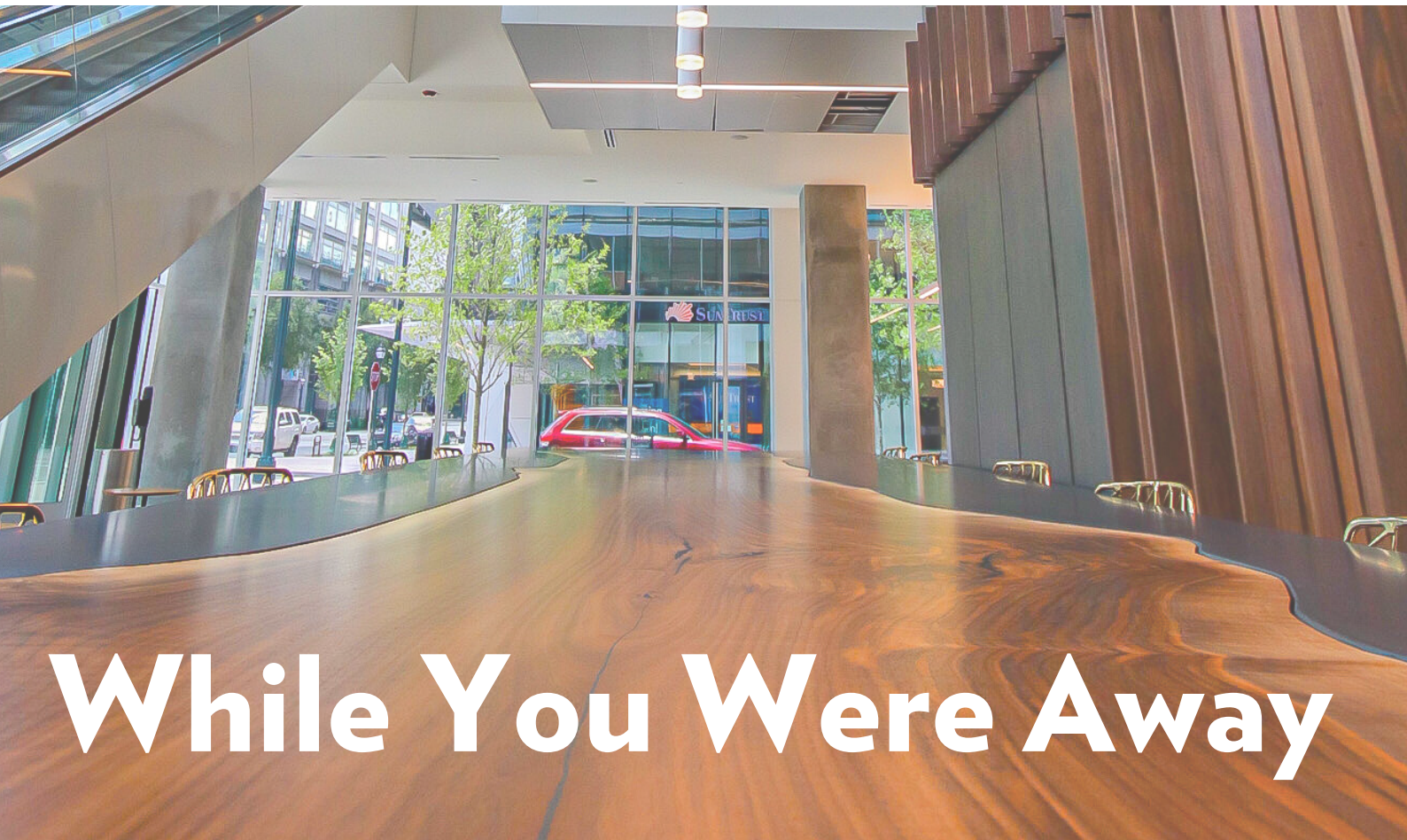




RETURNING TO coda

A Safe and Conscious Journey
Back to Occupancy in the Workplace.



While You Were Away

BUILDING STAFF All building staff members are equipped with personal protective equipment (PPE). Engineering, housekeeping and security will be expected to wear their appropriate PPE while entering tenant space.

INDOOR AIR QUALITY 100% of Coda's air supply is outdoor air & engineering will continue to inspect systems and filters based on current service schedules.

INCREASED CLEANING FREQUENCY Increased cleaning and disinfecting of all common and high traffic areas has been implemented throughout the building. High frequency surfaces include:

- Door Handles/Knobs
- Restrooms & Drinking Fountains
- Shower Facilities
- Elevator Buttons/Kiosks
- Stairwells & Handrails
- Building Common Areas
- High Frequency Surfaces



As You Return

ENTRY & EXIT Building entrances have been designated "entrance only" or "exit only" to better aid in traffic circulation and reduce touch points. Signage has been placed to encourage best practices for minimizing surface contact. Please utilize the North West Peachtree Street ADA door and the Spring Street Collective Entrance. Property Management will notify tenants when all other entrances are unsecured as the tenant population returns.

HAND SANITIZER STATIONS Hand sanitizer stations will remain in place on the 1st and 2nd floors near the security desk and elevator lobbies. Additional stations are placed throughout building common areas.

VENDOR MANAGEMENT All vendors should follow guidelines from the CDC. We will encourage all vendors and contractors to wear PPE when entering the building and tenant spaces.

WORK ORDER REQUESTS Management, engineering and housekeeping will continue to handle all requests. All building staff is required to wear PPE when entering tenant spaces. For everyone's safety, we may ask if we can return when the space is less occupied to service non-emergencies.

SIGNAGE Signs have been placed throughout the building to remind and encourage safe social distancing practices and healthy hygiene.

COLLABORATIVE CORE All games and activities have been removed from the core and the coffee services have been powered down to better aid in social distancing and limit surface contact. Property Management will notify tenants of the return of these amenities as soon as possible. Furniture has been rearranged to better accommodate social distancing.

CONFERENCE ROOMS Reopening of the conference rooms will be determined based on the return of Coda's tenant population. Tables and chairs will be removed from each room to better accommodate social distancing.

ELEVATORS Signage has been placed in elevator lobbies and cabs to encourage proper elevator etiquette. All buttons and kiosks are on a high frequency cleaning schedule. In Parking Garage Elevators, please limit each trip to no more than (2) persons. In Building Passenger Elevators, please limit each trip to no more than (4) persons. Stairwell #2 is available for use and is being cleaned on a high frequency schedule. Stairwell #3 is being cleaning on a high frequency schedule on floors 1-5 for WeWork members.

THE COLLECTIVE Aviva by Kameel will be open beginning Monday, July 7th with limited hours. Seating in The Collective has been spaced at least 6 feet apart and is available for use during business hours. Property Management will continue to update tenants on The Collective restaurants as they reopen.



Inside Your Space

We are sure you have already started implementing new policies and procedures to ensure your employees' safety as you return. Here are some additional details and recommendations to consider.

Know increased cleaning protocols have been activated on your floor, including restrooms.

Continue to wear masks, if mandated and follow social distancing guidelines.

Consider employee health screens, self-disclosure questionnaires and temperature checks.

Limit visitors and guests, if possible.

Utilize virtual meeting resources when possible and limit the amount of people in meeting spaces. Disinfect meeting rooms after each meeting.

Consider the elimination of community food/coffee stations and closing areas like kitchens & break rooms.

Make hand sanitizer available at entrances, exits and common areas.

Install sneeze guards and new protocol signage in lobbies and reception areas.

Implement one-way traffic flow protocol within your space.

If you are someone you know has exhibited any symptoms or has tested positive for COVID-19, please contact Property Management *immediately*. We will coordinate with housekeeping to initiate disinfecting steps and ensure building common areas are safe. Property Management will notify all building tenants of any confirmed cases of COVID-19 on property. Anyone infected should follow the guidelines from the CDC.

Coda's Property Management Office is located on the 2nd floor in suite 225. Office hours are
Mon - Fri 8:30am - 5:30pm.

The management office can be reached at 404.920.2500. All after hours call are directed to lobby security.

Please contact us at
propertymanagement@codatechsquare.com
for any questions or concerns.

Sincerely,



Working Together

