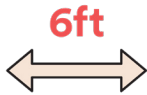


SquareFoot Office Tours in an Era of COVID-19

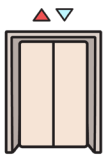
At SquareFoot the safety of our clients is of utmost importance. We've led the discussion with landlords, advocating on behalf of tenants craving a sense of security. In accordance with the CDC and NY state guidelines our clients can be reassured that we are implementing the following measures during office space tours:



Proper PPE. This is essential gear to keep our clients safe and healthy while we continue to reduce the spread of COVID-19. Both brokers and tenants are required to keep masks on at all times throughout the tour;



Social distancing. SquareFoot brokers and landlord agents will maintain a distance of six feet or more during tours with clients. We will remain a helpful resource for education and information throughout the process;



Elevator usage. Brokers are advised to take separate elevators on tours from their clients. Similarly, whenever tight quarters present themselves, brokers will suggest moving separately to accommodate the spaces they encounter;



Partnering with landlords. Every landlord operates differently, so SquareFoot has committed to implement a consistent set of protocols to ensure that everyone we bring into a building will feel safe;



Planning ahead. Nobody wants to discover any surprises on a tour. SquareFoot will distribute touring guidelines 24 hours in advance of an office tour, alerting both landlords and tenants of what to expect.