



TRANSWESTERN

REAL ESTATE
SERVICES

A SAFE & SMOOTH RETURN TO THE WORKPLACE AT **CENTERPOINTE**

Covid-19 Tenant Return
To Work Handbook



As we continue to prepare for the return to work, know that your Centerpointe and Transwestern team has been working diligently to ensure a seamless transition back to the office. We are committed to delivering the highest quality workplace experience, while responsibly adhering to the safety guidelines outlined by the Centers for Disease Control (CDC) and our local and state governments. This handbook addresses priority health and safety concerns, including property-specific policies and procedures. We are appreciative of the continued conversations we are having with tenants across our portfolio, and are confident that through on-going partnership and open communication, we will all be prepared to embrace a new “normal” together.



Sara Bowers
Property Manager



Liz McTwigan
Property Administrator



Malik Elkhadiri
Chief Engineer



Hernan Velasco Benitez
Lead Engineer



Enrique Lucas
Assistant Engineer



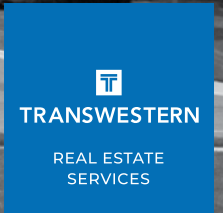
Table of Contents

Section 1: Overview	Page 04
Section 2: Returning to Work at Centerpointe	Page 06
Cleaning	Page 07
Building Systems	Page 08
Policies and Procedures	Page 09
A Key Part of Our Building Community's Shared Success: Tenant Recommendation	Page 10
Planning Your Day	Page 12
Section 3: Transwestern Employee Policy	Page 13
Section 4: Resources and Local Guides	Page 17



SECTION 1

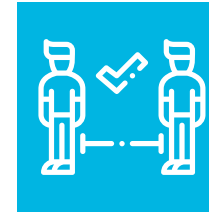
OVERVIEW



THE CENTERPOINTE RETURN TO WORK APPROACH PRIORITIZES THE HEALTH, SAFETY AND SECURITY OF OUR TENANTS AND EMPLOYEES



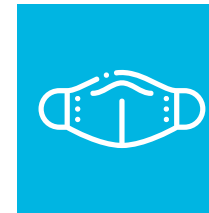
Enhanced cleaning procedures & frequency per CDC guidelines



Following state and local guidelines on social distancing and personal protective equipment



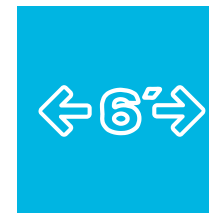
Upgraded building HVAC filtration systems and increased fresh air intake



Increased safe use & occupancy regulations in elevators, common areas, and amenity spaces



Increased health & safety training and procedures for building personnel, contractors and vendors



Installing signage to advocate social distancing of 6 feet and other health & safety protocol

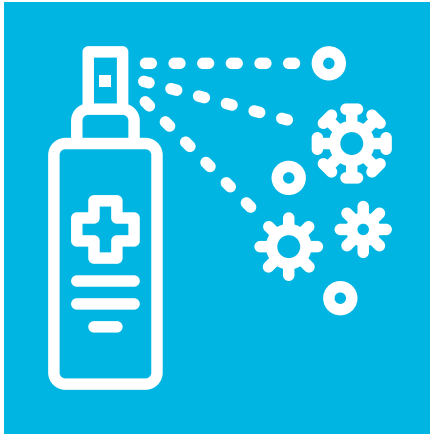


SECTION 2

**RETURNING TO WORK
AT CENTERPOINTE**



CLEANING

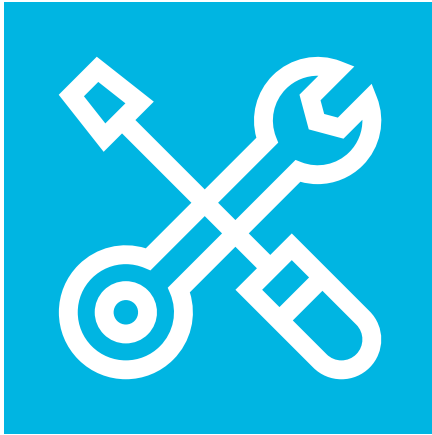


Our essential teams have remained on-site performing daily maintenance and increased cleanings.

Upon Return to Work, tenants at **Centerpointe** can expect the below measures to continue.

- Enhanced cleaning in building common areas (bathrooms, elevators) and high-touch areas (door knobs, railings, light switches, etc.)
- Hand sanitizing stations will be provided in common elevator lobbies as supplies are available
- Increased janitorial staffing with teams strictly adhering to cleaning guidelines issued by the Centers for Disease Control and Prevention

BUILDING SYSTEMS



Your building's HVAC system is in the process of being upgraded.

We have set your building's fresh air intake to the maximum rate possible as outdoor air conditions and design circumstances permit, following ASHRAE and CDC guidelines and keeping the ventilation system running for extended hours to enhance continued circulation and ventilation. Additionally, we are in the process of replacing the building's filters as part of our regular maintenance program with a higher efficiency filter that collects more fine particle matter.



POLICIES AND PROCEDURES



- Based on re-opening guidance from Virginia Executive Orders for Fitness Centers, Transwestern will be implementing the following policies and procedures:
- A maximum capacity of 10 attendees in the fitness center are permitted at all times.
- Individuals are expected to remain 10 feet from one another while using the gym. Signage will be posted, and we will be closing off equipment that does not allow for this distancing.
- Face coverings must be worn in locker rooms where it is difficult to maintain a 10-foot distance.
- Signage will be posted enforcing users to wipe equipment down before and after use with wipe dispensers provided in the fitness center.
- We have hired an additional day porter to assist with the sanitization of high touch surfaces, to include the fitness center.

Please be on the lookout for any updated policies or procedures as we navigate through this ever-changing situation.

A KEY PART OF OUR BUILDING COMMUNITY'S SHARED SUCCESS: TENANT RECOMMENDATION



Our building is special because of the care and respect that our tenants have for one another. Now, more than ever, we hope you will join us in keeping our building community healthy and safe by promoting safe practices consistent with CDC and government guidelines.

Within your suite, each tenant company is responsible for outlining and enforcing guidelines around social distancing, use of PPE, work hours, illness monitoring, and other health and safety procedures. Please contact your property manager should you need resources who can provide safety and security workplace guidance.

Recommended best practices include:

- Requiring employees who are sick to stay home
- Asking employees to self-monitor for symptoms
- Performing temperature checks, as appropriate per CDC guidelines, completed by the employer
- Practicing social distancing
- Practicing good personal hygiene
- Using protective equipment/face coverings
- Supplying employees with disinfectant wipes to clean their work stations, desk phones, computers, and personal items during the day
- Limiting the number of guests/visitors as the building adjusts to re-occupancy

A KEY PART OF OUR BUILDING COMMUNITY'S SHARED SUCCESS: TENANT RECOMMENDATION



- Conducting meetings and training virtually, per CDC recommendation. If a meeting must be held in person, limit the meeting to the fewest number of employees possible, not to exceed 10 employees at one time and maintain a social distance of 6 feet.
- For the safety and security of your employees and other building occupants, to minimize high-volume traffic in our hallways and common areas, continue to work with Property Management to identify staggered work hours and/or work days, as appropriate.

PLANNING YOUR DAY AT CENTERPOINTE



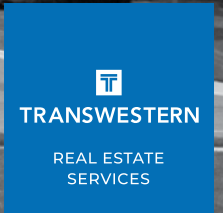
For the safety and security of our tenants, we have implemented a variety of temporary measures which may impact your daily experience. We appreciate your cooperation during this unique time.

- Social distancing signage has been placed throughout the building.
- Trashcans are placed at restroom doors so tenants can touch the door handle with a paper towel and then dispose of it.
- Be prepared for longer than normal wait times with elevators due to temporary occupancy limits.
- We are encouraging elevator restrictions, limiting occupancy to 2 people at a time and encouraging 6 feet of separation.
- All stairwells at Centerpointe are being cleaned and disinfected regularly.
- Face coverings are required to be worn in common areas of the buildings.



SECTION 3

TRANSWESTERN EMPLOYEE POLICY



We have implemented the following internal measures reflecting CDC and local/state government guidance:

- Providing staff with the equipment and training necessary to perform their jobs safely, including the use of personal protection equipment
- Conducting employee awareness training to help prevent initial or further exposure to the virus
- Cross training all staff to fill in when other staff members are out sick or caring for another individual who is sick
- Offering flex hours and staggering staff shifts, per CDC and OSHA recommendations
- Reducing face-to-face interactions between building staff, tenants, and vendors
- Requiring employees to perform regular deep cleanings of personal workstations
- Limiting or eliminating the use of shared equipment by building staff and engineers. If shared equipment must be used, we are frequently cleaning and disinfecting it.
- Training our building vendors on health and safety plans and new protocols
- Not permitting vendors to send staff to our properties who may be showing signs of illness or have been in contact with a confirmed case of COVID-19

CONFIRMED CASE PROTOCOL

It is critical to the health & safety of our entire building community that each tenant understand their responsibility to monitor and report confirmed or suspected illnesses of employees and visitors in their space.

Upon learning of a confirmed COVID-19 case in a building, Transwestern will immediately:

- Inform the building's tenant base of the case
- Clean and disinfect all affected common areas

If a tenant employee tests positive for COVID-19, please alert your Property Management team as soon as possible. Please provide answers or confirm that the below are true:

- The date in which the individual was last in the building and any common areas the affected individual may have used in the past 7-10 days
- The infected individual/individuals will not return to work until they are well
- The infected individual/individuals are currently under quarantine

NEXT STEPS

If you have not already done so, please forward your company plans for workplace readiness to sara.bowers@transwestern.com or liz.mctwigan@transwestern.com.

Looking Toward The Future

At Centerpointe, we are always looking toward the future, anticipating tenant needs and innovating to constantly raise the bar on our highest standards of excellence. As this global crisis will have both short and long-term impact on the way people live, work and spend their days, we are continuing to research and address potential future needs for the building and our communities.





SECTION 4

RESOURCES & LOCAL GUIDES



WORKPLACE RESOURCES & FOOD/DINING OFFERINGS

The following pages include a list of trusted businesses within the local market who can assist those looking to explore space reconfigurations to better adhere to social distancing guidelines.

We also encourage you to support your favorite retail and dining establishments near the office, many of whom have been greatly impacted by the crisis. We have included a full list of restaurants, cafes and retailers.



WORKPLACE RESOURCES & FOOD/DINING OFFERINGS

Furniture Vendors:

Price Modern

799 9th Street, NW
Suite 250
Washington, DC 20001
202-655-2368
info@pricemodern.com

Washington Workplace

2300 South 9th Street
Suite 505
Arlington, VA 22204
703-979-7835
info@washingtonworkplace.com

VariDesk

888-922-4029
www.vari.com

Food, Dining and Retail:

Uptown Café
4000 Legato Road

Chutzpah Deli
12214 Fairfax Towne Center

Moby Dick House of Kabob
12154 Fairfax Towne Center

Panera Bread
12120 Fairfax Towne Center
Suite A

Lazy Dog Restaurant and Bar
11963 U Fair Oaks Shopping Center

Ozzie's Good Eats
11880 Grand Commons Avenue

California Pizza Kitchen
4200 Fairfax Corner W. Avenue
Building H

Chipotle Mexican Grill
11939 Grand Commons Avenue

RETURN TO WORK PLANNING RESOURCES FOR BUSINESSES

As your business prepares for the return to work, the below resources may be helpful:

Centers for Disease Control & Prevention:
[Guidance for Cleaning and Disinfecting Workplaces](#)

Centers for Disease Control & Prevention:
[How to Protect Yourself & Others](#)

Centers for Disease Control & Prevention:
[Stress and Coping](#)

Centers for Disease Control & Prevention:
[Guidance Documents](#)



PLEASE ENCOURAGE YOUR EMPLOYEES TO CONTINUE FOLLOWING THE BELOW GENERAL HEALTH & SAFETY GUIDELINES, AS OUTLINED BY THE CDC:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people. Remember that some people without symptoms may be able to spread the virus.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Cover your mouth and nose with a cloth face cover when in public.
- The cloth face cover is meant to protect other people in case you are infected. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant.

**Please contact us with questions, comments or concerns.
Thank you for your partnership,**

Your Transwestern Property Management Team

Sara Bowers, Property Manager

Malik Elkhadiri, Chief Engineer

Hernan Velasco Benitez, Lead Engineer

Enrique Lucas, Assistant Engineer

Liz McTwigan, Property Administrator

