

Returning to JW San Francisco

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 FRANCISCO 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:

- On June 7, 2021, we will operate at 25% capacity.
- Beginning on July 5, 2021, we will operate at 50% capacity until further notice.

JW SAN FRANCISCO BUILDING SAFETY PROTOCOLS

Please view safety protocol measures for this building here: <https://bit.ly/3g2hOYp>

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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
 - Within a staff office, if all are comfortable, masks do not need to be worn
 - 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
 - Within conference rooms, if all are comfortable (the neutral and the parties), masks do not need to be worn inside your conference room
 - 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.

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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

This building has taken additional steps by hiring industry experts to review and ensure safe operational practices concerning cleaning, HVAC, and plumbing:

- The Chief Engineer for the building confirmed that the air changes at least 4-6 times per hour.
- HVAC guidelines are being reviewed by Cosentini Associates (East Coast) and Glumac (West Coast) and will:
 - Continue to follow the guidelines and requirements of the CDC, ASHRAE, and OSHA
 - Increased outside air ventilation to 100% without sacrificing tenant comfort
 - Installation of air filters that meet or exceed recommended Minimum Efficiency Reporting Value (MERV) level 14
 - Extended the schedule for HVAC systems during the transition period to promote continued air circulation



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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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