



# Property Health & Wellness

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Ten Almaden is committed to providing a healthy work environment that successfully supports the business objectives of our tenants.

In preparation for your employees re-entering the workplace, we have prepared the following overview to better understand measures being taken at Ten Almaden. We look forward to working with you in the coming days and weeks to ensure a smooth reopening process for your employees.

## Filtration Related

*What measures has the building implemented to provide cleaner air?*

- Upgraded filters**  
Upgraded existing filters to MERV-13 to block 98% of pollutants from the air and capture pollen, fine dust, bacteria, viruses and more.
- Increase Air Flow**  
Maximize outside air coming into the building and exhaust leaving the building.
- Manage Humidity Levels**  
Building humidity levels are maintained between 40% and 60%.
- Fan Scheduling**  
Modified building fan schedules to allow for a purge sequence during non-business hours.

## Access Related

*Will there be protocols in place to manage the visitors to the building?*

- Key Card Implementation**  
Lobby doors and elevators are key card access only.
- Monitoring Occupancy**  
Daily occupancy is monitored and reported by security officers.
- Controlled Foot Traffic**  
Lobby doors are designated specifically for entry and exit to control foot traffic pattern.
- Stairwell Access**  
Stairwell doors have remained locked to avoid unauthorized individuals from entering the building.

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## Social Distancing Related

*How is the building encouraging social distancing in common areas?*

- Covid-19 Protocol Signage**  
 In addition to social distance protocol signage posted at every lobby entrance, signage is displayed dictating occupancy limits in areas throughout the property and floor markers are located in gathering areas such as the elevator lobby, security desk, pay on foot station and property management office.
- Elevators Occupancy**  
 Elevator cab occupancy is limited to meet local and state health laws. If signs or floor markers do not clearly indicate occupancy rules, please ask property management or security for help.
- Face Mask**  
 Personal Protective Equipment (PPE) is required of all Property Management staff and vendors while in areas where social distancing cannot safely be implemented as well as when entering a tenant's leased premises.

Mandate currently requires all visitors to wear PPE while in the common areas of the building and in their leased premises. We do not conduct temperature screens or contact tracing of employees of tenants or their guests. In the event a tenant or visitor does not have a mask, the security desks are stocked with extra face masks to distribute.
- Germ Shields**  
 Clear germ shields have been placed near the security desk.
- Restricted Use of Conference Rooms, Training Centers and Tenant Lounge**  
 These areas will remain closed until health authorities have deemed them usable. Once re-opened, conference room & training center meetings will be limited to 2 scheduled meetings per day. The rooms will be sanitized in between meetings using an electrostatic sprayer.
- Controlled Access of Foot Traffic**  
 Lobby doors and elevators are card access only.

## Cleaning Related

*What steps is the building taking to ensure clean common areas?*

- Cleaning Methods**  
 All janitorial team members are trained on proper disinfecting practices and chemicals used to meet the requirements provided by the CDC and WHO.

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- High Touchpoint Areas**  
The increased cleaning frequency of high-touch surfaces such as handles, bathrooms, touchscreens, door pushes and pulls will be maintained at the higher frequency schedule.
- Trained Staff and Service Partners**  
Building staff and service partners have proper PPE and training to be safe while working within building. Additionally, all vendors operating on the premises are required to submit a COVID-19 operating procedure and employ CDC-recommended practices for ensuring the health and safety of their employees.
- Prepared for Advanced Cleaning**  
Cleaning partners are on standby to provide advanced cleaning for any COVID-19 related concerns.

## Communication Related

*Will the building be providing any form of communications to the tenants?*

- Ground Floor Communication**  
Security officers are prepared to provide information and face mask to tenants and visitors of the building.
- Property Management Interaction**  
In addition to a comprehensive building readiness guide that was sent prior to re-occupancy, the property management staff will be providing regular email updates to create a feeling of inclusion and are assisting tenants as they plan their internal social distance program.
- Ongoing Building Specific Questions**  
Engineering teams are meeting with tenants on-site and virtually to discuss building readiness and answer questions.
- Flexibility to Situation**  
To provide tenants with the best moment-to-moment service, the property management team has positioned itself to be flexible to the day-to-day concerns tenants have. Pivoting and providing clear communications to address the situation.