

Homeyer, Laura

From: Denise Armstrong <dearmstrong@mckinley.com>
Sent: Friday, May 22, 2020 2:08 PM
To: Homeyer, Laura
Subject: Re: Captrust - COVID-19 Return to the Workplace

Hi Laura:

1. The updated janitorial specifications to address your cleaning schedule and what products are being used. **We are still cleaning 5 days a week. However, Captrust asked us not to enter their suite so we have not been cleaning that suite since advised. Once you have a date you would like us to commence cleaning the suite, please let us know.**
2. Confirm that frequent and visible cleaning of high touch areas such as door handles, elevator panels, kitchens and restrooms will occur. **There will be nightly cleaning of all areas and there will be a day porter on site after lunch to clean all common area touch points.**
3. If an employee is diagnosed with COVID-19, do you have a company who we can engage to fully disinfect and sanitize our suite and any common areas that are required? **If an employee is diagnosed, please let us know asap. If you would like your suite sanitized, we do have companies that we can call but that would be at the tenant's expense. Please let us know and we can make all arrangements.**

If you have any additional questions, please let us know. Hope you have a great weekend and stay safe and healthy!

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From: Homeyer, Laura <Laura.Homeyer@captrust.com>
Sent: Friday, May 22, 2020 1:55 PM
To: Denise Armstrong <dearmstrong@mckinley.com>
Subject: Captrust - COVID-19 Return to the Workplace

Hi Denise,

I work at Captrust in Facilities at the corporate office and I'm reaching out to obtain some additional information 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 so we 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?

1. The updated janitorial specifications to address your cleaning schedule and what products are being used.
2. Confirm that frequent and visible cleaning of high touch areas such as door handles, elevator panels, kitchens and restrooms will occur.
3. If an employee is diagnosed with COVID-19, do you have a company who we can engage to fully disinfect and sanitize our suite and any common areas that are required?

Thank you very much for your assistance here!

With kind regards,

Laura Homeyer

Senior Facilities Consultant | Business Operations Group

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