

# The road back to work.



—MC<sup>+</sup>—

WORKPLACE  
WELLNESS

EXPERIENCE THE RELATIONSHIP  
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RELATIONSHIP DRIVEN EXPERIENCE



# Let us help you return to work!

Our customers' health, wellness and safety has always been a top priority for McCarthy Cook. Now, more than ever we want our customers to FEEL that sense of safety. From additional janitorial staff, to our well cared for common areas to our innovative touch free environments, McCarthy Cook is here to help you navigate through these uncharted waters.

McCarthy Cook prides itself on being a collaborative workplace. At The MET, we encourage our customers to collaborate, innovate and create. We know there is nothing better than doing this together in-person. Our focus is to make the collaborative workplace as healthy and safe as possible, supporting the well-being of your teams. McCarthy Cook is here to help.

McCarthy Cook has created this handbook to provide your company a guideline to assist your teams in a safe return to the workplace. With so much uncertainty during these times, your safety in the workplace should be anything but.

This handbook will give you a detailed description of new plans and protocols at the campus. With the situation is evolving daily, we want you to know without a shadow of a doubt that our team is on it. We will stay in constant communication with our customers, keeping you in the know. Remember, we are in this together!

***Your health and safety is our priority!***

# Planning for your return



## Team work!

We are all working towards the same end goal - to have our teams return to a safe and healthy workplace. We understand getting to that point may seem complex and likely looks different for each company. When returning, it is important to think about what makes sense for your teams.

We have a shared responsibility to protect and support our workplace. Communication is KEY!



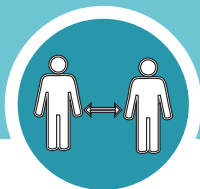
### McCarthy Cook's Committed workplace wellness team:

- Workplace Wellness property management team
- Security Team
- Custodial Sanitation Team
- Cafe Team
- Amenity Teams

### YOU! Our valued customers

- Executive Leadership
- Workplace Wellness Ambassadors
- Human Resource
- Facility Managers
- Legal Teams

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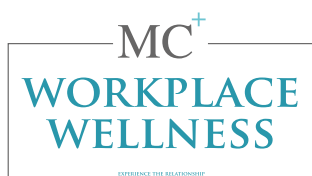
# Together Again!

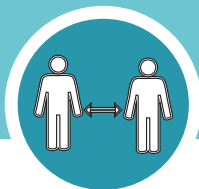
The following is a checklist based on best practices, created to guide you as you develop your company's return to work program.

- **Workspace modifications.** Consider the best furniture configuration to help your teams be together safely. Options include adding partitions to convert open floor plans into more private spaces and reducing the number of seats in team rooms or conference spaces.
- **Phased return.** Consider a gradual, phased return, such as staggering workdays for different teams to minimize on-site headcounts initially. It is recommended that employees who are at high risk for COVID-19 health complications continue working from home.
- **Facial Coverings:** Current guidelines mandate the use of cloth face coverings while in public spaces
- **Establish health screening protocols.** Your business may wish to add health screening requirements for entry, such as temperature checks and symptom questionnaires.



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# Together Again!

- Support employee health. Add disinfectant wipes and hand sanitizing stations to shared spaces. Post hand washing guidance near sinks in your workspace, such as your break room or kitchen.
- Enhance cleaning and sanitation protocols. Continuously clean your suite using EPA-approved cleaning supplies. Ask employees to sanitize their workstations when starting and finishing the workday.
- Establish visitor and delivery guidelines. Consider limiting non-essential on-site meetings with partners, clients and vendors, and consider revising protocol for receiving packages or large deliveries.
- Communicate the plan with employees before they are scheduled to return to ensure everyone understands re-entry expectations.



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# The new normal, what to expect.



The following are general guidelines to help you and your team know what to expect when returning to the workplace. We are proactively monitoring the latest federal, state and local guidelines and consult regularly with public health experts. We will continue to update our approach to support your well-being and help your teams be together safely.

For questions or detailed information please contact your property management team.

## 01

### Face Coverings.

All building occupants, including tenants, are required to wear facial coverings when in public areas, including building common areas, elevators, restrooms, and when 6 feet of distancing cannot be maintained at work.

## 02

### Entry and Exit procedures.

At this time, all touchless lobby entries and exits for the building will remain accessible, and directional signage will be made available to encourage physical distancing while "staying to the right of the road". In addition, this rule should be applied to any path of travel within the building common areas, including but not limited to entrances, exits, elevator lobbies on each floor, and corridors on each floor.

## 03

### Physical Distancing.

Please maintain a minimum of 6 feet of physical distance when in common areas.

## 04

### Enjoy social spaces!

Our teams have removed seating to allow for safe socializing. We encourage you to get outside and collaborate in our spacious Culinary Courtyard..

## 05

### Time to Eat!

We're working with Verde Kitchen to modify layouts and add directional signage. The Food Truck Runway is limiting 1-2 trucks per day.

## 06

### Follow the signs.

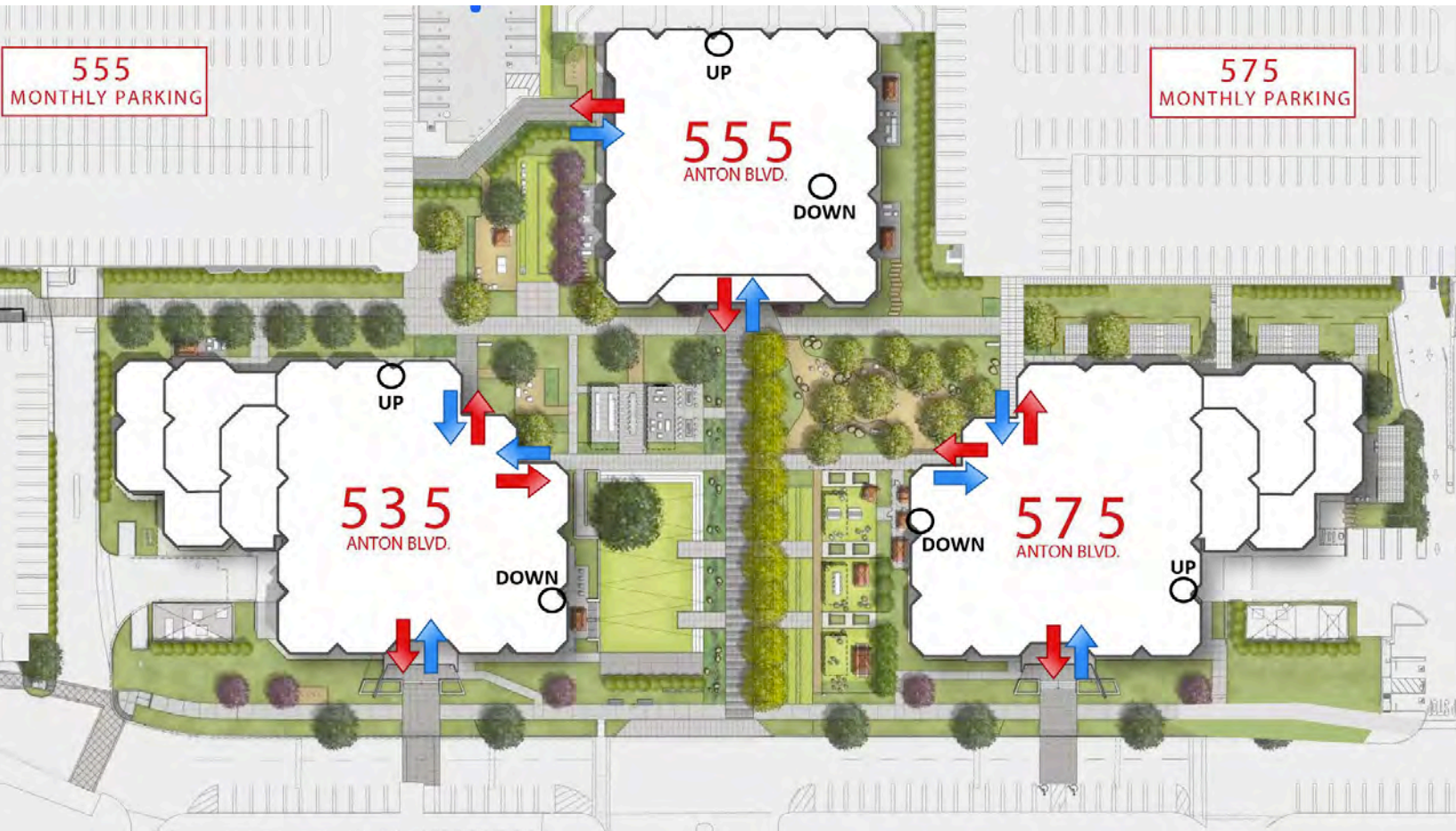
We've added new signage to guide your teams throughout campus at a safe physical distance.

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# Take the stairs & stay in your lane.

To ease elevator usage and wait times, we have made the stairwells accessible, allowing for one person per flight of stairs. Each stairwell will have marked signage indicating the direction and encouraging safe physical distancing. We encourage tenants on lower floors to take the stairs if possible, in order to leave the elevators available for upper floor Tenants. Please follow the cue to your 4 people per cab maximum ride. Frequent cleaning and disinfecting of stairwells and handrails will occur in response to increased stair traffic.

Please refer to the site map below to indicate which stairwell is designated for UP and DOWN traveling only.



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# Your Workplace Wellness Team!



Your MC+ property management team has always been and will continue to be available to support your business needs. Please call, email or submit a request in Angus at any time.

Security, Engineers and Dayporters continue to be fully staffed, ready and waiting. All wear cloth masks and gloves at all times while on property and all tools, parts and carts are regularly disinfected.



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# Proactive and ready!

As your teams begin to return to the workplace, our teams will continue to be ready to respond as needs evolve. We maintain an active, ongoing commitment to a safe and healthy workplace environment.

## Common area cleaning protocols

1

Our enhanced sanitization program exceeds federal Centers for Disease Control and Prevention guidelines and includes regular cleaning high-touch surfaces using EPA- registered disinfectants. This includes high-touch surfaces in elevator cabs, elevator lobbies and stairwells.

## Enhanced workspace cleaning options

2

Above-standard cleaning and sanitation options are available and can be contracted through your property management team.

## Air filtration

3

Our HVAC mechanical systems use high-efficiency MERV 13 air filters based on the latest industry guidance. Filters are disinfected as part of the replacement process and coils/unit interiors are sanitized to maximize air quality.

## Building ventilation

4

We've maximized ventilation rates with regular fresh air exchange, and flush and replace the air in our workplaces at regular intervals based on system design. Handheld humidity testers meters help optimize humidity levels.

## System testing

5

Our engineering teams proactively monitor our HVAC systems, filtration, ventilation rates and water systems to optimize air and water quality.

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# Contact Us

Carman Torre  
General Manager  
949.427.5200  
cat@mccarthycook.com

Lauren S. Mitchell  
Property Manager  
949.427.5200  
lsm@mccarthycook.com

Colleen Mobley  
Assistant Property Manager  
949.427.5200  
cmm@mccarthycook.com



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