



# VENDOR ADVISORY


## Returning to Workplace - COVID-19 May 19, 2020

As QuadReal makes plans to slowly bring back our tenants and their teams to their workplaces, we are happy to also welcome back our valued vendors to the property. While it has been a challenging time, we are grateful for your ongoing partnership. To ensure the safety of everyone, we will need your continued co-operation and support. We can't do it without you.

QuadReal has developed a comprehensive return to workplace policy that will take effect immediately. All property personnel, contractors and service providers working at the property are required to:

- Wear a mask when in public areas or tenants' premises. Access will be denied to anyone not wearing one. Contractors and service providers need to provide their own masks. Additional PPE is to be worn at the discretion of each contractor or service provider.
- Always maintain physical distancing (2 m/6 ft) when you are working at the property.
- Ensure you abide with any rules around elevator capacity restrictions etc. You will see these guidelines on posters and floor decals.
- Consistently practice good hygiene etiquette by frequently washing hands and/or using hand sanitizer.
- QuadReal employees are required to participate in any health screening protocols conducted by tenants in order to access their premises. We request that vendors also agree to participate.

As a responsible landlord, QuadReal is committed to also doing our part to keep everyone safe. To continue to help reduce the spread, we are continuing our increased cleaning and disinfecting of frequently touched hard surfaces in common areas. We also continue to activate QuadReal's Business Continuity Plan that includes the following measures:

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- QuadReal has an updated sick leave policy that requires employees to stay home when unwell.
  - QuadReal employees are required to take their temperature reading before leaving home for work. Personal thermometers will be provided to employees who need them. If a fever is detected, the employee is required to stay home.
  - QuadReal employees who have travelled overseas are required to self-quarantine for 14 days before returning to work.
  - All QuadReal business travel is restricted at this time.

We will continue to provide updates as they become available. In the meanwhile, if you have questions, please contact a member of your QuadReal Property Management team.