



Caribbean Park Protocol - Coronavirus (COVID-19)

- Tenants and occupants are required to consult their local health department or authorities for the latest information on the virus and guidelines for controlling transmission
- Caribbean Park Management and tenant premises cleaning crews to routinely and frequently clean touched surfaces and objects, including but not limited to, bathrooms, desk areas, elevator buttons, turnstiles, hand rails, door handles, communal areas, showers, taps and basins as applicable
- Caribbean Park Management will as required provide materials in relevant areas to educate employees, visitors, vendors, delivery personnel and staff about proper hand hygiene and cough etiquette
- Caribbean Park Management to install hand sanitizer stations in high-traffic areas of the building (supply permitting)
- Caribbean Park Management advises any employees (all occupants) who feel sick to limit face-to-face contact with others and to seek immediate medical attention
- Caribbean Park Management will consider on a case-by-case basis alternatives and safety protocols for large, public events held on the property
- Tenants should review their internal responsibilities, communications and preparedness plan and ensure that all building staff are ready, know their role in keeping the property and its guests safe, and are aware of all communication protocols
- Occupational Health & Safety (OHS) requirements should be reviewed, which impose various duties on the employer to ensure a safe and healthy work environment
- Individual companies occupying space within Caribbean Park should discuss human resource considerations such as screening employees that have travelled to areas where the virus has been reported and implementing protocols for dealing with a situation where an employee may be infected with the virus, which includes informing Caribbean Park Management of any COVID-19 positive test results.
- Review leave policies and confirm compliance with legal requirements around mandatory quarantines for those returning to work
- All occupants (including Caribbean Park Management) are recommended to undertake ongoing communications with tenants and service providers to inform them of the steps taken to clean and sanitize the property and learn how they are addressing the outbreak with their employees and customers
- All occupants to conduct risk assessment analysis and anticipate supply chain interruption
- Businesses should minimise deliveries to the tenancy. Deliveries of personal shopping should be directed to peoples' homes and regular deliveries should ideally be managed through bulk orders rather than frequent deliveries.