

AdvantEdge Workspaces

COVID-19 Exposure Prevention, Preparedness, and Response Plan

AdvantEdge (“AdvantEdge” or “Company”) takes the health and safety of our employees very seriously. With the community spread of the respiratory disease SARS-CoV-2 (“Coronavirus” or “COVID-19”), we all must remain vigilant in mitigating the outbreak. The purpose of this COVID-19 Exposure Prevention, Preparedness, and Response Plan (the “Plan”) is to outline the steps that we can all take to reduce the risk of exposure to COVID-19 in our Chevy Chase Pavilion workplace. The Plan describes practices to prevent employee exposure to COVID-19, protective measures to be taken in the workplace, protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and an action plan if an AdvantEdge employee becomes sick with COVID-19. This Plan was tailored to AdvantEdge work activities, is based on currently available information from CDC and OSHA and is subject to change based on further information provided by CDC, OSHA, and/or other public health officials. The Company may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

_____, Client Services Coordinator is responsible for implementing this Plan. All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Supervisors must set a good example by following policies and procedures contained in this Plan at all times. This includes but is not limited to also practicing good hygiene and following workplace safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees and are responsible for regularly evaluating the workplace for compliance with the Plan and documenting and correcting any deficiencies identified.

II. Responsibilities of Employees

We are asking every one of our employees to help with our prevention efforts while at work. As set forth below, the Company has instituted various housekeeping, social distancing, and other engineering, administrative and work practice controls at our workspaces. Employees must follow the policies, procedures, and controls outlined in this Plan, which will be communicated through training, information, and/or other means. Employees are also required to report to their supervisors if they are experiencing signs or symptoms of COVID-19, as described below.

If you have a specific question about this Plan or COVID-19, ask your supervisor. If s/he cannot answer the question, please contact Penney Lagos, Senior Vice President, (202) 466-0515 & penney@advantedgebc.com.

OSHA and CDC have recommended the following control and preventive measures to all employees, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds.
- When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your face, especially eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Frequently clean and disinfect surfaces, especially high-touch areas in your workplace.
- Practice social distancing by maintaining distance (at least 6 feet) from others when possible and avoid close contact with people who are sick with COVID-19.
- Wear a face covering, especially where social distances are hard to maintain.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- Fever at or above 100.4°F/38°C.
- Coughing.
- Shortness of breath or difficulty breathing; and
- Impaired sense of smell and taste.

If you are sick with or develop symptoms of COVID-19, DO NOT REPORT TO WORK AND NOTIFY YOUR SUPERVISOR. We also recommend that you call your healthcare provider right away.

III. Workplace Preventive & Protective Measures

The Company has conducted a thorough hazard assessment of the workplace to identify potential workplace hazards related to COVID-19, and instituted the following preventive and protective measures:

Telework

To the greatest extent possible, employees will work from home. Only those employees who cannot perform their job duties from home or are otherwise deemed essential will report to work.

Returning to Work

AdvantEdge is complying with DC regulations regarding reopening. The workplace may not reopen until local regulatory permission is available. Where local and other applicable requirements are more stringent or protective than this Plan, those requirements should be followed.

Engineering Controls

The Company seeks to implement, to the greatest extent possible, feasible engineering controls, including, but not limited to:

- Removing personal cooling fans from the workplace to reduce the potential spread of any airborne or aerosolized viruses, while taking into account any potential heat hazards that might be created.
- Installing physical barriers (e.g., clear plastic sneeze guards) between workstations or areas where multiple people will need to be present at the same time (e.g., reception areas).
- Creating new/different work areas (e.g., adding space between workstations).
- Modifying the workplace to minimize potential exposure to the virus (e.g., rearranging reception or other communal seating area chairs by turning, draping, spacing, or removing chairs, modifying work tasks).

Signage

Signs will be posted at the entrance of each of AdvantEdge's suites directing all potential occupants that no entry is permitted if they have tested positive for COVID-19 without meeting the CDC's criteria for discontinuing home isolation or have any COVID-19 symptoms.

Signs will be posted throughout the workplace reminding occupants to follow the preventative and protective measures in this Plan, including, but not limited to: maintaining a minimum 6-foot distance from one another; using proper hand hygiene; following proper sneezing and coughing etiquette; not touching your face; not shaking hands or engaging in any unnecessary physical contact; and following CDC's recommendation to wear face coverings where safe social distancing measures are difficult to maintain.

All signs will be easy to read and understand.

Pre-Entry Health Screening

Employees should perform personal temperature checks from home every day before coming to work. If an employee has a temperature above 99.5°F, s/he must notify his or her supervisor and not come to work. The same is true of COVID-19 positive tests and symptoms. Any employee who is experiencing COVID-symptoms, or who receives a COVID-19 positive test, notify his or her supervisor and not come to work. Additionally, anyone who has had close contact (within 6 feet) for a prolonged period of time (more than 10 minutes) with someone who has tested positive for COVID-19 or was showing symptoms of COVID-19 must notify his or her supervisor and not come to work. Employees should ask themselves the following health screening questions:

- In the last 14 calendar days (or, since I last came to work), have I had any of the following:
 - A new fever (99.5°F or higher), or a sense of having a fever?
 - A new cough that I cannot attribute to another health condition?
 - New shortness of breath or difficulty breathing that I cannot attribute to another health condition?
 - A new sore throat that I cannot attribute to another health condition?
 - New chills or repeated shaking with chills that I cannot attribute to another health condition?
 - New muscle aches (myalgias) that I cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
 - A new headache that I cannot attribute to another health condition?
 - New loss of taste or smell that I cannot attribute to another health condition?
 - Been tested to determine whether I am COVID-19 positive?

- If YES, was test result positive for COVID-19?
 - Have I had contact with someone who has tested positive for COVID-19?
 - Have I had contact with someone who has symptoms of COVID-19?
 - Do I *currently* have any COVID-19 symptoms, such as fever, chills, cough, sore throat, or shortness of breath?

Employees found to be in violation of this policy are subject to discipline.

Social Distancing

AdvantEdge is directing employees, and other workplace occupants to the extent possible, to avoid physical contact with each other and to increase personal space to at least six (6) feet, where possible. Social distancing measures are encouraged by the following actions:

- Encouraging single-file movement with a 6-foot distance between people, if possible.
- Closing or limiting entry to and seating in kitchens, lounge areas, conference rooms, etc. to reflect social distancing practices.
- Encouraging employees to take lunch/breaks outside if permitted.
- Prohibiting gatherings or meetings where social distances cannot be maintained. To the extent possible, employee meetings will be conducted by telephone. If a meeting must be conducted in person, it will be held in a large room so that employees may maintain adequate social distance from each other and will be kept as short as possible.
- Keeping doors open, without compromising security or privacy, to avoid having people congregate at doors.
- Arranging for contactless delivery of food/drink, goods, pickup, and/or payment options whenever practical.
- Encouraging employees to avoid public transportation or ride sharing, if possible. If these are used, employees must wash their hands as soon as possible after their trip.

Individual Hygiene and Education

Management will regularly educate employees about how they can protect themselves and reduce the spread of COVID-19:

- Wash your hands often with soap and water for at least 20 seconds and/or use hand sanitizer with at least 60% alcohol.
 - The Company will build additional short breaks into staff schedules to increase how often staff can wash their hands with soap and water or use hand sanitizers with at least 60% alcohol.
 - Hand sanitizer dispensers (to the greatest extent possible, touch-free) are located throughout the building with additional emphasis on high traffic areas.
- Avoid touching your face, particularly eyes, nose or mouth, with unwashed hands.
- Cough or sneeze into your elbow or tissue then throw the tissue away. Tissues will be provided in isolated locations to facilitate use and respect social distances.
- Discard dirty items (e.g., tissues, worn face coverings, etc.) into trash receptacles (which, to the greatest extent possible, will be no-touch).
- Clean and disinfect frequently touched objects and surfaces using regular household cleaning spray or wipes. Disinfect in accordance with manufacturer instructions. The Company will provide cleaning products to encourage frequent cleaning, especially near high-touch surfaces and objects (e.g., in the kitchen, by the restroom, etc.).

- Keep internal doors open, without compromising security or privacy, to limit the touching of handles.
- Stay at your assigned workstation throughout the day as much as possible. Close off or clean your area anytime you leave.
- Do not share equipment or other items (e.g., pens, computers, phones, etc.) without cleaning and disinfecting prior to each use. It is better to designate equipment as your own and clean and disinfect frequently, at least before and after your shift, than to share.

Face Coverings

Each employee is required to wear a face covering throughout the workday. The Company has provided all employees with reusable face coverings, and, to the extent possible, disposable face coverings are available upon request. Alternatively, employees may bring their own face coverings to work and are encouraged to refer to CDC guidance on how to make your own face covering. Employees are also encouraged to follow CDC's recommendation to wear face coverings in public settings outside of work where social distancing measures are difficult to maintain.

Note: A facial covering does not take place of practicing social distancing or proper hygiene. Social distancing and proper hygiene practices are still the best ways to prevent the spread of the virus.

Note: Face coverings are not surgical masks or respirators.

Workplace Cleaning and Disinfecting

The Company has instituted regular and frequent housekeeping practices to frequently clean and disinfect frequently used items, equipment and work surfaces, and other high-touch areas of the work environment (e.g., buttons, keyboards, light switches, door handles, microwave and refrigerator handles, touchpads, sink handles, physical barriers, printers/copiers, drinking fountains, etc.), where possible. Employees should regularly do the same in their own assigned work areas, at least six times a day (about once every hour). AdvantEdge will provide cleaning/disinfecting supplies for frequent cleaning, especially where high-touch objects are located (e.g., in the kitchen). Disinfectants must be used in accordance with manufacturing labels.

If an employee or tenant in the workplace becomes, or reports being sick with, or has tested positive for, COVID-19, AdvantEdge will work with the building to immediately close off areas that had been used for a prolonged period (more than 10 minutes) by the infected employee or tenant, waiting 24 hours (or, if not feasible, for as long as possible) before deep cleaning and disinfecting to minimize potential for other employees and tenants being exposed to respiratory droplets. The Company will follow CDC cleaning and disinfection recommendations. If it has been 7 days or more since the employee or tenant sick with COVID-19 worked at the workplace, additional cleaning and disinfection is not necessary; the Company will continue routinely cleaning and disinfecting all high-touch surfaces in the workplace.

Communications or postings will be developed and implemented to show cleaning schedules and which areas have been cleaned.

Information

Employees will be provided with information (e.g., through regular emails) regarding COVID-19, how to prevent it from spreading, and how to protect themselves.

Travel

All employees should take additional preparations prior to any travel, including checking CDC's travel health notices for the latest guidance and recommendations. Employees should monitor state and local travel restrictions and guidance for the areas of travel, and possible restrictions for return from those locations. Should employees travel in a manner deemed high-risk, they will be required, once they return, to work from home for a period to be decided upon with their supervisor in accordance with CDC and state/local guidelines.

IV. Workplace Exposure Situations

Employee Exhibiting COVID-19 Symptoms

Employees who exhibit COVID-19 symptoms when they arrive at work or become sick with COVID-19 during the day should immediately be separated from others and be sent home or sent directly to the local emergency room based on the severity of the symptoms. Employees who develop COVID-19 symptoms outside of work should notify their supervisor and stay home.

Employees sick with COVID-19 should follow CDC-recommended steps. This includes staying home, separating yourself from other people, monitoring symptoms, wearing a face covering over your nose and mouth if you must be around other people or animals, covering your coughs and sneezes, cleaning your hands often, not sharing personal household items, and cleaning all high touch surfaces every day. Employees should not return to work until they have met the criteria to discontinue home isolation (below) and have consulted with a healthcare provider and state or local health department.

For people with COVID-19 under isolation, options to discontinue home isolation include: (1) symptom-based strategy; or (2) test-based strategy:

1. Symptom-based strategy. Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - a. At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
 - b. At least 10 days have passed *since symptoms first appeared*.
2. Test-based strategy. Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - a. Resolution of fever **without** the use of fever-reducing medications; **and**
 - b. Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
 - c. Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens). *Note:* All test results should be final before isolation is ended.

When an employee has been identified as being ill with COVID-19 like symptoms, the Company will conduct a screening procedure based on CDC recommendations to identify any close contacts that may be at risk of being infected. The areas in which the employee was present will be immediately closed off and deep cleaning will be conducted in accordance with the directions provided in this Plan.

Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be isolated and directed to self-quarantine away from work.

For those who have not experienced COVID-19 symptoms, options to discontinue home isolation include: (1) time-based strategy; and (2) test-based strategy.

1. Time-based strategy. Persons with laboratory-confirmed COVID-19 who have not had **any** symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - a. At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used.
2. Test-based strategy. Persons with laboratory-confirmed COVID-19 who have not had **any** symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - a. Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens). *Note:* All test results should be final before isolation is ended.

If an employee tests positive for COVID-19, inquiry must be made as to the areas in which the employee was present to immediately close off those areas and deep clean them in accordance with the directions provided in this Plan. The Company will conduct an investigation into coworkers that may have had close contact with the COVID-19 confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. The Company will also provide notice about potential close contact in accordance with this Plan.

Employee Has Close Contact with a Confirmed COVID-19 Infected Individual

An employee that has come into close contact with a confirmed-positive COVID-19 individual (coworker or otherwise) must report this to his or her supervisor immediately. The employee will be isolated and directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time (more than 10 minutes). The employee will work from home.

Employees that have come into close contact with a confirmed-positive COVID-19 individual should monitor symptoms during self-quarantine and continue with everyday performance of basic hygiene and self-observation. If the employee develops symptoms of COVID-19 (e.g., cough, difficulty breathing, or a fever), he/she should contact his/her health care provider. Employees experiencing symptoms of COVID-19 will not be permitted to return to work.

Note: Employees with no identifiable/low risk (those who did not work directly with the confirmed case employee) and no symptoms of COVID-19 should continue with everyday preventive actions of basic hygiene and self-observation, particularly over the first six (6) days. Practice social distancing, hand washing, and proper cough/cold etiquette. If the employee does experience mild, moderate, or severe symptoms of COVID-19, the employee must report them immediately to his/her supervisor and stay home.

V. Sick Leave

The Company is aware that absenteeism is likely to rise during this time. More employees may need to stay at home to care for sick children or other sick family members than would otherwise be normal. The Company will ensure sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies. Incentive programs will be modified if warranted so that employees are not penalized for taking sick leave if they have COVID-19. We understand that healthcare provider offices and medical facilities may be extremely busy and, (other than as required under the Families First Coronavirus Response Act or other applicable state/local laws) in accordance with CDC recommendations, will not require a COVID-19 test result or a healthcare provider's note for employees who are sick with COVID-19 to validate their COVID-19 illness, qualify for sick leave, or to return to work.

VI. Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. The Company reserves the right to inform other employees or tenants that a coworker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees or tenants might have been exposed to the disease so the employees or tenants may take measures to protect their own health.

VII. No Retaliation

In accordance with Section 11(c) of the Occupational Safety and Health Act of 1970 (29 USC 660(c)) and OSHA's Whistleblower Protection Program, the Company will not retaliate against any employee for raising concerns about safety and health conditions. If you have a concern, we encourage you to see your supervisor or Penney Lagos, Senior Vice President, (202) 466-0515 & penney@advantagedgebc.com.

Acknowledgement

I acknowledge that I have received a copy of the AdvantEdge Workspaces COVID-19 Exposure Prevention, Preparedness, and Response Plan (the “Plan”). 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 acknowledge that I had an opportunity to ask questions about the Plan and its contents, and understand that if I have any further questions, I am to discuss them with my supervisor. I agree to abide by all policies and procedures contained in the Plan.

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

Employee Signature

Date