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Introduction

There is a new normal which urges us to think differently about how we work, where we work, and the health and safety of all our customers, employees, and guests. We must not only prepare safe and efficient buildings and operations for workforce reentry, but also guide our customers as they do the same. As employees begin to return to the workplace, it is vital that safety and thoughtfulness drive our policies and procedures, and that we all do our part in ensuring our tenant, employee, and vendor partners’ well-being. We want to help give you answers about our plan, so that when the time is right, you feel good about getting back to work.

The users of this document should use it as a guide not to supersede any local, state or national direction. The guide will be revised and updated as CDC, WHO, and government updates, regulations, and guidance are released to the public.
Health & Safety
Clean Environment

3rd Party Pandemic Review

MRP has engaged UL Verification Services Inc. to complete a full building review of all locations, and provide recommendations for any improvements.

These services include:

- Engineering Pandemic Response Plan Audit
- Environmental Cleaning Audit
- Indoor Environmental Quality Audit and water testing

Enhanced Cleaning & Sanitization

MRP property teams meet consistently with Janitorial partners to ensure we are following through with the most thorough cleaning initiatives possible. The buildings undergo frequent disinfection and sanitization within common and high touch areas such as lobbies, elevators, and restrooms. These procedures will continue until further notice.

Electrostatic or fogging cleaning will be applied if required, upon notification of a positive COVID-19 case within the building.

Breath Easy

HVAC & Indoor Air Quality (IAQ)

All mechanical rooms and plumbing systems have been disinfected and flushed during the quarantine period and will continue to be disinfected regularly after tenant reentry to the office.

Enhancing IAQ to achieve the maximum rating for each Air Handling Unit, and replacing with upgraded MERV 13 rated filtration systems at all applicable locations.

Filters will be changed on a more frequent schedule going forward, following a stringent every other month timeline.

Maximized outside air intake for best possible fresh air circulation and extending hours of operation to increase continual outside airflow.

Our team continues to research and apply effective means of disinfecting HVAC equipment and enforcing above standard indoor air quality (IAQ) provisions.
Clean Environment

PPE & Personnel Procedures

All MRP Realty and vendor building staff are required to adhere to the following procedures:

- COVID-19 Self Certification: a self-reporting questionnaire confirming fitness to return to work
- Follow CDC Guidelines for self-screening
- Follow social distancing guidelines for meetings and gatherings
- Follow PPE guidelines
- Staggered shifts if applicable

Protect Yourself And Others

Protect yourself...

Educate yourself on COVID-19
Wash your hands often
Avoid close contact with others
Cover your mouth and nose with a mask when around others
Cover coughs and sneezes
Clean and disinfect often

If you think you are sick...

Stay home. Use the CDC Self-Checker, a guide to make decisions at www.cdc.gov, and seek appropriate medical care.

Prevent the spread...

Stay home except to get medical care
Separate yourself from other people
Monitor your symptoms
Wear a mask covering your nose and mouth
Cover your coughs and sneezes
Wash your hands often
Avoid sharing personal items
Clean all “high-touch” surfaces everyday
Masks Required

To promote the safety of our customers, guests, and employees: Entry into all buildings and common areas will require the use of face masks by everyone.
Social Distancing & Creating Space
Social Distancing

Common Areas

For your safety and in accordance with CDC recommendations, we are encouraging social distancing of six feet throughout the building. There will be directional and informative signage on preferred paths of travel and wait areas. Masks and gloves have been provided to all building personnel, and staff has been directed to wear masks in common areas throughout the building. Plexiglass barriers are in place in building lobbies between security and guests, where check-in procedures take place.

Building Amenities

Bike rooms at applicable properties will remain open. As such we ask that tenants occupy once at a time and wait outside the bike room for entry.

Building fitness centers are closed until safe-use procedures can be finalized on a building by building basis. Once reopening, in order to adhere to social distancing guidelines, building fitness centers may have reduced occupancy and may only be used by those who sign waivers of liability.

Building shared conference rooms are available for reservations but will not accommodate more than can appropriately social distance. Chairs will be removed accordingly.

Coffee and drink bars will remain closed until further notice. An appropriate plan will be sent to tenants prior to reopening.
Social Distancing

Designated Paths of Travel

For your safety and safety of others we are encouraging one-way travel in building common area lobbies and stairwells. There will be one-way entrances and exits in addition building signage, directional mats, and floor graphics to direct the flow of traffic.

Stairwells

Stairwells are designated for either upward or downward paths of travel in order to dissuade passing people. The only exceptions are in case of building emergency evacuations in which all stairwells should be used to exit the property.

Elevators

Lobbies now have elevator waiting areas with floor decals to encourage social distancing while in line. Elevator waiting areas will also be designated on multi-tenant floors. The number of people in the elevator is limited to a maximum of two or three individuals at one time depending on elevator size and accommodations for proper social distancing.

Hand sanitizer will be available in the elevator lobbies.

Paths of travel will be marked with floor decals, both within and outside elevators
Hand Sanitizers are placed in elevator lobbies
To promote social distancing, elevator usage is limited to a specified number of people at each location
Increased daily sanitization of elevator buttons

Parking Garages

Parking attendants of MRP buildings will respect social distancing, wear PPE, and have sanitary equipment on hand. Attendants will not valet vehicles and tenants will self-pay with credit card machine until further notice.
Social Distancing

Contractor, Vendor & Guest Policy

All Contractors and Vendors will be required to observe the following protocol:

- Work in smaller groups
- Wear masks at all times
- Phase work to practice social distancing six feet apart when possible
- Clean and disinfect tools and equipment upon arrival
- Empty food trash often
- Submit a positive COVID-19 response case action plan for approval prior to work commencing

Building Guests:

- In accordance with CDC guidance, we ask all guests wear masks
- Respect social distancing when checking in with security and navigating the building
Creating Space

Reworking the Current Layout

Prior to the pandemic many organizations adopted progressive office configurations embracing collaboration and productivity in close-quartered or open layouts. During this time, offices should revisit workplace strategy based on updated occupancy and social distancing guidelines. Dedensification of usual congregation areas, reconfiguring workspaces, and staggering employee return can help align goals of working efficiently and safely. Underused workrooms, common areas or cafes can be used as additional workstations, and any desk sharing should be limited, or provided with appropriate disinfectant measures between use.

MRP PASSPORT - Find More Space

We know the workplace looks different now, and that tomorrow may look different than today. We want to ensure your comfort and safety by expanding your available space, not just within your building, but beyond as well. Whether you’re needing more conference space, the ability to work with more distance, or the convenience of working closer to home, MRP Passport provides you with the flexibility to work in a place that’s best for you at this moment.

As a tenant in a participating MRP Passport building, you have the flexibility to find additional workspace, conference rooms, fitness centers, rooftops and more, convenient to where your work’s regional travel and location needs takes you. To find more information on MRP Passport, visit mrprealty.com/passport
Returning to work
When it's time to return

Considerations for your office plan

We know the journey for workforce reentry will be bumpy and require continual adaption and response to the new information coming to light each day. To help you navigate this new normal and assist in creating your own safe environment, we offer these considerations:

A plan that works for you

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace
If appropriate, develop a staggered schedule so the office is not at capacity upon reopening
Acquire PPE and sanitation materials for staff
Create a personal protection policy and ask staff to wear masks if they are away from their desk
Consider the current layout of your office space and what materials you may need to ensure six feet of distancing between employees
Consider traffic flow and one-way paths of travel
Remind staff to be aware of their surroundings and to keep a safe distance from others
Place signage throughout the office with CDC guidelines

Reduce excess chairs in conference rooms and gathering areas
Limit technology and office supply sharing, supply employees with their own individual materials
Consider new technology to limit touch points throughout the office
Enforce disposable kitchenware to limit germ exposure
Limit overlapping time in kitchen and common areas by scheduling individual time slots for usage
Implement cleaning protocols for staff to clean their own workstations
Consider additional janitorial services if appropriate
Reach out to Property Management for assistance or resources
Share your plan with Property Management once complete
# When its time to return

Protecting & Respecting Employee Health - Our Top 10

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<table>
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<tr>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Actively encourage sick employees to stay home.</strong> Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Develop other flexible policies for scheduling and telework (if feasible) and create leave policies to allow employees to stay home to care for sick family members or care for children if schools and childcare are closed or following hybrid schedules.</strong></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Promote etiquette for coughing, sneezing and hand washing.</strong> Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>Perform routine environmental cleaning.</strong> Routinely clean and disinfect all frequently touched surfaces such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.</td>
</tr>
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<td><strong>5</strong></td>
<td><strong>Provide education and training materials</strong> in an easy to understand format and in the appropriate language and literacy level for all employees. Fact sheets and posters are excellent solutions.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>Have conversations with employees about their concerns.</strong> Some employees or family members may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.</td>
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<td><strong>7</strong></td>
<td><strong>Speak with companies that provide your business with contract or temporary employees about their plans.</strong> Discuss the importance of sick employees staying home and encourage them to develop non-punitive “emergency sick leave” policies.</td>
</tr>
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<td><strong>8</strong></td>
<td><strong>Plan to implement practices to minimize face-to-face contact</strong> between employees as recommended by your state or local health department. Actively encourage flexible work arrangements such as teleworking or staggered shifts.</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>Consider the need for travel and explore alternatives.</strong> Check CDC’s Travelers’ Health for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td><strong>If an employee becomes sick while at work,</strong> they should be separated from other employees and sent home immediately. Follow CDC guidelines for disinfecting areas the sick employee visited.</td>
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Please reach out to lstevenson@mrprealty.com if you would like to purchase any of the items below.

**Personal Protective Equipment**
- Hand Sanitizer
- Sani Wipes
- Infrared Thermometer
- Forehead Thermometer
- Digital Thermometer

**Lifestyle**
- Lunch Kits (non-contact delivery)
- Dinner Kits (non-contact delivery)
- Virtual Wellness Classes
- Virtual Employee Engagement Programming
- Gift Cards to Local Businesses

**Office Equipment**
- Reusable Bags
- Coffee Mugs (for each employee)
- 4-6 ft Radius Mats - vinyl decal
- 4-6 ft Radius Mats - removable
- 6 ft Social Distance Floor Decals
- Disposable Desktop Mats
- Reusable Desktop Mats
- Footprints to Indicate One-Way Traffic
- Plastic Desk Dividers
- Countertop Safety Desk Barriers

**UV Items**
- Germicidal Light Fixtures
- UV Sanitizer
- Phone Soap - Phone UV Sanitizer
- Foldable UV Sterilizer
We are here for you

Open Communication

We ask all our customers stay in touch regarding their workforce plans, and we in turn will maintain clear and open lines of communication. Our main points of contact at each tenant company can expect frequent updates regarding our company initiatives and operational updates specific to their building.

Please reach out for any assistance, resources, or materials that you may need. We are here so when the time is right for you and your team, you feel good about getting back to work.

Contact Us

Please reach out to your property team for any building or operational questions, or please visit mrprealty.com/connect