



WAIPONO
INVESTMENT CORPORATION

TOGETHER AGAINST COVID-19

Tenant Guidelines & Safety Protocol

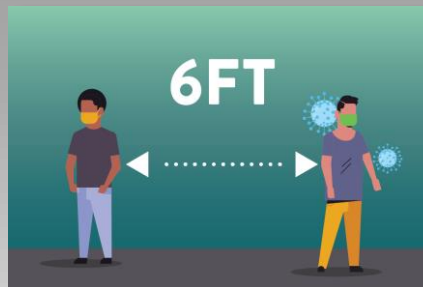
To our Finance Factors Center tenants,

During these challenging times, we are all focused on the health and safety of our tenants and team members. We want our building environment to be clean, safe and monitored to ensure the well-being of you, your co-workers and guests.

We have prepared this guide to communicate our building's safety measures.

We are in this together. Our property management team will continue to help maintain a safe working environment for everyone and we ask for your kokua.

Your Waipono Investment Corporation Team



SAFETY GUIDELINES

Please adhere to the guidelines listed below while at the Finance Factors Center.



Face Coverings

Required in all common areas*



6-Foot Social Distancing

Maintain a physical distance of six (6) feet from others



Hand Hygiene

Wash your hands for 20 seconds or use available hand sanitizers



3 People Maximum In Each Elevator

Floor decals have been placed in our lobby and in the elevators for guidance

FACE COVERINGS

Required in all common areas*



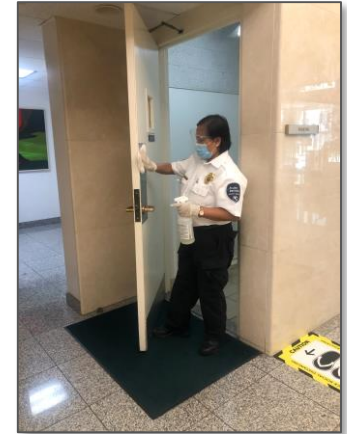
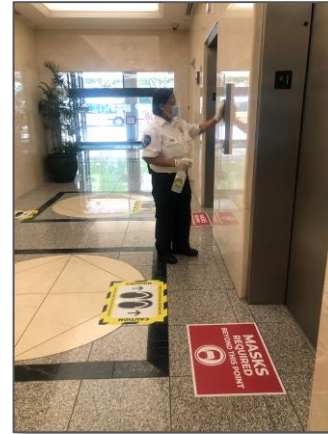
Face coverings should continue to be worn within all common areas including, but not limited to:

- Lobbies
- Elevators
- Restrooms
- Parking lot
- Building corridors
- Offices

* We will not require the use of face coverings for anyone that has a safety and/or medical condition. Please contact building management at 808-548-5180 if you have any questions or concerns.

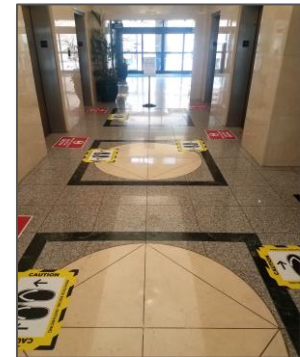
LOBBIES

- All tenants, visitors, vendors and building staff are required to wear face coverings.*
- Heightened cleaning protocol will continue for areas including lobbies, elevators and other high-touch surface areas.



ELEVATORS

- Face coverings are required when riding elevators.*
- Use floor decals when waiting for the elevator.
- Passengers should position themselves on the designated floor decals inside of the elevator.
- Elevator is limited to three (3) people at one time.



JANITORIAL

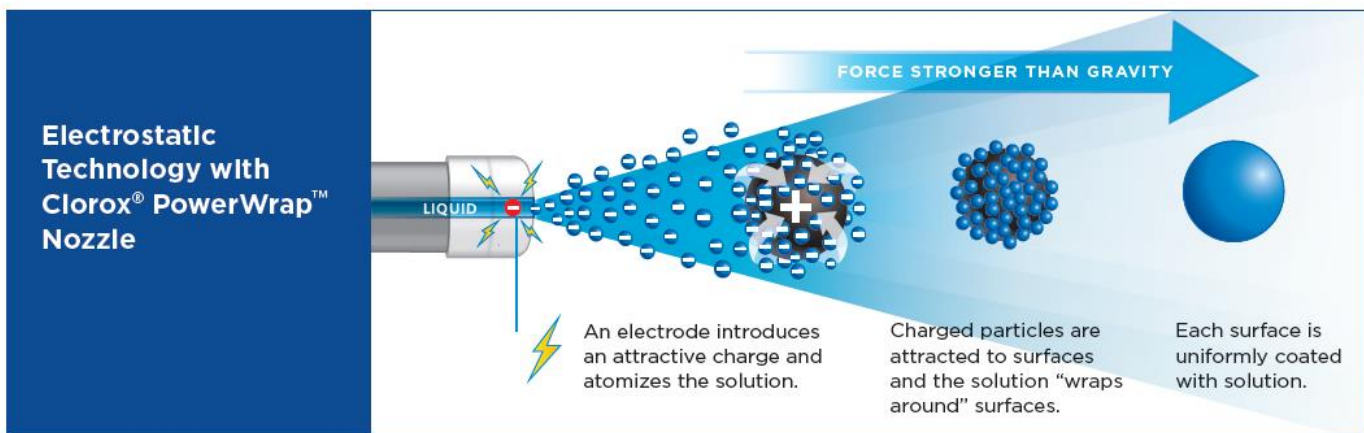
- High-traffic areas and high-touch surfaces continue to undergo frequent cleaning for your protection.
- Heightened cleaning protocol will apply to such areas as lobbies, elevator buttons and interior, doors, door handles, restrooms, faucets, light switches and other frequently touched public areas.
- Our cleaning teams use EPA approved and CDC recommended sanitizers and disinfectants throughout the building.
- If enhanced disinfecting services for individual suites are desired, please contact building management at 808-548-5180 for more information.





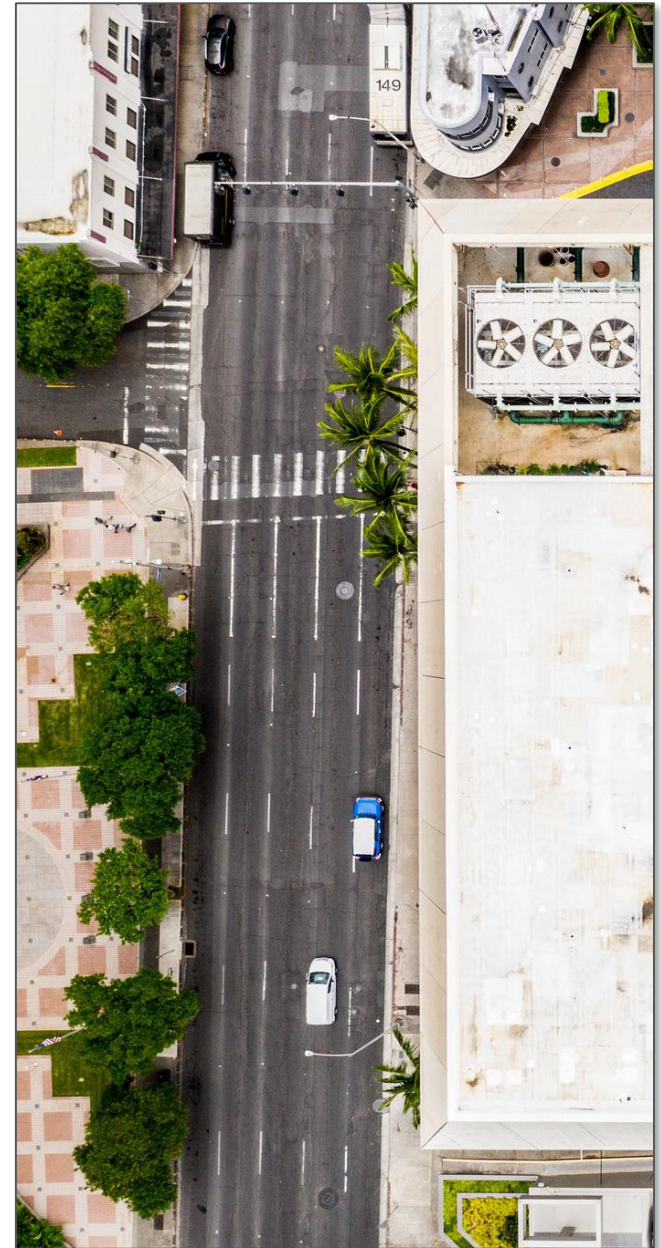
The Clorox Total 360 System pairs an electrostatic sprayer with a portfolio of Clorox disinfectants and sanitizers to ensure all surfaces are treated properly. <https://www.cloroxpro.com/products/clorox/total-360/>

Please contact building management at 808-548-5180 if you are interested in having the Clorox Total 360 treatment within your office suite. Building management will work with our vendor (Armstrong Building Maintenance) to draft a proposal for you. Upon the tenant's acceptance, building management will coordinate a date and time for the spraying.



HVAC SYSTEMS

- The Finance Factors Center utilizes a standard commercial office building filter with the highest possible filtration designed for our HVAC (Heating, Ventilation and Air Conditioning) system.
- In 2019 the building's central air handler was replaced with a new fanwall system.
- Air filters are inspected and replaced on a regular basis as per commercial building HVAC standard.
- Measured CO₂ levels in the building are well below building standard due to an abundance of fresh air being added to the system.



TENANT RESPONSIBILITIES

Preventative Measures

- Encourage all employees to stay home when sick.
- Use staggered start times to reduce crowding at peak arrival, lunch and departure times.
- Implement operational plans that encourage social distancing within your suite.
- Hand sanitizer and education reminder posters should be placed throughout your suite.

Protocols for Potential On-Site Exposure

- If a tenant, vendor or guest tests positive for COVID-19, we strongly encourage you to notify building management immediately at 808-548-5180 so additional cleaning can be performed in common areas.
- If a household member or close contact has tested positive, we strongly recommend quarantining at home for 14 days as suggested by the State of Hawaii Department of Health.
- Enhanced disinfecting services for individual suites can be arranged through building management (see information on Clorox Total 360 slide).



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