

Homeyer, Laura

From: Russell, Nancy <nrussell@patrinely.com>
Sent: Monday, May 11, 2020 6:42 PM
To: Homeyer, Laura
Subject: RE: Captrust - COVID-19 Return to the Workplace
Attachments: PJS Mark E II, RAZOR & Electrostatic Treatment 4.7.20.pdf

Hello Laura, thank you for your patience. Below are some of the adjustments that have been made at One Riverwalk Place. I have also attached the product information sheets for Mark E II and Razor, and Electrostatic Treatment. Please let us know of any other questions you may have.

- PJS, our building janitorial service provider has implemented enhanced cleaning protocols that increase the cleaning frequency of high touch areas in accordance with CDC guidelines. Mark E II an anti-viral product is now is being used for all sanitization in your suite. One of our two day porters is currently dedicated to wiping down common areas, such as elevator buttons, door handles, and faucets, with Mark E III several times a day.
- PJS is taking employee temperatures daily. Employees are wearing masks and gloves and practicing social distancing.
- While the building has been largely unoccupied, PJS has taken the opportunity to deep clean and treat all common areas with an anti-microbial coating, Razor, that both kills and prevents the growth of bacteria for up to 90 days. We also cleaned the carpets in your suite.
- In the event one of your employees is diagnosed with COVID 19, PJS can perform deep cleaning of your suite at your cost, including the Electrostatic Treatment. If this occurs, we will clean all common areas, and the Razor treatment we applied to all common areas, door handles, elevator buttons, and garage hand rails the first week of April, will be reapplied as needed.
- Sanitizing stations have been placed throughout the first floor Lobby.
- Patrinely management and vendors are wearing masks when appropriate.
- Due to minimal occupancy, the building entry doors and elevators are accessible only with access cards. We will review this process as occupancy increases, and unsecure these doors during normal hours where appropriate.

Thank you and we hope to see everyone very soon!

Nancy Russell
Senior Property Manager

PatrinelyGroup

700 N. St. Mary's Street, Suite 420
San Antonio, TX 78205
Office 210-271-9813 | Cell 210-383-2685

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From: Homeyer, Laura [mailto:Laura.Homeyer@captrust.com]
Sent: Thursday, May 7, 2020 8:00 AM
To: Russell, Nancy <nrussell@patrinely.com>
Subject: RE: Captrust - COVID-19 Return to the Workplace

Hi Nancy,

Of course, this is fine! Please send when you have it ready.

Thank you!

Laura Homeyer
Senior Facilities Consultant | Business Operations Group
Laura.Homeyer@captrust.com

CAPTRUST | 4208 Six Forks Road, Suite 1700 | Raleigh, NC 27609
919.870.6822 (ext. 10481) | 919.870.8891 fax | 800.216.0645 toll free
captrust.com | captrustdirect.com

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From: Russell, Nancy <nrussell@patrinely.com>
Sent: Wednesday, May 6, 2020 7:02 PM
To: Homeyer, Laura <Laura.Homeyer@captrust.com>
Subject: RE: Captrust - COVID-19 Return to the Workplace

Hi Laura, I have been working on a report that was due today, and will be out of the office tomorrow. May I answer your questions on Friday?

Nancy Russell
Senior Property Manager

PatrinelyGroup

700 N. St. Mary's Street, Suite 420
San Antonio, TX 78205
Office 210-271-9813 | Cell 210-383-2685

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From: Homeyer, Laura <Laura.Homeyer@captrust.com>
Sent: Wednesday, May 6, 2020 9:58 AM

To: Russell, Nancy <nrussell@patrinely.com>

Subject: Captrust - COVID-19 Return to the Workplace

Hi Nancy,

I hope all is well with you and your family during these challenging times.

In anticipation of our employees re-entering the workplace, we are asking for your planned post COVID-19 safety and sanitary initiatives to assist with this process. We are looking to understand what Building Management will be doing and what we will need to do to ensure a clean and safe working environment. In your plans can you please address the following:

- 1) The updated janitorial specifications to address your cleaning schedule and what products will be used.
- 2) Confirm that frequent and visible cleaning of high touch areas such as door handles, elevator panels, kitchens and restrooms will occur.
- 3) What cleaning process will occur if an employee is diagnosed with COVID-19?

Thank you very much for your assistance here!

Laura Homeyer

Senior Facilities Consultant | Business Operations Group

Laura.Homeyer@captrust.com

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