

WELCOME BACK

**We're
Glad
You're
Here.**

A Day in the Life of an Employee

Workplace Changes Overview

This information changes frequently and the contents will be updated regularly.

A Day in the Life of an Employee

Your new work week

- Anticipate the time it may take to enter the building
- New daily work schedule arranged with your leadership
- Enhanced site cleaning
- Practice physical distancing in the office
- If you are not well, please stay home

Arriving at work

- No change to parking
- Shuttle services temporarily unavailable
- Masks are expected in all common areas when unable to maintain appropriate physical distance
- Limited capacity in elevators
- Walking the stairs

Heading inside

- Welcome Kits
- ProtectWell app
- Physical distancing signage cues throughout the space
- Hand sanitizer stations available near entryways

Working onsite

- Clean, safe and functional infrastructure (HVAC, etc.)
- Clear Desk Policy
- Signage on available workstations
- Office services available (mail, printing)
- Meeting rooms available with limited occupancy
- Focus rooms, offices and huddles available for single occupancy

Food and beverage

- Café services grab n' go unless otherwise indicated
- Desktop and mobile ordering
- Cashless transactions only
- Daily Featured Stride Entrée which includes protein, starch, veggies and a daily soup
- Packaged sandwiches, salads, Power Pack snacks, and fruit where applicable
- Catering services reimaged

Technology

- Monitors, keyboards and phones will remain on desks
- SmartSpot open

Taking a break

- Vending, Bevi and Caribou coffee in breakrooms
- Sanitization stations located throughout common spaces

Staying well

- Keep moving
- Utilize walking paths and get outside
- Virtual Wellness Promotions by our onsite dietician
- Fitness centers temporarily closed, locker rooms remain open

Closing down your day

- Ensure nothing is left on the desk you used
- Wipe down the desk

Your new work week | Arriving at work | Heading inside

Your new work week

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- If you are feeling sick, please stay home

Arriving at work

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It may take more time to enter the building

- Elevator occupancy will be limited and it may take more time to get into an elevator. To reduce traffic consider taking the stairs while maintaining proper 6' physical distancing.
- To reduce controllable exposure, shuttle services are temporarily unavailable.
- All regular parking structures/stalls will be available.

New work schedule arranged with your leadership

- Introducing working A/B "shift" schedules where some teams may be in the office one or two weeks then work from home one or two weeks.
- WAH or telecommute is a Human Capital program that is a discussion and decision made between a leader and employee. Please follow up with your leader if you have any questions.
- Plans for who comes back to the office and when will be communicated to you by your leadership when ready.

Practice physical distancing in the office

- Physical distancing will be in place for as long as the safety of our employees requires. Please maintain a safe physical distance of 6' from others during your day.
- Politely remind others to honor 6' distancing in addition to added hygiene precautions.

Hand sanitizer stations available near entryways

- Use available stations regularly and before and after use of community resources (supplies, coffee, Bevi, fridge, etc.).
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol, avoid touching eyes, nose and mouth.

If you are feeling sick, please stay home

Employees will be denied entrance to any UHG worksite and will need to work from home if they report:

A temperature is 100.4 °F or greater
-OR-

One or more of the following symptoms:

- New or worsening cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Employees reporting symptoms consistent with possible COVID-19 infection (as defined by the CDC) should notify their manager and call HRdirect 1-800-561-0861 (U.S.) to report a case, after addressing any urgent medical need.

Working onsite | Food and beverage

Working onsite

- Clean, safe and functional infrastructure (HVAC, etc.)
- Clear Desk Policy
- Signage on available workstations
- Office services available (mail, printing)
- Meeting rooms available with limited occupancy
- Focus rooms, offices and huddles available for single occupancy

Food and beverage

- Café services grab n' go unless otherwise indicated
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- Daily Featured Stride Entrée which includes protein, starch, veggies and a daily soup
- Packaged sandwiches, salads, Power Pack snacks, and fruit where available
- Catering services reimagined



Clear Desk Policy

Please remove all non-essential or personal items from your desk to allow our cleaning staff easy access to all surfaces in order to thoroughly clean and maintain a safe environment.

Signage on unavailable workstations

As a result of reduced workplace capacity, workstations will be clearly marked with an A or B denoting available workstations aligned with new working shift schedules.

Meeting rooms with limited occupancy

Meeting rooms will now require limited capacity. Updated occupancy limits will be clearly posted. Please abide by new standards.

Café services grab n' go unless otherwise indicated

- Only pre-packaged food options will be available.
- Daily Featured Stride Entrée which includes protein, starch, veggies, and a daily soup.
- Packaged sandwiches, salads, Power Pack snacks, and fruit.

Desktop and mobile ordering

Use existing online ordering portal if available on your facility page on the Hub to have your food ready for pickup.

Catering services reimagined

- Catering menu temporarily adjusted to pre-packaged, single serve menu offerings.
- No outside catering allowed.

Technology | Taking a break | Staying well

Technology

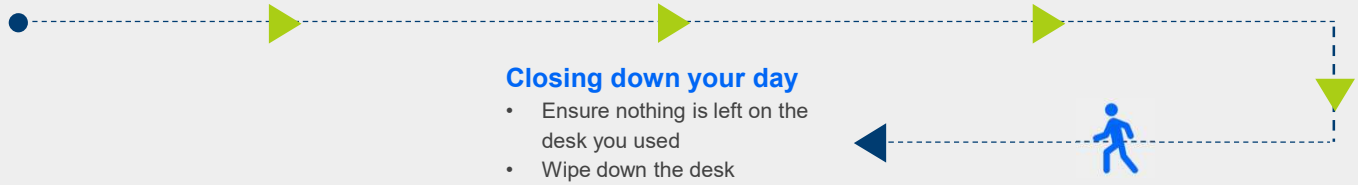
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Taking a break

- Vending, Bevi and Caribou coffee in breakrooms
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Staying well

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SmartSpot open

Onsite tech support will be open for use, but will be practicing physical distancing and implementing safe handling protocols to protect you and the staff.

Prepare for reduced capacity of shared amenities

- For multi-tenanted buildings, landlords may close onsite amenities.
- For landlord amenities, RES will communicate expectations and ensure acceptable operational mitigation if necessary.

Vending, Bevi and Caribou coffee in breakrooms

These amenities will still be available, but we need your help to wipe down any surfaces you touch after use and practice good hand hygiene by washing or sanitizing.

Keeping your immune system strong is an important step in limiting your risk of exposure and transmission by:

- Staying active
- Utilizing walking paths and enjoying the outdoors
- Virtual wellness promotions by our onsite dietician

Employees shall be offered the opportunity to identify themselves as high risk, and opt out of an immediate return to a worksite. UHG recommends that any employee who self-identifies as high risk for severe COVID-19 related illness, or lives with or is the primary caregiver for someone at high risk, continue to exercise their option to working from home. If the employee is unable to work from home, the employee should consult with HRdirect and their manager to identify alternative work options, if they exist.