

Working Together for a Healthy Workplace

June 2020

PASARROYO



The Health of Our Building Community is Our Top Priority

At PASARROYO, we are intently focused on proactively addressing your questions and concerns as you prepare to come back to the workplace.

Rest assured that we are completely committed to helping you feel safe and be productive while at the office.

The following pages outline the actions we have taken so far, and plan to take going forward, to help support a safe and healthy work experience for your organization.

Our success depends on everyone doing their part in practicing recommended social distancing guidelines and hygiene provided by public health and government authorities. With your help, we can all get back to the office and enjoy a healthy work environment.

Our Focus as We Prepare for Your Return to the Workplace

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Visitors

Communication

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- We remain committed to providing you with open and timely communication as we navigate this pandemic together
- We will continue to notify you of confirmed cases of COVID-19 in your building as soon as we are made aware, including the known location and date of the exposure
- Please immediately notify PASARROYO property management if you are made aware that one of your employees or visitors to your building is suspected or confirmed to have COVID-19
- Please do not hesitate to let us know if you require assistance



Signage

You will notice we have placed new signage in your building and throughout the property common areas providing important information and reminders regarding distancing and hygiene.

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WELCOME!
For the health and safety of our building community, please:

 <p>Wear a mask or cloth face covering.</p>	 <p>Practice social distancing of 6+ feet.</p>	 <p>Wash your hands often.</p>
 <p>Avoid touching your eyes, nose & mouth.</p>	 <p>Clean and disinfect personal work stations.</p>	 <p>Stay home if you are sick.</p>

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Please maintain social distancing of 6+ feet.

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Maximum 4 people per elevator.
Please maintain social distancing.

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TO KEEP YOU HEALTHY AND SAFE, PLEASE:

- No more than 4 people on an elevator.
- Maintain social distance within cab.
- Avoid touching walls and railings.
- Sanitize your hands upon exit.



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THIS AREA IS TEMPORARILY CLOSED
TO ENSURE THE SAFETY OF OUR BUILDING COMMUNITY.
Thank you for your patience!

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PLEASE DO NOT VISIT THIS PROPERTY TODAY, IF YOU ARE EXPERIENCING:
Fever, Cough, Fatigue or Shortness of Breath

UPON ENTRY, PLEASE MAINTAIN SOCIAL DISTANCE

THANK YOU FOR HELPING TO KEEP OUR BUILDING COMMUNITY SAFE

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TO PREVENT THE SPREAD OF COVID-19



Wash your hands often with soap and water for at least 20 seconds.



Avoid touching your eyes, nose and mouth.

Cleaning

- In the event of a confirmed exposure, we will perform enhanced cleaning and disinfection to affected common areas in accordance with CDC guidelines. We will also coordinate non-routine cleaning in customer spaces as it is requested
- We will perform more frequent cleaning throughout the day of high touch surfaces and high traffic areas, including elevators, restrooms and other building common areas
- All restrooms will be fitted with touchless fixtures
- SafeHandles™ film is being installed on restroom, mailroom and main building lobby door handles to provide continuous disinfecting
- The building's third-party cleaning partners will work to ensure use of personal protective equipment and that health screening practices are observed
- We will closely monitor the building's supply of cleaning and consumable restroom products and ensure all cleaning solutions meet EPA approved standards

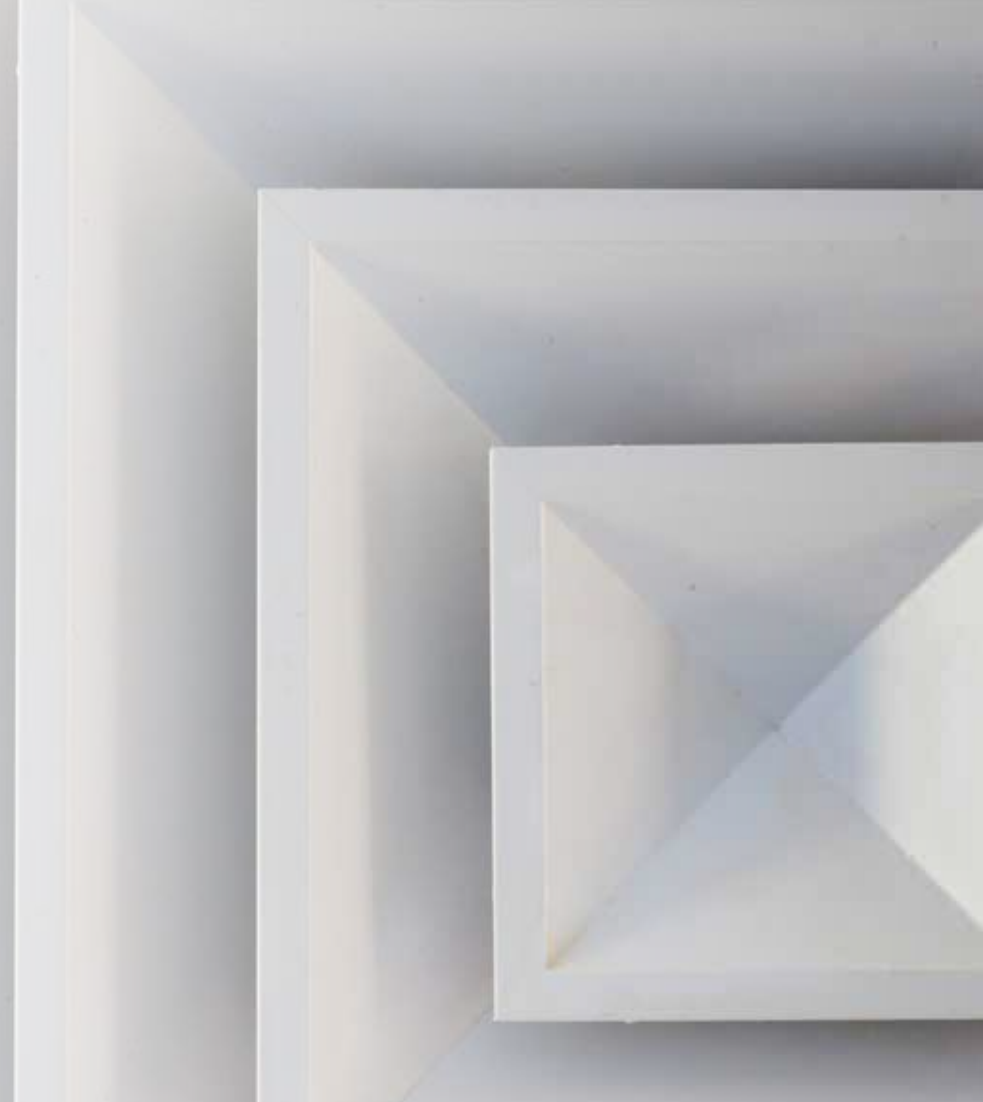


Air Quality and Ventilation

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To ensure optimum air quality and ventilation, we have:

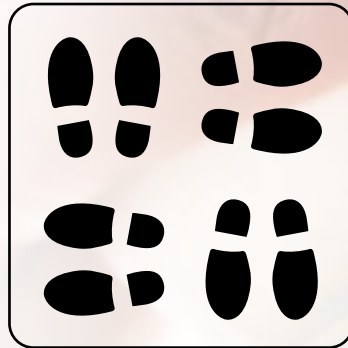
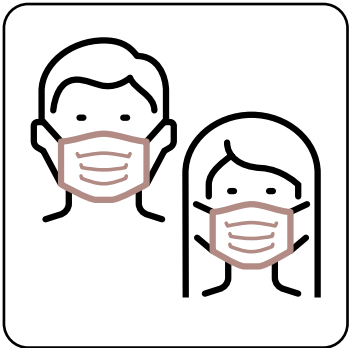
- Proactively replaced all air filters
- Installed air purification fans in all elevator cabs
- Ensured high performance air filter ratings in accordance with HVAC equipment specifications
- Disinfected all air handler interiors/coils, which will continue on a quarterly basis
- Validated continuous outside air ventilation to the highest levels per equipment specifications
- Launched a directive to install an HVAC purification system in all buildings



Elevator Use

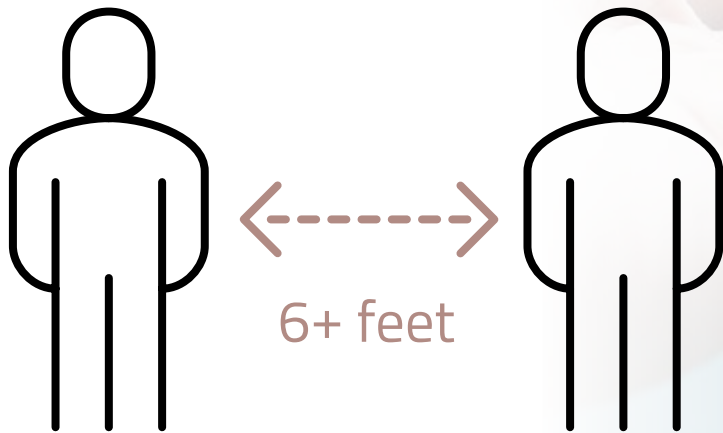
Upon your return, we ask that you please observe the following etiquette when using building elevators:

- Enter/Exit one person at a time
- Limit 4 people per elevator cab
- Minimize contact when pressing buttons
- Wear a mask for protection



Common Areas and Amenities

- PASARROYO-managed Conference Facility and Fun Zone will remain closed in Phase 1 and Phase 2 of California's reopening guidelines
- Hand sanitizing stations will be located in all building lobbies
- Hands-free options, such as propped doors, will be in place where security and code compliance allows
- Please remember to properly distance at all times while in any common area spaces in and around your building and the property

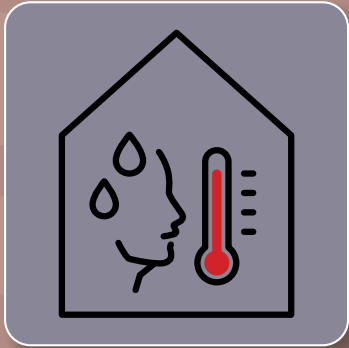


Access and Visitors

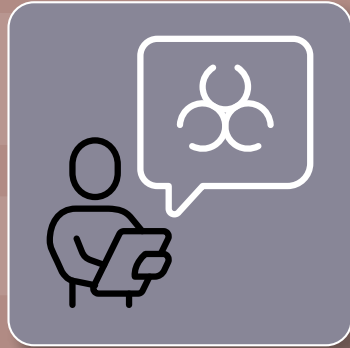
- We strongly encourage everyone to self-monitor for COVID-19 symptoms.
- Please continue to limit your building visitors during California's Phase 1 and Phase 2 reopening guidelines
- We ask that all customers receive food deliveries from the delivery person in the main building lobby



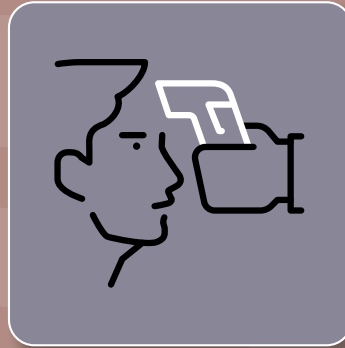
Summary Guidelines for a Healthy Workplace



Stay home if feeling sick or if someone at home is sick



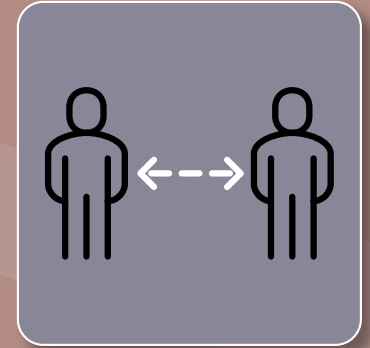
Educate employees about reducing the spread of COVID-19



Self-monitor for symptoms of COVID-19



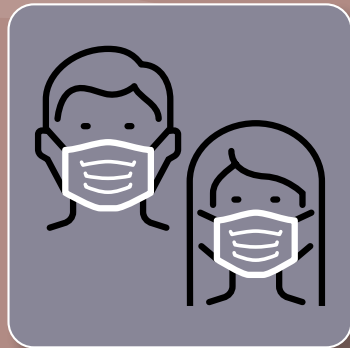
Cover coughs and sneezes



Practice proper distancing and respect new protocols while at work



Wash hands often for at least 20 seconds



Use face masks or face coverings when moving throughout the building



Provide employees with hand sanitizer and disinfectant wipes for use during the day



Limit visitor traffic through Phase 1 and 2 of "Opening Up America Again"



Pick up all food deliveries in the building lobby

Thank you,

we look forward to welcoming you back!

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