

From: [Daira Hogeland](#)
To: [Homeyer, Laura](#)
Subject: RE: Captrust - COVID-19 Return to the Workplace
Date: Wednesday, April 29, 2020 11:58:05 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[2019-nCOV Info.pdf](#)
[1726-2_TruShot-Disinfectant.pdf](#)
[Clorox Wipes SDS.pdf](#)
[Virex SDS.PDF](#)
[Purell Surface SDS.pdf](#)

Laura,

1 & 2: We have been using the attached products and increased cleaning of all building common areas and suite door knobs since the beginning of March. We plan to continue regular use of these for the foreseeable future.

3: This is any extra fee calculated by square footage of the suite. We encourage tenants to sanitize their items themselves. But I can get a quote from the janitorial staff if you'd like.

4: All common areas someone diagnosed may have used will be detail disinfected as well as the person's immediate office/cubicle area. Detail disinfecting of the entire suite would be an additional cost.

We also encourage use of personal size hand sanitizer. I've been trying to order dispensers for the lobbies since February, but haven't received them yet.

Please let me know if you have any further questions.

Thank you,
Daira



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From: Homeyer, Laura <Laura.Homeyer@captrust.com>

Sent: Wednesday, April 29, 2020 10:26 AM

To: Daira Hogeland <dhogeland@ymprealestate.com>

Subject: Captrust - COVID-19 Return to the Workplace

Hi Daira,

I hope you and your family are well 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 sanitized working environment. Specifically, can you address the following in your plans:

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. Will janitorial sanitize employee keyboards, phones, copiers and cleared desktops on a nightly basis?
4. What cleaning process will occur if an employee is diagnosed with COVID-19?

Thank you very much for your assistance here!

With kind regards,

Laura Homeyer

Senior Facilities Consultant | Business Operations Group

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