



### THE HEALTH AND WELL-BEING OF OUR TENANTS, VENDORS, EMPLOYEES AND VISITORS IS OUR TOP PRIORITY

Our team, including J.S. Held, our third-party global environmental health and safety consultant, has thoroughly reviewed our cleaning processes and procedures, building ingress and egress, wayfinding signage, and parking protocols to establish new guidelines to help slow the spread of COVID-19.

We appreciate everyone adhering to these guidelines, along with the guidelines established by the Centers for Disease Control (CDC) regarding properly wearing a mask, washing hands frequently and practicing social distancing by keeping six feet between you and others.

Thank you for your continued cooperation in keeping our building a safe work environment for everyone.



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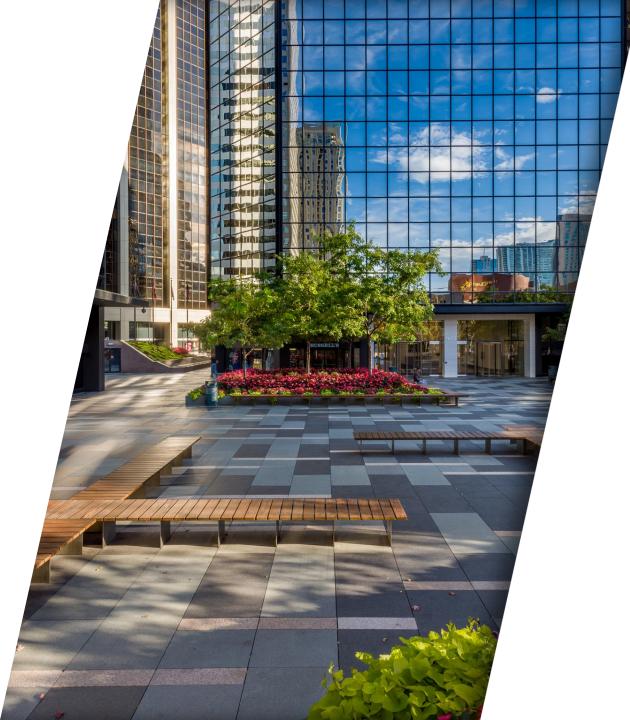


# PARKING OPERATIONS



### PARKING OPERATIONS

- Please maintain a physical distance of six feet or more when approaching others in the parking garage
- If another tenant is parking nearby, we encourage you to remain in your vehicle until you can be at a safe physical distance from others in the area.



# **ENTRANCES**



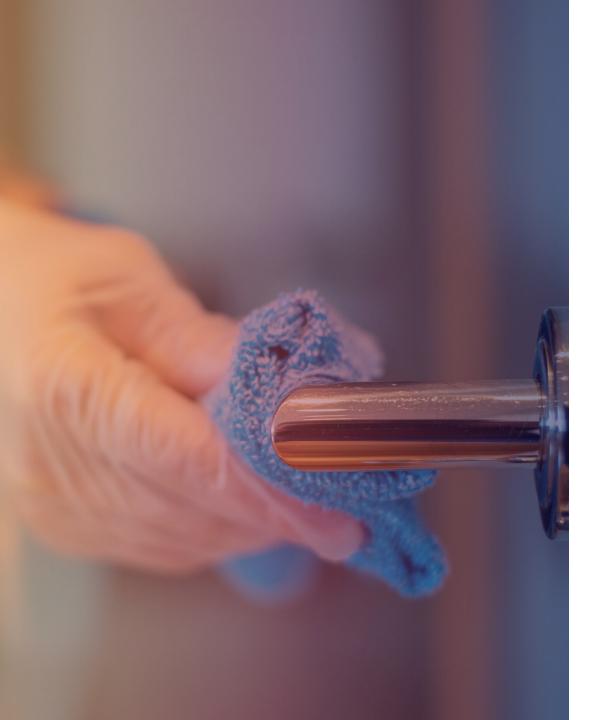
#### **ENTRANCES**

- When approaching the property, the Plaza card reader door is for entrance only.
- The Plaza side revolving doors are for the use of our financial institution clients only.
  - There is a one-way foot traffic flow from the plaza entry point to the exit to Broadway or Cleveland. Please respect this.
- The Broadway and Cleveland doors are for exiting only.





# COMMITMENT TO CLEANLINESS



#### COMMITMENT TO CLEANLINESS

- Our professional janitorial team has been adhering to the cleaning guidelines set forth by the CDC, OSHA and other health organizations. J.S. Held, our third-party, global environmental health and safety consultant, has confirmed that the proper procedures have been implemented. These procedures include:
- Frequently cleaning high touch and high traffic areas, including:
  - Disinfecting exterior and interior entrances
  - Exterior and interior elevator panels
  - Restrooms
- Utilizing cleaning products and protocols in accordance with the Centers for Disease Control (CDC)
- Servicing restrooms multiple times daily including disinfecting nightly.





# COMMITMENT TO CLEANLINESS CONTINUED

- Locating hand sanitizer stations at the elevator lobbies of all floors including concourse levels.
- Optional deep cleaning for tenant suites available at an additional cost, including:
  - One Time Touch Point Disinfecting
  - Disinfecting Fogging
  - If interested, we will connect you to our janitorial representative. All arrangements must be made directly between tenant and them.



SAFETY SIGNAGE

### SAFETY SIGNAGE

- Please follow the guidelines on signage at entrances, in the lobby, elevator lobbies and other areas throughout the building
- Samples of Safety Signage on next page.

# SAFETY SIGNAGE SAMPLES













# **Physical Distancing**

Please practice Physical Distancing and stand 6 feet apart.



# **Face Coverings**

CDC recommends face coverings to stop the spread of COVID-19. Check local mask directives in lobby.



### **Elevator Use**

For your safety, limit 4 people or less when using elevators.



## Stairwell Use

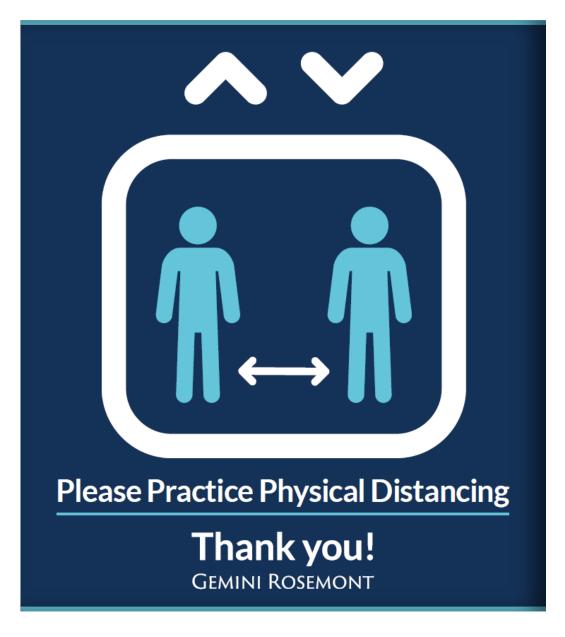
Please keep 6 feet between you and others in the stairwell. Give way for people walking up.



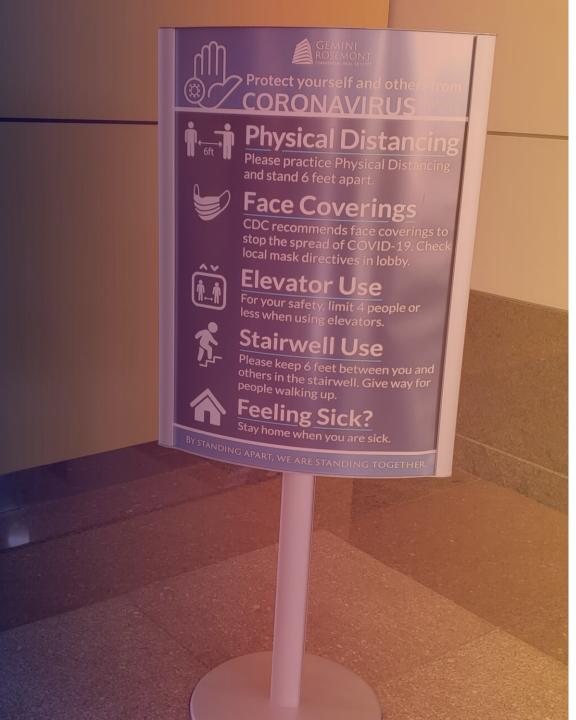
# Feeling Sick?

Stay home when you are sick.

BY STANDING APART, WE ARE STANDING TOGETHER.



BUILDING SAFETY



#### BUILDING SAFETY

#### Elevators

- Occupancy is limited to 2 people in each passenger elevator at any time
- The freight elevator in 1625 Broadway can accommodate up to 4 people at any time
- When queuing for the elevators, please stay 6 feet apart

#### Stairwells and Hallways

- Please keep 6 feet between you and others in the stairwells and hallways
- Green stairwells are for UP traffic
- Red stairwells are for DOWN traffic
- In event of emergency/evacuation all stairwells are down.

#### Mailroom

Occupancy is limited to one person at a time





#### BUILDING SAFETY

CONTINUED

#### Furniture

• Furniture in the lobby has been removed to eliminate congregation in this area.

#### Conference Room

- Available on a reservation only basis
- Occupancy is limited to a total of 10 attendees and guests, per city, state and federal governmental guidelines.
- Tenant is responsible for the monitoring of attendees and their social distancing in the conference rooms.
- Conference room will be sanitized by our janitorial team between uses
- Physical distancing is strongly encouraged



# FITNESS CENTER



### FITNESS CENTER

- Out of an abundance of caution, the Fitness Center is not available for use at this time.
  - There is no scheduled opening date.
  - Persons who have signed a fitness center waiver have access to the Well Beats program on their phones, computers, and other devices.



For the safety of all tenants, vendors, employees and visitors, the property team, consisting of management, engineering, security and janitorial personnel will wear masks and other protective gear, such as gloves and eye wear, as necessary.

We are available to assist you. Please contact the Management office at 303-595-7025 with any questions.



Verna Pottle, Property Manager



303-595-7006



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