



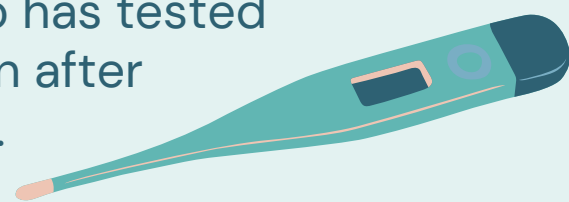
# COVID-19 Back to Office Guidelines

*These guidelines are based on the best-known public health practices and they are formulated in combination of CDC guidelines and NYS laws:*

## Screening

Farm employees who are not feeling well will be ordered to self-quarantine. We encourage all of our members to enforce the same standards who are in the same condition.

Any Farm employee or member who has tested positive for COVID-19 may only return after completing a 14-day self quarantine.



## Cleaning Methods

We are using Electrostatic spraying technology with TABS (EPA registered) disinfectants, sanitizers, bleach alternatives, and Prot Electrostatic Sprayers.

These sprayers have an effectiveness against COVID-19 on hard, non porous surfaces.



## Mailings services

The Farm Staff have been handling all essential tasks and mailing services will continue uninterrupted. If you have any mail to be picked up please directly email your community manager.



## Contact Tracing

Farm employees will keep a track of all people who are visiting the facilities. Each guest who enters the space have to check in at the front desk.

If a member tests positive for COVID-19, state and local health departments should be notified immediately, including notification of potential contacts, such as workers or visitors who had close contact with the individual.

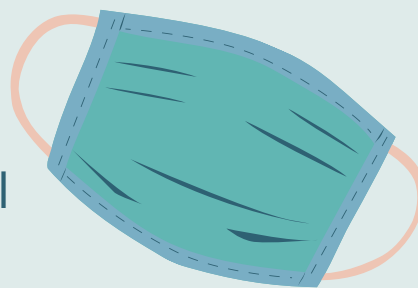


## Protective Equipment and Supplies

We ask all of our members to wear protective face covering in all common areas unless they can maintain at least 6 feet of distance from everyone.

All common areas will have hand sanitizer stations, including paper towels, and alcohol based hand sanitizer.

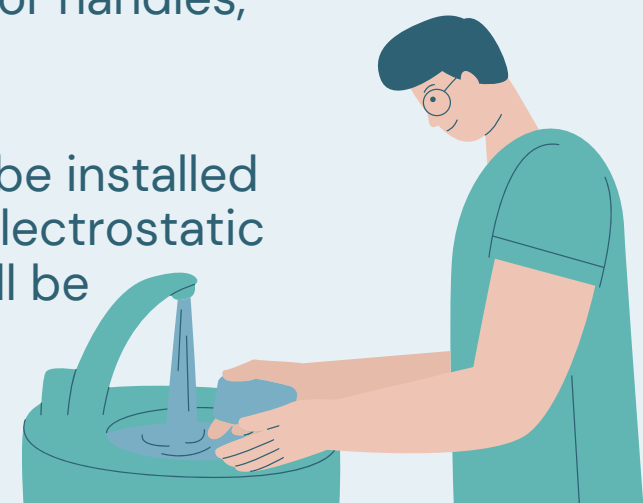
All members and Farm personnel must sanitize hands upon entering Farm locations.



## Cleaning Frequencies

All frequently touched surfaces along with our standard cleaning process will be included in the daily cleaning checklist, i.e. door handles, tabletops, sinks and faucets.

HVAC higher efficiency filters will be installed to stop the spread of COVID-19. Electrostatic cleaning of ventilation systems will be periodically performed.



## Common areas

Ensure 6 ft. distance in common areas, i.e. bathrooms areas, hallways. We will have floor stickers installed for directing walkway traffic within all of the common areas. Elevators shall be occupied by only one individual at a time.

We advise not to congregate in any of the printer or water cooler areas.

We strongly recommend that conference rooms be used at 50% of max capacity. We advise that all members avoid behaviors that increase the chance of any contamination. (i.e such as sharing food, not abiding by density requirements)



***We're closely following up with the continuously changing Federal / State / CDC / OSHA guidelines and will keep you updated throughout the process.***

Please reach out to your Community Manager if you have any questions.