

OFFICE RE-ENTRY PLAN

SMART RESTART

COLLIERS | WISCONSIN



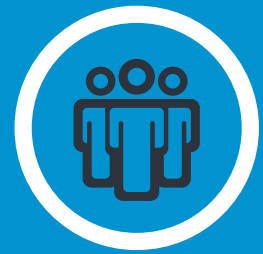
RE-ENTRY

18 May 2020

VERSION 1

05 May 2020

RE-ENTRY PLAN



Our team's health and well-being is our primary concern. We have taken the following measures to ensure confidence in a safe and clean work environment. These re-entry policies will be continually monitored, adjusted as needed, and communicated via virtual meetings and emails. Please note that these guidelines are for our internal operations only. Advisors and REMS staff should always adhere to building guidelines when on-site.



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CLEAN & SAFE

WORK ENVIRONMENT



CLEANING PROTOCOL

Implementation of increased cleaning protocol: “COVID Ambassadors” will ensure a clean work environment throughout the day. This will include twice daily disinfectant of front desk surfaces, mail room surfaces, conference/huddle surfaces, conference/huddle space resources, café surfaces (including fridge, microwave buttons, and oven handles), and copier panels.

Individuals hosting meetings in conference areas should sanitize resources used within that meeting area including phone, keyboard, mouse, click share dongles, and dry erase markers.

Installation of hand sanitizer stations in all common areas including reception, hospitality area, conference areas, and cafe (see attached floor plan for reference) as well as pump hand sanitizers placed throughout suite.

WORKSTATIONS

Staggered work schedule that is shared weekly to ensure six feet of distancing. This applies only to workstations. (See attached floor plan for reference).

Private office use by other team members will be determined by the comfort of the office occupant. Occupants of private offices will communicate with their team members whether their office can be used and what parameters should be taken when in use and upon vacating.

Furniture rearrangement or removal to ensure occupancy guidelines are followed and social distancing parameters are met.

MEETINGS & EVENTS

Signage placed throughout office suite outlining occupancy guidelines of meeting areas, floor placements for guidance on waiting areas, hand washing guidelines, social distancing reminders, and general illness prevention.

Promotion of social distancing by enforcing occupancy rules for meeting spaces. All meetings consisting of 8 or more participants should be hosted virtually.

All social activities in the office will cease until further notice.

OTHER PROTOCOLS

Disposable utensils, plates, and cups provided. Please refrain from use of re-usable dishes until further notice. No dishes should be left on the counters, in the sink, or in the dishwashers.

Food deliveries limited to 4th floor only. Recipient to meet driver at security desk.

No children should be brought into the fifth floor until further notice.

Deliveries will be wiped down with sanitizer wipes and placed in mail room. Recipient will be notified to retrieve packages.

PERSONAL PROTECTIVE EQUIPMENT

Masks and gloves are not required, but will be available to employees if they choose to use.



SAFETY PRECAUTIONS

Without exception, anyone who is feeling ill (regardless of symptoms) is required to stay at/work from home. If you come to work and display any symptoms, you will be asked to go home.

COVID-19 SYMPTOMS

- If you are exposed to COVID-19 and are required to take a test by Department of Health Services, it is required you receive a negative test result prior to returning to the office. You should communicate these results with your direct manager or Human Resources.
- If you test positive for COVID-19, please communicate with your direct manager or Human Resources. With a positive test result, you cannot return to the office until you have met the CDC's standards surrounding safety to re-engage. See CDC's website address for reference: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>
- If an individual is diagnosed as positive with the COVID-19 virus and they have provided notification to their direct manager, the direct manager will follow through with directives so that efforts to notify all team members on the fifth floor can begin. This will be done via email. The firm will then proceed with recommended CDC policies including contact tracing and directives on quarantining for any person who has had meaningful and direct contact with the diagnosed team member.

GUESTS & VISITORS

A Smartsheet form will be filled out by reception for all guests entering our suite. The form will have the required fields: identity, date, entry time, meeting occupants, email address, and phone number. This log will track guests in case of confirmed cases and contact needs to be made.

TECHNOLOGY



Technology tips will be provided to ensure efficiency in a remote or virtual environment.

Web cam ecosystems will be implemented in both the Large Conference Room and Research Hub to allow for virtual meetings.

We are obtaining pricing on a new phone system and standard technology to enhance use of office space and allow for a seamless remote working environment.



EDUCATION

The Company Dashboard will soon have a COVID Resource section that will link to resources including but not limited to the following:

- Updated "Smart Restart" Guide
- Floor Plan Outlining Occupancy Guidelines and Staggered Work Schedule
- Mental Health Resources
- Centers for Disease Control & Prevention Updates
- World Health Organization Updates

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