A Safe & Smooth Return to the Workplace with Brandywine Realty Trust

COVID-19 TENANT RETURN TO OFFICE HANDBOOK
As we continue to prepare for the return to the workplace, know that your Brandywine teams have been working diligently to ensure a seamless transition back to the office. As your landlord and business partner, we are committed to delivering the highest quality workplace experience, while responsibly adhering to the safety guidelines outlined by the Centers for Disease Control (CDC) and our local and state governments. This handbook addresses priority health and safety concerns, including property-specific policies and procedures. We are appreciative of the continued conversations we are having with tenants across our portfolio, and are confident that through on-going partnership and open communication, we will all be prepared to embrace a new “normal” together.
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Brandywine’s Return To the Workplace Approach Prioritizes the Health, Safety and Security of Our Tenants and Employees

**SECTION 1**

- **Enhanced cleaning procedure & frequency with hospital grade disinfectant**
- **Upgraded building HVAC filtration systems and increased fresh air intake**
- **Increased health & safety training and procedures for building personnel, contractors and vendors**
- **Enforcing state and local guidelines on social distancing and personal protective equipment**
- **Increased safe use & occupancy regulations in elevators, common areas, and amenity spaces**
- **Signage & floor markers enforcing 6-foot distancing and other health & safety protocol**
RETURNING TO THE WORKPLACE AT 3020 Market Street
Our essential teams have remained on-site performing daily maintenance and increased cleanings, of both common areas and tenant spaces.

Upon Return to the Workplace, tenants of 3020 Market Street can expect the below measures in place for the time being:

- Enhanced cleaning in building common areas (bathrooms, elevators) and high-touch areas (door knobs, railings, copy machines, light switches, cabinet knobs, etc.)
- Upgraded cleaning products—hospital-level anti-viral-based, or comparable, for disinfection
- Janitorial staff using recycled paper towels, as opposed to reusable microfiber cloths
- Hand sanitizer will be available in common elevator lobbies, building entrances, as supplies are available
- Increased janitorial staffing, with teams strictly adhering to cleaning guidelines issued by the Centers for Disease Control and Prevention
- Ample trash containers for face masks and paper towels near entrances/exits, common area bathrooms, elevators, and other common areas, which will be emptied and disinfected regularly
- All bathroom hand soaps are anti-bacterial
Your building’s HVAC system has been upgraded to a MERV-13 air filter or equivalent.

We have increased your building’s fresh air intake to 100% of design, as indoor and outdoor conditions permit, exceeding ASHRAE and CDC guidelines and we are keeping the system running for longer hours for continued circulation.
In accordance with CDC, state, and municipal guidelines, tenants are requested to wear face coverings/masks. While tenants are ultimately responsible for providing, please contact your property management team if you need help procuring the proper equipment.

Tenants, at their discretion, may set up their own wellness checkpoints within their lease space (not in the common areas of the building).

Signage will remind building occupants to take their temperatures and self-monitor for illness before entering the building.

We will have ample building signage reminding tenants of CDC best practices, including social distancing guidelines.

Tenants will be permitted to prop open suite doors during business hours for fewer touchpoints.
Lavatory spacing will include partition dividers between urinals, automatic touchless faucets and safety reminders.

Upon learning of a confirmed COVID-19 case in a building, Brandywine will continue to follow procedure: informing tenant base of case, and cordonning off infected area for a full disinfection.
Our buildings are special because of the care and respect that our tenants have for one another. Now, more than ever, we hope you will join us in keeping our building community healthy and safe by promoting safe practices consistent with CDC and government guidelines.

Within your suite, each tenant company is responsible for outlining and enforcing guidelines around social distancing, use of PPE, work hours, illness monitoring, and other health and safety procedures. Please contact your property manager should you need resources who can provide safety and security workplace guidance.

Recommended best practices include:

- Requiring employees who are sick to stay home
- Asking employees to self-monitor for symptoms
- Performing temperature checks, as appropriate per CDC guidelines, completed by the employer
- Practicing social distancing
- Practicing good personal hygiene
- Using protective equipment/face coverings
- Supplying employees with disinfectant wipes to clean their work stations, desk phones, computers, and personal items during the day
- Encouraging employees to use the stairs to minimize traffic in the elevators
- Limiting the number of guests/visitors as the building adjusts to re-occupancy
Conducting meetings and training virtually, per CDC recommendation. If a meeting must be held in person, limit the meeting to the fewest number of employees possible, not to exceed 10 employees at one time and maintain a social distance of 6 feet.

For the safety and security of your employees and other building occupants, to minimize high-volume traffic in our garages, hallways and common areas, continue to work with Property Management to identify staggered work hours and/or work days, as appropriate.

Due to increased amount of vehicular travel the parking lots at 3001-3003 JFK Blvd and 3025 JFK Blvd might become full sooner than usual. Please consider parking in the Brandywine-owned garage nearby at the Cira Centre South Garage.
For the safety and security of our tenants, we have implemented a variety of temporary measures which may impact your daily experience at 3020 Market Street. We appreciate your cooperation during this unique time.

- The West side doors at the entrance of 3020 Market Street will be dedicated to “entry only” and the East side doors will be dedicated to “exit only”
- Your building’s security guards will remain stationed within social distancing guidelines, and will provide quality control for enhanced safety protocol
Planning Your Day at 3020 Market Street

- The elevator and lobby area will have place markers for social distancing
  - Based on tenant survey results, we expect fewer employees in the buildings during the months of June and July
- We will be encouraging elevator restrictions, limiting occupancy to 4 people at a time and encouraging social distancing
- We encourage tenants of 3020 Market Street to use the stairs. Please note that stairwells will be designated as “down only” to control flow of traffic (with exception of emergency) and they are being cleaned and disinfected regularly.
- Trash cans will be placed at restroom doors so tenants can touch the door handle with a paper towel and then dispose of it.
Brandywine Employee Policy

We have implemented the following internal measures reflecting CDC and local/state government guidance:

- Providing staff with the equipment and training necessary to perform their jobs safely, including the use of personal protection equipment
- Conducting employee awareness training to help prevent initial or further exposure to the virus and keep detailed records of when trainings were provided
- Cross training all staff to fill in when other staff members are out sick or caring for another individual who is sick
- Offering flex hours and staggering staff shifts, per CDC and OSHA recommendations
- Reducing face-to-face interactions between building staff, tenants, and vendors
- Encouraging employees to take their temperature before coming to the office.

- Installing physical setups, such as sneeze and cough guards to protect staff, and partitioned workstations where possible
- Requiring employees to perform regular deep cleanings of personal workstations
- Limiting or eliminating the use of shared equipment by building staff and engineers. If shared equipment must be used, we are frequently cleaning and disinfecting it
- Training our building vendors on health and safety plans and new protocols
- Not permitting vendors to send staff to our properties who may be showing signs of illness or have been in contact with a confirmed case of COVID-19
Confirmed Case Protocol

It is critical to the health & safety of our entire building community that each tenant understand their responsibility to monitor and report confirmed or suspected illnesses of employees and visitors in their space.

Upon learning of a confirmed COVID-19 case in a building, Brandywine will immediately:

◼ Inform the building’s tenant base of the case
◼ Clean and disinfect all spaces, especially commonly used rooms and shared electronic equipment

If a tenant employee tests positive for COVID-19, please alert your Property Management team as soon as possible. Please provide answers or confirm that the below are true:

◼ The date in which the individual was last in the building and any common areas the affected individual may have used in the past 7-10 days
◼ The infected individual/individuals will not return to work until they are well
◼ The infected individual/individuals are currently under quarantine
Looking Toward The Future

At Brandywine, we are always looking toward the future, anticipating tenant needs and innovating to constantly raise the bar on our highest standards of excellence. As this global crisis will have both short and long-term impact on the way people live, work and spend their days, we are continuing to research and address potential future needs for the building and our communities.
SECTION 4
RESOURCES & LOCAL GUIDES
The following pages include a list of trusted businesses within the Brandywine tenant family who can assist those looking to explore space reconfigurations to better adhere to social distancing guidelines.

We also encourage you to support your favorite retail and dining establishments near the office, many of whom have been greatly impacted by the crisis. We have included a full list of restaurants, cafes and retailers, including hours of operation and special offerings for Brandywine tenants.

** Note where as a Brandywine tenant, you receive a free consultation.
Workplace Resources & Food/Dining Offerings | Philadelphia

*Indicates vendors offering Brandywine tenant-exclusive specials.

Furniture Vendors:

**Knoll***
One Logan Square
130 N 18th St Suite 2510
Philadelphia, PA 19103
David A. Niles
David_Niles@Knoll.com
(267) 290-8681

**Officeworks**
One Commerce Square
2005 Market Street, Suite 100
Philadelphia, PA 19103
www.officeworksinc.com
(610) 834-9877

**Kershner Office Furniture**
600 Clark Avenue
King of Prussia, PA 19406
info@kershneroffice.com
(610) 768-0200

**CI Solutions**
sgibbons@cisolutionsllc.net
1905 Spruce Street
Philadelphia, PA 19103
(215)690-4315

Architects:

**HOK***
One Logan Square Suite 1510
Philadelphia, PA 19103
Kai Olsen
kai.olsen@hok.com
(215) 940-3840

**L2P***
Three Logan Square Suite
1717 Arch St Suite 200
Philadelphia, PA 19103
Jeremy J. Drummond
drummond@l2p.com
(267) 809-8411

**Cofco Office Furnishings**
2200 N American Street
Philadelphia, PA 19133
www.cofcogroup.com
(215) 291-4648

**Gensler**
2005 Market St #1550
Philadelphia, PA 19103
www.gensler.com
(215) 419-7010

**Corporate Interiors**
223 Lisa Drive
New Castle, DE 19720
www.corporate-interiors.com
1-(800) 690-9101

**Formcraft***
Two Commerce Square
2001 Market St., Suite 520
Philadelphia, PA 19103
Denny Brown
denny.brown@formcraft.net
(215) 645-0325
(610) 203-8911
Food, Dining and Retail:

Old Nelson Food Company
3020 Market Street

JG Domestic
Cira Centre, 2929 Arch Street

Walnut Street Cafe
FMC Tower, 2929 Walnut Street
As your business prepares for the return to work, the below resources may be helpful:

Centers for Disease Control & Prevention: Guidance for Cleaning and Disinfecting Workplaces
Centers for Disease Control & Prevention: How to Protect Yourself & Others
Centers for Disease Control & Prevention: Stress and Coping
Centers for Disease Control & Prevention: Guidance Documents
JLL: Top 10 Focus Areas for Workplace Re-Entry Checklist
Please encourage your employees to continue following the below general health & safety guidelines, as outlined by the CDC:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

- Avoid touching your eyes, nose, and mouth with unwashed hands.

- Avoid close contact with people who are sick.

- Put distance between yourself and other people. Remember that some people without symptoms may be able to spread virus.

- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

- Cover your mouth and nose with a cloth face cover when in public.

- The cloth face cover is meant to protect other people in case you are infected. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant.
Please contact us with questions, comments or concerns.

Thank you for your partnership,

Your Brandywine Property Management Team

Anita Nesfeder, Property Manager

Nancy Parks, Assistant Property Manager