



JBG SMITH

TENANT SERVICE PROVIDER GUIDELINES AND PROCEDURES CORONAVIRUS (COVID-19)

Service Providers working in JBG SMITH-managed properties should adhere to the following requirements. JBG SMITH reserves the right to change these guidelines from time to time as conditions evolve. If these requirements are not followed, Service Providers' workers may not be admitted to property or may be asked to leave. All service providers should:

- Immediately notify their tenant customer if any on-site worker is sent home with COVID-19 symptoms or has tested positive,
- Refrain from sending symptomatic or high-risk workers to the property. Workers who become sick should be sent home,
- Clean all tools, supplies, and materials prior to arriving at the property,
- Provide workers with all necessary PPE, including facemasks,
- Inform workers that face masks are always to be worn while on the property,
- Enter/exit property through approved access points and complete the required health screening,
- Limit access to the worksite areas and limit traveling in and out of property for tools, supplies, and breaks,
- Request access to electrical closets, machine rooms, etc. 24 hours in advance,
- Practice social distancing while on the job site,
- Refrain from handshaking and maintain respiratory etiquette, e.g. sneeze into elbow even when wearing a mask,
- Practice the four-corner rule while in an elevator.
- Use PPE during work and breaks.
- Frequently wash hands with liquid soap and/or hand sanitizer.
- Clean and sanitize high traffic areas and surfaces (e.g., tools, doorknobs, elevator buttons, stair rails, tables, vehicles, etc.) frequently while on the property.

Service providers should conduct their business in strict compliance with all applicable regulations, guidelines, and requirements imposed by the Center for Disease Control ("CDC"), Occupational Safety and Health Administration ("OSHA"), and should also comply with the JBG SMITH COVID-19 Tenant Service Provider Guidelines as set forth in this document.