

From: [Karey Post](#)
To: [Homeyer, Laura](#)
Subject: RE: Captrust - COVID-19 Return to the Workplace
Date: Friday, May 1, 2020 12:14:15 PM
Attachments: [JANITORIAL SPECIFICATIONS.pdf](#)

Hi – We are all doing great – I hope you are as well. Here are current specs – we are really concentrating on all common area touch points. They can sanitize keyboards, workstation etc – I will just need specification from you and we will get you pricing. When a case occurs we do an electrostatic cleaning in the common areas and we would do what you request in your space.

Let me know your exact specifications and I will get you pricing.

From: Homeyer, Laura <Laura.Homeyer@captrust.com>
Sent: Thursday, April 30, 2020 10:03 AM
To: Karey Post <Post.Karey@rrrealty.com>
Subject: Captrust - COVID-19 Return to the Workplace

Hi Karey,

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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