

As we prepare for a return to more robust occupancy in our buildings, please see below for answers to some of the most frequently asked questions. Also, kindly let us know your organization's plans regarding your employee's return to the building, if you are currently working remotely.

- When does your workforce (roughly by percentage) plan to return to the building?
- What hours do the majority of your employees plan to be in the building?

This feedback and providing us with ongoing updates to this information as your plans develop, will allow us to better communicate density trends to everyone to provide you the information you need to facilitate physical distancing whenever possible.

As always, our primary concern is for the health and safety to our tenants, employees, visitors and vendors.

### **When will the building(s) open and be ready for our employees to come back to work?**

Our buildings remain open and our on-site and remote staff continue to provide the services you've come to expect from our team.

### **What kind of safety protocols will Gemini Rosemont be implementing to help prevent the spread of COVID-19?**

We will follow the guidelines set forth by the state and federal government agencies, including the Centers for Disease Control and our third-party global environmental health and safety consultant to implement protocols for your employees returning to work. We also expect our tenants to follow the guidelines set forth by these same agencies.

### **How will the entrances, parking garages, elevators, stairways and other common areas be managed to meet the physical distancing guidelines?**

We all have a responsibility to slow the spread of COVID-19. Everyone will need to practice maintaining safe distances between themselves and others in suites and common areas. Below are some access guidelines regarding use of common areas, which will be indicated by on-site signage:

- **Parking garage** – If another tenant is parked nearby, we encourage tenants to remain in their vehicle until they can be at a safe physical distance from others in the area.

- **Exterior entrances** – \*Card Reader Plaza doors will be entrances and the Broadway door for 1675 and the Cleveland Street door for 1625 will be the exits.
  - \*Access to the property will be via the card reader points only. All persons who work at Denver Energy Center are required to carry their building issued property identification at all times.
- **Elevators** – Occupancy is limited to no more than two people in each elevator cab at any given time; the freight elevator in 1625 Broadway can accommodate up to four people.
  - \*Elevator operation will be via the card reader only. All persons who work at Denver Energy Center are required to carry their building issued property identification at all times.
- **Stairways** – The GREEN Stairway is the “up” option; The RED Stairway is the “down” option.
  - \*Stairwell access will be via the card reader only. All persons who work at Denver Energy Center are required to carry their building issued property identification at all times.
- **Restrooms** – Tenants will need to practice physical distancing while using the restroom facilities.
- **Lobby** – The lobby furniture has been removed.
- **Conference room** – Conference room use remains available by reservation only and seating is limited based upon city state and federal government guidelines; all users must practice physical distancing.
- **Fitness center** – The Fitness center will re-open when federal, state or local officials deem it safe and provides access guidelines, which could include limiting the number of people at any given time.

### **What has been happening at the building(s) while the tenants have been working remotely?**

Our team has kept all building(s) systems operational and in peak condition. The HVAC system has been running and filters have been changed as recommended. All water lines have been flushed and hot and cold faucets have been maintained. Our engineering team has taken on a variety of improvement projects during the past two months.

### **What about cleaning the office suites and common areas?**

Our janitorial service has been cleaning the suites as directed by each tenant. The common areas have been cleaned regularly, with a focus on high touch areas, including disinfecting exterior and interior entrances, exterior and interior elevator panels and restrooms more frequently. The team has been using cleaning supplies and following

protocols in accordance with the Centers for Disease Control (CDC), which have been endorsed by our third-party global environmental health and safety agency.

While the ongoing cleaning is an important step in helping prevent the potential spread of the COVID-19 virus, all of us need to be mindful of disinfecting any areas that have been touched in the office suites and common areas.

**Is building management going to be checking temperatures of everyone entering the building?**

No. Anyone with COVID-19 symptoms, including a fever and persistent cough, should contact their doctor and should not return to the building until advised to do so by their physician.

**Are masks required to be worn in the building?**

The Gemini Rosemont team will be wearing masks when in the common areas of the building. We encourage every tenant, vendor and visitor to wear a mask to help stop the spread of COVID-19 **and to adhere to the state and local guidelines regarding wearing masks. Please refer to <https://covid19.colorado.gov/> .**

**Is hand sanitizer available in the common areas?**

Yes. Hand sanitizer dispensers are available at the concourse and first floor elevator lobbies. Touchless dispensers are on order and will be installed immediately upon receipt to all occupied floor elevator lobby areas.