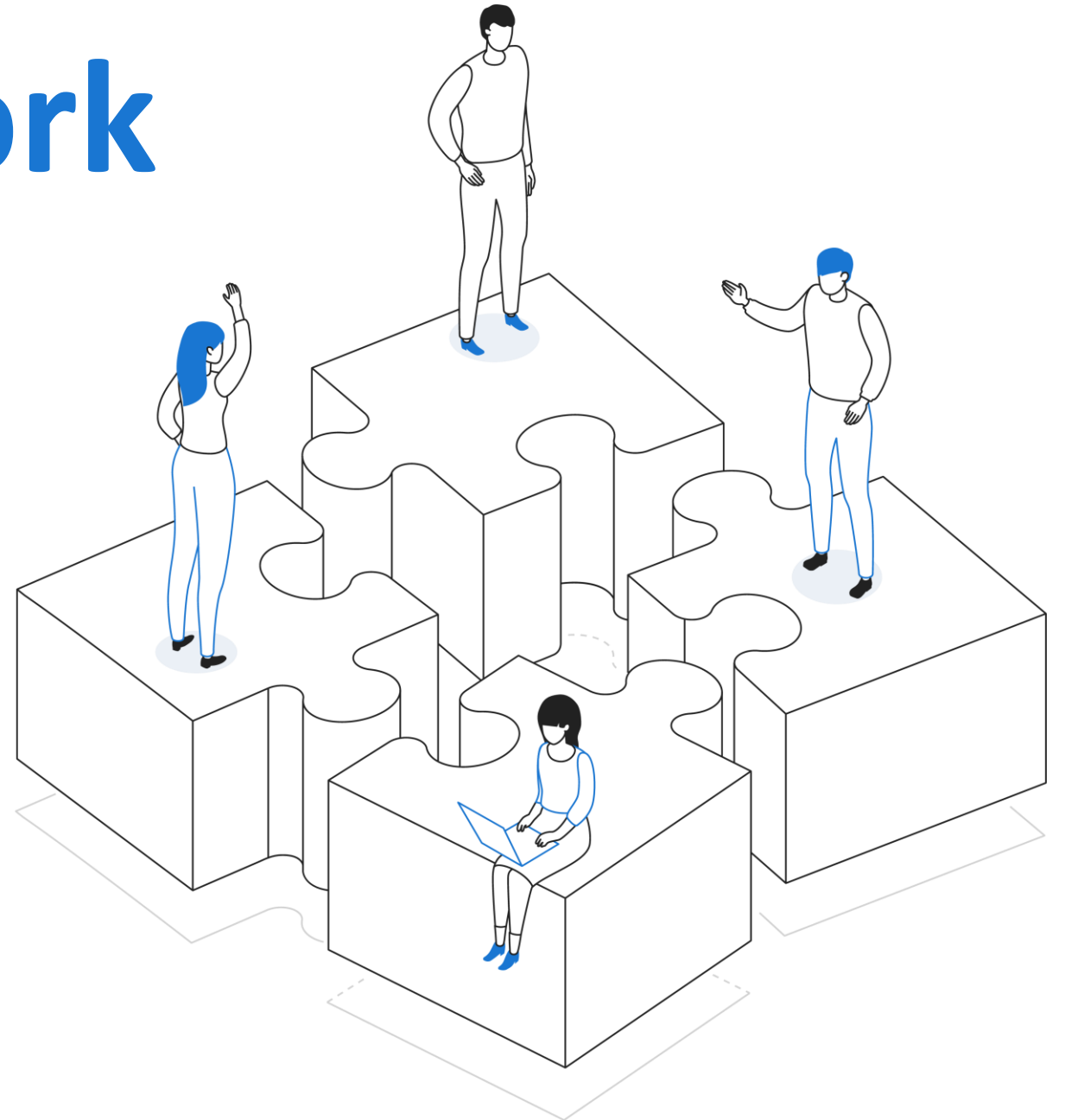


Return-to-Work Guide for Employees

ACCESS
PROPERTY MANAGEMENT



Welcome back!

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to company policies and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

What We Are Doing:

- We ask that all employees entering our buildings self-screen for any potential respiratory symptoms and take your body temperature daily as a precautionary measure to reduce the spread of COVID-19.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs and social distancing.
- Business days have been modified to allow for staggered work shifts to reduce the number of people in the building at one time.
- Workspace layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Business travel remains restricted to essential travel only.



What You Can Do:

- Stay home if you are sick or experiencing potential symptoms of COVID-19.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering or a mask in all public areas and when walking around the office.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



Frequently Asked Questions



Can I continue to work from home?

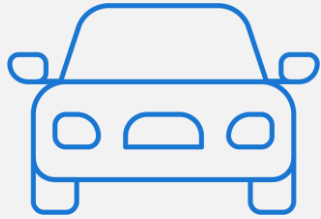
We expect all employees to report to work at our business location according to the schedule implemented by your Manager, unless there is a legitimate reason for continued telework, such as an employee with a compromised immune system or caregiving responsibilities that prevent the employee from returning to the workplace temporarily. You should discuss your specific circumstances with your manager.



Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee self-screenings, social distancing practices, staggered work schedules and workspace rearrangements to keep our workplace healthy.

Frequently Asked Questions, cont.



What if I cannot get to work?

It is likely that some employees will have to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. You should take steps now to identify all potential options for a safe commute, such as using a personal vehicle or ride-share services. If you have difficulty with transportation to work, please discuss this with your manager.



How will staggered work schedules impact me?

We will stagger the work schedules to reduce the number of people at the office at the same time as needed. For example, if a safe social distance cannot be maintained between employee workspaces, certain employees may work on certain days instead of everyone reporting into the office on the same day at the same time. Your manager will discuss a schedule that works for you with you.

Frequently Asked Questions, cont.



Do I have to answer medical questions when reporting to work?

Employees will not be required to answer questions regarding COVID-19 symptoms before entering our buildings. However, we ask that employees self-screen for any potential respiratory symptoms and take his/her body temperature regularly as a precautionary measure to reduce the spread of COVID-19. All employees must immediately report any illness or potential contact with a person diagnosed with coronavirus.



What should I do if I feel sick?

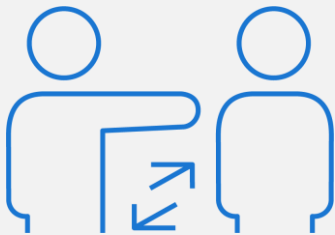
Employees who feel ill should notify their manager per the company policy and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately. Employees can utilize accrued paid-time-off hours and/or other paid leave that may be available. Contact Meredith Graham in Human Resources for more information on available paid time off.

Frequently Asked Questions, cont.



Do I have to wear a mask at work?

Employees must wear a mask in all public areas and when walking around the building. Employees should bring a mask with them to the office. Let your Supervisor or Human Resources know if they do not have a mask and one will be provided for you. Face coverings do not need to be worn in your individual workspace or private office. If you have a medical condition that restricts you from wearing a mask, please speak with Meredith Graham in Human Resources.



Will we continue to have in-person meetings?

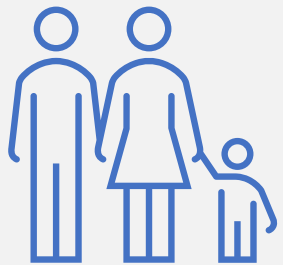
In order to promote social distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your manager can provide you with guidance specific to your role.

Frequently Asked Questions, cont.



How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will be sent home and asked to telework for 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.



What if I cannot work or telework due to caring for my child or family member?

The Families First Coronavirus Response Act is in place to assist employees affected by the COVID-19 outbreak with job-protected leave and pay. Please reach out to Meredith Graham in Human Resources for more information and discuss eligibility.

Changes You May See at Work

In the months to come, we will continually be monitoring the pandemic circumstances and will implement any necessary changes needed to keep our workplace safe going forward.

