

AdvantEdge Workspaces

COVID-19 Exposure Prevention, Preparedness, and Response Plan

Tenant Frequently Asked Questions

What are we expected to do before/when coming to work?

Among other things (explained below):

- DO NOT COME TO WORK if you are, or suspected to be, sick with COVID-19
- Maintain SOCIAL DISTANCES (at least six feet) from others at all times
- WEAR A FACE COVERING when entering the building and in all common areas

What is AdvantEdge doing to protect us from exposure to COVID-19?

AdvantEdge takes the health and safety of our employees and tenants very seriously. Since the start of the pandemic, we have been teleconferencing regularly to determine how we can reopen in the safest way possible. To that end, after numerous discussions with building management, commercial architects, and others knowledgeable about safety and our work space, and, after carefully analyzing the feedback received from our tenants as well as CDC, OSHA, and other applicable state/local guidance, we have developed a thorough set of new COVID-19 related health and safety requirements, as documented in our COVID-19 Exposure Prevention, Preparedness, and Response Plan (attached).

What is AdvantEdge requiring its employees to do with respect to COVID-19 health and safety when they come back to work?

As detailed in our COVID-19 Exposure Prevention, Preparedness, and Response Plan, AdvantEdge employees will be required to follow a number of new measures, including, but not limited to: conduct daily health screenings to ensure no employee sick with COVID-19 comes to work; adhere to strict social distancing measures (maintaining six feet of separation from others); frequently wash their hands and refrain from touching their face; follow proper respiratory etiquette; frequently clean and disinfect the work space with an emphasis on high-touch areas; and wear face coverings throughout the work day.

What other COVID-19 related health and safety measures has AdvantEdge put in place?

As detailed in our COVID-19 Exposure Prevention, Preparedness, and Response Plan, AdvantEdge has implemented a number of new measures, including, but not limited to: installed plexiglass barriers to increase physical space between people; closed off or limited the number of people allowed in certain areas such as conference rooms and kitchen spaces; posted signage throughout the workspace regarding social distancing, proper hygiene, face coverings, etc.; implemented rigorous workplace cleaning schedules; and developed emergency safety procedures in case an employee gets sick at work.

What can we do to protect ourselves and our employees?

Follow our COVID-19 Exposure Prevention, Preparedness, and Response Plan, or develop a similar plan and implement it! AdvantEdge has worked hard to develop policies and procedures to keep us all safe. We need you to do the same. AdvantEdge expects each tenant to implement our COVID-19 Exposure Prevention, Preparedness, and Response Plan or one similar to it, especially as it relates to social distancing, proper hygiene, frequent cleaning/disinfecting, and face coverings. These are small things that the CDC and OSHA have said we can do that make a big difference with respect to COVID-19 transmission. If you need any help, we are more than happy to assist. Thank you for keeping our AdvantEdge community healthy and safe!

Acknowledgement

I acknowledge that I have received a copy of the AdvantEdge Workspaces COVID-19 Exposure Prevention, Preparedness, and Response Plan (the “Plan”) and associated Tenant Frequently Asked Questions. I understand and acknowledge that it is my responsibility to review the Plan and to familiarize myself with the policies and procedures contained in the Plan. I agree to abide by all policies and procedures contained in the Plan, or develop and implement policies and procedures that are substantially similar.

I further understand and acknowledge that AdvantEdge Workspaces reserves the right to add, delete, or change any or all portion of the Plan at any time, with or without notice.

Printed Name

Tenant Signature

Date