

From: [Ali Mevis](#)
To: [Homeyer, Laura](#)
Cc: [Durant Sellers](#)
Subject: RE: Captrust - COVID-19 Return to the Workplace
Date: Tuesday, April 28, 2020 5:16:02 PM

Hi Laura,

Thank you for reaching out. We are working as a whole company in the background to get communication together to send out to all customers across our entire portfolio which will also include an inquiry regarding what your specific company plans are to return to the workplace. I'm told we will likely send something by the end of the week once we receive necessary approvals to disseminate communication. We have already ordered signage to remind anyone entering the building of social distancing, hand washing, etc. and hope to have that up around the second week of May.

Regarding your questions at this time:

1. As we have noted in previous tenant communications, our janitorial vendor has been conducting thorough cleaning throughout the building on a daily basis during this COVID-19 outbreak, even with reduced occupancy. Our janitorial vendor is using a product called Virex II 256 disinfectant that is recommended by the CDC and is EPA registered.
2. I can most definitely tell you that we are currently cleaning, and will continue to clean, all high touch points throughout the building at an increased rate which also includes high touch points within tenant spaces (i.e. door handles, light switches). We have soap and hand sanitizer dispensers in each restroom (in place for the past 3+ years) and are working to procure sanitizer and stands for the lobby areas.
3. Our janitorial vendor will only clean all of the various areas you detailed with an additional cleaning scope and fee to do so, noted in the 4a response below. Your employees will need to take some measures for their own computer equipment on the regular basis as they would normally do.
4. We have conducted an electrostatic cleaning throughout our common areas on all touch points as well as restrooms with a product called Bioshield 75 which is also EPA registered and is known to inhibit the growth of various bacteria for up to 90 days.
 - a. If a tenant has an employee who has contracted the virus, we will recommend an electrostatic cleaning process with either of these abovementioned products in your suite and will conduct an additional cleaning throughout the common areas for the safety of the rest of the building patrons.

I hope this helps at this time. If you are aware of plans your business has made or is in progress of making to return employees to the site, we ask that you share those as soon as possible.

Thank you,

Ali Mevis, CPM®
Property Manager

Endeavor Real Estate Group

From: Homeyer, Laura <Laura.Homeyer@captrust.com>
Sent: Tuesday, April 28, 2020 1:30 PM
To: Ali Mevis <AMEvis@ENDEAVOR-RE.com>
Subject: Captrust - COVID-19 Return to the Workplace

Hi Ali,

I hope you and your family are well during this difficult time.

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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