



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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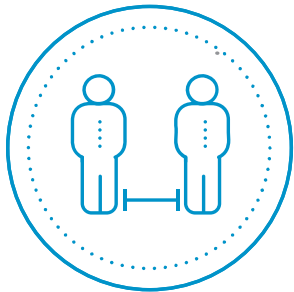
SECTION 1

OVERVIEW

Brandywine’s Return To the Workplace Approach Prioritizes the Health, Safety and Security of Our Tenants and Employees



Enhanced cleaning procedure & frequency with most efficient available for disinfection



Encouraging state and local guidelines on social distancing and personal protective equipment



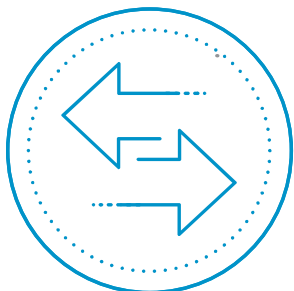
Upgraded building HVAC filtration systems and increased fresh air intake



Increased safe use & occupancy regulations in elevators, common areas, and amenity spaces



Increased health & safety training and procedures for building personnel, contractors and vendors



Signage & floor markers enforcing 6-foot distancing and other health & safety protocol



SECTION 2

RETURNING TO THE WORKPLACE AT THE ARBORETUM

Cleaning

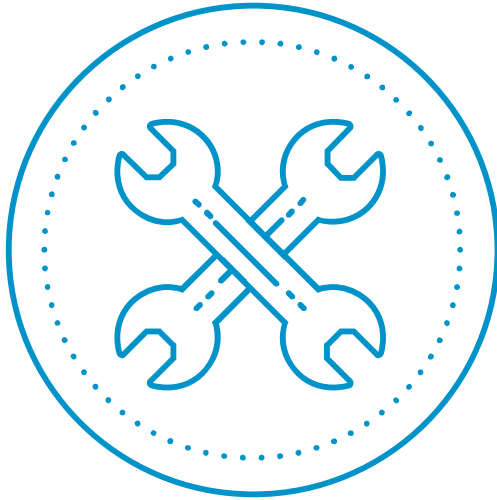


Our essential teams have remained on-site performing daily maintenance and increased cleanings, of both common areas and tenant spaces.

Upon Return to the Workplace, tenants 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, light switches, cabinet knobs, etc.)
- Upgraded cleaning products—most efficient available for disinfection
- Hand sanitizer will be available in common elevator lobbies, building entrances, and café areas, as supplies are available
- Implemented janitorial procedures, with teams strictly adhering to cleaning guidelines issued by the Centers for Disease Control and Prevention
- Trashcans will be placed at restroom doors so tenants can touch the door handle with a paper towel and then dispose of it

Building Systems



Your building's HVAC system has been upgraded to the maximum filtration the system will allow

We have increased your building's fresh air intake to 100% as indoor and outdoor conditions permit, exceeding ASHRAE and CDC guidelines



Policies and Procedures



- In accordance with CDC, state, and municipal guidelines, tenants are encouraged to wear face coverings/masks.
- We will have ample building signage reminding tenants of CDC best practices, including social distancing guidelines.
- We will be encouraging elevator restrictions, limiting occupancy to 4 people at a time and encouraging 6 feet of separation.
- Tenants will be permitted to prop open suite doors during business hours for fewer touchpoints.

Policies and Procedures



- Brandywine amenity spaces, including conference rooms, gyms and locker rooms will remain closed until further notice. Upon opening, Brandywine will notify tenants of any restrictions or best practices to observe.
- Upon learning of a confirmed COVID-19 case in a building, Brandywine will continue to follow procedure: informing tenant base of case, and cordoning off infected area for a full disinfection

A Key Part Of Our Building Community's Shared Success: Tenant Recommendation



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
- Limiting the number of guests/visitors as the building adjusts to re-occupancy

A Key Part of Our Building Community's Shared Success: Tenant Recommendation



- 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 people 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.



SECTION 3

BRANDYWINE EMPLOYEE POLICY

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

Return to the Workplace Planning Resources for Businesses

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](#)



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

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