

**Building Preparedness Plan for COVID-19**  
8182 Maryland Ave and 8235 Forsyth Blvd

**To: All Tenants**

As you have heard, St. Louis County officials are working on a plan that would allow for the gradual reopening of businesses in the coming weeks. In anticipation of such an announcement, Crest Management is implementing this Building Preparedness Plan to mitigate the potential transmission of COVID-19 in the buildings. The effectiveness of this Plan heavily depends on the full cooperation of the building staff, tenants and their employees, visitors and outside contractors.

The Building Preparedness Plan is based on the current recommendations of local, state and federal agencies. We will continue to monitor guidance from the Centers for Disease Control and Prevention and other government agencies and update this Plan accordingly. Many of the items included in this Plan will be implemented over the next 2 weeks.

**Tenants' Responsibilities**

- The CDC and the St. Louis County Department of Health recommends the regular use of facemasks in public spaces. ***Please ask your employees and contractors to use facemasks while working in or traveling through common areas in the office buildings and parking garage.***
- All tenants should develop return-to-work guidelines and infection prevention measures in the workplace. For your reference, please find attached hereto a copy of St. Louis County's guidelines for re-opening of businesses.
- Tenants should immediately inform Crest Management of potentially infectious individuals or individuals that have tested positive for COVID-19. Please be prepared to provide the individual's pathway activity in the buildings and parking garage for the preceding 7 days.
- At tenant's cost, Crest Management can facilitate additional cleanings or disinfection treatments for a tenant's premises.
- As a courtesy to all tenants, please utilize the bathrooms on the floor where your suite is located.

**Modifications to pedestrian traffic flow in both office buildings**

- **8235 Forsyth (Merrill Lynch Centre)**
  - Elevators will be limited to 2 people per cab to promote proper social distancing.
  - Queue signs will be placed on the floor of elevator lobbies to reinforce social distancing as tenants wait for elevators.
  - Cargo elevator will be restricted to maintenance personnel or contractors. No exceptions.
  - Tenants will be allowed to enter/exit the building through the designated single doors on the Forsyth Blvd side of the building and through the parking garage lobby or parking garage elevators.
  - Stairwells will be restricted to single direction. North stairwell is for "up" traffic and south stairwell is for "down" traffic. These restrictions will help to promote proper social distancing.

- **8182 Maryland Ave (Regions Centre)**

- Elevators will be limited to 2 people per cab to promote proper social distancing.
- Queue signs will be placed on the floor of elevator lobbies to reinforce social distancing as tenants wait for elevators.
- Cargo elevator will be restricted to maintenance personnel or contractors. No exceptions.
- Tenants will be allowed to enter and exit the building through the designated single doors on the Maryland Avenue side of the building and through the parking garage lobby or parking garage elevators.
- Stairwells will be restricted to a single direction. The west stairwell is for “up” traffic and the east stairwell is for “down” traffic. These restrictions will help to promote proper social distancing.

- **Parking Garage**

- Parking garage elevators will be limited to 2 people per cab to promote proper social distancing.
- The elevator for P1 and P2 parking garage levels will be limited to one person to promote proper social distancing.
- Lines will be placed on the steps in the parking garage stairwells to create safer traffic. Please be respectful of individuals who may be moving in the opposite direction.
- Queue signs will be placed on the floor of elevator lobbies to reinforce social distancing as tenants wait for elevators.
- When entering and exiting the parking garage, there is no reason to touch the access point with your card – simply wave the parking card in front of the access point.

**Enhanced safety measures adopted by both buildings**

- Arrows and other directional signs will be installed to increase separation between individuals and ensure a safer pedestrian environment.
- Lobby furniture and tables in the dining area next to Ukraft have been removed to promote social distancing.
- The smoking area will remain open but will be restricted to a maximum of six (6) people at a time to promote proper social distancing.
- Foot-pulls were installed on bathroom doors to allow hands-free exiting.
- Additional paper towel dispensers have been installed in bathrooms.
- Hands-free soap dispensers are being added to bathrooms.
- With respect to restrooms in the lobby and those located on multi-tenant floors, the number of people in a bathroom will be limited to 2 people. Please wait outside until someone exits the restroom.
- 6 hand sanitizer stations will be placed throughout the lobby area. If tenants would like to purchase a station for their office space or their main entryway, please let us know.
- Lotion and mouthwash dispensers were removed from all restrooms to reduce high-touch surfaces.

- The frequency of daily cleanings by the janitorial company have been increased. The janitorial company is using an EPA-approved disinfectant cleaner on high-touch surfaces.
- An environmental remediation company is performing weekly disinfection treatments with an EPA-registered hospital-grade disinfectant. They are treating building and garage common areas, including elevators, stairwells and loading docks.
- The main HVAC systems for the buildings have been recalibrated to allow more fresh air into the buildings per CDC guidelines.
- Crest Management personnel and related contractors will wear facemasks when working in either building.

**Contractors and other outside vendors**

- In addition to the information that is usually required, we will require that all contractors and service providers submit their infection prevention measures.
- Contractors and service providers shall take necessary safety precautions and use proper PPE when working around tenants (i.e., social distancing, face masks, gloves, etc.).
- All contractors and vendors will be required to check-in at the security desk before proceeding to any office suite or other common area.