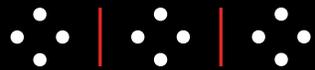


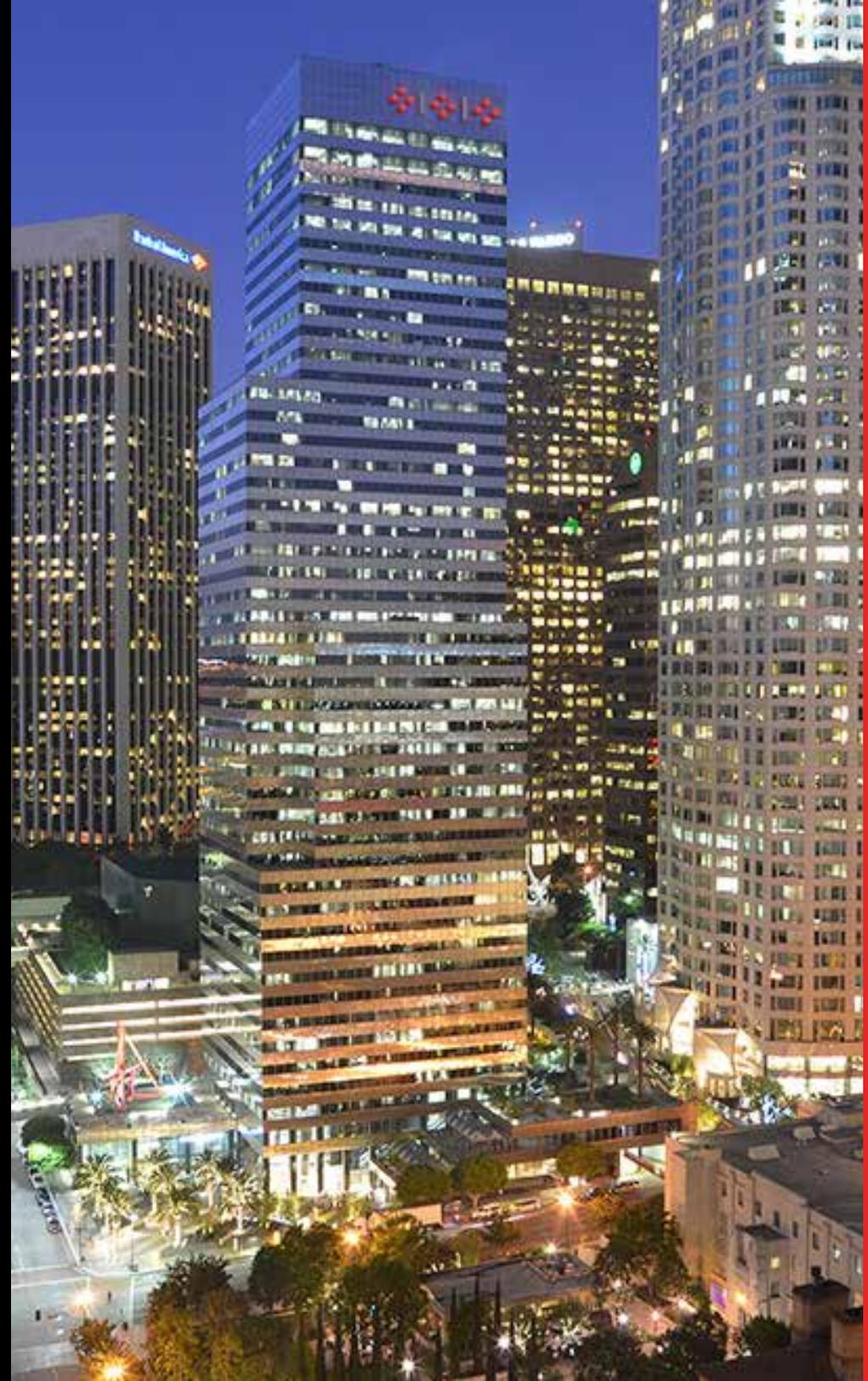
# Working Together for a Healthy Workplace

June 2020

FOUR *Forty* FOUR



SOUTH FLOWER



# The Health of Our Building Community is Our Top Priority

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

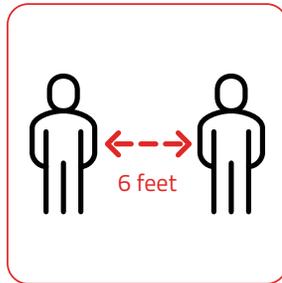
Rest assured that we are completely committed to helping you feel safe and be productive while at the office.

Protocols will be enhanced and will evolve throughout the course of the COVID-19 pandemic.

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.

**All tenants and visitors must practice social distancing, and wear a face mask or face covering at all times while at the property.**



# Our Focus as We Prepare for Your Return to the Workplace

1. Communication
2. Signage
3. Cleaning
4. Air Quality and Ventilation
5. Elevator Use
6. Common Areas and Amenities
7. Access and Visitors
8. Parking

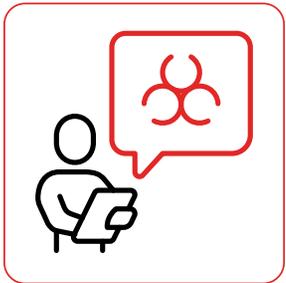
# Communication

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 *FourFortyFour* South Flower 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 contact the *FourFortyFour* property management team and let us know if you require assistance.



# Signage

We have placed new signs throughout the property common areas providing important information and reminders regarding distancing and hygiene.



# Cleaning

In the event of a confirmed exposure, we will perform enhanced cleaning and disinfection in affected common areas in accordance with CDC guidelines. We will also coordinate non-routine cleaning in tenant customer spaces as it is requested.

While we continue sanitizing procedures in the building common areas, our cleaning staff is systemically working through each tenant's space using CDC-approved sanitizing products as a one-time complimentary service to our customers.

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.

Working according to CDC guidelines and industry best practices, we are in the process of installing touch free soap dispensers and auto-flush valves in all common area restrooms.

Safeguard wraps will be installed on all restroom doors.

Hand sanitizer stations continue to be located in the front and rear building lobby areas.

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

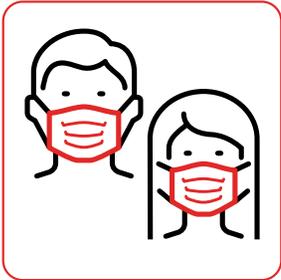
## To ensure optimum air quality and ventilation, we have:

- Proactively replaced all air filters
- 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
- Increased outside air ventilation to the highest levels according to equipment specifications
- Launched the process of installing UV-C Inline Air Purification Systems on air handling units.

# 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
- Maximum 4 people per elevator cab
- Minimize contact when pressing buttons
- Use hands-free options when pressing buttons
- Wear a mask for protection



The security team will monitor traffic flow in the main lobby elevator vestibules to ensure a maximum of 4 passengers per elevator.

## Common Areas and Amenities

The Gallery Conference & Event Center is open on a reservation only basis, and will observe California's reopening guidelines. Please limit the size of meetings in the interim to approximately 50% of capacity to allow for social distancing.

Hands-free options, such as propped doors, will be in place where security and code compliance allows.

Antimicrobial surface coatings have been applied to all building atrium, main lobby, and rear lobby doors.

Please remember to properly distance at all times while in any common area spaces in and around the building and property.



## Access and Visitors

We strongly encourage everyone to self-monitor for COVID-19 symptoms.

Visitors exiting the parking elevators at Plaza level will be directed by signage and Security personnel to enter the building at the front entrance.

To minimize extended visitor activity at the lobby Security console, we ask that tenants pre-register all visitors in EZ Lobby. Visitors that are NOT pre-registered in EZ Lobby may experience delays in their access process.

All visitors, including contractors and delivery persons, are required to complete a Health Screening Form upon check-in.

Please continue to limit building visitors during California's Phase 1 and Phase 2 reopening guidelines.

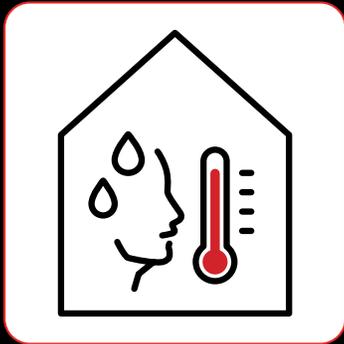
We ask that all customers receive food deliveries from the delivery person in the main building lobby.



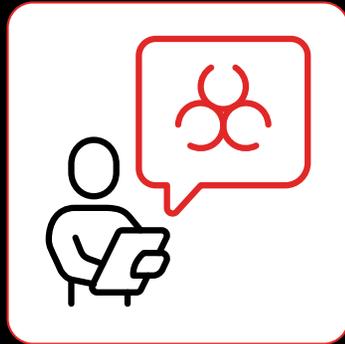
# Parking

For tenants or visitors that require tandem or valet parking, the parking staff will be equipped with PPE to protect touchpoints inside and outside the vehicle. Parking staff will require that customers who tandem or valet park provide the parking attendant with the vehicle key only.

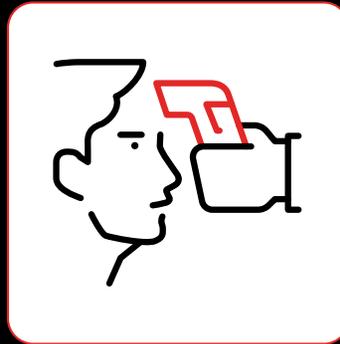
# Summary of Guidelines for a Healthy Workplace



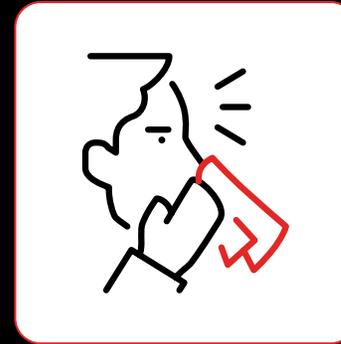
Stay home if feeling sick or if someone at home is sick



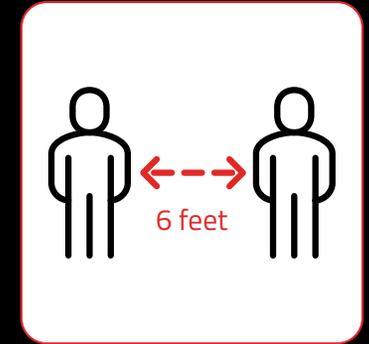
Educate employees about reducing the spread of COVID-19



Self-monitor for symptoms of COVID-19



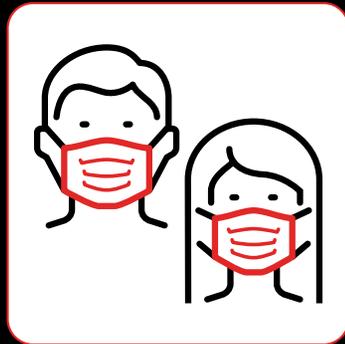
Cover coughs and sneezes



Practice proper distancing and respect new protocols while at work



Wash hands often for at least 20 seconds



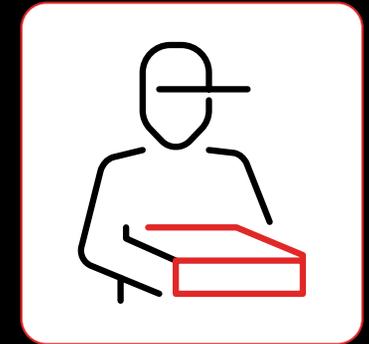
Use face masks or face coverings when moving throughout the building



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

Click the links below to get the latest updates from the CDC, Los Angeles County, and the City of Los Angeles:

[www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html)

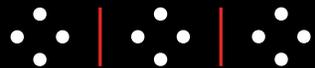
[www.publichealth.lacounty.gov/media/coronavirus](http://www.publichealth.lacounty.gov/media/coronavirus)

[www.corona-virus.la/SaferLA](http://www.corona-virus.la/SaferLA)

**Thank you** and we look forward to welcoming you back!

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