



Tenant Re-Entry Initiatives

SAN FRANCISCO

Paramount Group Welcomes You Back

We are dedicated to providing exceptional Class A service and are preparing to welcome our tenants back safely to our buildings.



Property Operations

Paramount Group is enhancing existing operations and will be implementing new protocols in the following areas to ensure the safe re-entry into our buildings. The specifics of each initiative outlined below will evolve in response to our tenants' safety plans. This information is intended to be an initial communication. The success of this effort will require collaboration and coordination with all of our tenants.

LOBBY PROTOCOLS

- Entrance Policies
- Social Distancing Measures
- Visitor & Vendor Access

CLEANING

- Enhanced Building Cleaning
- Indoor Air Quality (IAQ)

TENANT EXPECTATIONS

- Tenant Responsibilities
- Feedback & Collaboration



LOBBY PROTOCOLS

Entrance Policies

- Modified access controls to ensure a safe path of travel into and out of the lobby
- Hand sanitizer stands and dispensers at entry points
- Sneeze shields and barriers at all lobby desks to protect staff, tenants and visitors
- All building staff will be thermal scanned on a daily basis and will wear Personal Protective Equipment (PPE) including face coverings and gloves in the lobby and common areas at all times
- Technology installed and/or enabled to reduce touch points, where feasible
- Additional security staff on site to aid pedestrian traffic flow
- Concierge to provide tenant care and answer any questions

Social Distancing Measures

- Enhanced informational and directional signage
- Floor markings to help queue occupants and visitors of the building
- Limited occupancy in elevators and stairwells through signage and markings

Visitor & Vendor Access

- All visitors to Paramount Group's buildings, including contractors, must wear PPE in common areas
- All uniformed messengers delivering packages to designated tenant spaces are required to wear PPE
- Food deliveries will be staged in a designated location at street level



CLEANING

Enhanced Building Cleaning

- Continuous cleaning and disinfection of high-touch areas including: lobby desks, doors (door handles & push bars), multi-tenant restrooms, turnstiles, elevator buttons and destination dispatch screens, where applicable
- Optional cleaning services, such as electrostatic disinfecting spray application, can be provided for tenant spaces through the building's cleaning provider
- Monitor and test all building water systems

Indoor Air Quality (IAQ)

- Increase air filtration by installing new MERV rated filters on all building supply fan systems
- Allow for maximum amount of fresh outdoor air into the building's HVAC systems
- Power-wash the fan coils on all main supply fans
- Monitor and test indoor air quality



TENANT EXPECTATIONS

Tenant Responsibilities

- Stagger work hours to avoid peak congestion
- Reduce number of visitors to the building
- Reconfigure space to promote social distancing
- Continuously monitor the health of your employee base and encourage sick or at-risk employees to remain at home
- Equip tenant space with hand sanitizers and other hygiene products
- Require employees to wear PPE in building common areas at all times
- Maintain social distancing in common areas and tenant spaces at all times
- Encourage employees to bring meals to work and limit food deliveries to avoid unnecessary interactions
- Follow all guidance and mandates from federal, state and local authorities

Feedback & Collaboration

- Provide Paramount Group with details regarding tenant plans for staggered work hours among other safety precautions being implemented by tenant. This information will enable optimal coordination and planning between Paramount Group and tenant.
- Please direct all feedback to your Property Manager and to the following email address: welcomedback@paramount-group.com

Paramount Group would appreciate your feedback on our newly augmented operational protocols. We look forward to working closely together with all of our tenants to ensure a safe and comfortable physical environment for all building users.

Please direct all feedback and questions to your Property Manager and to the following email address: welcomeback@paramount-group.com

We appreciate your cooperation and will be providing you with future updates beyond this initial communication, including specific lobby flow diagrams, as prepared by leading architects, among other useful information.

We look forward to making a difference together.