

TENANT RE-ENTRY GUIDE

What to Expect When
You Return to the Office

June 2020



To Our Valued Tenants

We understand that during these unprecedented times, we have all faced many challenges and uncertainties. Our top priority is the health and safety of our tenants, employees, service partners, and vendors and we are dedicated to creating a safe working environment for our community.

The Meridian Group has assembled a COVID-19 Operation Task Force, as well as closely worked with Cushman & Wakefield, to make careful changes to our building operations. We have been focused on keeping our buildings safe throughout this pandemic and will continue to uphold those values moving forward.

As we start to return to our offices, we are faced with the new normal of daily life. This document serves as a summary of changes that have been made to our buildings that help prevent the spread of COVID-19. Our protocol is based on our team's research of CDC guidelines, local government regulations and commercial real estate industry experience.

We're all in this together. We are asking for your participation in making responsible decisions, hand washing and practicing social distancing to keep our community healthy. Thank you for your cooperation as we navigate these times.

We look forward to collectively working towards a safe and smooth return to the office. Please stay well – and thank you for being part of our community.



Stacy Purdy-Lautar, CPM®, LEED GA
THE MERIDIAN GROUP
SVP, Director of Property Management

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Our Phased Approach

PHASE 1

Prepare our buildings for tenants to return to the office by installing building signage communicating new policies adhering to social distancing practices and adding sanitation stations, disinfectant wipes and other tools to decrease the number of touch points.

PHASE 2

Re-activate tenant amenities such as conference centers, fitness centers, tenant lounges, onsite cafes, etc. with updated policies and procedures in place.

PHASE 3

The Meridian Group and onsite property management teams together will deploy more permanent strategies to optimize the health of our buildings.

The general measures and policies outlined in this document as a response to the COVID-19 pandemic are intended to be reasonable responses based on current information available and are subject to change. Given the uncertainties regarding the coronavirus and the COVID-19 pandemic, there can be no assurance that these measures will be effective in controlling the spread or limiting the effects of this pandemic. The Meridian Group will continuously review these measures and policies on an ongoing basis due to the fluidity of the situation.



Building Entrances & Lobbies

- Where possible, one main lobby door will be marked for ingress and one for egress.
- Welcome signage will be in place reminding tenants and visitors to wear a mask, socially distance, and follow floor signage.
- We have provided hand sanitation stations in lobbies and common areas, where possible.
- Lobby furniture will be rearranged to promote social distancing.
- Elevator lobbies will have signage advising tenants and visitors on capacity limits and floor decal stickers advising where to stand while waiting for an elevator.
- Sanitation wipes will be available for disinfecting call panels and buttons prior to use.

Visitor Check In Procedures*

- Tenants must register all visitors in advance of their arrival to the building either via visitor management system or communication directly with the security desk. Pre-registration will cut down on the wait time for visitor processing.
- Tenants should direct visitors to check in with the security desk. Protection screens and six foot floor markings will be in place to promote social distancing throughout the check in process.
- Security will process and direct visitors according to the tenant visitor protocols in place.

*These procedures apply only to buildings with a security desk.



Common Areas, Hallways, & Restrooms

- Stairwells will be designated as either up or down, except in the event of an emergency.
- Common hallways will have signage reminding users to maintain a distance of six feet.
- Water fountains will be temporarily closed.
- Restrooms will have signage reminding users to maintain a distance of six feet.
- Every other restroom sink will be closed to encourage social distancing.



Amenity Spaces

- All amenity spaces, including fitness centers, conference facilities, terraces, and sport courts will remain closed until further notice.
- Bike rooms will remain open for use, with signage for social distancing and sanitation wipe stations.
- Only the fitness center locker rooms will be open from 6am – 10am, Monday – Friday to allow bikers to utilize shower facilities. Users will be required to sign a new waiver to access the facilities and must provide their own towels and personal products.
- Wipe dispensers will be provided in all mailrooms so mailboxes can be wiped down.

Increased Janitorial Services Focused on Disinfection

- Frequently touched common area surfaces such as elevator push buttons, entrance/exit door handles will be disinfected three times per day.
- Restrooms fixtures (where not touchless) will be disinfected two times per day.
- Common area stairwell railings will be disinfected two times per day.
- Frequently touched surfaces within tenant suites such as copy rooms and kitchens will be disinfected nightly.
- Janitorial staff will be required to wear the appropriate PPE (gloves and mask) while servicing the building.

HVAC Maintenance

- All preventative maintenance has continued on schedule throughout the pandemic.
- Minimum Efficiency Reporting Value (MERV) filters have been upgraded and installed to the maximum rating for each air handling unit (AHU). This maximizes the level of filtration without disrupting HVAC services. Filters will be changed more frequently going forward - a minimum of six times per year instead of four.
- Water treatment has been ongoing throughout the pandemic.
- The outside air intake has been maximized and we will continue to do so going forward.





Virtual Programs & Resources

- **The Meridian Group Breakaway**

A set of virtual resources to help you stay active and productive. Topics include tools for mindfulness and fitness, working from home, family activities, community updates and more.

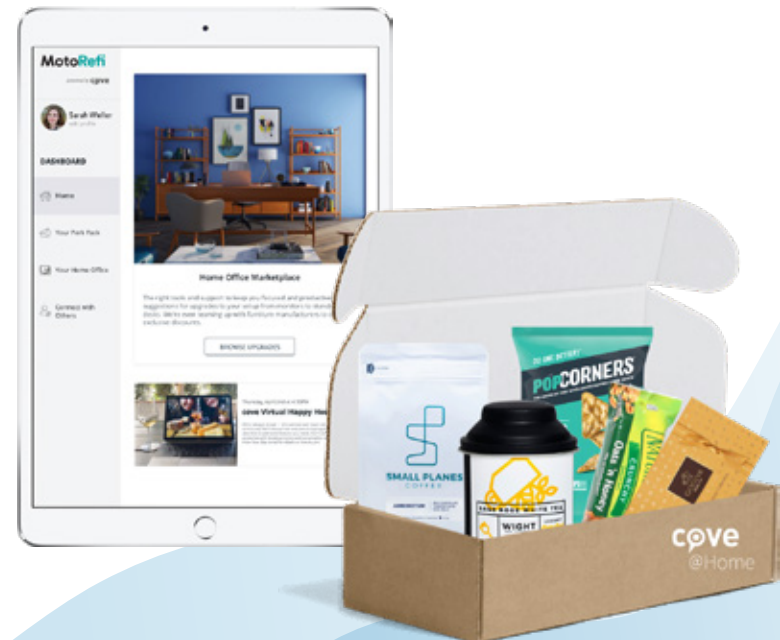


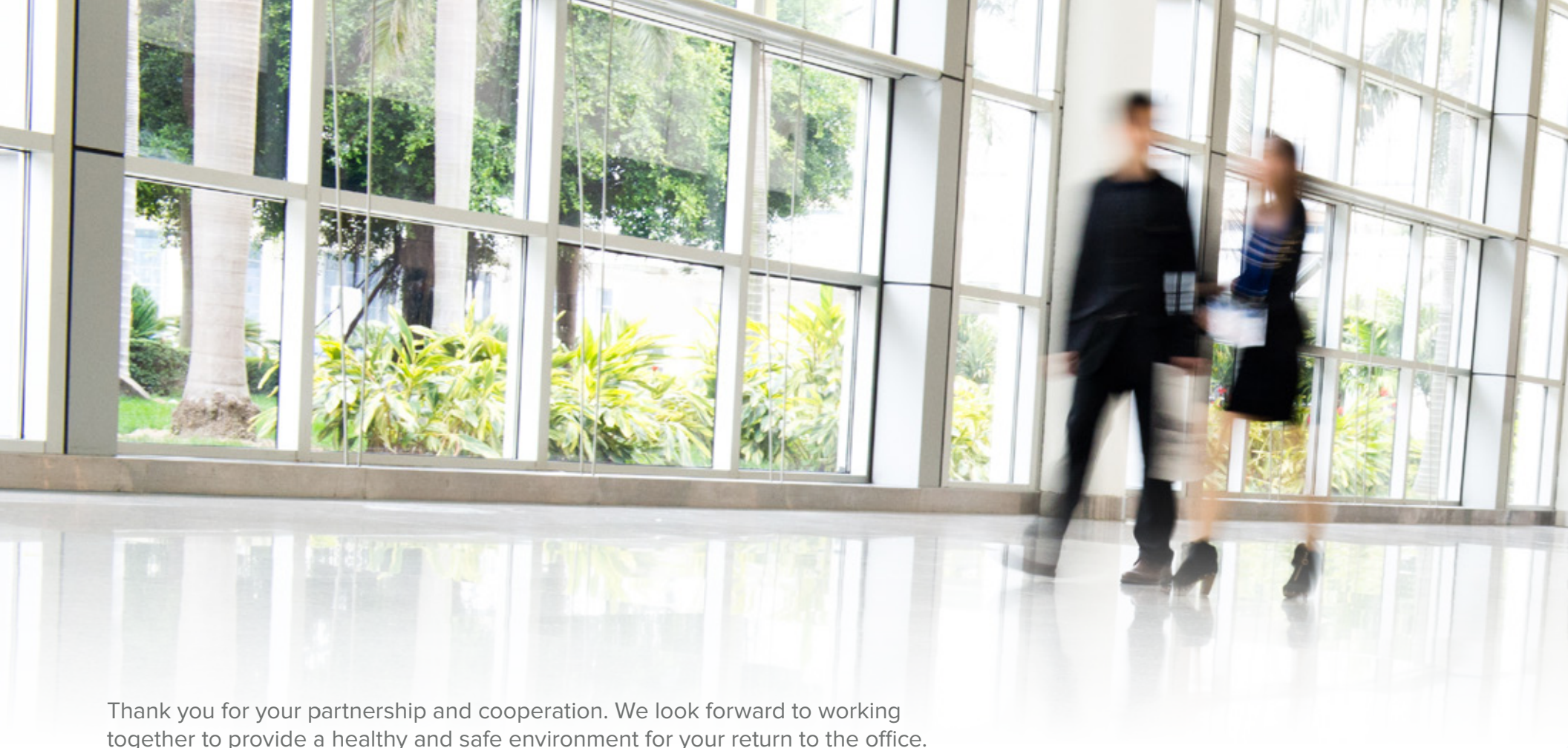
- **Virtual Wellness Program, powered by Fitspot**

Enjoy virtual live workouts, wellness workshops and experiences and a robust online portal to review monthly schedules, participate in challenges and track progress. To learn more or sign up for the wellness program, contact wellness@tmgdc.com.

- **cove@Home**

A seamless way for companies to support their employees with perk packs, workspace upgrades, and cultivating a strong sense of community that will keep teams productive and engaged in this trying time.





Thank you for your partnership and cooperation. We look forward to working together to provide a healthy and safe environment for your return to the office.

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