

June 2, 2020

As we have some colleagues that are returning to the office in Raleigh, there are a few things to be aware of:

- Please be prepared to wear a face covering upon arrival at the tower, as it is required by our property manager when you are unable to practice social distancing, for example on the elevator. As long as supplies are available CAPTRUST will provide face coverings and gloves for your use. These items are available in the reception area, in the exchange and in the vestibule on 9.
- The Admin team will be providing limited coffee stations and microwaves on each floor to eliminate the need for employees to travel to other floors while in the office. Water is available on all floors. Please bring plates and cups from home if you are planning on eating a meal in the office.
- Colleagues must wear a face covering and be mindful of their travel within the office.
- For shared devices such as copiers, please utilize the wipes provided each time you use the machine.

Prior to arriving at the office, remember to check your temperature and self-check for any signs or symptoms of illness. The most recent signs and symptoms of COVID-19 can be found [here](#). If you are not feeling well do not come to the office. These measures are in place to protect you, our colleagues, our clients and overall, our community during this pandemic.

Employees should wash their hands for at least 20 seconds with soap and warm water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. Employees are also expected to follow proper respiratory etiquette as demonstrated on the posters in the building.

Social distancing is critical to the safety of all our colleagues. Please refrain from standing within 6 ft. of another colleague; do not enter their workspace; do not use or touch their equipment without their approval.

If you have questions or concerns please reach out to me directly. Thank you for your cooperation and commitment to safety.

Tiffany Larew

Manager | Employee Relations

Tiffany.Larew@captrust.com

CAPTRUST | 4208 Six Forks Road, Suite 1700 | Raleigh, NC 27609

919.870.6822 (ext. 10322)