



COVID-19 TENANT GUIDELINES

Effective May 18, 2020

The Lexvest Group has adopted the following COVID-19 Tenant Guidelines consistent with phased reopening of the workplace and in accordance with Federal, State, and local guidance to ensure the health and safety of our Tenants and visitors to our buildings. We urge all Tenants to adopt a strict policy with respect to their leased premises and share this common area policy with all your employees and visitors.

As this situation is constantly changing, all Tenants, and their visitors shall adhere to Governor Baker's guidelines (<https://www.mass.gov/info-details/covid-19-updates-and-information>) as such guidelines shall always control if in conflict with our suggestions below, which will be modified accordingly if necessary.

1. Facemasks must be worn at all times when in the common areas of the building (lobby, hallways, washrooms, elevators, etc.).
2. Always maintain social distancing with a minimum of 6 feet of separation while in the common areas of the building. Please avoid congregating in any of the building's common areas.
3. Elevator use will be limited to 1 to 2 people per car to maintain 6 feet of separation.
4. Gym facilities are restricted to 1 person at a time until further notice or direction from Governor Baker. For the safety of others, users are required to wipe down equipment after use.
5. Common conference rooms, kitchen/breakrooms, lobby and hallway seating areas will be modified to conform with social distancing regulations.
6. We encourage Tenants to minimize visitors and meetings with outside companies. All such meetings should be conducted telephonically or by video conferencing, if at all possible.
7. All vulnerable individuals (*as defined by the CDC*) should continue to work remotely. Also, individuals with members of households with vulnerable residents should take precautions to isolate themselves from vulnerable residents upon returning from the workplace.
8. Tenants shall adopt procedures to ensure that individuals who have a temperature or are experiencing COVID-19 like symptoms must continue to work remotely and seek the appropriate medical assistance.
9. In the event that a Tenant's employee or visitor to their space is reported to have tested positive for COVID-19 please notify Andrea Willette (awillette@lexvest.com), Director of Tenant Services, immediately. Unless you have your own licensed and qualified firm to do the required disinfecting, we will refer you to a cleaning firm for disinfecting your leased premises and the common areas of the building so affected, at your cost.
10. The Lexvest Group's janitorial service team is regularly disinfecting all building common area high touch points.

**THANK YOU FOR YOUR COOPERATION AND IN ASSISTING
THE LEXVEST GROUP ENSURE A SAFE WORK ENVIRONMENT.**