

From: Kowitz, Denise L. <Denise.Kowitz@captrust.com>
Sent: Tuesday, May 5, 2020 1:30 PM
To: Homeyer, Laura <Laura.Homeyer@captrust.com>
Subject: RE: Captrust - COVID-19 Return to the Workplace

Hi Laura. I hope you are doing well and staying healthy! I had a combined call with CityCenter and Allan Industries cleaning services today. The following pieces of information were shared that hopefully should answer your questions and fill in any gaps for our re-entry. If you need more info, please let me know. I'll definitely update you as new information comes to me. Thanks.

- Currently both CityCenter and Allan Cleaning are following guidelines from CDC and Governor Wolf
- CityCenter will be starting to provide weekly informational updates via email to us later this week that will include instructions for commercial properties and the procedures they should be following
- Currently there are no companies working in our building except for quick visits to pick up items just as we have been doing.
 - All are approaching the return to the building very similarly to us with tentative dates that more than likely will be pushed well into the future
- As you can imagine, both CityCenter and Allan Industries management are continuously attending webinars providing guidelines and recommendations as this is still a very fluid situation
- Allan Cleaning provided some important info:
 - As per guidelines by the state, our office is being disinfected nightly which includes wiping down all surfaces and high touch areas – (this is required whether we are there or not)
 - All their workers each day are required to sign a document to attest that they have taken their temperature and it is less than 100.4 degrees prior to entering any building
 - All their workers are required to wear gloves and masks in the building and while they work
 - They have always used "Virus Plus" disinfectant and continue to do so – which is a disinfectant that is on the CDC approval list to disinfect for COVID-19
 - When we start to return, they do offer services for cleaning and sanitizing employee keyboards, phones, copiers and cleared desktops nightly at an additional cost
 - Should anyone working in our office (or guest visiting our office) contract COVID-19, by CDC guidelines, they require a 24-hour minimum time

frame before they could begin to sanitize and deep clean our space. The cost would be .049 cents per our 9865 total usable square footage

- They are working with the State and CDC guidelines as to the best method to sanitize bathrooms and to offer best practices for usage.
 - ✓ Luckily most of our building does have “no touch” flushing, water, soap (I complained about the fact that our auto soap dispensers have not been working and they are going to make sure all is fixed)
 - ✓ Right now best practice is to wash hands prior to entering and obviously after using the restroom with only one person in the restroom at a time
- Should we return, it is requested that each evening we use a color-coding system/ tag to be placed in workstations where employees worked during the day (this will be helpful especially if we have limited associates returning initially)

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