



A PEMBROKE PROPERTY

COVID-19 UPDATED BUILDING PROTOCOLS

5/25/21



PEMBROKE



We implemented many operational changes at the start of and during the pandemic. Below are changes to those operational items that you will see in and around our buildings, effective May 25, 2021:



Face Coverings: Masks will no longer be required in common areas and building lobbies for fully vaccinated individuals, while CDC guidance recommends unvaccinated individuals utilize face coverings when social distancing cannot be maintained. The building team will not ask tenants or visitors to show proof of vaccination and expect those entering the building to act in their own and others' best interests. We appreciate this is a sensitive topic and encourage tenants to establish guidelines for face coverings within their premises.



Security Check-in Process: Visitors will continue to be required to present a government-issued ID when checking in with security. The plexi-glass separator will remain in-place until further notice.



Elevator/Stairwells Protocols: Buildings will continue to offer the use of stairwells as an alternate path of travel; however, we will no longer include one-way traffic patterns or social distancing markers. Elevator capacity limits will be eliminated.



Common Area Use: Common area spaces will resume to normal capacity.



Cleaning and Sanitation: Our enhanced cleaning protocols will continue with frequent cleaning of high-frequency touch points throughout common areas, elevators, and restrooms, including door handles, flat surfaces, and elevator call buttons.



Building Loading Dock, Courier, Food Delivery to Building: Shipping and receiving goods, materials and food deliveries are a big part of property operations and access.

- All delivery and service providers will continue to be checked in at the security guard desks, located in the main lobbies of both 1201 and 1225, before entering the freight elevator and/or building.
- Food delivery service should refrain from using the passenger elevators. We strongly suggest meeting at the building entrance. If delivery is required to the office space, the delivery person will need to register with security.
- All delivery and service provider will not be required to wear a mask if fully vaccinated.



Housekeeping, Maintenance and Security Staff Personnel: Fully vaccinated building personnel will not be required to wear a mask. JLL and building personnel will follow all guidelines put in place by each tenant while within their premises. Please contact JLL to provide specific guidelines and protocols within your space.



Mechanical and Building Systems: The HVAC systems will continue to operate with the support of ASHRAE and CDC guidance, based on climate conditions and the buildings' design.

- Building filtration has been increased from pre-pandemic levels and filters are monitored and replaced as needed.
- We operate exhaust/relief systems that maintain positive building pressure during occupied hours.
- We have implemented pre-and-post occupancy flushing strategies. We also flush base building plumbing systems on a monthly basis.
- We maintain building equipment per manufacture and industry standard guidelines.
- We fill and maintain plumbing and floor traps on a monthly basis.



Hand Sanitizer Stations: Hand sanitizer stations will continue to be available at various locations throughout the property to encourage safe hygiene practices.



Parking: The garage remains open.



Fitness Center: The fitness room is currently closed for maintenance and repairs; Management is working towards reopening the gym soon. A Tenant communication memo will be issued once the fitness room is open.



Rooftop Terrace, Conference Center and Game Room: These areas are open. Please make your reservation via Workspace and contact Management if you would like to use any of these areas.



COVID-19 cases: We ask that you continue to notify the JLL Management Office if you have a confirmed case of COVID-19. We will then notify all tenant contacts of the confirmed case, respecting confidentiality.

As you start to think about your re-entry to the building, here are a few helpful reminders:



Prior to re-entry, tenants should review their employee rosters and compare them to the building's active keycard list confirming only those badges associated with current employees are active. If any changes are needed, please notify JLL Management.

- Run water through plumbing fixtures (faucets, ice makers, etc.) in your premises that may not have been used for some time.

- If you have temporarily suspended monthly parking passes, please contact SP+ Corporation for reactivations prior to re-entry.
- Perform deep cleaning of refrigerators and pantry items.
- Check equipment that hasn't operated at high levels of use for some time to ensure it operates correctly.
- Communicate to your employees the above items the building is implementing for their safety.
- **Please keep us posted on plans to re-enter your space and any new reduced operations or special schedules. While some plans have been submitted prior, please share any updated relevant information accordingly.**

We thank you for your continued partnership to ensure a smooth return to the office. Please reach out to the JLL Property Management team with any questions.

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