

To maintain a safe working environment, we are asking anyone visiting our offices to review and adhere to the Hines Return to Workplace (RTW) safety protocols described on the next page and to complete the certification below each time anyone visits a Hines office. **This certification must be completed prior to the visit via email (preferred) or, in the case of an unplanned visit, by signing below prior to entering the Hines office.** Please contact your Hines host (employee hosting the visit) with questions.

**PLEASE CONFIRM YOUR AGREEMENT WITH THE STATEMENTS BELOW AND RESPOND TO YOUR HINES HOST VIA EMAIL WITH A STATEMENT OF “I AGREE WITH THE CERTIFICATIONS BELOW” IN AN EMAIL ON THE DAY OF OR DAY BEFORE YOUR VISIT.**

**IF YOU ARE UNABLE TO CERTIFY ANY OF THE STATEMENTS BELOW ON THE DAY OF YOUR VISIT, WE ASK THAT YOU PLEASE RESCHEDULE YOUR VISIT TO OUR OFFICE AT LEAST 14 CALENDER DAYS FROM THE DATE OF YOUR SCHEDULED VISIT.**

## **I CERTIFY THAT:**

- I have not been diagnosed with COVID-19 in the last 14 days nor do I have a pending COVID-19 diagnostic test.
- In the last 14 days I have not had a fever of 38° C / 100.4° F.
- In the last 14 days I have not been in close contact with someone who has been diagnosed with COVID-19 or has a pending COVID-19 diagnostic test.
- In the last 14 days I have not had one or any combination of the following symptoms:
  - Chills
  - Cough
  - Headache
  - Muscle Pain
  - New Loss of Smell or Taste
  - Not Felt Well Enough to Eat or Skipped a Meal
  - Repeated Shaking with Chills
  - Shortness of Breath or Difficulty Breathing
  - Sore Throat
- During the last 14 days I have not traveled by commercial airplane.
- Prior to entering a Hines site, I will take my temperature, and if my temperature is greater than 100.4°, I will not visit the office. **Check with your host regarding the onsite temperature screening protocol.**
- I have reviewed and understand the Hines RTW safety protocols outlined on page two, and I agree to comply with these safety protocols while I am at the Hines office.
- I understand that the Hines RTW safety protocols have been implemented to minimize the risk of exposure to COVID-19, however; I further understand that there is no guarantee that I will not contract the virus while in route to or at Hines' offices.

## 1. STAY HOME IF UNWELL

- a. **Stay home if sick** or not feeling well.
- b. If you arrive to Hines sick or become sick at Hines, return home immediately.

## 2. PHYSICAL DISTANCING

- a. **When conducting in-person meetings, allow for 6-foot distancing**
  - i. Alternative methods to communicate could include bulletin boards, email and telephone and video conferences.
- b. **Elevator passenger limitation – follow building management directions**
  - i. Wait for the next elevator if physical distance from others cannot be maintained.
- c. **Be aware of group and nonessential interactions**
  - i. Maintain social distancing of at least 6 feet between yourself and others.

## 3. ROUTINE CLEANING AND DISINFECTION

- a. **Conduct routine cleaning of your work surfaces** using provided cleaning supplies protocols provided by the host
- b. Pay special attention to **frequently touched** surfaces and objects and follow the personal hygiene measures below

## 4. HYGIENE AND PREVENTATIVE MEASURES

- a. **Personal hygiene**
  - i. **Wash hands** often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
  - ii. **Cover coughs and sneezes** with a tissue or sleeve instead of hands.
  - iii. Do not touch your **eyes, nose and mouth** with unwashed hands.
- b. **Interactive hygiene**
  - i. **Do not shake hands.** Instead, wave.
  - ii. Be cognizant of and avoid, when possible, **frequently touched surfaces** (doorknobs, elevator buttons, etc.)

## 5. MASK WHILE MOBILE

- a. Face coverings / masks are *strongly* encouraged to be worn **when you cannot maintain at least 6 feet** of distance between yourself and others.
- b. They are also *strongly* encouraged to be worn **when entering/exiting Hines office and any time you are moving around Hines office.**
- c. Local laws may dictate the required use of face coverings and other PPE.

I certify that I have read and understand the RTW safety protocols. I agree to comply with all RTW safety protocols, including without limitation, completion of temperature screening protocols where legally permissible. I acknowledge that the RTW safety protocols have been implemented to minimize the risk of exposure to COVID-19, however, I understand that there is no guarantee that I will not contract the virus while in route to or at Hines office.

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VISITOR SIGNATURE

DATE