

## Maintaining Safer Office Space - Together

Working from the guidance provided by local health authorities and government officials, we collaborate with industry partners to identify and implement the best thinking and practices. We will always be proactive, transparent, welcoming and humane. Most importantly, we will listen to our customers and experts, adapting as we go.



### PPE & HEALTH PRACTICE

#### For the safety of our all including customers, staff and guests please follow these measures:

Read signage and follow procedures.

Wear a mask or face covering in all public areas of the building.

Maintain frequent handwashing and utilize sanitizers throughout the public areas.

If you have any symptoms, however mild, kindly remain at home.

Fresh-air intake is monitored with enhanced filtration operational measures.

Plumbing is maintained during low occupancy by operating plumbing fixtures.



### PLANNING & TRAINING

#### To ensure safety of staff & guests:

Review and refine your return to work practice.

Ensure a enhanced cleaning and sanitization and maintain supplies of PPE & sanitizer.

Ensure staff are aware of current health and safety policies.

#### To keep customers/tenants informed:

We post updated information at [www.taylorcoltd.com](http://www.taylorcoltd.com) and communicate via e-mail to deliver important news and updates to our customer contacts.



### PHYSICAL DISTANCING

#### To encourage safe physical and social distancing of 2m/6ft apart we:

Maintain signage at all entrances & touch points.

Have removed or reconfigured seating in common area seating throughout the complex.

Restrict elevator capacity to 2 people.

Set one-way ingress/egress at all entrances.

Maintain distancing signage for line-ups.

Encourage the courtesy of 1 person per washroom.



### CLEANING & DISINFECTING

#### To protect our visitors, we have increased our sanitization efforts:

Sanitizer is offered at all main entrances.

Consistent cleaning frequency in all areas of the complex.

More frequent cleaning of high-touch surfaces such as elevators buttons and doors handles.

Increased cleaning of washrooms.



### HOW YOU CAN HELP

#### Review your plans and share them with us.

Follow the guidance from local government and health authorities.

Advise us of any Covid-19 occurrences.