



Cousins

WORKING TOGETHER  
FOR A HEALTHY  
WORKPLACE

May 2020

# YOUR SAFETY IS OUR TOP PRIORITY

At Cousins, we are intently focused on proactively addressing your questions and concerns as you prepare to come back to your workplace.

Rest assured that we are completely committed to helping you feel safe and be productive while at the office.

The following pages outline the actions we have taken so far, and plan to take going forward, to help support a safe and healthy work experience for your organization.

**Our success depends on everyone doing their part** in practicing recommended social distancing guidelines and hygiene provided by public health and government authorities. With your help, we can all get back to the office and enjoy a healthy work environment.





# OUR FOCUS AS WE PREPARE FOR YOUR RETURN TO THE WORKPLACE

- 1 COMMUNICATION
- 2 SIGNAGE
- 3 CLEANING
- 4 AIR QUALITY AND VENTILATION
- 5 ELEVATOR USE
- 6 COMMON AREAS AND AMENITIES
- 7 ACCESS AND VISITORS



## 1

# COMMUNICATION

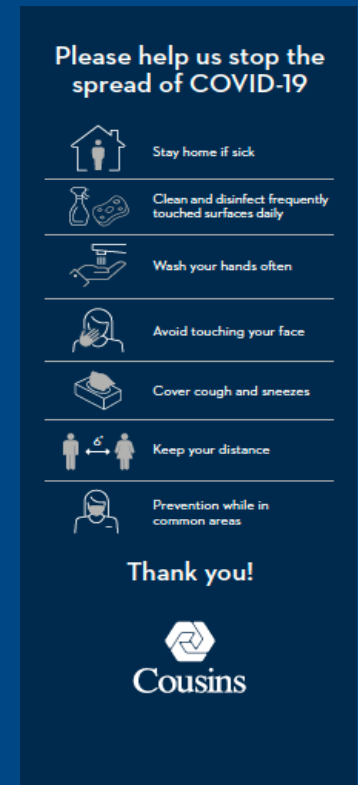
- We remain committed to providing you with open and timely communication as we navigate this pandemic together
- We will continue to notify you of confirmed cases of COVID-19 in your building as soon as we are made aware, including the known location and date of the exposure
- Please immediately notify Cousins property management if you are made aware that one of your employees in or visitors to your building is suspected or confirmed to have COVID-19
- Please do not hesitate to let us know how we can do a better job of supporting you during this time



## 2

# SIGNAGE

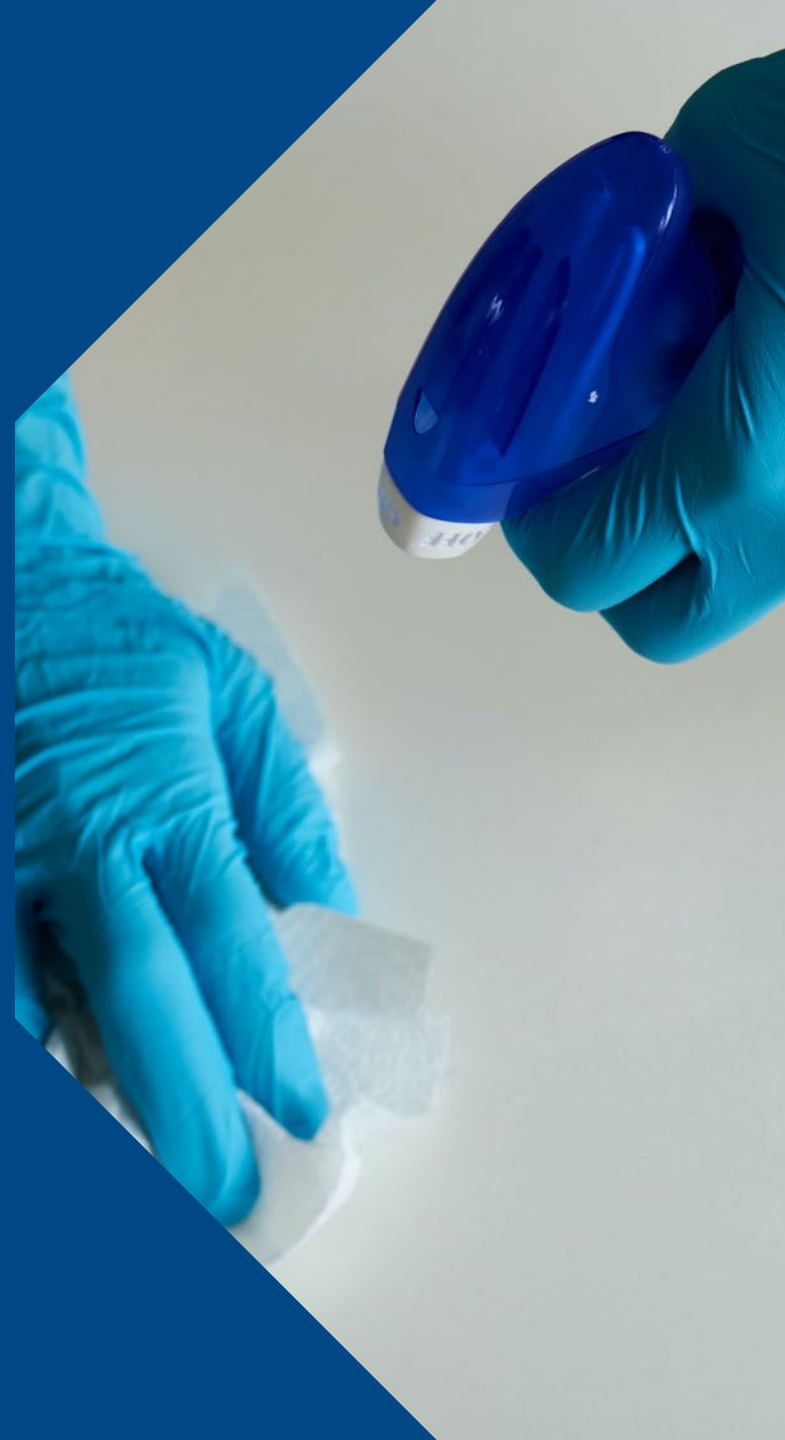
You will notice we have placed new signage in your building providing important information and reminders regarding distancing and hygiene



### 3

## 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





## 4

## 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



## 5

# ELEVATOR USE

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



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





## 6

## 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



## 7

## ACCESS AND VISITORS

- We strongly encourage everyone to self-monitor for COVID-19 symptoms. We do not anticipate performing health screenings in our buildings, but are closely watching health screening best practices
- For your security and safety, we intend to keep exterior doors and elevators on card access control, where possible, until building physical occupancy reaches 50%
- Please continue to limit your building visitors during Phase 1 and Phase 2 of your state's reopening guidelines
- We ask that all customers receive food deliveries from the delivery person in the main building lobby



# SUMMARY GUIDELINES FOR A HEALTHY WORKPLACE



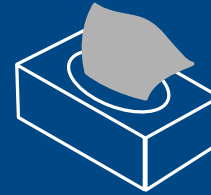
Stay home if feeling sick or if someone at home is sick



Educate employees about reducing the spread of COVID-19



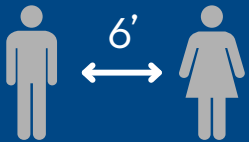
Self-monitor for symptoms of COVID-19



Cover coughs and sneezes



Wash hands often for at least 20 seconds



Practice proper distancing and respect new protocols while at work



Use face masks or face coverings when moving throughout the building



Provide employees with hand sanitizer and disinfectant wipes for use during the day



Limit visitor traffic through Phase 1 and 2 of "Opening Up America Again"



Pick up all food deliveries in the building lobby



**THANK YOU  
AND WE LOOK  
FORWARD TO  
WELCOMING  
YOU BACK !**

