

Dublin Corporate Center Return to Occupancy Plan





Welcome Back

Maintaining a safe and healthy workplace is a shared responsibility between you, your employees, visitors, customers and us. The DCC team has been working behind the scenes to maintain building operations and develop customized plans in preparation for the increase in occupancy as local shelter in place orders are adjusted. We have summarized the most important and relevant elements in this packet for you to share with your teams.

While you may have your own 'return to work' guidelines in process, please consider that State and local guidelines can change frequently and in some cases the directives may conflict. DCC encourages all tenants and their guests to keep up-to-date on and comply with the most restrictive applicable orders. This guidance extends throughout the property including common areas, elevators, restrooms, etc. We ask that you continue to share your return to workplace plans with us to ensure our plans align. We appreciate and understand that these are challenging times, but we are confident that if we work together, we can provide a safer working environment.

In the weeks to come, we are likely to find ourselves making adjustments to adapt to changing conditions. As adjustments are made, notification will be sent to our tenant contacts via email and there will be a page dedicated to COVID related questions and building procedures located on our website at www.dublincorpcenter.com. Hines and Dublin Corporate Center Ownership are proud to have you as a partner in this effort.

Doing Our Part

The health and well-being of our employees, tenants, and partners is our top priority. We have implemented a number of building measures at Dublin Corporate Center to promote your safe return. You will notice the following changes upon returning to the office:

- Buildings will continue to operate under afterhours access procedures during periods of low occupancy and all tenants will need to use an access card to enter the building/elevator at all times. As occupancy ramps up, this will be adjusted and notification will be sent.
- Enhanced cleaning and disinfection standards remain in place:
 - Hand-sanitizer stations are available in the 1st floor elevator lobby with additional stations to be added to other common areas soon.
 - In common areas, janitorial will continue disinfecting high touchpoint and high-traffic areas during the day and at night including in lobbies, stairwells, elevators, restrooms, etc.
 - In tenant spaces, janitorial continues to nightly wipe down high-touch areas with EPA registered disinfectant including doorknobs, door handles, phones, light switches, furniture tops (must be cleared of papers), and conference tables. Additional cleaning services may be requested and coordinated through the Property Management team.
- We maintain stringent air quality standards including fresh outside air and exhaust throughout the building. Dublin Corporate Center will increase air ventilation 72 hours prior to re-occupancy and reduce air recirculation. The building HVAC will operate continuously for a minimum of 24 hours, prior to re-occupancy, including outside air and exhaust.
- Social distancing and pedestrian traffic improvements have been put in place. These improvements include enhanced signage, reducing elevator occupancy, and adjusting restroom entry doors so tenants can push the door open for entry instead of using a handle.
- Temperature screening devices will be added to the main entry lobbies as an amenity for Tenants' optional use with their employees.
- Property Management will continue to follow established case reporting and communication protocols.

Vendor & Building Staff Protocol

- Building personnel will be screened for elevated temperatures daily and will be wearing PPE for added protection.
- Building personnel will be maintaining social distancing when responding to any building requests or calls.
 - In person responses to tenant requests should occur only when necessary.
 - Social interaction with tenants will be avoided including handling follow-up calls for tenant requests remotely.
 - Comfort calls will be handled remotely when feasible.
 - When possible, any non-essential work will be performed after hours on tenant floors.
- The following changes will be in place for tenant vendors:
 - While buildings are under afterhours access procedures, signage will continue to be posted at building entries directing USPS/FedEX/UPS, etc to contact Security. Security will provide escorted access to allow mail to be delivered to your suite.
 - Food deliveries should be coordinated with your delivery driver, and if possible, please coordinate and meet the delivery driver in front of the building to help reduce the number of visitors inside the building.
 - All service providers will be required to follow all rules and added measures within the building.
 - When possible, have deliveries made by appointment only, or a variation thereof.



Your Arrival



As you return to your space and gradually adjust to daily activities, approach your re-entry with a heightened sense of observation to preventative actions that you can take to maintain a safe environment for yourself and those around you.

- Comply with County required self health screenings before arriving at the property. If you have any symptoms, even mild, stay home to avoid risking exposure to coworkers.
- Face Coverings are mandated in Alameda County, therefore please secure your face covering before entering the building.
- If arriving by public transit, remember to use hand sanitizer before or right after you enter the building.

- Pay attention to signage for important reminders.
- Upon arrival:
 - Building entry signage will indicate COVID-19 Protocol
 - Temperature screening devices will be available at entry points for optional use as a tenant amenity. Temperature checks or other health screenings will be the responsibility of each tenant, in accordance with County and California requirements.
- Be mindful of social distancing guidelines in common areas, elevators and restrooms. Signage has been installed in and around the building to help inform tenants and guests of safe distances and manage traffic flow.
 - Elevator lobbies will have social distancing floor decals for tenants queuing up for the elevators. Elevator occupancy has been reduced to two per cab. Consider staggered work schedules or shifts to help reduce 'rush hour' congestion. Your collaboration and patience is greatly appreciated as we work through this together.
- Face coverings are required in all building common areas, elevators, and restrooms.

Temperature Screening

DCC will have voluntary self-screen temperature stations available for use at each main lobby entrance. This building amenity allows you, the employer, to create your own protocols around temperature screening for your employees, visitors, and vendors as you see fit. DCC is pleased to make this amenity available but recognizes you will need to evaluate its use in your own return-to-office plans.

The device is a no-touch, self screening tool, simply used by standing in proximity to the screen and following the on-screen instructions. Results will be immediately available, indicated by a green light (no elevated temperature) or red light (elevated temperature).

Tenants will need to communicate directions for employees, visitors, vendors, etc. in the event of an elevated temperature reading.

The device reads temperatures only; it is not programmed to store any data. There is no facial recognition and no temperature data will be captured or reported.

It is important to note that temperature screening is not a substitute for medical advice and other precautionary measures. As we are all aware, temperature screening is not a complete or conclusive methodology for guarding against COVID-19 or any other illness, and all temperature screening has a degree of error. A high temperature is a known symptom of COVID-19; however, an elevated temperature is not necessarily an indication of the virus and individuals carrying the virus may be asymptomatic.

DCC will not be administering these stations, nor monitoring the screening. Neither Hines Property Management nor building ownership assume any responsibility for building occupants' or visitors' use of or results from the temperature screening stations.

Voluntary Temperature Screening

Follow on-screen guidance to scan your temperature.
Green indicates normal body temperature.
Red indicates elevated body temperature.



IMPORTANT

By using this device, you acknowledge:

This device is not a substitute for medical advice. Temperature results are not indicative of the presence or absence of any illness, and you should contact your medical provider with any questions.

Neither Hines Property Management nor Building Ownership are responsible for the use of or results from this device.

This device reads temperatures only; it is not programmed to store any data. There is no facial recognition, and no temperature data will be captured or reported.



The health and safety of our employees, partners, tenants, and guests is our top priority. To combat the spread of COVID-19 and promote a safe and healthy workplace, we have made available temperature self-screening stations for voluntary use by our tenants, contractors and guests. The thermal temperature reading is the only information obtained from such screening, and we will not maintain a record of the results nor disclose or share the results with any third party. This notice supplements the information contained in Hines' Privacy Policy and Privacy Notice for California Residents, which is located at <https://www.hines.com/policies/privacy-policy>. For more information or to contact us about any privacy-related question or issue, please refer to our Privacy Policy.

Campus Signage & Protocol

COVID-19 PROTOCOL

FACE COVERING REQUIRED FOR ENTRY

DO NOT ENTER if you have any of the symptoms of COVID-19



No Entry If You Have COVID-19 Symptoms



Face Covering Required



Maintain Distance



Sneeze & Cough into a cloth or elbow



Avoid Handshakes or Physical Contact



Stop Spread of Germs Wash Hands Often

Please contact Property Management with questions
DublinCalAdmin@hines.com | 925.556.6630



Hines



Limited Elevator Capacity

Practice Social Distancing



Thank you for keeping your distance

We appreciate your understanding and apologize for any inconvenience this may cause

Thank YOU for doing your part to promote health and safety of others.

Hines

Practice Social Distancing in Elevators



LIMIT THE NUMBER OF PEOPLE GETTING INTO EACH CAR AT THE SAME TIME TO AVOID CROWDING

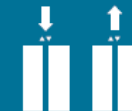
PEOPLE SHOULD CONSIDER ONLY



RIDING THE ELEVATOR WITH THEIR OWN PARTY,



TAKING THE STAIRS, OR



WAITING FOR THE NEXT ELEVATOR.

Hines

For more information: www.cdc.gov/COVID19

Doing Your Part In This New Normal

- Consider reoccupying the building in phases to ease the load to onboarding new protocols such as social distancing.
- Continue to leverage working from home as a tool to manage work and the workforce if the job allows.
- Inform your vendors to modifications for property access.
- Do not gather in groups and avoid all nonessential interactions. Be mindful of congregating in common areas, kitchens and collaborative spaces. Consider one-way traffic flows in the office to allow for 6 feet distancing. Avoid in-person meetings when possible and limit visitors/guests by using alternative methods to communicate such as email, telephone & video conferences.
- Please notify Building Management if you are aware of onsite exposure to a confirmed COVID-19 case.
- Stock your suite with sanitizers & wipes for employee use throughout the day at their workstation or shared equipment.
- The following guidelines should be encouraged with all employees:
 - Stay home if sick. If an employee has symptoms, even mild, they should stay home. Employees who arrive to work sick or become sick at work should be sent home immediately. Temperature checks or other health screenings will be the responsibility of each tenant, in accordance with the County and California requirements.
 - Follow County face covering requirements
 - Wash or sanitize your hands frequently
 - Clean your immediate work area frequently
 - Cover coughs and sneezes with a tissue or sleeve. Do not use your hands.
 - Be aware of your own and others' personal space
 - Pay attention to signage and follow procedures
 - Be kind and exercise empathy as we navigate this new normal together

