



# JBG SMITH HEALTHY WORKPLACE BLUEPRINT

MAY 2020





To Our Valued Tenants,

In these unprecedented times, JBG SMITH is more committed than ever to delivering a workplace experience with the highest standards of operational excellence. With this in mind, we share with you the JBG SMITH Healthy Workplace Blueprint.

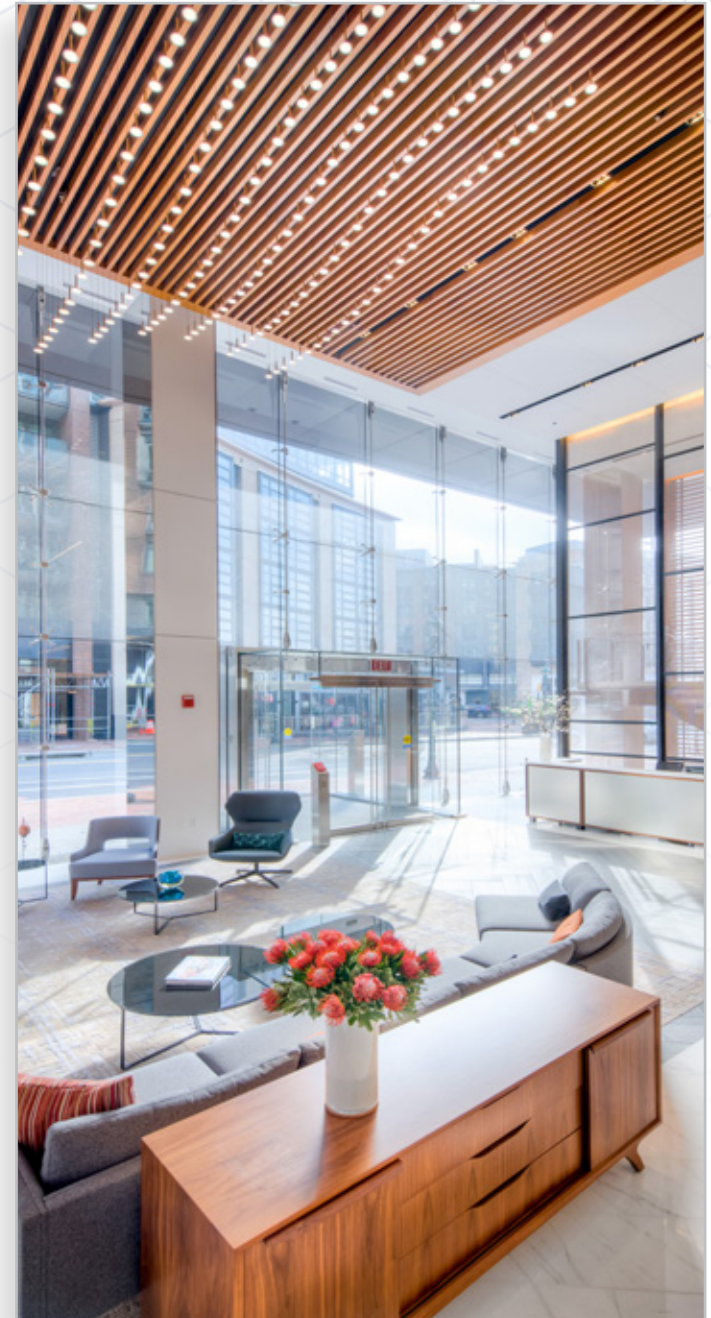
As your organization contemplates a phased re-entry to the workplace and navigates CDC and local jurisdictional guidelines, we are in the process of implementing new health and safety protocols in anticipation of increased building occupancy. The following pages provide you with an overview of the changes you can expect within a JBG SMITH office building. This Blueprint will serve as a helpful tool for individuals to understand the adjustments to building protocols as they consider a return to the office. The health, safety, and wellbeing of our tenants, employees, and visitors is at the forefront of every item referenced in our Healthy Workplace Blueprint.

Our large, diverse, and expansive portfolio of buildings throughout the Washington, DC region will necessitate certain modifications to this plan at the property level to address the operational specifics of your building. Your dedicated property management and engineering teams will continue to provide regular communication regarding changes within your building and any updates to property specific floorplans.

The professional relationship JBG SMITH shares with each of our tenants is paramount to everything we do and could not be more important during this time. JBG SMITH welcomes your thoughts and comments to the Healthy Workplace Blueprint. Please feel free to contact your on-site property management team or any other member of the JBG SMITH organization should you have any questions.

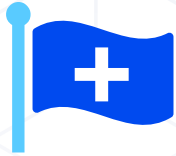
Sincerely,

The JBG SMITH Team



# OUR PLAN IS GUIDED BY THE FOLLOWING PRINCIPLES

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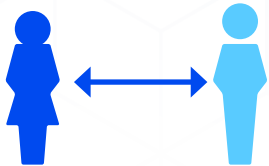
## **Health and Safety** is our #1 Priority

JBG SMITH building operating standards have been modified to account for guidelines established by federal, state, and local authorities.



## **Health and Safety Equals Confidence**

JBG SMITH teams are focused on several key areas to increase health and safety measures for our office portfolio, including cleaning protocols, building air quality, social distancing measures, and regular interactive communication with our tenants.



## **Social Distancing** for a Changing Workplace

JBG SMITH has implemented distancing methodologies throughout building common areas such as lobbies, elevators, and other public spaces.



## **Operational Excellence** is More Important than Ever

JBG SMITH is committed to a higher level of service and operational standards to address the current crisis.

# WHAT TO EXPECT: ARRIVAL



JBG SMITH places great emphasis on the arrival experience at each of our buildings. We have implemented a number of changes for the health and safety of all tenants and visitors.

- Signage to facilitate one-way traffic patterns to avoid people passing one another too closely
- Stanchions or other directional guidance to encourage safe circulation patterns
- Hand sanitizing stations where possible
- Limited common area furniture to promote social distancing
- Protective plastic shields at concierge and security desks to keep tenants, visitors, and employees safe
- Well-marked check-in stations for vendors



# WHAT TO EXPECT: LOBBIES

Lobby plans are customized according to their unique features and configurations. The following illustrative example highlights signage, wayfinding, travel paths, social distancing, and other health and safety features.

## ADDED SAFETY MEASURES

VENDOR  
SCREENING  
REQUIRED



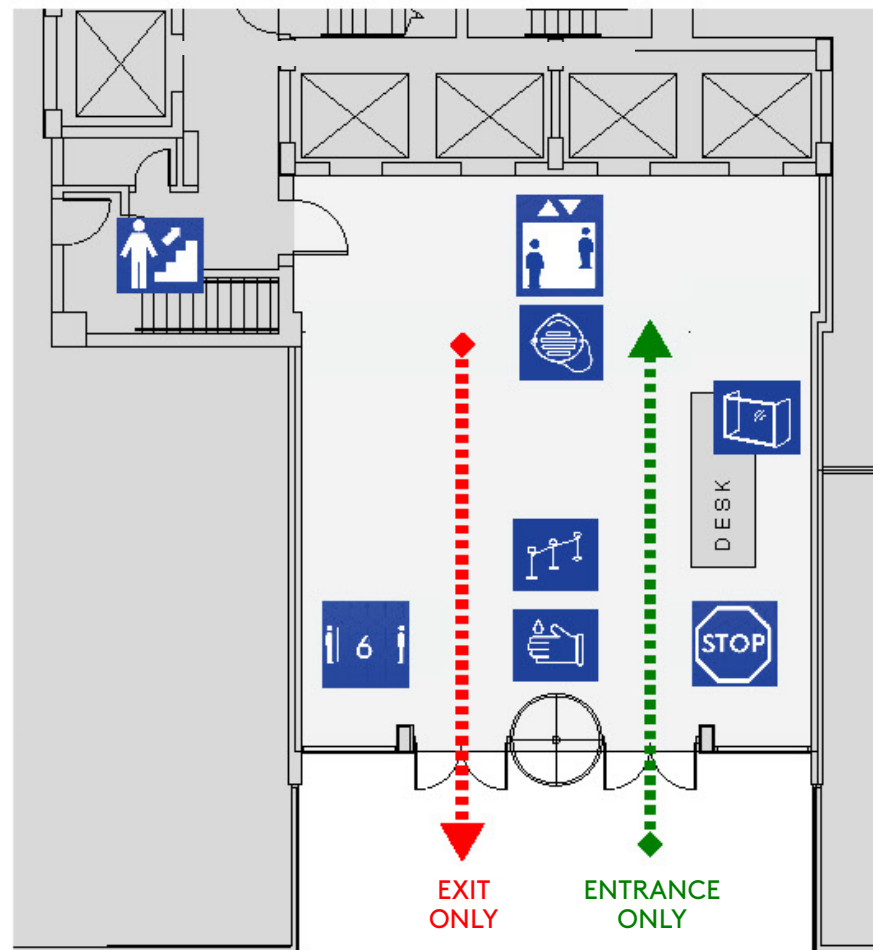
HAND SANITIZING  
STATIONS PROVIDED



STANCHIONS TO  
INFORM NEW TRAVEL  
PATTERNS



PROTECTIVE SHIELDS  
INSTALLED AT SECURITY/  
CONCIERGE DESKS WHERE  
POSSIBLE



## ADDED SIGNAGE



INDICATES REDUCED  
ELEVATOR CAPACITY



ENCOURAGES  
STAIR USE



ENCOURAGES MASK USE  
PER JURISDICTIONAL  
REQUIREMENTS



ENCOURAGES  
SOCIAL DISTANCING

# WHAT TO EXPECT: SIGNAGE

To encourage safe behaviors, JBG SMITH reminds tenants and visitors of new standards and protocols with strategically placed signage throughout all common areas.

- Wear masks, specifically in common areas
- Maintain 6' social distancing
- Follow designated circulation patterns
- Adhere to elevator occupancy limits
- Use the stairs to reduce stress on elevators where possible

## WELCOME TO YOUR HEALTHY WORKSPACE



**FOR EVERYONE'S SAFETY, PLEASE**

**WEAR MASKS IN ALL COMMON AREAS**

**PRACTICE SAFE SOCIAL DISTANCING  
(6 FT.)**

**LOOK FOR AND FOLLOW  
DESIGNATED SIGNS**

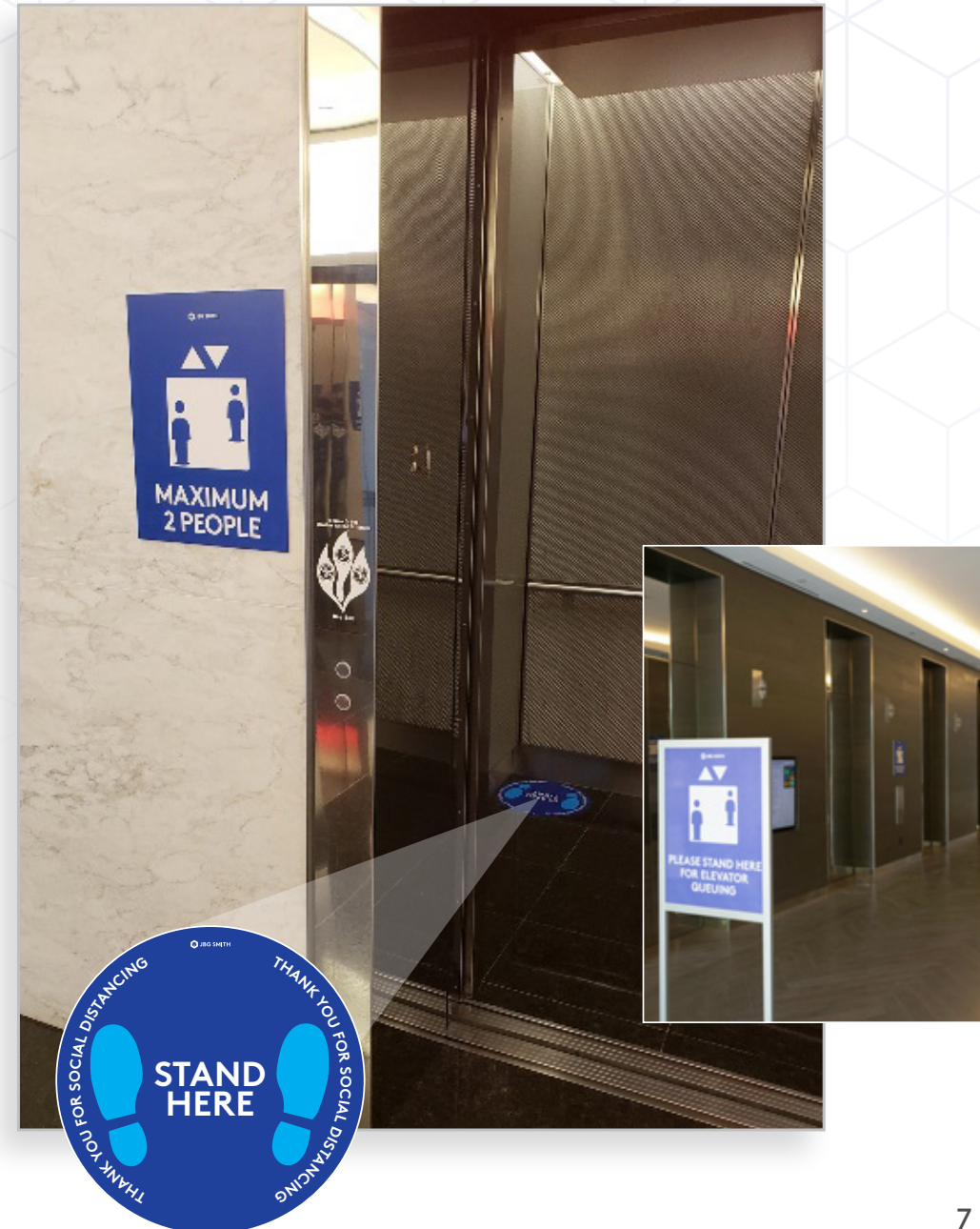


**JBG SMITH**

# WHAT TO EXPECT: ELEVATORS

To accommodate a safe 6' distance in elevators, JBG SMITH recommends reduced elevator occupancy.

- Maximum 2 people per elevator in most locations
- Floor graphics identify a safe standing distance
- To avoid long wait times, tenants are encouraged to work with their property management team to coordinate staggered arrivals and departures
- Tenants on lower floors are encouraged to take the stairs where possible
- Tenants on upper floors are encouraged to stand at the back of the cab
- Staff will be available to assist with elevator lines if necessary
- Increased air circulation with high-speed fans



# WHAT TO EXPECT: STAIRWELLS



Use of stairwells will dramatically reduce capacity stress on the elevators. Signage will encourage use of stairwells when possible.

- All stairwells are well-lit, painted and frequently cleaned
- Stairwells are designated as one-way up or down, where possible
- Card readers may be added to the lower floors to make stairwell circulation available while maintaining sufficient security
- Tenants who are interested in installing card readers on the stairwell doors on their floors should contact their property management team
- If stairwell access is available on a floor via card reader, users will be encouraged to use stairs to reduce interfloor elevator traffic



# WHAT TO EXPECT: REDUCED TOUCHPOINTS



Frequently touched surfaces can potentially expose individuals to COVID-19, therefore JBG SMITH is incorporating new features and technologies to reduce touchpoints in common areas.

- Automatic door openers at building entrances will be added in many locations
- Interior doors will be propped open where security and fire life safety allow
- In July, hand-held button pushers will be provided to tenants with the option to purchase more if needed
- Foot-operated door openers to be installed in restrooms, where possible

# INDUSTRY LEADING CLEANING PRACTICES

In partnership with our environmental consultant, HPE Environmental, JBG SMITH has developed a strategy for the cleaning, disinfecting, and sanitizing of all common areas and high-touch surfaces in our buildings. We have worked with our cleaning service providers on training and executing the following protocols:

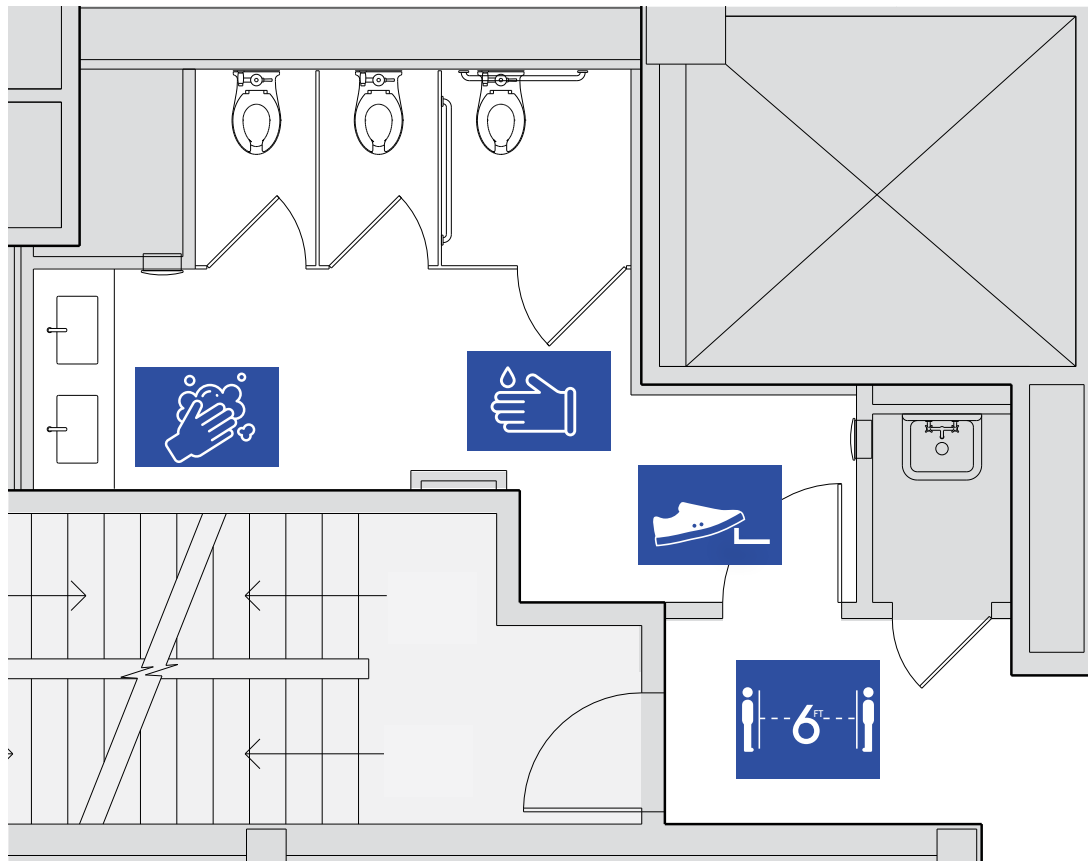
- Supplemental cleaning services and staffing will be added, as needed, to assist with increased cleaning and disinfecting
- Targeted cleaning with electrostatic technology, which provides a quick and even optimized adhesion to surfaces, will be used in restrooms and other areas, as needed
- Utilizing EPA-registered disinfectants that are effective at killing viruses
- Modified cleaning schedule to reduce overlap between night cleaning crew and tenants and employees



# WHAT TO EXPECT: RESTROOMS

JBG SMITH is focused on thorough cleaning and sanitizing methods to keep our restrooms safe.

- Increased frequency of cleaning and disinfection using electrostatic technology
- Added signage in restrooms to encourage social distancing and reinforce CDC hand washing guidelines
- Increased inventory of soap, paper towels, and tissues to ensure restrooms are properly stocked



**SOCIAL DISTANCING**



**CDC HAND WASHING GUIDELINES**



**TOUCH-FREE SOAP DISPENSERS (WHERE AVAILABLE)**



**FOOT-OPERATED DOOR OPENERS (WHERE AVAILABLE)**



# COMMITMENT TO INDOOR AIR QUALITY

JBG SMITH's unique Tenant Service Center (TSC) is an around-the-clock central command center that remotely monitors, analyzes, and adjusts core building functions 24/7/365, such as:

- Controlling and adjusting key equipment with minimal human contact or interaction
- Modifying building ventilation systems immediately upon learning of a COVID-19 case
- Flushing all buildings HVAC systems with outside air for 30 minutes at the start of each day
- Monitoring equipment alarms around-the-clock to ensure all systems, including ventilation, are performing optimally and providing a safe and comfortable environment
- Providing tenants with uninterrupted support and thorough communication with 100% emergency generator power in the event the grid is compromised



# ON-SITE TEAMS



JBG SMITH has a best in class team of property management and engineering professionals. To ensure your health and safety, we have revised our operating standards and will continue to provide our tenants with the highest standard of customer service.

- All staff are provided with and required to wear masks and other protective gear, when appropriate
- Health screening is required at the start of every workday
- On-site management offices will remain secured to ensure social distancing
- Engineering staff are available to respond to tenant requests made through JBG SMITH Connect - please note any special requirements or specific times for work to be performed when submitting a service ticket
- Staff are trained to maintain a 6' distance while performing work and we request that tenants promote the same practice with their own employees

# CONTRACTOR, VENDOR AND DELIVERY PROTOCOLS

## Wellness Certification Certificación de Bienestar

- |   | Yes / Si                 | No / No                  |
|---|--------------------------|--------------------------|
| 1. I've tested positive for COVID-19 in the last 14 days.<br><i>He dado positivo para COVID-19 en los últimos 14 días.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I have been given a COVID-19 test in the last 14 days for which I am still expecting results.<br><i>Me han dado una prueba COVID-19 en los últimos 14 días para el que todavía estoy esperando resultados.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I have had direct contact with anyone who has tested positive for COVID-19 in the last 14 days.<br><i>He tenido contacto directo con cualquier persona que ha dado positivo para COVID-19 en los últimos 14 días.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I'm exhibiting symptoms of COVID-19 (cough, shortness of breath, fever, chills, chill tremors, muscle pain, headache, sore throat, or new loss of taste or smell).<br><i>Estoy mostrando síntomas de COVID-19 (tos, dificultad para respirar, fiebre, escalofríos, temblores fríos, dolor muscular, dolor de cabeza, dolor de garganta o nueva pérdida de sabor u olor).</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I have a fever. (A fever is defined as a temperature above 100.4 F (37.8 C)<br><i>tengo fiebre. (Una fiebre se define como una temperatura superior a 100,4 F (37,8 C)</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. In the last two weeks, I have traveled (or someone else in my home has traveled) internationally.<br><i>En las últimas dos semanas, he viajado (o alguien más en mi casa ha viajado) internacionalmente.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |

Date / Fecha: \_\_\_\_\_

Name / Nombre: \_\_\_\_\_

Signature / Firma: \_\_\_\_\_

It is important that everyone performing work in our buildings understands the safety requirements, protocols, and expectations necessary to prevent the spread of COVID-19. To that end, JBG SMITH has implemented and distributed guidelines to our contractors and vendors, and requires their participation in reducing the risk of exposure.

- All contractors and vendors are required to check in and wear a mask while inside our buildings
- At the designated check-in areas, contractors and vendors will be required to answer screening questions before proceeding to their destination
- The wellness certification for contractors and vendors is available on-site and online at [wellnessformc.jbgsmith.com](https://wellnessformc.jbgsmith.com)
- For easy identification and enforcement, cleared contractors and vendors will be provided with a color-coded wristband that must be worn at all times (color changes daily)
- A written policy will be provided for tenants to distribute to their contractors



# AMENITY AND COMMON SPACES



For your safety, amenity spaces such as fitness centers and conference rooms will remain closed. We will continue to closely monitor jurisdictional guidelines and hope to reopen them in the near future.

- Bike rooms will be open and we encourage tenants to consider walking, biking and other alternative transportation methods
- When amenity spaces reopen, seating arrangements will be modified in order to promote social distancing and more frequent cleaning schedules will be implemented

# PARKING



JBG SMITH has amended parking operations to ensure garages adhere to heightened cleaning and hygiene standards.

- Tenants and visitors are encouraged to utilize contactless payment options such as ParkMobile, where available
- Garage pay machines and other parking equipment will be disinfected periodically throughout the day
- All parking attendants are required to wear appropriate personal protective equipment
- Hand sanitizing stations are available in garage elevator lobbies, where possible
- Garage stairwells with access to the lobby or street level will be open to reduce overcrowding



# TRANSPARENCY AND COMMUNICATION

JBG SMITH recognizes that frequent communication is paramount at this time.

- Tenants will be notified about all confirmed COVID-19 cases in their building
- Please inform your local property management team if a visitor, contractor or member of your team reports a confirmed COVID-19 infection
- As the CDC and Government guidelines evolve, we will continue to communicate any changes to our plans and policies
- Please contact your property management team for building specific plans







[JBGSMITH.com](http://JBGSMITH.com)