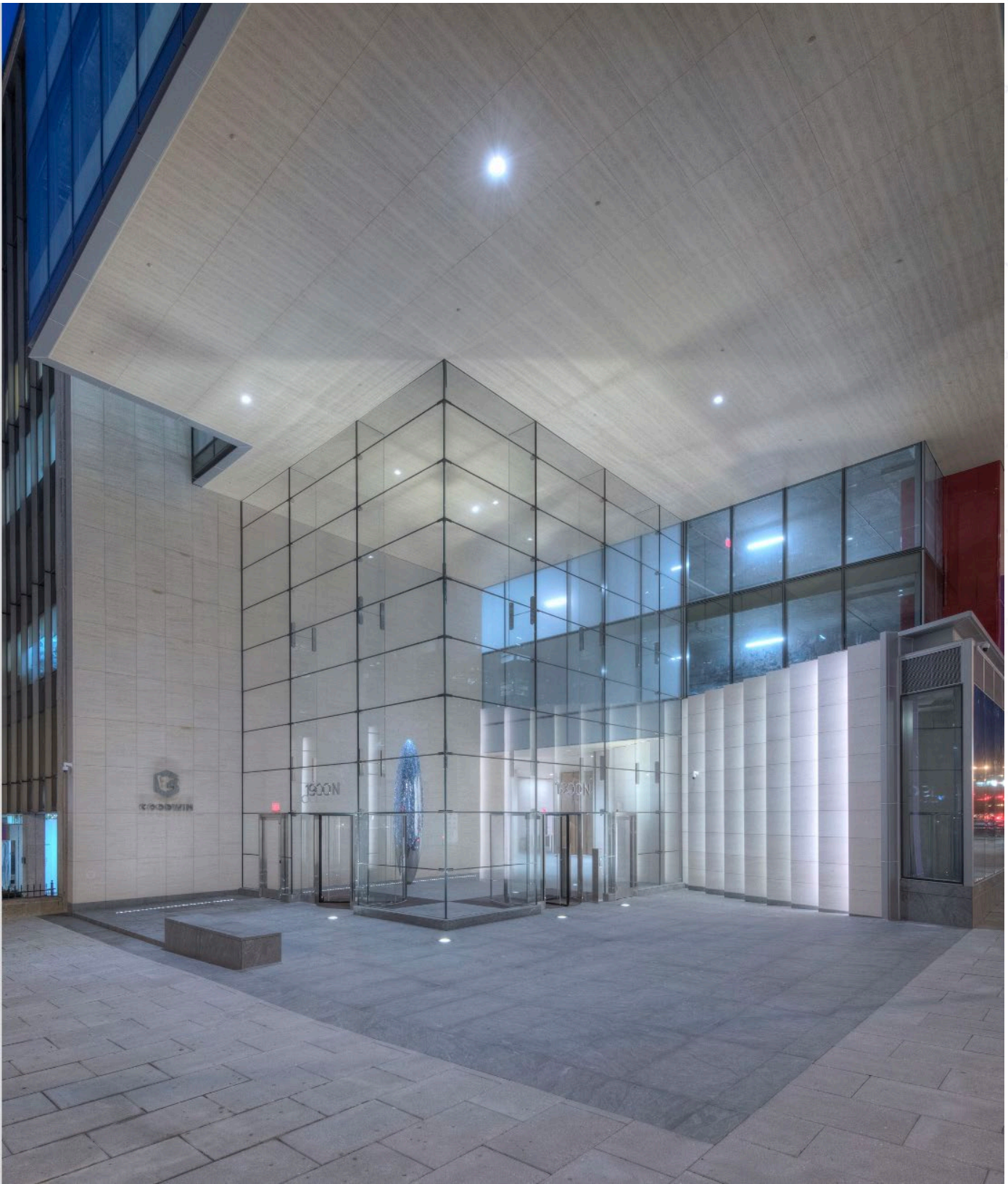


JBG SMITH HEALTHY WORKPLACE BUILDING PLAN

Chase Tower
4445 Willard Avenue

JUNE 2020

JBG SMITH

To Our Valued Tenants,

At the end of May, we published the JBG SMITH Healthy Workplace Blueprint and distributed it to tenants throughout our portfolio. This document represented our comprehensive plan for providing a safe and healthy workplace during these unprecedented times. In addition, last week we sent to all JBG SMITH tenants a short video designed to help you prepare for what to expect when returning to your building. If you did not receive our Healthy Workplace Blueprint or our video, please let your Property Manager know and we will be happy to provide you with a copy.

Today we are happy to be sharing with you the Healthy Workplace Building Plan. Unlike our larger plan, the information provided here is specific to your building and will hopefully answer any questions you may have about the operating standards we are implementing at your property.

Specifically, you will find:

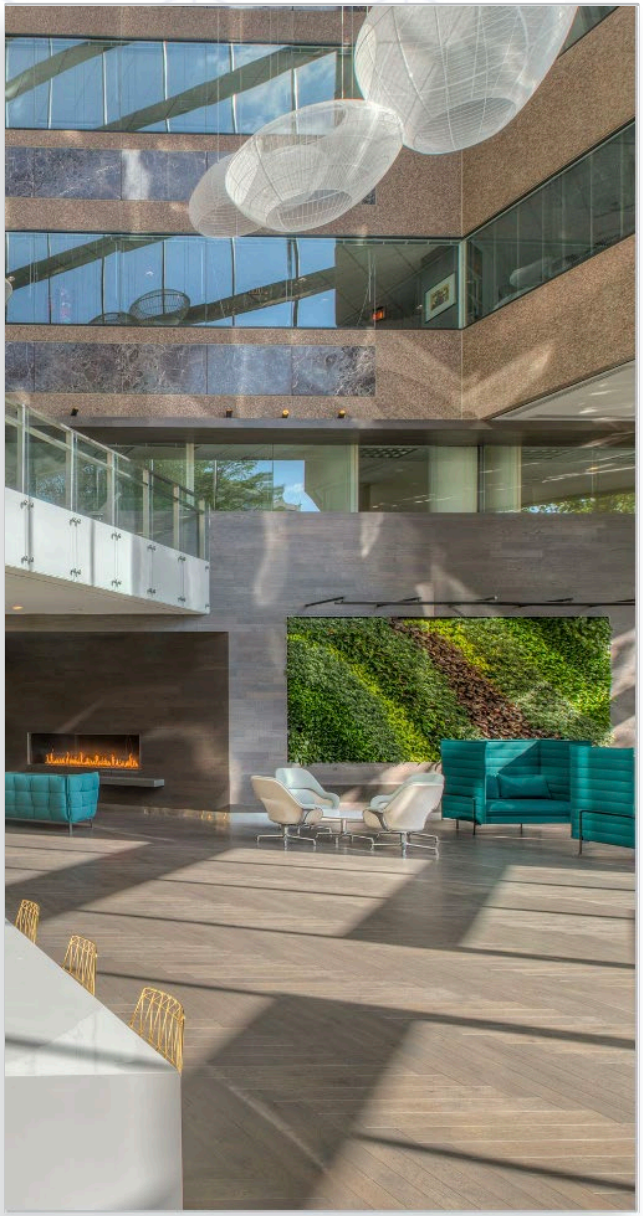
1. A plan of your building lobby illustrating new travel paths, signage, wayfinding, social distancing, and other health and safety features;
2. Guidance on maintaining tenant owned equipment;
3. Contractor, vendor, and delivery protocols;
4. A comprehensive set of Frequently Asked Questions;
5. A “toolkit” of tenant signage that you may find useful (attachment);
6. Tenant Guidelines for COVID-19 reporting (attachment); and
7. JBG SMITH’s Environmental Remediation Companies (attachment).

As we continue to focus on the health and wellbeing of our tenants related to the COVID-19 issue, certain modifications to our plans at the building level may become necessary. Your dedicated property management and engineering teams will continue to provide regular communication regarding changes within your building and any updates to building specific operational standards.

JBG SMITH welcomes your thoughts and comments on the Health Workplace Building Plan. Please feel free to contact your on-site property management team or any other member of the JBG SMITH organization should you have any questions.

Sincerely,

The JBG SMITH Team



WHAT TO EXPECT: **4445 Willard Avenue** LOBBY

Lobby plans are customized according to their unique features and configurations. Highlighted below are signage, wayfinding, travel paths, social distancing, and other health and safety features for 4445 Willard Avenue.

4445 WILLARD AVE

1 UP TRAFFIC ONLY
(wall sign) Place at every stair well door

2 DOWN TRAFFIC ONLY
(wall sign) Place at every stair well door

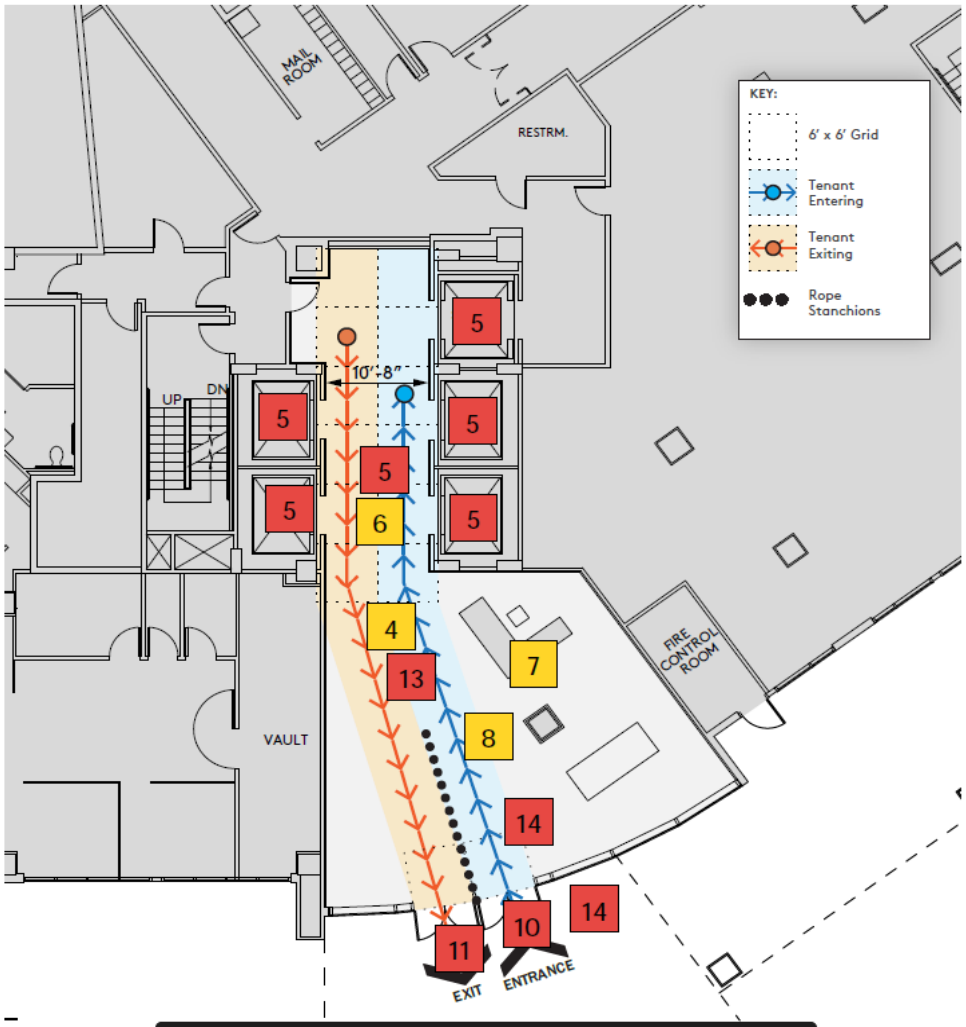
3 TAKE THE STAIRS!
(wall sign) Encourage tenants to use stairs to reduce stress on elevators

4 WAIT HERE/ LIMIT PASSENGERS
(pedestal sign)

5 ELEVATOR CAPACITY
(vinyl floor stickers & pedestal) Several per cab and one version in lobby

6 SANITATION STATION
(wall or pedestal sign)

7 VISITOR CHECK IN



8 PPE REQUESTED
(wall or pedestal sign)

9 SCREENING STATION
(wall or pedestal sign)

10 ENTRANCE ONLY
(wall sign)

11 EXIT ONLY
(wall sign)

12 DOOR CLOSED
(wall sign)

13 6' RADIUS MARKERS
(vinyl stickers on ground) Throughout circulation pattern– printed but not applied

14 WELCOME TO OUR HEALTHY WORKPLACE
(Pop-up banner & vinyl glass sticker)

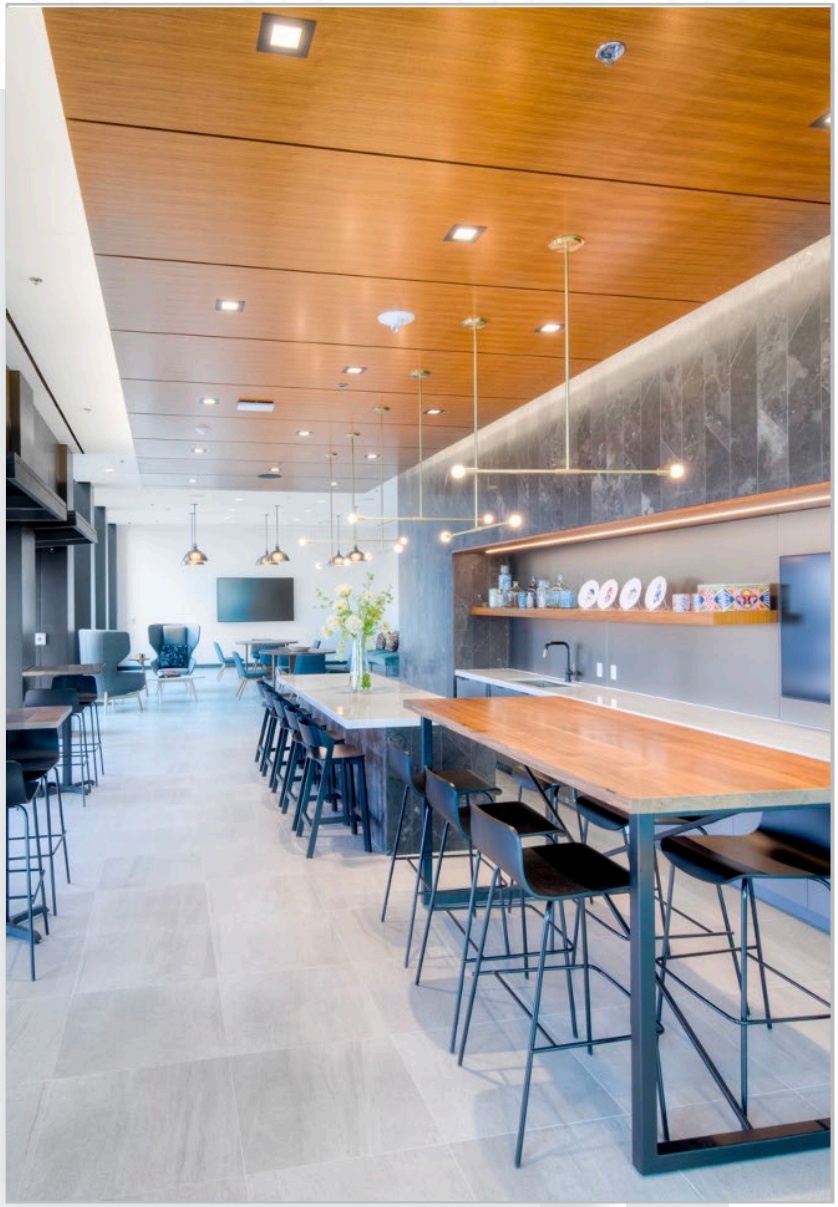
X CORE Package – provided by Corporate

X PM responsible for printing and displaying as needed for their lobby

TENANT GUIDANCE ON TENANT OWNED EQUIPMENT

As you prepare to re-enter your space, we want to provide you with some recommendations on maintenance related items that may be needed for tenant maintained supplemental HVAC and plumbing equipment that may have been offline or not maintained for an extended period of time;

- Sinks and other potable water systems should be flushed out to remove stagnated water from the lines. This can be accomplished by running the faucets on both hot and cold water for brief period of time (30-60 seconds).
- Consider replacing inline water filters or cleaning water strainers that may be installed on equipment such as coffee machines and instant hot water heaters
- Clean and service ice machines
- Add water to all open site drain traps on HVAC and plumbing systems that may have dried out due to lack of use
- Check air filters on supplemental HVAC systems and replace as needed.



CONTRACTOR, VENDOR AND DELIVERY PROTOCOLS

JBG SMITH has implemented screening check points at our buildings for all contractors, vendors, and delivery workers. Contractors and vendors will be required to answer health screening questions before proceeding to their destination in the building.

We are asking tenant contractors and vendors to also:

- Enter and exit through the designated access points;
- Wear necessary PPE while performing work;
- Wear facemasks while on the property;
- Adhere to social distancing guidelines;
- Follow elevator occupancy guidelines;
- Frequently wash hands with liquid soap and/or hand sanitizer.



FREQUENTLY ASKED QUESTIONS

1. Does JBG SMITH have plans to implement staggered arrival and departure time programs for tenants? How would it work?
A: JBG SMITH may consider asking tenants to cooperate with us on implementing staggered arrival and departure time programs for our tenants if elevator queuing times warrant such a program.

2. How will package deliveries be handled?
A: Delivery drivers will follow the same protocols as other vendors noted on the previous page, i.e. enter through the loading dock, complete the health questionnaire and be provided a wrist band for entry into the building.

3. How will food deliveries be handled?
A: We encourage individuals using food delivery services to meet their driver outside of the building entrance to pick up their food.

4. Will catering deliveries be allowed into our premises?
A: Catering deliveries will be allowed in the building. Tenants should plan to make arrangements for access to their suite with their caterer prior to their arrival.

5. If one of my employees or guests tests positive for COVID-19, what should I do?
A: Notify Property Management that a medically confirmed case has been identified in your office space and the steps you are undertaking to restore office functions to normal operations.

- Identify the areas frequented by the exposed or confirmed infected person(s), for example, floor(s), office(s), conference rooms, bathrooms, hallways, stairwells, etc., during the period the exposed or confirmed infected person(s) reported being contagious to determine the scope of the remedial efforts.
- Instruct your employees in the affected office(s) to work from home and self-evaluate their condition for symptoms (i.e., fever, cough, and shortness of breath) of COVID-19.
- Contract a professional environmental company to perform a “deep-cleaning” of the affected areas of your space. Your Property Manager can provide you a list of qualified vendors to perform this work if you need assistance

FREQUENTLY ASKED QUESTIONS

6. How is JBG SMITH responding to reported cases in their buildings?
A: As we have done from the outset, when a confirmed case of COVID-19 is reported for either a tenant employee, visitor, vendor, or contractor who has entered one of our buildings, we immediately:

- Issue a communication to all tenants in the building where the exposure occurred as well as adjacent properties if there is a physical connection between the assets.
- Bring in an environmental remediation company to perform a disinfecting of all common areas of the building.
- Make the same resources available to our tenant with the confirmed diagnosed individual(s) and encourage them to do the same.
- Have the Tenant Service Center (TSC) complete a full recycle of all building air and have our engineering staff replace air filters serving the space(s) where a confirmed case was reported as necessary.

7. **Will you be modifying building operating hours?**
A: At this time, JBG SMITH does not intend to modify building operating hours.

8. Will buildings remain key-card access only?
A: At this time, JBG SMITH is planning to keep most buildings key-card access only to allow us to more carefully control who can enter the building. The decision on if and when to resume normal access control will be decided based on the specific characteristics and needs of each location.

9. Will building visitors be limited?
A: JBG SMITH does not plan to limit tenant visitors to the building, but tenants should take responsibility for ensuring that their guests and invitees follow the Healthy Workplace Blueprint guidelines we have established. Tenants are encouraged to limit their number of visitors to ensure everyone's health and safety. Visitors to the building will be encouraged to wear masks in common areas, practice social distancing, and follow all other building rules and regulations that pertain to entry and exit of the building.

FREQUENTLY ASKED QUESTIONS

10. Does JBG SMITH have plans to limit the number of persons per elevator? If so, how will this work?
A: JBG SMITH has added signage in our elevator lobbies limiting the number of passengers per cab to comply with the 6’ social distancing mandate.

11. Is there any consideration being given to modifying or restricting building points of entry or path of travel in the lobby?
A: Lobby and garage entrances have been re-configured with stanchions and signage to encourage social distancing. JBG SMITH employees, vendors, and contractors will be health screened each day before being allowed into the building.

12. Can I use the stairs?
A: We encourage the use of stairwell travel where possible. Most JBG SMITH buildings currently allow downward travel in stairwells. If stairwell access is available on a floor via card reader, tenants are encouraged to use the stairwells to reduce inter-floor elevator traffic.

13. Will hand sanitizer be stationed throughout the building?
A: Hand sanitizer stations have been added at most building entrances. JBG SMITH plans to deploy additional stations as they become available in other common areas of the building.

14. Will you be supplying face coverings to your employees?
A: All JBG SMITH team members will be supplied with face masks and are expected to wear them while at work. We also respectfully ask that if we have a JBGS team member in your suite responding to a service call, that tenants who are not able to maintain 6’ social distancing wear a mask.
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FREQUENTLY ASKED QUESTIONS

15. Will everyone in the building be required to wear face masks? Will JBG SMITH supply face masks for those entering without one?
A: JBG SMITH building standards will adhere to requirements and/or guidelines established by federal agencies such as the Centers for Disease Control and Prevention (CDC), as well as those established at the relevant state and municipal levels. If face coverings are mandated by local governments, employees and visitors should be prepared to comply with those guidelines before entering the building. Absent such government mandates, we will continue to encourage tenants and their guests to wear mask when in common areas.

JBG SMITH does not plan on providing masks for anyone entering the building.

JBG SMITH employees, vendors, and contractors will be required to wear masks.

16. Will you have new requirements for vendors who are provided access to the building or who are providing services to a tenant's space?
A: JBG SMITH has implemented and distributed safety guidelines to most contractors and vendors doing work in the buildings across our portfolio. It is important that everyone performing work in our buildings understand the safety requirements, protocols, and expectations necessary to prevent the spread of COVID-19.

17. Will you be implementing a COVID-19 screening plan for occupants returning to work? Will you be utilizing temperature screening?
A: All JBG SMITH employees, contractors, and vendors will be required to check in at a designated location and answer health screening questions before proceeding to their destination in the building. Cleared individuals will be issued a color-coded wristband that must be worn at all times.
At this time, JBG SMITH does not intend to implement temperature checking as a Day 1 standard unless required by local governments.

FREQUENTLY ASKED QUESTIONS

18. Where will the vendor check-in station be located?
A: The vendor check-in will be located at the loading dock. All tenant vendors should be prepared to undergo health screening before being allowed past the check-in station.

19. Are you implementing new cleaning protocols or other changes regarding sanitation?
A: JBG SMITH continues to follow the guidelines provided by the CDC and local authorities. In partnership with our environmental consultant (HPE Environmental), we have developed a strategy for cleaning, disinfecting, and sanitizing all common areas and high-touch surfaces in our buildings. We will add additional cleaning staff, as needed, to ensure that these protocols and guidelines are met.
We have increased the frequency of restroom cleaning and incorporated the use of EPA-registered spray-on disinfectants that provide a quick and even adhesion to hard surfaces. We have also increased the frequency of cleaning of common areas, parking areas and stairwells.

20. What additional deep cleaning/sanitizing services are included or available to tenants?
A: Tenants who wish to have additional cleaning of their space can make arrangements with the building cleaning provider (at their cost) or use a disinfection provider of their choice. Your Property Manager can provide a list of qualified vendors for this work if you need assistance. All vendors must also sign the Building Rules and Regulations, meet the building insurance requirements, and sign the service provider COVID-19 acknowledgement and affidavit before performing work in the building.

21. Has the building's HVAC system been adjusted for better air circulation and filtration?
A: Using automated programs run from our Tenant Service Center (TSC) for almost all of our assets, we are "flushing" the buildings with outside air at least once a day to ensure a complete exchange of fresh air is occurring within the building. For the few buildings we have that are not connected to our TSC, this process is being done manually by the onsite teams.

FREQUENTLY ASKED QUESTIONS

22. What additional proactive testing measures are being taken that will help ensure that the building's HVAC systems maintain a healthy workplace environment?
A: To ensure that we are maintaining a high indoor air quality as a normal course of business, JBG SMITH has engaged an environmental consultant (HPE Environmental) to perform annual indoor air quality/water testing and inspections for several years now throughout our entire portfolio. Based on the framework of our existing program, we will be accelerating our 2020 program and implementing testing in late June in order to optimize the conditions of our buildings before most of our tenants begin to return to their offices.

23. What measures are being taken that will help ensure that the building's domestic water systems are safe when we return to the building?
A: Due to low occupancy and water use, JBG SMITH has implemented a new Preventive Maintenance program for domestic water flushing where the site teams regularly flush both hot and cold water fixtures to help prevent legionella and/or elevated lead in water during these low use periods.

24. Are you considering changes to shared tenant spaces such as fitness center or conferencing/meeting spaces?
A: At this time, JBG SMITH has made the decision to not reopen any of our amenity spaces at the properties. We will continue to evaluate this as conditions warrant.



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