

WELLNESS @ THE QUAD



POST PANDEMIC OFFICE CAMPUS PROTOCOLS

For the protection of our tenants, visitors and in-building staff, new common area guidelines have been established for The Quad at Tasman. These guidelines have been implemented in accordance with public health and safety recommendations. Property management will continue to evaluate these guidelines and update as necessary per new health mandates and safety regulations as circumstances warrant.

FACE COVERINGS

- Masks or facial coverings are now required to enter the building and must be worn in the building's common areas including the lobby, parking garage, corridors and restrooms. This new protocol applies to tenants, visitors, contractors and vendors. Signage to this effect has been posted at the building entrances as a reminder.
- While the CDC recommends mask wearing inside office suites as a protective measure in addition to social distancing, especially when social distancing is not feasible, building management will not enforce this policy inside the leased premises. Implementation and enforcement of mask wearing inside the office suites will be left to the management discretion of each tenant company.
- To learn more about the efficacy of face coverings to protect against the spread of COVID-19, please visit the CDC website for a complete Guide to Masks.

CIRCULATION

- Safety and informational signage has been placed at all entry points for the building. As you move through shared hallways and stairs, please maintain at least a six-foot distance from others at all times.
- Elevators are clearly labeled with distance markers and occupancy limits inside the cab for your safety.
- Stairwells are always available for exiting. Please be mindful of social distancing when using the stairwells.

LOBBIES & COMMON AREAS

- Our lobby furniture has been rearranged to comply with physical distancing requirements.
- Our lobbies are now equipped with touchless hand sanitizer dispensers.
- Our regular day porter and evening janitorial staff is providing extra attention to the common areas and high-touch surfaces, including restrooms, lobbies, door handles, elevators, and elevator call buttons. Common areas and high-touch surfaces are now cleaned a minimum of three times per day.

RESTROOMS

Please keep in mind that restrooms are common area spaces and as such, a mask or face covering is required to be worn inside the restrooms. In order to maintain adequate distancing, please wait outside of the restroom if all stalls are occupied.

Please also note that the property has implemented the following additional protective measures to support touchless restroom use for your safety:



Automatic soap dispensers and faucets in all restrooms.



Touchless flushers installed in each water closet



Foot-pull attachments installed in common area restrooms to minimize the need to touch door handles.

ON-SITE AMENITIES

- We hope to make our usual amenities available to all our tenants in a manner that prioritizes safety and follows public health orders and guidelines.
- Our common area furniture has been temporarily removed to prevent gathering. When we reintroduce the furniture, we will arrange the outdoor seating with consideration of proper physical distancing requirements.
- Subject to local, state, and federal regulations, the fitness center may be open on a limited basis. Hours of operation will be posted and may change as required, so please be on the lookout for further communication. Once open, the occupancy may be modified to accommodate social distancing. While operating, the fitness center may shut down periodically for thorough cleaning.

GUIDELINES FOR CONTRACTORS & VENDORS

Contractors and vendors are expected to follow the Building Rules and Regulations, which includes specific COVID-19 related protocols. Please make note that the County of Santa Clara has implemented stringent health orders and guidelines for construction work. Property management will practice diligence in ensuring that all vendors and contractors arriving to perform work in the building adhere to the county mandates. This includes providing property management with a copy of the company's Site Specific Protection Plan (SPP), which details the procedures being taken to minimize exposure of COVID-19 to workers and other occupants of the building. If your office is in need of construction alteration work or outside vendor services, please contact building management in advance so that we may ensure that the appropriate steps are taken and confirm vendor and contractor compliance with the new regulations.

ADDITIONAL CLEANING & AIR QUALITY MEASURES

We have enhanced our cleaning and air quality measures to meet the latest industry guidelines and best practices.

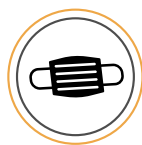
NEW CLEANING PROTOCOLS

Following best practices recommended by the Centers for Disease Control and Prevention (CDC) and the Environmental Protection Agency (EPA), enhanced cleaning practices have been implemented to help combat the spread of COVID-19.

The following steps have been taken to ensure a cleaning protocol meeting expert health advisement:



Janitorial staff uses EPA certified disinfectants when cleaning.



All janitorial staff are required to wear masks and gloves at all times while on-site.



Each restroom is disinfected twice during the business day, and once nightly.

Office Suite Cleaning:

Above standard suite cleaning can be made available including daily disinfection of high touch surfaces such as: kitchen and break areas; sinks, faucets, counters, appliance handles, reception areas, card readers, door knobs, handles and tables. To request additional services, please contact building management for assistance.

Should your company require additional cleaning services in your suite before your return, please contact property management to make the necessary arrangements.

AIR FILTRATION & VENTILATION

All our HVAC system air filters are changed out twice a year. The building uses Minimum Efficiency Reporting Value (MERV 13) pleated filters, which allows for a capture rate of greater than 90% of impurities. Our buildings HVAC system is operating to maximize the amount of outside air through our buildings at all times.

CONTACT US:

Please help us keep the building clean and safe by following these established guidelines and continuing to practice good personal health and hygiene. If you are sick experiencing a fever, cough, or any cold or flu like systems, please do not enter the building. According to the CDC, the best personal defense against the spread of COVID-19 is following the 3 W's: Wear a Mask, Wash your Hands and Watch your Distance. Feel free to reach out to us with any questions or concerns.

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