



**Meissner Jacquet Commercial
Real Estate Services**

**Safe
Return
Plan**

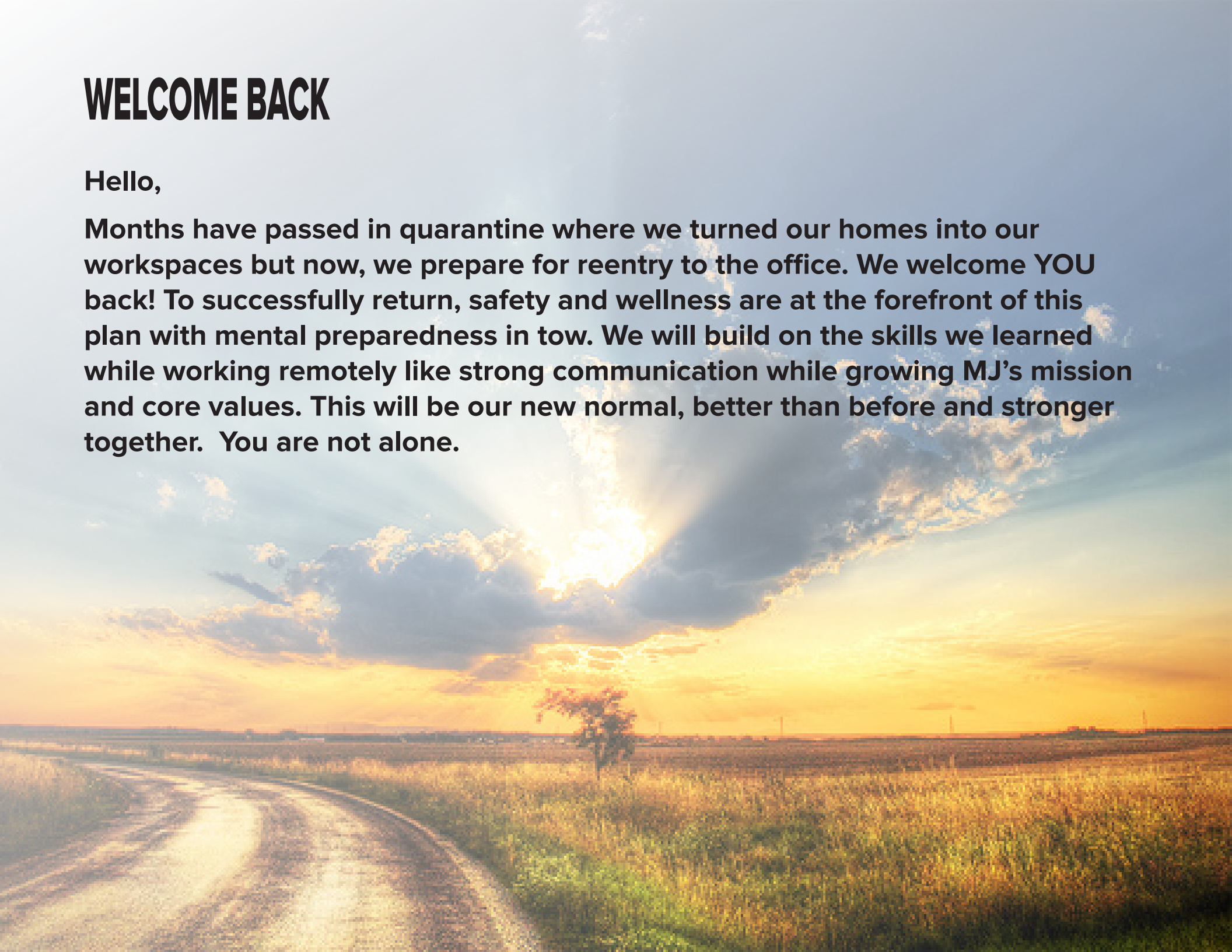
May 2020



WELCOME BACK

Hello,

Months have passed in quarantine where we turned our homes into our workspaces but now, we prepare for reentry to the office. We welcome YOU back! To successfully return, safety and wellness are at the forefront of this plan with mental preparedness in tow. We will build on the skills we learned while working remotely like strong communication while growing MJ's mission and core values. This will be our new normal, better than before and stronger together. You are not alone.



A hand holding a telescope against a sunset background. The hand is in silhouette, and the telescope is pointed towards the right. The background is a warm, golden sunset with a bright sun partially obscured by the telescope's lens. The overall mood is one of vision and forward-looking action.

THE NEW NORMAL
RULES OF ENGAGEMENT

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GET IT DONE TOGETHER

RESULTS
SAFE AND COLLABORATIVE
OFFICE ENVIRONMENT



THE NEW NORMAL

RULES OF ENGAGEMENT

In the weeks leading up to your return, the Senior Leadership Team kept your safety and well-being at the forefront of every conversation. How do we safely return to the office where we are streamlined, efficient, and productive? What do we need to do to get back to MJ's business model?

We follow the guidelines set forth by County, State, and CDC officials of course! But how?



DE-DENSIFICATION OF COMMON AREAS AND PATHS OF TRAVEL

We have assessed current office seating and meeting configurations and have taken measures to de-densify the common areas and add protective barriers between individual workspace. The goal is to limit close contact between people while maintaining a functional and collaborative work environment. Please refer to the updated office plan and look for signage & graphics throughout the office indicating these changes:

- | Changes in Circulation & Designated Queuing Locations.
- | Meeting Rooms, Common Areas & Shared Spaces.
- | Individual Workspace.

Lobby & Points of Entry

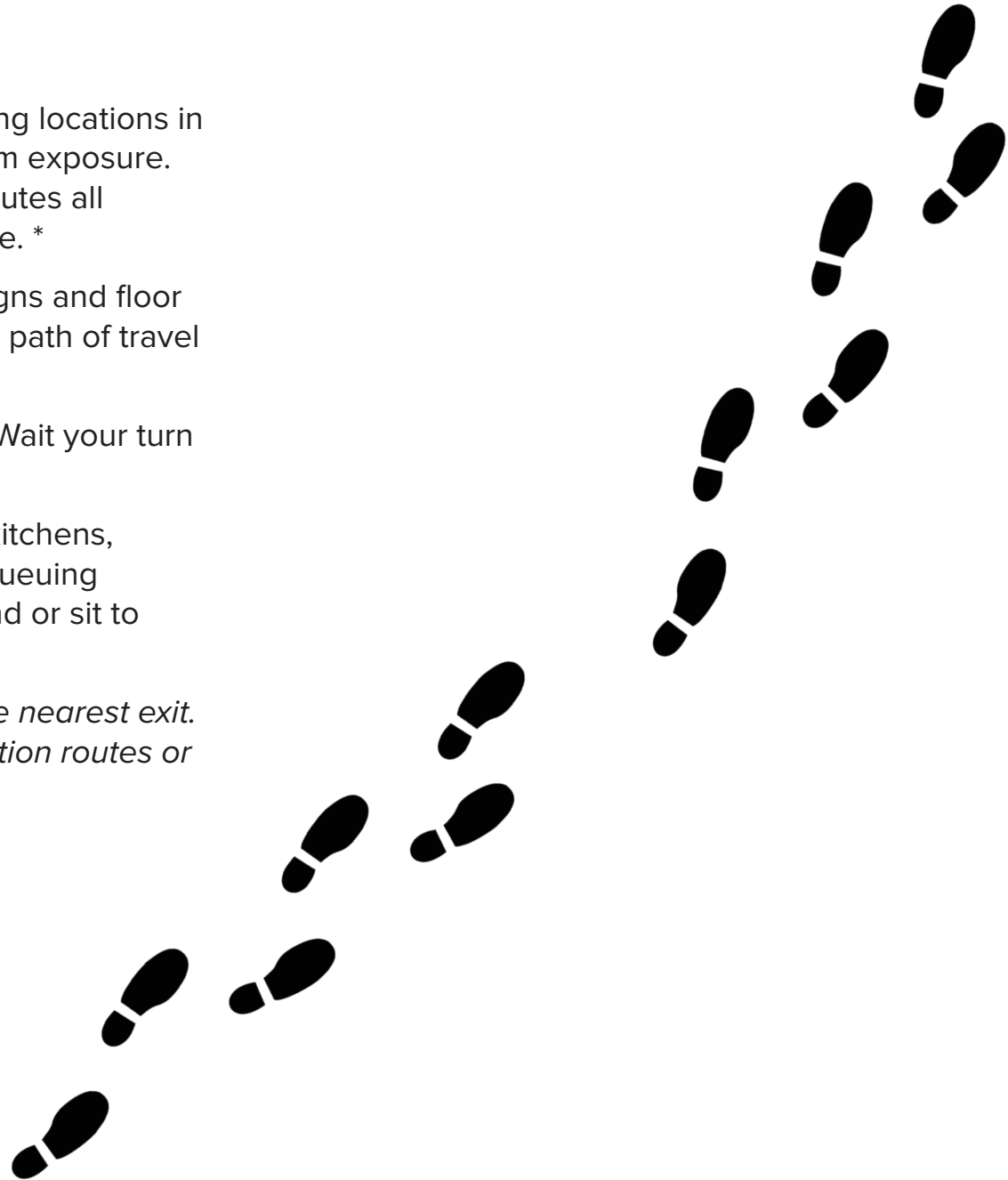
- | Furniture will be moved or removed to keep the 6-foot clearance.
- | Packages and mail will be limited to a specific area.
- | Doors will be designated for one-way travel whenever possible.

Circulation and Queuing

Creating one-way foot traffic and queuing locations in highly used areas will help mitigate germ exposure. Refer to the office circulation plan for routes all employees must use to access the office. *

- | Main paths will be marked with signs and floor graphics to indicate the approved path of travel in the office.
- | Be conscious of “blind” corners. Wait your turn to prevent close adjacency.
- | Shared spaces, such as lobbies, kitchens, meeting rooms will now include queuing graphics to indicate where to stand or sit to maintain the 6-foot clearance.

**In the event of an emergency, go to the nearest exit. Do not use the social distancing circulation routes or directional signage.*



Meeting Rooms & Shared Spaces

Adhering the 6-foot distance protocol limits capacity of meeting rooms. Refer to the updated office seating plan and for signs within the meeting spaces for these changes.

- | Chairs will be removed to limit capacity in Meeting Rooms and the MJ Cafe.
- | Do not bring additional chairs into shared spaces or rearrange chairs.
- | The Torrey Pines Conference Room will be designated for limited visitor meetings. Proper PPE will be required.
- | Shared spaces such as the main printer areas, supply room, MJ Café, and pantry areas will contain signage and floor graphics to limit the capacity in these areas.
- | The conference table, technology, and hard surfaces will be wiped down with disinfectant upon exiting a meeting by a designated individual.
- | Proper disinfectant and supplies are provided in the MJ Café and supply room. Please wipe down table surfaces and counters when your use has been completed.



Individual Workspace

Desk seating has been reviewed and a few changes have been made.

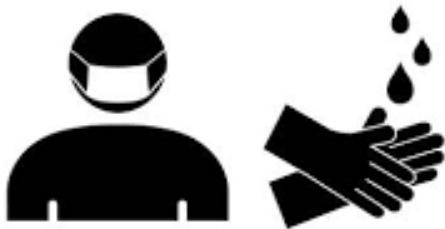
- | Barriers have been put in place around all cubicle workspace to mitigate germ transmission.
- | Floor graphics will be placed to indicate the 6-foot distancing from the person seated at their desk.



HEALTHY HABITS

Keeping MJ healthy is a shared responsibility. Everyone must do their part and follow the guidelines and expectations for enhanced hygiene practices while in the office and when conducting MJ business outside of the office. We expect these guidelines to evolve as we learn more about the virus and how to prevent the spread.

Additionally, we welcome any ideas that can contribute to our health and the “new normal” working environment. As workplace experts, we are in a unique place to help shape workplace standards and habits. If you have an idea or concern, please share it with your Supervisor or HR.



Pandemic Readiness Team

To respond to both current and future practices, we have implemented a Pandemic Readiness team. This team will be responsible for communicating and coordinating changes.

- | Monitors local, CDC, and OSHA requirements for health screenings.
- | Monitors equipment needs and tracks how equipment is dispersed.
- | Monitors staff needs and furniture deployment.
- | Monitors staff needs, supplies, and orders or communicates new products as needed. This person is also responsible for reviewing and auditing germ control habits throughout the office.
- | Responsible for reviewing practices of each team and collecting new data and ideas from staff.
- | Responsible for collecting changes to the requirements and communicating to the staff.
- | Senior Leadership Team: Each member will review updated guidelines and perform checks to ensure their group is adhering to best practices.



Office Guests

Tenants and Vendors should be made aware of the office protocols if they must come to the office. Appointments are strongly recommended. It is the responsibility of the person(s) they are meeting with to notify visitors of the physical and behavioral changes. At this time personal guests are prohibited.

- | Before the visitors arrive, indicate who will be responsible for explaining the office protocols.
- | Masks will be required when entering the Lobby.
- | Guests must wash their hands and are required to wear masks and gloves when meeting in the Torrey Pines conference room.
- | Guests will not be allowed beyond the designated area in the Lobby.

Internal Meetings

The need to collaborate is an important and critical part of how we produce work. Please adhere to the following social distancing practices and plan out how collaboration can happen while maintaining social distancing.

Desk Meetings

- | Use the floor graphics to maintain distance.
- | Encourage virtual meetings via Teams or GoToMeeting if more detail is needed.
- | Move to a meeting area with a wall monitor to maintain the proper distance.
- | If the meeting is only verbal, consider a 'walking meeting'. Step outside with the person and walk around the block. Use the proper PPE and maintain the 6-ft distance.



Group Meetings

- | Plan meetings in areas that can accommodate the people required to attend that meeting. An area that can have 6-feet of distance per person.
- | Use the appropriate calendar to ensure areas are not overbooked.
- | A person will be designated to coordinate wipe-down after the meeting.

Team Meetings

Your Supervisor will designate this location with your team.

All Hands Meetings

Currently, larger group meetings are restricted to online only. We continue to look for creative solutions to figure out how we can all be in one place to be both social and creative. Stay Tuned!



**PLEASE KEEP
A DISTANCE
OF 6 FEET FROM
EACH OTHER**



Deliveries

Specific personnel will be trained to sanitize mail and deliveries. Mail and packages will be opened and sanitized at the front desk. The contents will be distributed by the Office Administrator. Personal package deliveries are prohibited at this time.

There will be a specific area designated for items waiting to leave the office via FedEx, UPS, and USPS.

Office Food & Treats

We do love our treats here at MJ! Drop-offs will still be welcome but must be left at the front desk. The front desk will place food and treats in a designated space in the MJ Café. Presentations and visits will not be possible at this time.

To partake of food and treats you must wash your hands/sanitize before entering the MJ Café. Finger foods will have a grabber or napkin so you may safely select the item you would like.

Food, drinks, and personal condiments stored in the refrigerators must be retrieved daily by 4:30 pm. Only bring food you can consume during the current day to limit the items in the refrigerator. This will keep others from having to move items that do not belong to them to retrieve their item(s).



SANITATION & HYGIENE PROCEDURES

In addition to our nightly cleaning, the following procedures will now apply:

- | Handwashing: Follow all CDC and OSHA guidelines for handwashing.

[These are their guidelines.](#)

- | Sanitize hands:
 - o Immediately upon entering the building
 - o Before and after eating
 - o Before and after meetings.
 - o At regular intervals throughout the day.
- | The “clean-desk” policy is now required. Non-essential items are not stored on the desk, but rather enclosed in cabinets or drawers.

- | Sanitization stations will be placed throughout the office; they will consist of hand sanitizer and/or surface cleaners.
- | Wipe downs charts will be maintained at the front desk.
- | Doorknobs, copiers, handrails, etc. to be wiped down 3 times a day.



- | Meeting rooms are to be wiped down after every meeting.
 - At the beginning of a meeting, designate a person attending the meeting to coordinate the wipe down with the front desk.
 - It is the responsibility of the designated person to let the front desk know when the meeting has ended.
 - If the meeting occurs after 4:30 pm, the front desk is not available to wipe down the meeting room. A meeting attendee will need to perform the wipe down.
 - Update the wipe down chart after hard surfaces, technology, and chairs have been wiped down.
- | Shared pens and markers are no longer available in meeting rooms.
- | Individuals shall bring their own pens in.



Personal Protection Equipment (PPE)

We are monitoring CDC and OSHA guidelines for the workplace. Please go to their websites for up-to-date information.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.osha.gov/SLTC/covid-19/controlprevention.html>



**Wear face
mask**

Masks:

While in the MJ office the use of masks is required at all times when you are outside of your workspace and should be used in conjunction with the local laws when not in the MJ office.

- | It is the employee's responsibility to use and clean their masks.
- | Masks are required to be worn at Properties and outside the office*.
- | Masks are required for all meetings. However, once seated, if 6ft of distance can be maintained between participants the masks may be removed during the meeting. Masks must be worn to enter and exit a meeting.

**Compliance with all jurisdictional and construction zone mandates is required. Verify the PPE and safety requirements with each jurisdiction, construction site, and an office building you are required to visit. Advise your Supervisor of any equipment necessary to comply with these requirements that you do not have.*

- | Masks are required while in the MJ Cafe, Kitchen, and Pantry. However, if you are seated at one of the designated areas you may remove your mask while you are eating. You must wear your mask if you move about the area.
- | MJ will provide disposable masks if the employee forgets their mask for the day. Disciplinary action may result if masks are repeatedly forgotten.

Gloves:

MJ shall provide disposable gloves for employees to use.

- | Gloves are to be worn in compliance with jurisdictional and OSHA requirements. Use beyond these guidelines is at the discretion of the employee.
- | Gloves are mandatory when visiting properties.
- | Gloves are mandatory when wiping down surfaces and cleaning disinfectants.
- | Proper removal and disposal of gloves are required. Wash hands after removal of gloves.

View this video for the proper procedures: https://www.youtube.com/watch?v=xTYio0o_6U





THE PLAN

GET IT DONE TOGETHER

Points of Entry

The side Lobby door and Accounting entrance have been designated as **Entrance only**. Sanitization and Temperature check stations have been placed at both entrances. Upon first entry all employees are required to sanitize their hands, take their temperature, and check the box next to their name certifying that their health meets approved guidelines for entry.

Temperatures of 100°F or higher must exit the building and call their supervisor for guidance. If you are sick you must notify your supervisor and stay home.



The patio door, exit door near the restrooms, and Accounting back door have been designated as **Exit only**. You may not re-enter the office via these doors.

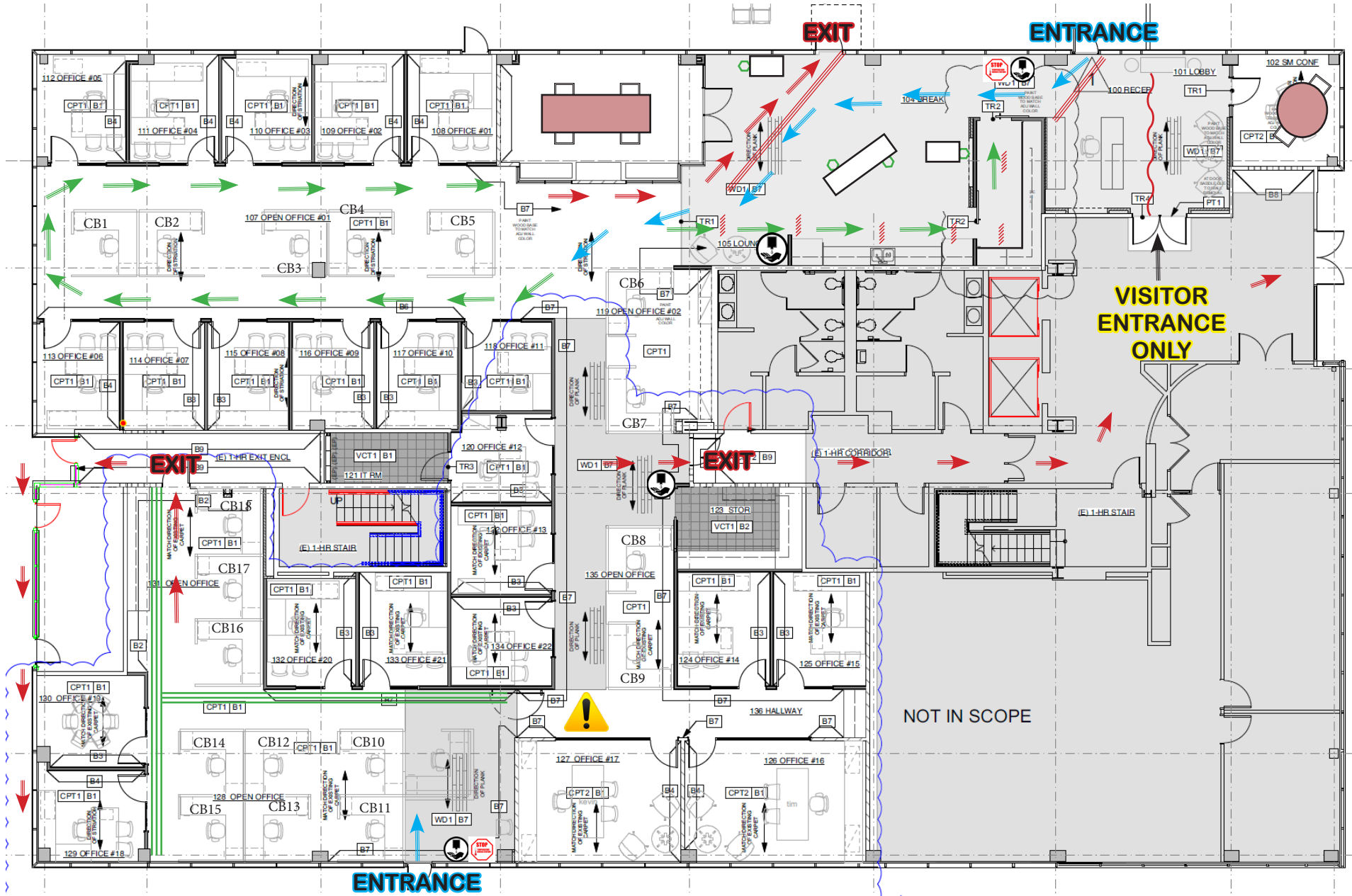


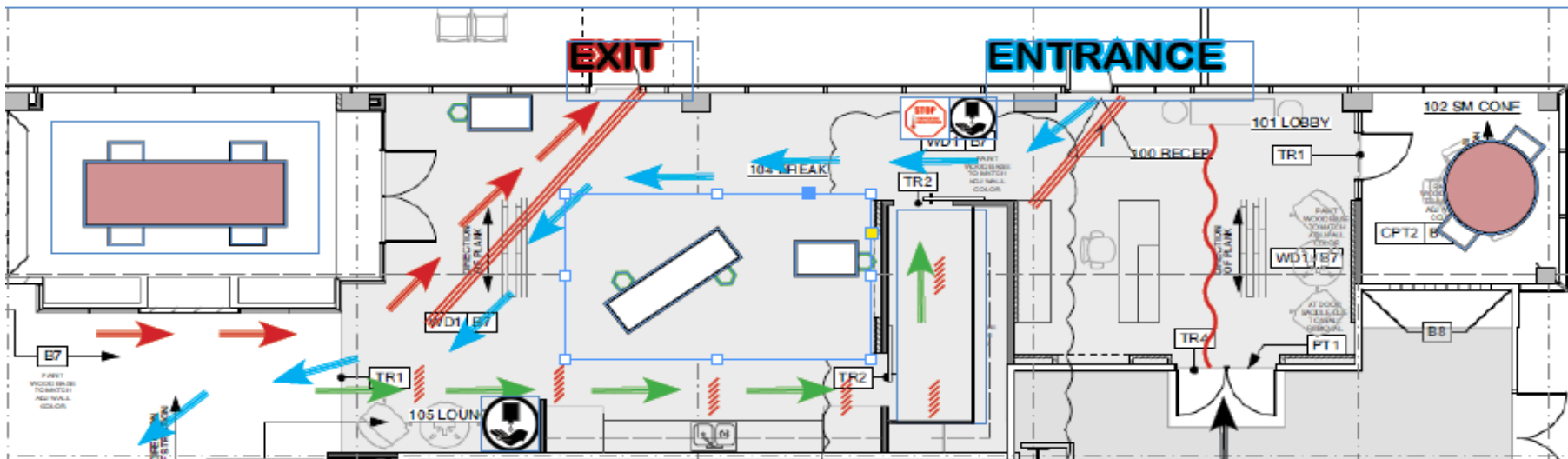
Path of Travel

Floor and wall graphics indicate the approved path of travel for moving about the office and for queuing areas. Exhibit A provides a marked-up floor plan to help you better understand these changes.



EXHIBIT A





Conference Rooms

The Maderas conference room has been reduced from seating 10 to seating 4. The Torrey Pines conference room has been reduced from seating 6 to seating 2. The Maderas conference room is for employee use only. The Torrey Pines conference room is only for visitor meetings. MJ employees must wear a mask and gloves while meeting visitors in Torrey Pines.

MJ Café, Kitchen, and Pantry

Seating in the MJ Café has been realigned and reduced to ensure social distancing can be practiced. Seating has been reduced to 4 employees as identified in Exhibit A. Tables and chairs are not to be moved or added. Occupancy in the MJ Cafe and Kitchen has been limited to 5 at one time.

Follow floor decals in the Kitchen and Pantry to ensure 6ft of distance from others at all times. Please plan your Kitchen excursion before entry to ensure your time spent is minimized so others may have access to these areas in a timely manner.

EXHIBIT B



Desktop Printer Access in the CPM Department

Go Green! Print as little as possible to reduce unnecessary travel in the office.

However, if you must print Desktop Printers are now outside of the cubicles into the space between cubicles in CPM.

Masks must be worn when picking up documents from any printer or when scanning. Be sure to wipe down the device after each scanning use.

Directional arrows indicate which offices will be routed to which Desktop Printer.

Do not cross between the cubicles. Use the approved path of travel to enter and exit the Department.

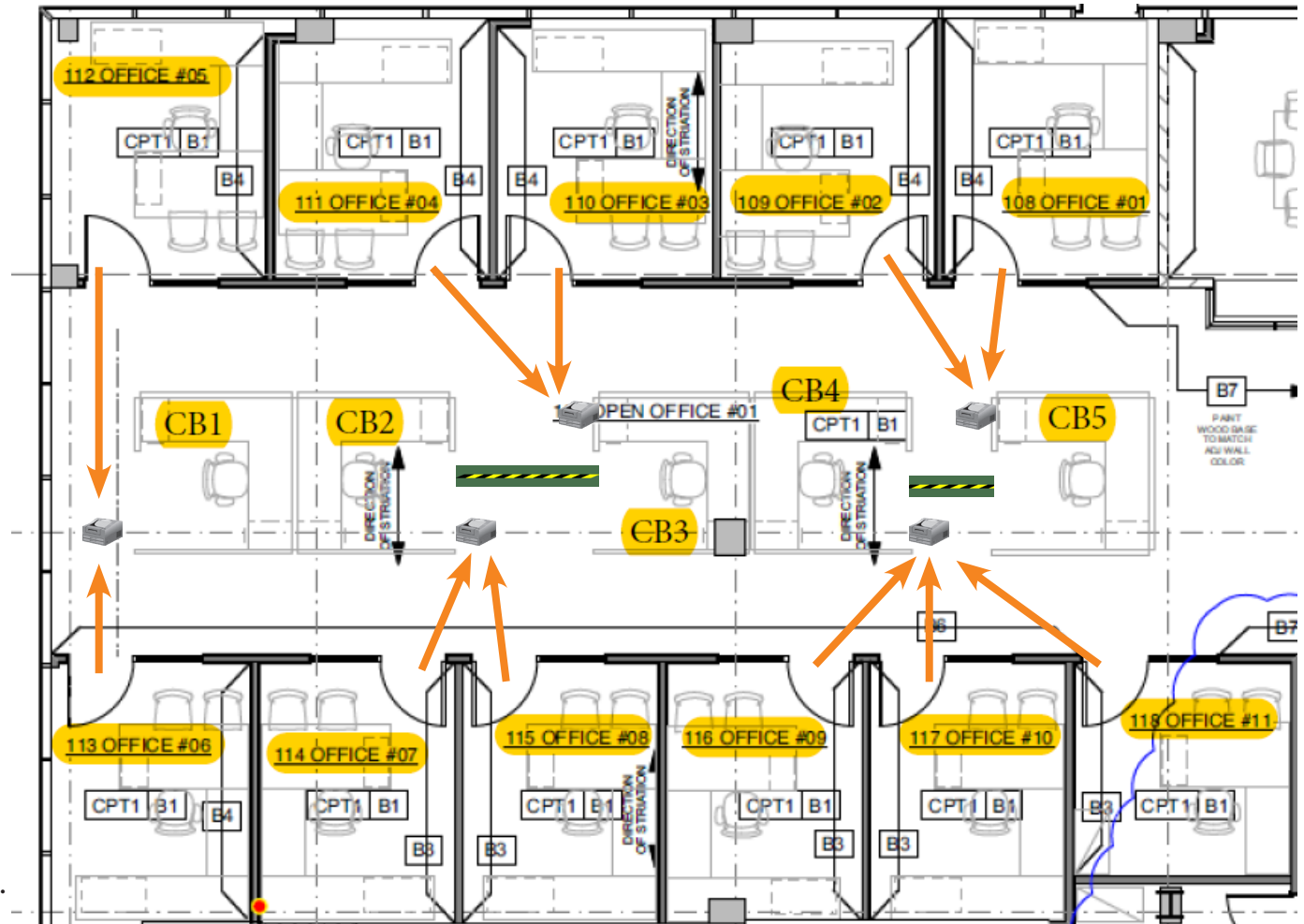


EXHIBIT C

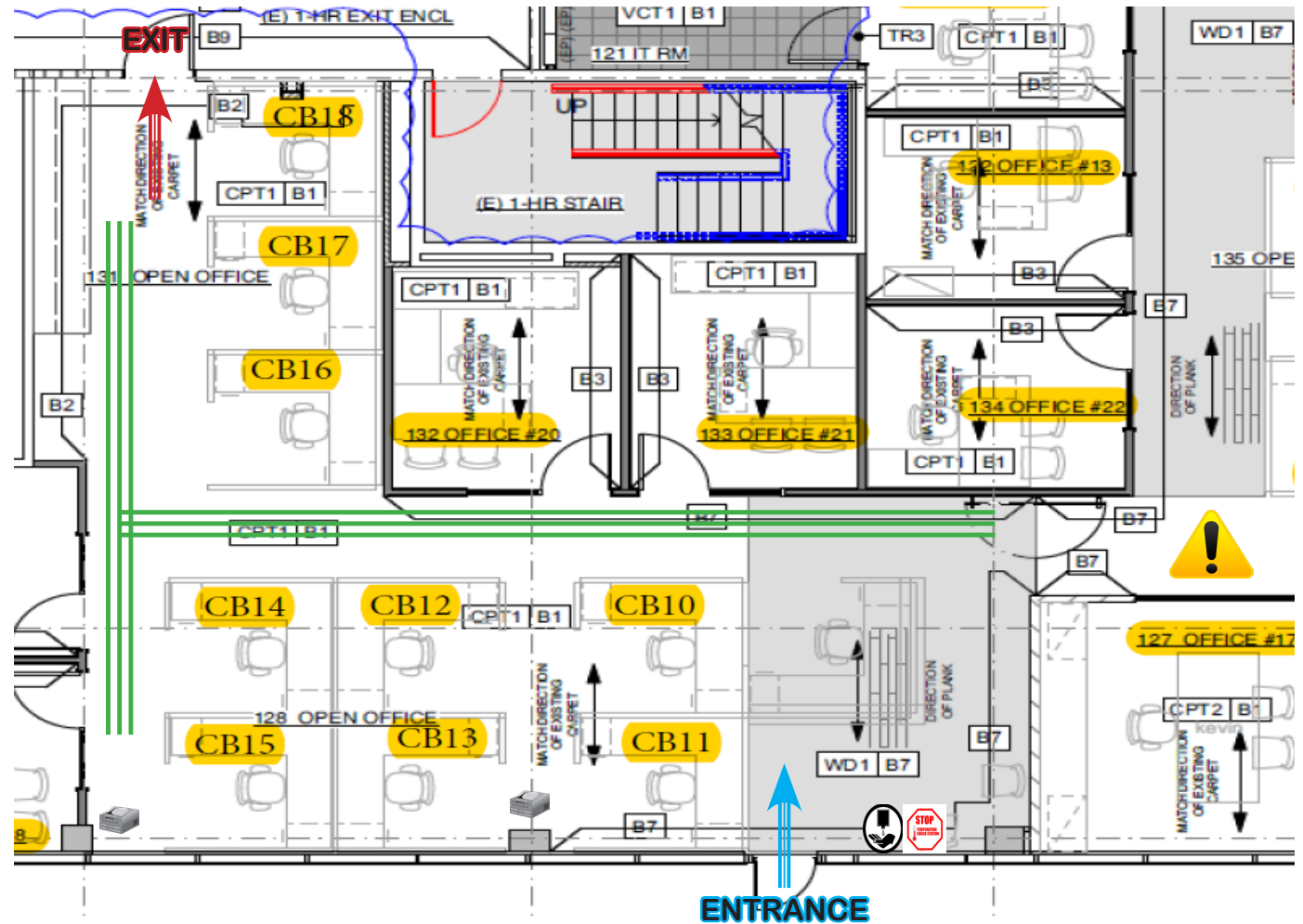


Accounting Department Path of Travel

When moving about in the Accounting Department be mindful of others' locations to ensure social distancing is maintained at all times.

Walk near the office walls to provide as much space as possible to the employees in the cubicle workspace.

Announce your entry and exit from the Accounting Department to the Corporate Corridor.



SUMMARY

The success of maintaining a healthy work environment is the responsibility of every employee. By following the guidelines set forth above you keep your co-workers safe which enables you to stay safe while in the office.



Physical Changes:

- || Rearrange or remove furniture that will impede the foot traffic and the 6ft distance requirement.
- || Provide new dedicated routes for improved foot traffic distancing.
- || Provide protection at workstations through visual queues and physical barriers.
- || Provide visual queues to limit the density in meeting spaces and shared amenity areas.
- || Provide signage throughout the office to remind and reinforce changes.



Office Behavior Changes:

- | Provide proper PPE equipment to staff and guests
- | If you are walking around the office, you must wear your mask.
- | Create succinct messaging about office protocols and ensure employees understand these protocols
- | Plan out meetings
- | Move to spaces that will accommodate the appropriate amount of people
- | Consider using virtual meetings between people even within the office
- | Coordinate cleaning after meetings
- | Adopt a clean desk policy
- | Limit Tenant and Vendor visits. Personal guests at this time are prohibited.



**Wear face
mask**




Re-Connect



- | Make the “New Norm” an opportunity to connect or re-connect to your co-workers, take a minute to check in on them while practicing social distancing. Send them a friendly smile on Teams.
- | Understand this is new for everybody, recognize some might be struggling to adapt to these changes. It will take some time to feel “normal” again.
- | Take care of yourself, communicate with your co-workers on what you are struggling with, where you would appreciate some help.
- | Offer up new ways to connect to the MJ and each other. Please share any thoughts on new ways of working and communicating.





RESULTS

SAFE AND COLLABORATIVE OFFICE ENVIRONMENT

Along with creating a strategy to get you back into your workspace at the office, MJ will provide you with a comprehensive package to help with your transition. This will include online training, wall and floor signage, new floor plan layouts, and electronic copies of this plan.

Signage

Signage will be printed and mounted on walls and floors for display in the office.

Office Update Brochure

The transformed office layout, common area seating plan, and new office protocols will be distributed to employees digitally and will be incorporated into the MJ Employee Handbook for a convenient way to learn about your new work environment.

