

# C.A.R.E.S.

## Basin Street looks forward to welcoming you back to the office.

We would like to share with you our plan for providing a safer and cleaner environment as we emerge from the shelter-in-place and stay-at-home directives and ordinances.

During this unprecedented time, we continue to follow best practices and protocols as set forth by the leading health organizations. Many resources required to adhere to these best practices are limited due to the prioritization of hospitals, healthcare workers and first responders. We are working closely with our network of vendors to obtain and replenish these supplies on an ongoing basis.

In conjunction with these efforts, we are introducing our C.A.R.E.S. Initiative to support our tenants as employees re-enter the workplace and guests visit our buildings. The following five areas of focus will allow us to work together to provide a safer environment and help preserve employee well-being.



### Clean Hands

- ◆ Use signage to remind employees and guests of hand washing protocols.
- ◆ Place hand sanitizer or wipes in common areas.
- ◆ Enhanced cleaning protocols for evening janitors and day porters with focus on high touch areas.



### Air Systems

- ◆ Manage HVAC systems to ensure industry standard fresh air ventilation.
- ◆ Routinely perform maintenance using quality products and review the systems in a holistic fashion for efficiency and performance.
- ◆ Basin Street has sourced disposable masks that will be allocated, as needed and upon request, to our tenants through our property management offices while supplies last.



### Restroom Etiquette

- ◆ Signage at restroom entries to encourage limited occupancy and remind employees and guests of social distancing protocols.
- ◆ Signage in restrooms for handwashing protocols.



### Elevator Protocol

- ◆ Use signage to remind employees and guests of social distancing protocols as it pertains to elevator cabs as an enclosed space.
- ◆ Encourage stair access where appropriate.



### Safe Distance

- ◆ Reduce or rearrange seating in common areas where possible to encourage social distancing.
- ◆ Keep shared amenities such as fitness centers, café dining areas, shared bikes and conference rooms closed until further notice.
- ◆ Use signage to remind employees and guests of safe distancing protocols.

*Our strategies and communication will evolve as we evaluate changing conditions and the effectiveness of protocols and procedures. As you begin to plan the protocols for your business and employees, we encourage you to share your thoughts and ideas with us.*

*We believe in American resilience and ingenuity, and we are grateful to have an exceptional group of tenants that we can serve and help thrive again.*

**TOGETHER**  
we hope to emerge from this stronger than we were before.