

INTERNAL COMMUNICATION

peoplespace

from

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Managing Director, Operations

Dear Valued Services/Installation Team Members & Subcontractors:

At PeopleSpace, our mission is to create spaces for people to thrive, both for your valued team members and internally for our team. The health and well-being of our team members, our subcontractor installation partners, and our clients are always our priority. As we navigate the rapidly evolving coronavirus (COVID-19) situation together, I want to share with you the extra precautions we're taking at PeopleSpace to protect you and our clientele.

At this time, we are fully operational and are committed to staying on task to complete projects.

To all on this email:

Pay attention to all the public health announcements from the World Health Organization (WHO) and the Center for Disease Control (CDC), and follow guidelines. DO NOT come to work if you have any of the signs of concern:

- Common signs of infection include respiratory symptoms, fever, cough, shortness of breath, and breathing difficulties.
- If you experience any signs of concerns, seek immediate medical attention.
- On the job: Wear work gloves at all times.
 - This means that you need to have two sets: disposable latex or nitrile gloves for cleaning/disinfecting and a pair of thicker gloves for heavier work (should be cut resistant)
 - Cleaning and handling finished furniture in gloves will help reduce the risk of contracting or spreading the virus.
 - PeopleSpace team members – gloves, cleaning supplies, and hand sanitizer are provided to you at each location.
 - Subcontractors – work with your management to ensure you do not enter a PeopleSpace project or job site without both sets of gloves, hand sanitizer and cleaning supplies.
- Keep safe distances from people (CDC recommends six feet) whenever possible and avoid any physical contact.

- Wash your hands with soap & water every time your gloves are removed and use hand sanitizer between locations. If soap and water are not available use hand sanitizer.
- Wipe-down/clean all furniture thoroughly with Clorox Disinfecting Wipes and wipe a second time with a dry cloth making sure the surface is not wet.

To our Services leaders/crew leaders & Subcontractor Management:

You are accountable to ensure the following:

- Any crew member on a job site showing any possible symptoms is sent home immediately, and the project site, our equipment, trucks and tools on that site are disinfected.
- All service vehicles, tools, and equipment must be disinfected at least once throughout the workday and after every shift.

I want to thank you for your support and understanding during a rapidly evolving situation as we make every effort to support you, our clients, and the communities we serve.

Thank you,

Pamela Escobedo

Managing Director | Operations