

WORK | SECURE | CLEAN | SAFE

# OUR PREPARATIONS FOR **YOUR SAFE RETURN TO THE OFFICE**



## We are in this Together

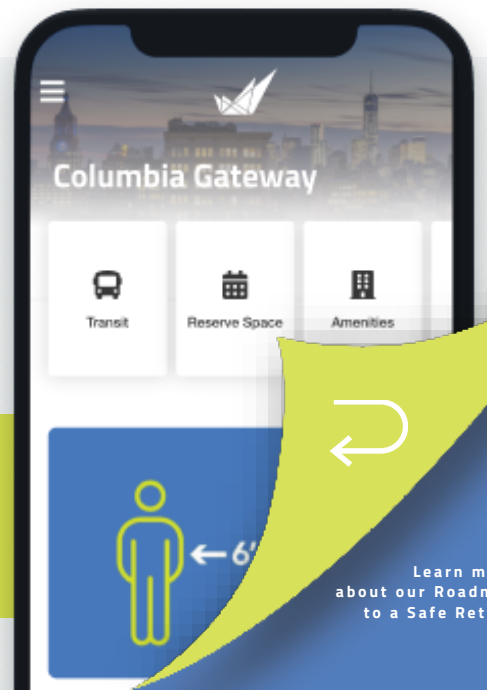
We have been working cohesively and continuously to prepare for your return to your office building. Your Columbia Property Trust property management team has worked closely with engineering, janitorial, and other service providers as needed to ensure our plan and protocols are comprehensive, covering needs at every point of interaction within the building.



Columbia Property Trust has developed procedures aligned with CDC-recommended protocols, to prevent the spread of viruses and respiratory diseases, and we remain committed to providing transparent and timely communications to our tenants, team members, suppliers, and service providers.

Find more information and our latest updates on our app, Columbia Gateway.

**DOWNLOAD TODAY!**



Learn more  
about our Roadmap  
to a Safe Return

## ROADMAP TO A SAFE RETURN

### Cleaning

- CDC-recommended cleaning and disinfecting products used to prevent the spread of virus and respiratory diseases
- Increased cleaning of frequency “touch points” and common areas, such as lobbies, restrooms, elevators, stairwells and parking garage

### Security

- Touchless visitor check-in procedure instituted
- Disinfectant wipes, and/or cleaners provided at security checkpoints

### Elevators

- Bi-Polar ionization or other technologies installed to improve indoor air quality in elevator cabs

### Communication

- Early and often
- Listening to tenants’ needs and concerns
- Confirmed case response protocol

### A more “hands-free” building

- Touchless building access and visitor registration
- Hand sanitizer available

### Maintenance

- HVAC filters replaced, systems and equipment “flushed” (by running maximum outdoor air), and coils disinfected prior to tenants’ return
- Bi-Polar Ionization or other technologies installed to improve indoor air quality
- Building water tanks drained and cleaned (where applicable) prior to tenants’ return
- Water systems regularly exercised

## BUILDING COMMON AREAS

### Throughout the building:

- Safety signage installed:
  - Based on CDC health and safety guidelines
  - Includes reminders about hand washing and staying home when ill
- Hand sanitizer stands installed in common areas where applicable

### Parking:

- For parking garages, touchless access and mobile payments instituted
- If valet parking is utilized, protocols updated
- Enhanced cleaning of entry doors and other touch points in garages

### Loading Docks and Delivery Areas:

- Mask and nitrile gloves required

## CONFIRMED CASE RESPONSE PROTOCOL

### In the event of a confirmed report of COVID-19 at the building:

- Tenant contacts will be notified by email.
- If infected person is a tenant team member, contractor, or visitor, we will work with the tenant to facilitate disinfection of all visited areas.
- If infected person is a member of the property management team or service providers, we will disinfect work area(s) and all common areas visited.
- Please note that personal or individually identifying information about any infected person will not be disclosed.