be worn by all individuals.
- There will be fully stocked sanitizing wipe dispensers available.
- Require high-touch areas be cleaned after each meeting.
- Remove all conferencing accessory equipment and supply prior to each reservation. All equipment shall be disinfected and placed in a plastic container after each use.



FITNESS CENTERS

- Fitness centers shall remain closed until further notice. We are closely monitoring when the governing state and/or local jurisdictions allow for fitness facilities to reopen to the public and will provide building updates accordingly as it relates to the building fitness center. Once we reopen our fitness centers, a separate set of rules and regulations governing use will be shared as a supplement to this guidebook.
- There will be fully stocked sanitizing wipe dispensers in the main exercise area.
- Increase cleaning frequency and thoroughness, especially of amenity product dispensers.

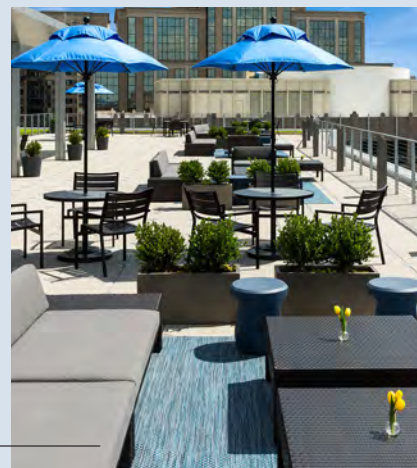


BIKE ROOMS

- Social distancing guidelines and protocols will be implemented and communicated through signage.
- Where possible with reader technology, access will be restricted to one user at a time.
- There will be fully stocked sanitizing wipe dispensers available.

ROOFTOP TERRACES







- While our common rooftop amenities will remain open to our customers, we will require and monitor social distancing practices.
- Seating areas shall be arranged with appropriate signage to promote social distancing.
- There will be fully stocked sanitizing wipe dispensers available.



CONSTRUCTION RULES & REGULATIONS

Carr Properties has implemented new rules and regulations for all construction work within our buildings during this pandemic.

These safety rules include:

-  | Compliance with All CDC, OSHA & Local Governmental COVID-19 Guidelines
-  | Required Social Distancing Enforcement within Job Site
-  | Required PPE
-  | COVID-19 Job Site Risk Assessment & Mitigation Planning
-  | Sanitizing Protocols
-  | Worker Attendance Logs

STAYING IN TOUCH

CONTACT US

We ask that all suspected and confirmed cases of coronavirus continue to be immediately reported to your property management team. Protocols and response plans for disinfection and communication of COVID-19 related incidents remain in place.

CUSTOMER COMMUNICATION

While we ask that our customers stay in touch with us regarding their workforce plans, we promise to maintain clear and open lines of communication with each of you. Each company's main point of contact can expect to receive frequent updates regarding our portfolio-wide initiatives, as well as operational updates specific to their building.

If there is anyone at your company who is not receiving our email distributions, please let your property management team know and we can add them to our distribution list.

For additional information and resources, please visit carrprop.com/covid19





The COVID-19 (Coronavirus) outbreak is an ongoing, rapidly developing situation. The information provided in this guidebook does not, and is not intended to, constitute legal advice or otherwise; instead, all information, content, and materials available in this guidebook are for general informational purposes only. The information and guidance provided herein is to be used as a reference only and has been obtained from publicly available sources, including federal agencies and governmental entities, companies, other leading trade associations and consultants. This information may vary and will be updated depending upon current situations. As there is much to learn about COVID-19, please be advised that Carr Properties gives no assurances as to the accuracy or completeness of the information provided in this guidebook and no such information should be relied upon by others to form policies and procedures. This information is intended to assist Carr Properties' Customers with general guidance only when dealing with a range of matters related to COVID-19 and Carr Properties encourages its Customers to monitor publicly available information and to always follow federal, state and local health organization guidance and government mandates. Information in this guidebook may not constitute the most up-to-date other information and you are advised to perform your own independent research and conclusions related to this information. No reader, user, or browser of this guidebook should act or refrain from acting on the basis of the information in this guidebook without first seeking advice from counsel or advisors in its relevant jurisdiction. All liability with respect to actions taken or not taken based on the contents of this guidebook are hereby expressly disclaimed.