

We are excited to welcome back in-person cases in our offices! In keeping with our commitment to be the gold standard in our industry, we are taking every reasonable action to keep our staff, neutrals, clients, guests and vendors safe. We have implemented the following PPE and safety measures to be socially responsible in the interest of our collective health and safety.

## JW SAN DIEGO OFFICE CAPACITY

Chairs have been removed in conference rooms from all venues to accommodate a maximum of 50% capacity in order to comply with social distancing within conference rooms.

Reduced office capacity: We are operating at 50% capacity until further notice.

**As of February 22, 2022**

Judicate West is requiring that face masks still be worn in all common areas in our offices.

## JW SAN DIEGO BUILDING SAFETY PROTOCOLS

- Face coverings are required to enter the building and must be worn in all common areas
- Elevators have social distancing restrictions, limiting 4 people to an elevator cab
- Stairwells will be open in G2 & G3 that you can take up to State St. or Columbia then enter the building on C Street in order to bypass the garage elevators
- Disinfectant hand stations have been placed at all entrances in the main lobby and garage elevator lobbies
- All common area touch points are being disinfected three times per day using EPA/CDC/WHO compliant disinfectant
  - High traffic areas including elevator call buttons, stair and mezzanine railings, drinking fountains, light switches/thermostats, entry door pulls and push plates, security desks, entry door handles, lobby furniture and tables
  - Restrooms including flush valves, countertops, sinks and handles, door pulls and push plates, stall doors and handles, towel and toilet paper dispensers, toilet seats
- Notices with health & safety instructions posted at all building entrances
- Visitor & Contractor Guidelines have been communicated and are being enforced
- Decals and tape have been installed to designate social distancing positioning throughout the main lobby and elevators
- Valet parking is open, and all valet staff will be taking measures to disinfect door handles, keys, steering wheels, etc.

# Returning to JW San Diego

## SAFETY MEASURES & REQUIREMENTS

- **Important: Upon Arrival**

- Touchless temperature scan for staff, clients, and neutrals required upon entry
- Masks covering your nose and mouth will be required in all common areas

- **Reduced Capacity for Staff Offices**

- Reconfigured workspaces have been implemented in staff offices to comply with social distancing
- Adequate cleaning supplies are available in offices and staff are encouraged to clean their workspaces regularly throughout the day
- Masks MUST be worn when you leave your offices

- **Reduced Capacity for Conference Rooms**

- Capacity is being monitored in conference rooms to comply with social distancing
- We can accommodate a maximum of 3 people (not including the neutral) per standard room with a very limited number of large rooms available for groups up to 6
- Conference room sanitization and single use of rooms each day
- Masks MUST be worn when you leave your conference rooms
- Plexiglass dividers available for conference rooms upon request

- **Coffee, Water, Beverages, and Prepackaged Snacks Remain Available**

- If you are with us through the lunch hour, individual packaged lunches will be provided
- Rooms will be called accordingly to ensure proper spacing between guests so they can avoid crowding and pick up their lunches with adequate distancing.
- Lunches will be sealed

- **Sanitization and Screening**

- Additional sanitizing products are available throughout the office to encourage regular hand sanitizing
- Additional cleaning of common areas and high-touch areas
- Social distancing accommodations along with safety reminders throughout the office
- Electrostatic sanitizing sprayer used to sanitize conference rooms
- Screening: we ask that all self-screen at home and if anyone (clients, neutrals, staff) is not feeling well, we ask that you please stay at home

All safety measures listed above are mandatory, regardless of vaccination status.

In order to ensure all are comfortable returning in-person (neutrals, clients, and staff), it is important we adhere to these preventative measures. Assume you are interacting with unvaccinated people, or with people who have unvaccinated household members who are at increased risk.

# Returning to JW San Diego

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## PPE AVAILABLE IN ALL JW OFFICES

- Touchless temperature scanner
- Individually packaged return to office kits for each guest which includes hand sanitizer, a cloth mask, and JW stationery
- Automatic hand sanitizers in common areas
- Disposable mask dispensers in common areas
- Disinfectant wipes and sprays readily available
- Additional cloth masks, filters, and disposable masks available
- Plexiglass available upon request for conference rooms

## HVAC

- All air filters have been replaced
- Emerald Plaza is uniquely equipped with fresh air fan blowers on each floor, providing maximum fresh air flow to all offices
- Unlike any other Downtown high rise, fresh air vents are located at window mullions to allow additional fresh air
- Our building is one of the only buildings in Downtown San Diego that has fresh air vents in most offices (approximately every 3rd window) so our ventilation is very good. We also have air handlers every other floor (as opposed to some buildings who only have them on the roof) so there is a good supply of fresh air being circulated.



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## FREQUENTLY ASKED QUESTIONS (FAQs)

### 1. Are vaccinations required?

Vaccinations are encouraged but not required. Therefore, the mandatory safety measures we have in place must be followed, regardless of vaccination status.

### 2. What if the neutral is not comfortable coming in for in-person sessions, but clients want to attend in-person?

**General policy:** Due to our limited capacity, if your neutral is not going to be in person, we ask that everyone remain virtual. Most neutrals feel that parity is key. 100% in-person cases will have priority to reserve conference rooms in any of our offices. Hybrid cases will tentatively be scheduled and confirmed as we get closer to the date depending on capacity. There will always be exceptions if there are extenuating circumstances for situations.

### 3. What if one party has more than 3 people who need to attend in-person in one conference room?

Each of our venues have a very limited number of large rooms available for groups up to 6. Please contact your Case Manager to discuss options. If no large rooms are available, then we ask that you determine who in your party can participate virtually.

Thank you for your understanding and cooperation as we work together toward our collective health and safety. We are excited to see you in our offices soon.



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