

VANDERBILT

OFFICE PROPERTIES

Dear Prominent Pointe Building 1 Tenants,

We hope that everyone is doing well during these most trying times. There have been a lot of things happening around us of late and it's important to remember that we are all in this together. As more and more businesses begin to open their doors and let employees start returning to work, I think it is essential that we take a moment and update everyone on what to expect when returning to the building.

Starting Monday, June 8th in Building 1 we will no longer have the doors to the Building locked during normal business hours. We will resume our normal schedule.

Starting Monday, June 8th in Building 1 package deliveries from UPS, Amazon, Fed Ex etc. will go back to delivering directly to your spaces and no longer to the Management Office. If you are one of the offices that is not returning and need help directing this flow, please feel free to reach out to us and we can work on a solution.

Café reopened this past week. I reached out to her to see how it went and she said it was slow, but she will be back next week (June 8th). If it is too slow again then she will consider shutting it down again until more people return to the property. They are doing take out only during this time.

Food Trucks will not return to the property until further notice.

Elevators – We are currently requesting no more than 2 people in an elevator at a time. Signage has been posted on each floor and decals have been placed on the floor in the elevator showing where to stand to comply with social distancing.

Mailroom door has been propped open and signage has been placed minimizing occupancy to 1 person at a time.

The Amenity Center, Conference Room, Outdoor Seating area and Fitness Center will remain closed until further notice.

Water Fountains have been placed out of service until further notice.

Actions we have taken during the stay-at-home orders to get the property ready for employees to return to work:

- Signage has been placed at all entrances reminding everyone of the CDC recommendations to help mitigate the spread of COVID-19. These include:
 - Avoid close contact with people who are sick
 - Cover your cough or sneeze with a tissue then throw it away immediately.
 - Wash your hands often with soap and water for at least 20 seconds.
 - Avoid touching your eyes, nose and mouth

VANDERBILT

OFFICE PROPERTIES

- **When in public, wear a cloth face covering. This is very important and we hope that everyone will at the minimum wear them while walking through the common areas of the building. Our corridors are very tight, bathrooms are small. If we all wear masks, then we are all working together to help keep our buildings and the people in them healthy.**
- Clean and disinfect frequently touched objects and surfaces
- Stay home when you are sick, except to get medical care
- Wayfinding signage – Signage has been placed on the floors in the Lobbies indicating people entering the buildings should walk down the center of the Lobby and people exiting the building should walk on the outside edges of the Lobby. Arrows indicating the flow of traffic through the corridors. Signage has also been placed indicating a safe distance to stand while waiting for others to enter the building, and where to stand while waiting for the elevators.
- Sanitizer has been added in the lobby for people to use before after entering and exiting the building or elevators.
- Signage has been placed in restrooms to remind everyone to practice proper hygiene.
- Janitorial has been continuing to clean and disinfect your spaces as if you were there. Focusing their efforts on the disinfection of High Touch point areas. Not knowing who has been coming or going at any given time or what they were coming in contact with, it was important that they continue these services to ensure that your staff was coming into a space they felt was safe for them to work in.
- Janitorial has also been utilizing this time to do some very deep cleaning of your spaces that would not have normally been a part of their everyday tasks. These include wiping/disinfecting millwork cabinets, filing cabinets, desks, chairs, scrubbing floors, cleaning walls, office glass, etc.
- HVAC system recommendations have been completed including but not limited to changing of the filters, introducing more fresh air into the building, cooling tower cleaning, etc.

Suggestions for Tenants to consider as you return

- Designate a holding area inside your suites to receive packages, then disinfect or let sit before opening.
- Create a plan for disinfecting high touch points within your space during the day.
- Provide employees access to cleaning supplies/sanitizer to use at their workspaces throughout the day.
- Consider staggering return scenarios: Examples:
 - One group of your workforce at the office Monday and Wednesday, another group at the office Tuesday and Thursday, then all work from home on Friday.
 - Earlier start or Later Start times to avoid high-traffic times in lobbies and elevators during morning/evening rush
- Clean desk policy - When employees leave for the day so cleaning staff can disinfect their worksurface.
- Limit Visitors to the Building

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- Workplace Set Up – Is there proper social distancing between employees?
- Wear gloves especially in common areas and change them between tasks.

The landscape of what we are all doing to create these healthy work environments is ever changing and we will continue to monitor the situation, government orders and recommendations. It is very important that we all do our part so that we can return to normalcy once again. We appreciate you all and look forward to start seeing your smiling faces (even if they are under a mask) once again.

Best Regards,

Farrah Gotto
Property Manager
Vanderbilt Office Properties