

### Return to Occupancy Vendor Partner Notice

As tenants and their employees continue to return to work, Hines continues to focus on the health and safety of our tenants, employees, and vendor partners which are best managed with responsible communication and cooperation.

As a reminder, in addition to recommended best practices for cleaning, disinfecting, and maintaining physical distancing, **we require all vendor and contractor building service employees coming into the building to Complete a daily health and temperature screening.** Any vendor or contractor employee that does not pass the health screening and temperature screening should not enter the building.

#### **New Requirement to Enter Hines Occupied or Controlled Space**

Effective, September 24, 2021, we are requiring that each of our vendor partners implement a program to ensure that all vendor employees who enter **Hines occupied or controlled space** (Central Plant, Engineering Office, Property/Facility Management Office, etc.) are either (1) fully vaccinated or (2) undergoing weekly COVID-19 testing and have received a negative test result within 7 days of entering Hines occupied or controlled space. Any vendor employees who have not satisfied these requirements should be directed not to enter Hines occupied or controlled space.

#### **Potential Additional Requirement**

Vendor partners should also be aware that many tenants and owners are issuing specific guidance and requirements for access to their space. To the extent that tenant and owner/client requirements are more stringent, those requirements also need to be met. In response to these activities, property management will be proactively reaching out to our vendor partners to inquire about their own protocols on vaccinations and weekly testing to assess the challenges in meeting our tenant and owner requests. The program is initially not establishing a position, but rather is assessing vendor partner status and identifying challenges in meeting requests being made by tenants and owners.

#### **Action**

Please update your Return to Occupancy or similarly titled plan. Your plan should include all of the following minimum protocols:

- Completion of the daily health and temperature screening.
- All vendor/contractor employees who perform work or have a need to enter **Hines occupied space** (Central Plant, Engineering Office, Property/Facility Management Office, etc.), are required to have either been 1) fully vaccinated, or 2) tested negative for Covid-19 within 7 days of entering Hines occupied space (this is an ongoing weekly testing requirement).
- Vendor/Contractor will establish a vaccination and testing program, including any records that may be needed to validate this program.
- Vendor/Contractor will be required to work with property management to comply with all tenant pandemic requirements.
- A provision that provides for and requires employee use of personal protective equipment (PPE) in accordance with governmental and/or building requirements, including but not limited to a 3-ply (layer) disposable mask or a fabric mask.
- Direction to employees to practice social distancing at the building.

- Modification of arrival to work and clock-in/out procedures to prevent infection spread (control arrival flow, staging, etc.).
- Guidance to avoid in-person meetings when possible. When not possible, minimize encroaching within 6-foot distance and wear appropriate PPE, including but not limited to a 3-ply (layer) disposable mask or a fabric mask.
- An understanding of the obligation to promptly notify building management of any employee exposure or suspected exposure to COVID-19.
- Agreement to comply with the building's pandemic safety protocols.

We continue to require that all vendors and contractors notify us if any of your employees, that have been or are coming to the building, have been exposed to, or test positive for COVID-19, or otherwise exhibit commonly known symptoms of COVID-19. It is important that you notify us as soon as you are made aware of any such employee exposure so that we may implement our Incident Response protocols as soon as possible.

Please sign below and return a copy of the signed agreement to Shawnti Gales (Shawnti.gales@hines.com) to confirm your company's agreement to comply with these policies.

I certify that I have read and understand the Return to Occupancy Vendor Partner Notice. I agree to manage my company and employee interface with the property as needed to comply with the property's pandemic safety protocols. I acknowledge and agree that the Return to Occupancy Vendor Partner Notice protocols have been implemented.

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**COMPANY NAME**

**SIGNATURE**

**DATE**