



COVID-19 Safety Measures and Procedures at Amata Locations

Amata Law Office Suites, as an exempt entity under the gubernatorial order, has stayed open and operating throughout Illinois's "Shelter-in-Place." We have also been working to maintain safety for all who have continued visiting and working from Amata office locations during the current pandemic.

We have been implementing guidelines as suggested by the CDC, Governor Pritzker and Chicago Mayor Lori Lightfoot and as such there are now new layers of protection in place at every touch-point of your office experience.

Here's what you can expect:

- Creating a safe work environment starts when you enter the building and you will be required to wear a mask while in the common areas such as elevator, lobby, hallways and café/lounge. Our employees will be wearing them as well – just ask for one if you don't have your own.
- Each building has created an elevator policy which suits their specific situation and elevator size. The standard occupancy ranges between 4 and 6 persons in an elevator at a time. Signage has been posted in the lobby of each building to provide specific guidance to enter the building safely.
- Glass sneeze shields are in place at Amata reception desks as well as cubicles and secretary workstations on the floor. Retractable belts, on the side of each reception desk, remind others not to go behind these desks at any time in order to maintain safe social distancing. Staff continues to be available to assist in retrieving items throughout the business day.
- Wayfinding and directional signage are placed throughout the office to help staff, tenants, and guests maintain a 6-foot distance from others, including floor signage showing the recommended direction of travel throughout the office.
- Commonly used areas, such as our coffee stations and copy/mail rooms, are now supplied with gloves, sanitation wipes, and hand sanitizer to help maintain a safe and clean environment. Our staff will be cleaning the coffee stations and copy/mail rooms regularly throughout the day as well as surfaces such as countertops and tables. We ask for your assistance in this effort by using the wipes to wipe down any area touched while getting

beverages or making copies. Touchless hand sanitation dispensers are also in place near bathrooms and in elevator lobbies where sanitation wipes are not as readily available.

- Bathroom, floor, and corridor entrance doors will be equipped with motion sensor capabilities to minimize touch points throughout the office at all Amata locations. All doors will also be programmed so that existing key cards will activate them to open for additional no-touch operation. A majority of locations have these capabilities already installed; the only exceptions being floors which require larger infrastructure edits whose motion sensor & keycard capabilities will be in effect by the end of the year. If you would like to know which locations are currently outfitted with this technology, please contact us at info@amataoffices.com.
- Touchless temperature guns will be available at each reception desk for clients, guests, and Amata staff to use. These are available as a courtesy and temperature gauging is not a requirement for Amata floor access. However, we do ask that all clients and guests adhere to CDC guidelines and refrain from coming into the office if feeling sick.
- All guests will be required to register with the receptionist upon entering the office. This information will be kept confidential and only used to contact the guest if a case of COVID-19 is reported in the office during the time that the guest was visiting.