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*Please forward to your employees and co-workers.*



WORKING TOGETHER FOR A HEALTHY WORKPLACE:  
**COVID-19 UPDATES**

## CLEANING

- In the event of a confirmed exposure, we will perform enhanced cleaning and disinfection in impacted common areas in accordance with CDC guidelines. We will also coordinate non-routine cleaning in customer spaces as it is requested
- We will perform more frequent cleaning throughout the day of high touch surfaces and high traffic areas, including elevators, restrooms and other common areas
- Working with third-party cleaning partners to ensure use of personal protective equipment and that health screening practices are observed
- Closely monitoring supply of cleaning and consumable restroom products and ensured all cleaning solutions meet EPA approved standards



## AIR QUALITY AND VENTILATION

- Proactively replaced all air filters
- Ensured maximum air filter ratings in accordance with HVAC equipment specifications
- Disinfected all air handler interiors/coils, which will continue on a quarterly basis
- Validated continuous outside air ventilation at maximum levels per equipment specifications
- We are evaluating new technology to further enhance air quality



## COMMON AREAS AND AMENITIES

- Cousins-managed collaborative spaces, fitness centers, and conference facilities will remain closed in Phase 1 and Phase 2 of your state's reopening guidelines
- We will continue to provide hand sanitizer in main building lobbies
- Hands-free options, such as propped doors, will be in place where security and code compliance allows
- Please remember to properly distance at all times while in any common area spaces in and around your building



Upon your return, we ask that you please observe the following etiquette when using building elevators.

- Enter/Exit one person at a time.
- Limit 4 people per elevator cab.
- Stand on designated social distancing spots.
- Minimize contact when pressing buttons.
- Use hands-free options when pressing buttons.
- Wear a mask for protection.
- If it is feasible for your office location and you are able, please also consider using the stairs whenever possible.



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**CENTERS FOR DISEASE  
CONTROL AND PREVENTION**

CDC provides guidance to keep  
people safe for travel, community  
events, schools & childcare,

businesses & employers, and first responders.



Guidelines: Opening Up America Again. President Trump has unveiled Guidelines for Opening Up America Again, a three-phased approach based on the advice of public health experts.

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### ***CONTACT US***

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