



## COVID-19 RETURN TO WORKPLACE PLANNING

# We've got your back as we go back to business

It is our priority to do all that we can for the well-being of our tenants, employees and communities. We know a number of our tenants have continued to work from our buildings and we know many of our tenants are beginning to think about what a return to workplace looks like for them, so we wanted to share with you our initiatives as we work to assist your company return to the office.

Our buildings continue to operate as they have done right throughout the Covid-19 Pandemic. As part of our response to the pandemic, we have introduced some temporary practical changes to help minimize the spread of the Covid-19 virus and comply with Government requirements.



### HAND SANITIZER

We continue to provide alcohol-based hand sanitizer in common areas of our buildings.



### CLEANING

We continue with enhanced cleaning cycles of all high touch point areas and our cleaners are wearing masks and gloves to provide them additional protection and comfort to others.



### PHYSICAL DISTANCING

We've deployed, or are in the process of deploying, floor markers, elevator screen messaging and signage to remind everyone to keep an appropriate physical distance when queuing anywhere within the common areas of the building.



### COMMUNICATION

We require all our tenants to advise us immediately of any suspected or confirmed cases of Covid-19 in the building. We will continue to notify all key tenant representatives of any such instances via tenant bulletin.



### HYGIENE

Posters and elevator screens are in place to remind people to deploy hygiene best practices.



### SEATING

Where relevant, food court seating and common area seating has been reduced or removed to meet mandated criteria for appropriate physical distancing.



### TOUCH FREE

Our properties will have at least one touch free entry point during business hours.



### ELEVATORS

We have deployed physical distancing markers in each elevator cab to help indicate the suggested maximum number of occupants. You will also notice floor markers in our ground floor elevator lobbies that help manage access and queuing.



### PROTECTION SCREENS

See-through protective screens have been installed or will be installed at our reception and concierge desks.



### LARGE GROUPS

We love a community gathering better than anyone but in these challenging times we will avoid large event activations in favour of small or static placemaking activities in compliance with government restrictions.



### WELLNESS CLASSES

Our onsite wellness classes continue to be temporarily placed on hold until physical distancing measures are relaxed by the government.



### VIRTUAL MEETINGS

Our onsite teams will continue to engage with our tenants virtually, via conference or video calls to minimize face-to-face interactions.



### PPE

Building staff will be wearing PPE as part of their uniform and all will be asked to answer medical screening questions before being allowed on the premises. Where not mandated by law, we encourage our tenants and building visitors to wear a mask when in building common areas.



### AIR CONDITIONING

HVAC systems are operated to best practice standards and in line with health advice. Our HVAC systems regularly allow in fresh air from outside.



### END OF TRIP FACILITIES

Our end of trip facilities, including bicycle racks, remain available to use and are cleaned regularly. We ask all of our users to practice good hygiene and maintain physical distancing.



### ON-SITE PARKING

Where applicable in our buildings we have temporarily suspended our valet services and implemented contactless parking wherever possible.



### UMBRELLAS

Umbrella loans have been temporarily suspended in some of our assets.

## WHAT CAN YOU DO TO ASSIST?

We would encourage each of our tenants to consider temporary measures their organizations can take to reduce contact and minimize the spread. We're hearing a lot of great suggestions and have included some of the practical ideas already implemented or being considered by some of our tenants.



### STAY AT HOME

If you or anyone in your team is unwell, please be the front line of defence and stay home.



### MAKE A PLAN

All tenants should have a business continuity plan now in place.



#### **TEMPERATURE MONITORING**

Encourage your staff and visitors to monitor their own temperature before they leave for the office and to stay home if they are unwell or have any doubts on their wellness.



#### **MEETING ETIQUETTE**

Consider best practice hygiene etiquette to conduct meetings and avoid or re-purpose small meeting rooms.



#### **LUNCHROOMS**

Consider repurposing large seating areas to other workplace activities to avoid gatherings.



#### **PROACTIVE COMMUNICATION**

Monitor your staff and advise building management immediately if there is a suspected or confirmed case of Covid-19 within your tenancy.

We are committed to working with you to allow you to get back to business as quickly and smoothly as possible. We expect there will be a ramp-up period to establish business and build consumer confidence and comfort.