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COLORADO
Department of Public Health & Environment

Application for Variance

Name of County: Douglas County

Name of Submitter: Douglas County Commissioners

Douglas County County requests a variance from the following restrictions in Executive Order D 2020 044 and/or Public Health Order 20-28.

List the sections of Executive Order D 2020 044 and/or Public Health Order 20-28 that a variance is being sought for:

Douglas County requests a variance from Appendix A, III. Indoor Malls
Douglas County respectfully requests that effective May 11, 2020, or as soon as possible, the Park Meadows indoor mall be exempted from Appendix A, III of the Amended PHO 20-28 and be allowed to open for in-person retail activities. Individual retailers within the facility shall be subject to Sections I and II of Appendix A of the Amended PHO 20-28.

Summarize alternate restrictions being proposed to replace the above-referenced restrictions and indicate where in the Plan these alternate restrictions are addressed:

See attachment titled Alternate Restrictions for Indoor Malls.

Upload your county COVID-19 Suppression Plan and documentation demonstrating approval by the county commissioners, and confirmation from all impacted local hospitals that they can serve all individuals needing their care. Provide a brief summary of each of the following elements contained in the county COVID-19 Suppression Plan and indicate where in the Plan more information can be found for each element.

1. Prevalence of COVID -19 within the county

   See Page 2 of the May 8, 2020 Douglas County Suppression Plan.

2. Hospital Capacity

   See Page 3 of the Douglas County Suppression Plan.

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3. Local containment measures
   See Page 4 of the Douglas County Suppression Plan.

4. Conditions to determine the variance is not providing adequate COVID-19 protection and the triggers for tightening restrictions.
   See Page 6 of the Douglas County Suppression Plan

DS DCC Confirm that the variance requested does not lessen or eliminate the protections for Vulnerable Individuals in the Safer at Home Order and PHO 20-28.

DS DCC Confirm that the county will collect and monitor data to evaluate the impacts of the variance. and make such data available upon request by CDPHE.

Additional information relevant to the requested variance

By signing below, I attest that I am authorized pursuant to the adoption of the COVID-19 Suppression Plan by the Board of County Commissioners to submit this variance request to CDPHE for consideration.

DocuSigned by:
Douglas County Commissioners
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Signature

2020-05-08

Date

For internal CDPHE use

CDPHE Executive Director

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ALTERNATE RESTRICTIONS FOR INDOOR MALLS
ATTACHMENT FOR MAY 8, 2020 DOUGLAS COUNTY VARIANCE REQUEST – INDOOR MALLS

The following alternative restrictions for the Park Meadows indoor mall are being proposed to replace the restriction in the Amended PHO 20-28 regarding indoor malls. These alternative restrictions are included in Appendix A of the Douglas County Suppression Plan.

- Utilization of the high touch surface cleaning protocol following the 20/60/90/120/240-minute cleaning rotation.
- Cleaning and disinfection procedures for public restrooms that follow the 20/60/90/120/240-minute cleaning rotation, which involves cleaning and sanitizing high-touch surfaces including but not limited to, stall doors, toilet seats and handles, door and furniture handles, water faucet handles, and flooring. Management shall display signage, if necessary, to ensure that customer traffic flow into and out of restrooms allows for compliance with social distancing protocols in restrooms.
- There will be no on-premise consumption of food or beverages, if food hall tables cannot be removed, cleaning and disinfection procedures for public spaces will apply that follow the 20/60/90/120/240-minute cleaning rotation which involves cleaning and sanitizing high-touch surfaces. Management shall monitor and ensure adequate social distancing occurs in the food hall.
- Food hall tables will be off limits, all chairs removed, vendors may offer take out only, and security shall ensure no gatherings occur in food hall.
- Signage at each entrance of the facility or location notifying customers and employees to stop if they are sick and ask them not to enter.
    - All employees are required to conduct symptom and temperature checks on themselves prior to reporting to work.
- Post signs at entrances to require the use of face coverings by all customers over the age of two (2) years of age.
    - Provide prepackaged masks if customers do not have one.
- Post signs throughout the facility as needed to remind the customers of social distancing.
    - Store queueing markers will be placed at all store entrances and throughout the facility.
    - Place tape or other markings at least six feet apart in customer line areas inside the mall common areas, retail stores, and on sidewalks to public entrances with signs directing customers to use the markings to maintain distance.
- Retailers will ensure they maintain 50% capacity and social distancing of 6 feet between patrons and employees
- Mall staff or security officers will monitor pedestrian traffic flow within the common areas and will initiate contact with groups observed to be standing idle/gathering in common areas and reminded of the social distancing protocols and politely asked to disperse.
    - Should any interaction with customers involve non-compliance with the Safer at Home guidelines, mall staff or security officers will politely attempt to have the customer observe the protocols adopted by the mall.
    - If there is an issue with compliance, then it will be explained that further patronage will not be permitted, and non-complying customers will politely be asked to depart the center.
    - If any instance becomes criminal in nature, such as non-compliance to depart resulting in trespassing, then mall management staff will consult with the local police

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agency for assistance in gaining compliance or to enforce local public safety ordinances.

- Post signs that provide proper hygiene guidelines; signs will be posted in all bathrooms, all entrances and dock doors.
- Post signage explaining cleaning/health measures that have been taken throughout the facility.
- Installation of Merv 13 air filters.
- All employees, specifically in the common area, are masked and gloved.
    - All management office employees have been provided masks and are required to wear them in the facility.
    - All retailers will be required to wear masks.
    - Masks and gloves will be given to each business prior to open.
    - Instructional material will be available for proper donning and doffing of mask and gloves.
    - Security Officers are provided sufficient personal protective equipment (PPE).
- Housekeeping staff have been certified in disinfectant application and will wear PPE.
- Hand soap and water and/or hand sanitizer is available to all employees throughout the workday and employees are encouraged to take frequent breaks to wash hands.
- All employees that carry out their work duties from home have been directed to do so.
- The mall management office is operating at 50%.
- Use of digital files rather than paper is encouraged (invoices, agendas, forms, etc.).
- Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever possible.
- All individual workstations or work areas are separated by at least six feet and/or schedules are staggered to ensure six-foot distancing.
- Employees are discouraged from using shared spaces (i.e. break rooms and meeting rooms).
    - Signage has been placed within the breakroom encouraging hygiene and limiting the number of people in the room.
    - Employees have staggered breaks.
    - Shared breakroom protocols only allow two persons in at a time and only two seats are available at the break room table distanced more than six feet apart.
- Disinfectant and related supplies are available to all employees and guidance on daily workspace cleaning has been provided.
    - Disinfectant and cleaning supplies, along with instruction on proper use, are available to all employees.
    - All employees are responsible for cleaning their own work areas.
    - Employee sanitation protocol in place for management office.
- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets and/or an employee is assigned to disinfect carts and baskets regularly.
    - If this cannot be achieved, then all carts and baskets will be removed and out of use.
- Hand sanitizer is available at entrances and high-traffic locations for use by employees and customers.
- Retailers are required to disinfect all payment portals, pens, and styluses after each use.
- Plexi-glass protectors or shields are used to limit customer and employee contact.
- Contactless solutions are implemented whenever possible (contactless payment, no touch trash cans, propped doors where safe to do so, etc.). If this is not feasible, then regular sanitation procedures are in place:
    - All trashcans are open flap for no touch.

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    - One set of doors at each entrance will be propped open.
    - Contactless payment recommendation on signage at entrances and throughout.
    - Restrooms that will be open are all touchless/motion sensor.
    - Regular sanitation of trash cans is required.
- Providing curb-side drop-off/pick-up of products.
    - Parking stalls are clearly signed and numbered and way finding signs are posted.
    - Traffic shall be structured to flow in a manner that mitigates congestion points.
    - Curb-side pickup shall be located away from entrances and must be organized in an orderly and controlled manner with a directional flow of cars.
- Retailers are required to place per-person limits on goods that are selling out quickly to reduce crowds and lines.
- Individual retailers are required to comply with all state and local social distancing protocols. Individual retailers shall have a social distancing plan in place prior to opening that is submitted to management and visibly displayed by stores.
- Information regarding all requirements will be distributed to all mall employees and retailers

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CITY OF LONE TREE

PARK MEADOWS

Park Meadows
Gradual Reopening Request

May 6, 2020
Lone Tree, Colorado

DocuSign Envelope ID: A13B1EBF-C0E4-45C0-A013-F19EA1956B2A

CITY OF LONE TREE

Governor Jared Polis
State Capitol Building
200 E. Colfax Avenue, Suite 136
Denver, CO 80203
Governorpolis@state.co.us

Greetings Governor Polis:
Your dedication and leadership to the State of Colorado during the unprecedented public health and economic crisis is greatly appreciated.

The City of Lone Tree (the City) is writing in support of Douglas County's variance request for the Park Meadows Mall (Park Meadows) under Public Health Order 20-28. The amended public health order states that "Indoor malls must not open to the public for entry." The City believes after careful review of the proposed Park Meadows Reopening Plan the State Department of Health will concur with the Tri County Health Department (TCHD) findings that there is no rational public health reason Park Meadows cannot safely reopen.

Park Meadows has access to more staff and security resources than any of the standalone retailers currently operating in Douglas County. The controlled entrances, robust security camera system, dedicated security staff, enhanced signage, touch-less sanitation facilities, and on premise City Police Substation uniquely position Park Meadows to monitor and enforce all social distancing requirements and support all personal hygiene recommendations.

Park Meadows worked closely with the TCHD to create detailed opening protocols and operating procedures to keep the public safe. Detailed descriptions are included in the attached Plan along with examples of newly installed instructional signage. In addition, the City acted to require fabric face coverings in indoor retail spaces throughout Lone Tree building on State guidance.

Malls are a critical piece of Colorado's retail landscape. Retail is an activity permitted – with mandatory and strict social distancing requirements – under Public Health Order 20-28. Due to their volume and size indoor malls can be a significant piece of Colorado's economic recovery, replacing lost jobs and wages and providing crucial financial resources to state and local government.

The safety precautions, enforcement protocols, personal hygiene enhancements, and educational signage identified in the proposed Plan provide a safe and comprehensive path to reopen Park Meadows. The City also has confidence Park Meadows can serve as a model for other indoor malls to safely reopen and operate. This is an urgent matter for our economy and individual livelihoods.

Thank you for your consideration.

Jacqueline A. Millet

Jacqueline A. Millet
Mayor

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Tri-County Health Department

May 5, 2020

Mayor Jackie Millet
City of Lone Tree
9220 Kimmer Dr., Suite 100
Lone Tree, CO 80124

Dear Mayor Millet,

Last week, Tri-County Health Department (TCHD) worked closely with Pamela Kelly, General Manager of Park Meadows Mall to determine feasibility for the mall to open under Governor Polis' Safer at Home order. After reviewing Park Meadows' plan, TCHD felt confident that the measures put in place provided the protection needed for the public and employees. Ms. Kelly's plan went above and beyond even what was outlined in the Safer at Home order and TCHD agreed to support Park Meadows gradual opening, beginning May 5, 2020.

Notable aspects of Park Meadows plan, that could be a model for indoor malls across the state, include:

- Lone Tree Police Substation located inside the mall with 150 security cameras located throughout the mall providing quick ability to disburse groups of more than 10 people
- All 'soft seating' furniture removed to prevent gathering
- Removed all chairs from dining hall and placed signage indicating that no seating available for dining
- Masks required for guests and employees, per City of Lone Tree's Executive Order issued on May 1, 2020
- Masks to be provided for guests without
- Stringent cleaning schedule including deep sanitation after hours
- Hand sanitation stations located throughout the mall
- Gradual opening with only 16% of retailers dispersed throughout the mall to encourage social distancing
- Extensive signage about masks, social distancing, hand washing, and more

In order to slow the COVID-19 pandemic it is critical that we all adhere to requirements set forth in public health orders. It is also paramount that we simultaneously focus on economic recovery. Park Meadows Mall has 190 retailers that employ thousands of Coloradoans. Though Park Meadows Mall was unable to open as planned, we believe that their thoughtful planning will allow retailers within the mall to effectively protect the health and wellbeing of their employees and guests. With collaboration and perseverance, I believe we find a reasonable solution through education and demonstration of best practices.

In good health,

Jennifer L. Ludwig

Jennifer L. Ludwig, M.S.
Deputy Director

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Request

As with other retailers in Colorado, Park Meadows is fully ready and able to follow requirements and restrictions from the State and the Tri-County Health Department during Safer at Home.

Park Meadows has coordinated with the Tri-County Health Department, Douglas County, and City of Lone Tree to ensure best practices and safety measures are implemented.

Therefore, Park Meadows, the City of Lone Tree, and Douglas County, with the support of the Tri-County Health Department, request to reopen while following the requirements set forth for all other retail businesses.

CITY OF LONE TREE PARK MEADOWS

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Brookfield Properties- Retail Property Health & Sanitation Program
City of Lone Tree Face Covering Executive Order
Tri-County Health Social Distancing Protocol Checklist

CITY OF LONE TREE PARK MEADOWS

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Lone Tree Face Covering Requirement

The Mayor of Lone Tree has issued an executive order requiring cloth face coverings be worn by patrons and employees in retail establishments.

Lone Tree Executive Order 2020-02

"We have been given the privilege of reopening commerce in the metro region, and it is our responsibility to do it right. We must do all we can to keep the COVID-19 curve flattened, protect our residents, workers and visitors, and position Lone Tree businesses to not only reopen successfully, but remain open."

Mayor Jacqueline Millet

CITY OF LONE TREE

PARK MEADOWS

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Patron Entry Experience

Mall Exterior

Enter & Exit Signage

CITY OF LONE TREE

PARK MEADOWS

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Patron Entry Experience

Mall Exterior

Signage instructing patrons & employees to not enter premises if experiencing symptoms, encouraging social distancing, hand washing, and face coverings.

Controlled access to promote social distancing. Separated entry and exit points.

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Patron Entry Experience

Mall Interior

Controlled movements in and out of the facility.
Hand sanitizing locations throughout.

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Measures to Prevent Crowds from Gathering

Security

Security Officers, with assistance from the Lone Tree Police Department, will monitor pedestrian traffic flow within the common areas, accomplished with the use of monitored CCTV, interior walking foot patrols and Segway patrol. Officers will initiate contact with groups observed to be standing idle/gathering in the common area and reminded of the social distancing protocols and politely asked to disperse.

Packaged disposable masks will be made available and carried by Security Officers while on patrol for distribution to customers whom may enter the common areas without protection.

Public entrances will be constantly monitored to ensure that new Ingress/Egress measures remain in place and customers are complying with the correct directional entry and exit. If there are times where it seems to be getting close to a congestion issue, Security will respond and assist with traffic direction at the entrances.

Restrooms will be monitored closely to ensure that congregating does not occur, restroom utilities has been reduced in order to comply with social distancing guidelines, therefore lines have a potential form within the common area outside the restrooms.

Daily inventory of social distancing markers and signage will take note of their placement. Any discrepancies/missing signage or markers will be noted in the log and will also be communicated to Park Meadows Management for immediate replacement and correction.

Corrective Measures will be taken for non-compliance issues if they cannot first be solved with education. It will be explained that further patronage of Park Meadows will not be permitted unless compliance is accepted. Non-complying customers will politely be asked to depart the center. If any instances becomes a criminal in nature act, such as non-compliance to depart, constituting trespassing, Lone Tree Police will be consulted and asked to assist in gaining compliance to depart.

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Measures to Prevent Crowds from Gathering

Security

On-Site Lone Tree Police Substation

CITY OF LONE TREE

PARK MEADOWS

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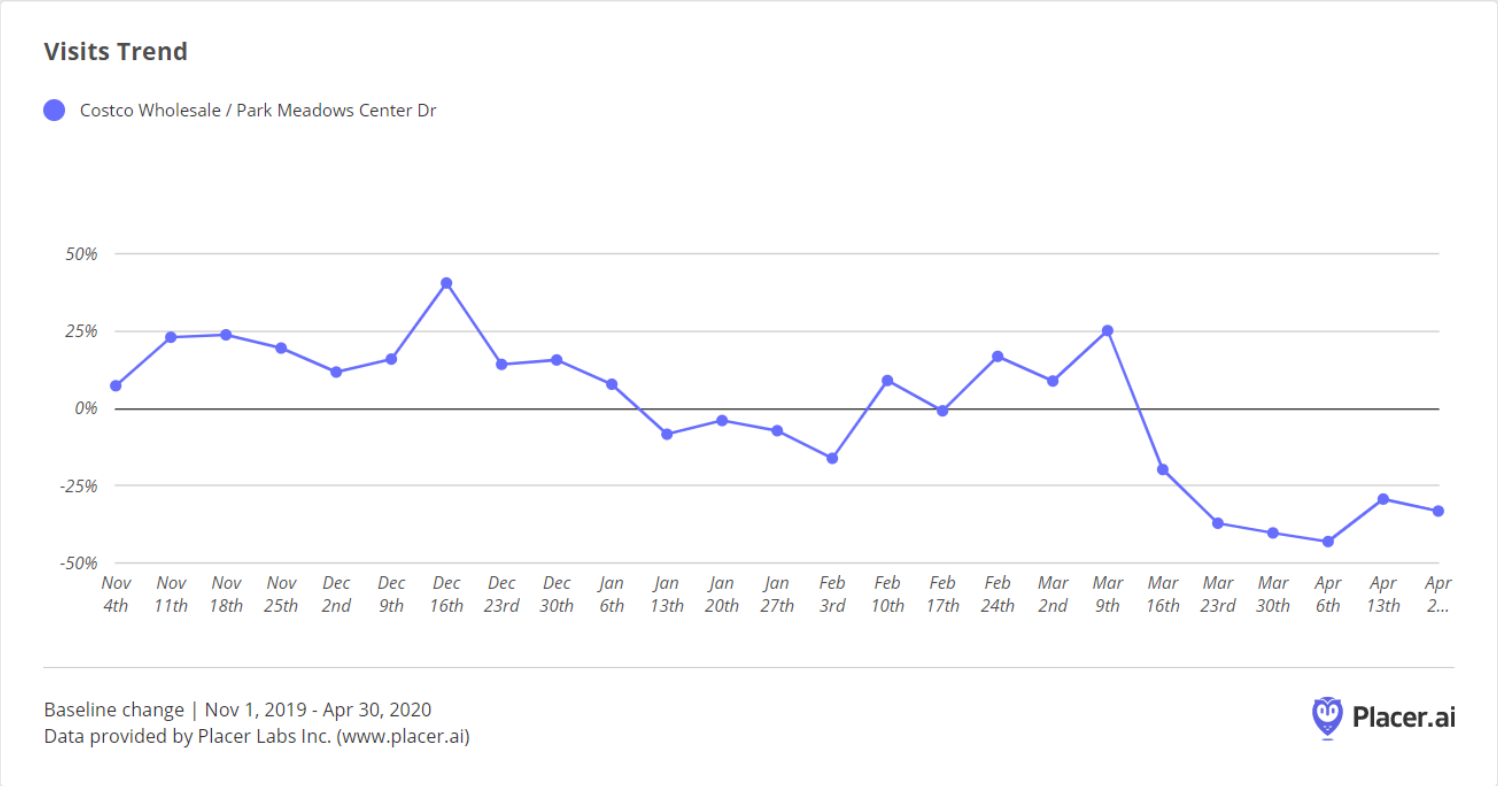
Measures to Prevent Crowds from Gathering

Anticipated Drop in Foot Traffic

The City has found that, for retailers that have been allowed to stay open during the month of April, there has been a drop in foot traffic compared to before the COVID-19 outbreak. Similarly, we anticipate Park Meadows reopening would not see pre-COVID-19 levels of foot traffic.

Example: The Lone Tree Costco has seen a 30-40% drop in foot traffic, even as it has been allowed to stay open.



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Measures to Prevent Crowds from Gathering

Limiting the Number of Customers

To limit customers, Park Meadows is working with each store to create plans and implement staging and distance markers.

Hours will be limited to Mon – Sat 11 – 7pm, Sunday 12 – 6pm

Physical Changes to the Property

Social Distance Markers spaced 6 feet apart will be placed throughout the center in places lines are anticipated.

Seating has been removed or reduced in common areas and the dining hall to prevent casual gatherings and lingering.

Keeping People 6 Feet Apart

Signage and Distance Markers are in place throughout the facility, including at mall entrances and individual store entrance points.

Employees have been instructed to enforce social distancing measures, including at check out and when interacting with customers.

Security will take active measures to ensure patrons are practicing social distancing.

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Measures to Prevent Crowds from Gathering

Seating Removed from Dining Hall

CITY OF LONE TREE

PARK MEADOWS

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Measures to Prevent Crowds from Gathering

6 Feet Signage

CITY OF LONE TREE

PARK MEADOWS

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Facility Maps

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Brookfield Properties

PARK MEADOWS

8401 PARK MEADOWS CENTER DRIVE
LONE TREE, COLORADO 80124-5128

TENANT NAMES SHOWN ON THIS PLAN REPRESENT LEASES WHICH ARE EXECUTED, OUT FOR SIGNATURE, OR IN NEGOTIATION. SPECIFIC NAMES, LOCATIONS, DIMENSION OF ANY STORE, ENTRANCE, OR IMPROVEMENT ARE SUBJECT TO CHANGE, MODIFICATION AND DELETION BY LANDLORD OR OTHER PARTIES, AND ARE NOT A REPRESENTATION OF, OR WARRANTY AS TO THE OPENING OR CONTINUED OPERATION OF ANY STORE NAMED OR DEPICTED ON THIS PLAN.

NOTWITHSTANDING THAT CERTAIN OF THE ELEMENTS, INCLUDING BUT NOT LIMITED TO THE TENANT NAMES, SHOWN ON THIS PLAN MAY BE INDICATED AS FUTURE OR PROPOSED, LANDLORD MAKES NO REPRESENTATION THAT THE FUTURE DEVELOPMENT WILL OCCUR AS SHOWN.

ALL TENANT LEASE AREAS ARE MEASURED FROM THE CENTERLINE OF INTERIOR PARTITION, FROM THE OUTSIDE FACE OF EXTERIOR WALL, FROM THE FULL THICKNESS OF CORRIDOR AND SHAFT WALLS AND FROM THE EDGE OF SLAB AT ANCHOR STORE WALLS.

PROJECT NO: 4345
DRAWN BY: DJM
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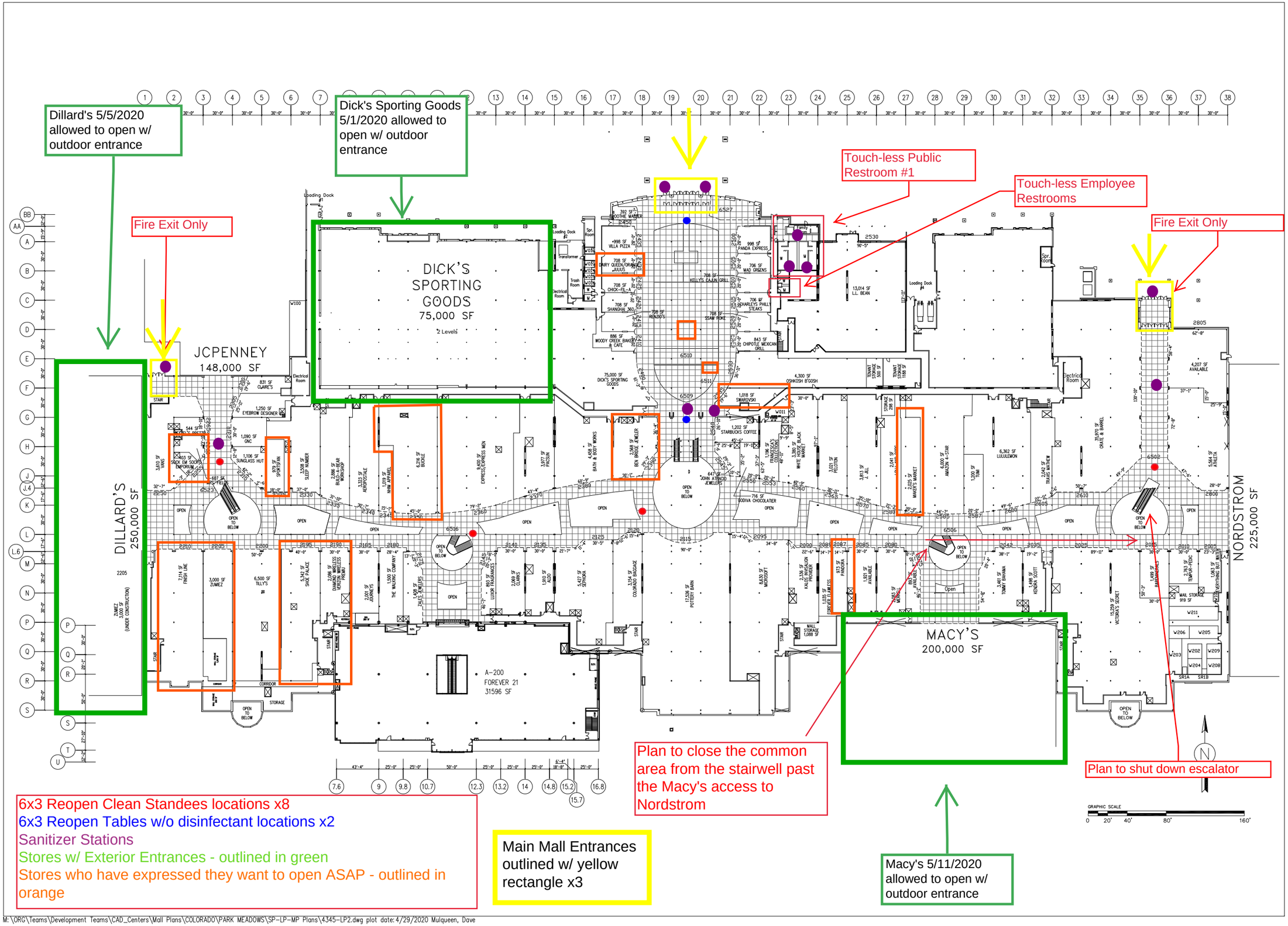
DESCRIPTION
LEASE PLAN
LOWER LEVEL

SHEET NO.
LP1

DATE: April 2020

M:\ORG\Teams\Development Teams\CAD_Centers\Mall Plans\COLORADO\PARK MEADOWS\SP-LP-MP Plans\4345-LP1.dwg plot date:4/29/2020 Mulqueen, Dave



Brookfield Properties

PARK MEADOWS

8401 PARK MEADOWS CENTER DRIVE
LONE TREE, COLORADO 80124-5128

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ALL TENANT LEASE AREAS ARE MEASURED FROM THE CENTERLINE OF INTERIOR PARTITION, FROM THE OUTSIDE FACE OF EXTERIOR WALL, FROM THE FULL THICKNESS OF CORRIDOR AND SHAFT WALLS AND FROM THE EDGE OF SLAB AT ANCHOR STORE WALLS.

PROJECT NO: 4345
DRAWN BY: DJM
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DESCRIPTION
LEASE PLAN UPPER LEVEL

SHEET NO.
LP2

DATE: April 2020

M:\ORG\Teams\Development Teams\CAD_Centers\Mall Plans\COLORADO\PARK MEADOWS\SP-LP-MP Plans\4345-LP2.dwg plot date:4/29/2020 Mulqueen, Dave

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Signage

Signage at Entrances

Signs notifying customers and employees to STOP if they are sick and ask them not to enter have been placed at entry points.

Signs directing ingress and egress have been placed at entry and exit points.

Good Hygiene & Additional Safety Measures

Hand Washing, Hygiene practice signage has been placed throughout the shopping center for both customers and employees, including: ALL bathrooms, Management Office kitchen, ALL entrances, and dock doors.

Signage explaining cleaning/health measures that have been taken have been placed throughout the center.

Use of Face Coverings

Signage promoting face coverings are posted throughout the center.

Prepackaged masks will be given to customers that do not have one.

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Signage

Signage Throughout Facility

PARK MEADOWS

Employee Mail Room Guidelines:

- Always maintain a distance of at least 6 feet or more – Social Distancing must be observed at all times
- No more than one person in mail room at a time
- Please wear face masks and gloves at all times
- Hand sanitizer is provided for your use

We thank you for helping to keep us safe and healthy!

PARK MEADOWS

In order for everyone to have a safe and enjoyable visit, we ask for all our guests to adhere to the following guidelines while at Park Meadows:

- Please maintain a distance of at least 6 feet or more (keeping to the right side of the walkways where possible.)
- No parties over 8 people please
- Please wear face masks at all times
- Social distancing must be observed at all times
- We have provided hand sanitizer stations all across the property for your use.

We thank you for helping to keep us safe and healthy!

PARK MEADOWS

In accordance with the State of Colorado and Tri-County Health ordinances, all our guests must adhere to the following:

- **Face masks required at all times**
- **Enter shopping center one at a time**, maintaining a distance of at least 6 feet or more and keeping to the right side of the walkways where possible.
- **No parties over 8** people to gather at a given time
- **Social distancing must be observed at all times**
- Hand sanitizer stations have been provided all across the property for your use.
- Contactless payment methods are recommended.
- **STOP and Do Not Enter** if you are feeling unwell.

Thank you for helping to keep our community safe and healthy!

PARK MEADOWS

Per state and Tri-County Health Ordinance, the following must be observed in the break room at all times:

- Always maintain a distance of at least 6 feet or more – Social Distancing must be observed at all times
- No more than two people in break room at a time
- Please wear face masks and gloves at all times unless you are eating
- Sanitize all areas, handles, and places where you may have touched including: door handle, fridge, sink knobs, and microwave
- Contact supervisors if you need any additional supplies or PPE.
- DO NOT come in if you are feeling unwell.

Thank you for helping to keep us safe and healthy!

PARK MEADOWS

Thank you for visiting Park Meadows!

Upon exiting, please continue to maintain social distancing through the parking lots and please keep your masks on until you and your family are safely inside your vehicle.

Thank you for helping to keep our community safe and healthy!

CITY OF LONE TREE

PARK MEADOWS

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Signage

Signage Throughout Facility

DocuSign Envelope ID: A13B1EBF-C0E4-45C0-A013-F19EA1956B2A

Measures to Disinfect & Prevent Unnecessary Contact

Contactless Solutions

All trashcans are open flap for no touch.

One set of doors at each entrance will be propped open

Contactless payment recommendation on signage at entrances and throughout

Restrooms that will be open are all touchless/motion sensor

Regular sanitation of trash cans are in daily routine

All carts, strollers, etc have been removed and are out of use

Modified Flow of People

Signage at entrances encouraging people to keep to the right when walking around property.

Barricades and stanchions in place to ensure separation upon entrance and exit.

Enhanced Indoor Air Quality

All air filters have been replaced with Merv 13 filters, which are able to filter out particles smaller than one micron in size, including bacteria and viruses.

Cleanliness

26 sanitizer stations to start are placed throughout the center.

Disinfecting of high contact surfaces are being cleaned on a frequent schedule.

CITY OF LONE TREE PARK MEADOWS

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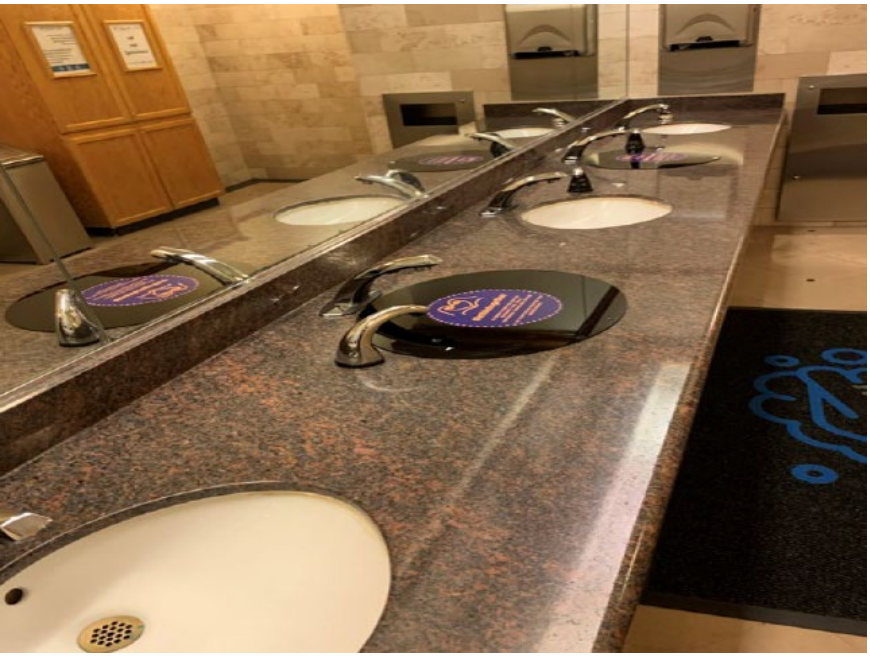
Measures to Disinfect & Prevent Unnecessary Contact

Restrooms – Every Other Sink Closed. All Touchless.



CITY OF LONE TREE PARK MEADOWS

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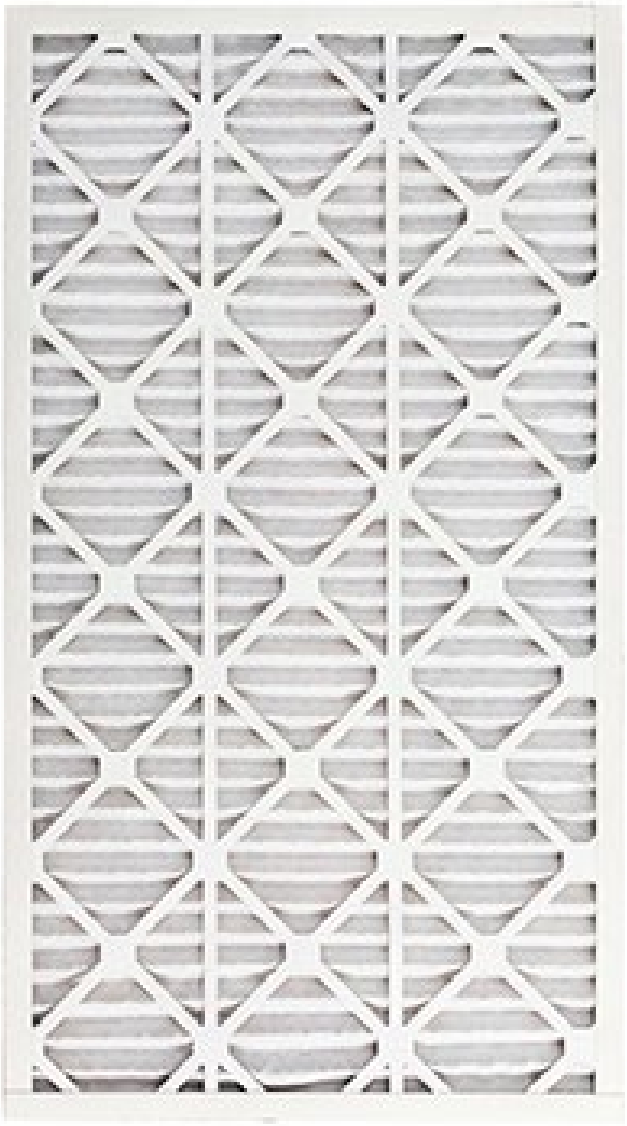
Measures to Disinfect & Prevent Unnecessary Contact

All Air Filters Replaced with MERV-13 Filters



CITY OF LONE TREE

PARK MEADOWS

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Exhibits

1. Brookfield Properties- Retail Property Health & Sanitation Program
2. City of Lone Tree Face Covering Executive Order 2020-02
3. Tri-County Health Social Distancing Protocol Checklist

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Retail Property Health & Sanitation Program

Brookfield
Properties

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Property Health & Sanitation Program

1. Employee, Vendor, Tenant & Guest — General Health

The health and safety of our employees, vendors, tenants, and guests is our number one priority.

Personal Protective Equipment (PPE). Appropriate PPE will be worn by all Brookfield Properties employees based upon their role and responsibilities and in adherence to government regulations and guidance. When required, training on how to properly use and dispose of PPE will be provided. Every employee will be provided a face covering and required to wear that face covering when interacting with others or when within the common area. Gloves will be provided for employees whose responsibilities require them. Security and Housekeeping vendors may provide relevant PPE to their teams. Guests may pick up a face covering upon arrival or request one from a Security Officer. Tenants may also provide PPE to their employees. If face coverings are required by government regulations, Security Officers will deny access to customers who refuse to wear face coverings.

Hand Sanitizer. Hand sanitizer dispensers will be placed at mall entrances and in other high-traffic or high-touch locations within the property. Hand sanitizer will also be placed within the Mall Management office, Security office, Housekeeping office, and Maintenance shop.

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Signage. Health and hygiene reminders, including hand washing reminders, will be placed throughout the property. Signage, with appropriate training and hygiene reminders, will be posted in break rooms accessed by Brookfield Properties employees. Such signage may include reminders about the proper way to wear, handle, and dispose of face coverings and gloves; proper handwashing, coughing, and sneezing techniques; and a reminder to avoid touching your face.

Social Distancing. Guests will be advised to practice social distancing by standing at least six feet away from others while standing in lines, using elevators, or moving around the property. Food court tables and common area seating will be arranged to permit and encourage social distancing. Employees will be reminded not to touch their faces and to practice social distancing by standing at least six feet away from guests, tenants, vendors, and other employees whenever possible. All properties will comply with local or state mandated occupancy limits.

Employee, Vendor, Tenant, and Guest Health Concerns. Our employees have been given instruction on how to respond to and report incidents where someone on the property could reasonably have been exposed to someone who is presumed to have tested positive for COVID-19. Employees are instructed to stay home if they do not feel well. If employees begin to exhibit any of the symptoms of COVID-19 while at the property, they are instructed to immediately notify their manager. All vendors and tenants are expected to implement protocols for the safety of their employees and the public.

Case notification. If we are alerted to a presumptive case of COVID-19 at the property, we will work with local health officials to follow the appropriate actions recommended.

2. Management Office Practices for Employee Protection

Management Office Access. Where possible, the management office will observe a “soft open.” Access to the office will remain locked with signage providing a phone number for visitors to call. Public access to the office will be provided in cases where an in-person conversation is necessary. If a conversation is necessary, all Brookfield Properties parties involved will wear PPE and practice social distancing rules.

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Management Office Setup. The management office should be assessed to ensure social distancing measures can be observed while performing work in the office. Employees will sit in closed offices where possible, and plexiglass "sneeze screens" will be provided for employees who interact with the public or do not have access to an enclosed office.

Employee Schedule and Interaction. Where possible and in accordance with relevant government orders, teams will continue to utilize a rotating on-property schedule to ensure appropriate business continuity while also limiting opportunities for exposure. For example, one administrative employee and one management employee are in the office daily practicing social distancing while others work from home; or maintenance employees are scheduled on alternating days with staggered arrival times and assignments in separate areas of the mall. In situations where multiple staff members must be at the property at the same time, measures will be taken to ensure social distancing best practices can be observed and contact with other employees and the public is limited. Mall walks and team meetings should be completed virtually or independently.

In an effort to maintain a clean and safe environment for all, we have asked our employees and those of our vendors to only come to the mall if they are fever free for the last 72 hours (without taking any fever suppressant medication) and without any of the following symptoms:

COUGH
SHORTNESS OF BREATH
CHILLS
REPEATED SHAKING WITH CHILLS
MUSCLE PAIN
HEADACHE
SORE THROAT
LOSS OF TASTE OR SMELL

In addition, while in the mall's common areas, our employees and our vendors' employees will wear face coverings that cover the nose and mouth.

Contractor/Vendor Relationships. Brookfield Properties will provide best practices/suggestions about staggering arrival times and shifts to contracted vendor teams through appropriate corporate channels in order to prevent congregation in break rooms/arrival areas. Pursuant to their respective contracts, the vendors will be responsible for day-to-day management to the provided guidance.

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3. Employee Responsibilities

Hand Washing. The CDC informs that thorough hygiene practices and frequent handwashing with soap is vital to help combat the spread of the virus. Employees should wash their hands for at least 20 seconds (or use sanitizer when soap and water is not available) every 60 minutes or in the following situations:

- Upon arrival to work/re-entry to the office
- Before and after punching in/out
- Before and after using other shared equipment (e.g., printer, copier, hand tools, refrigerator door handles, cabinet door handles, microwaves etc.)
- After completing personal activities such as using the restroom, sneezing, touching the face, blowing the nose, cleaning, eating, or drinking

Maintain Social Distancing. Employees should make every effort to maintain social distancing guidelines while at work. For example:

- Only one employee should enter the kitchen or other common areas at a time. If another employee is using the space, you should wait a safe distance from the door or ask them to alert you electronically when they are finished
- Schedule conversations using Microsoft Teams or other virtual software rather than having in-person meetings
- When scheduled at the same time as other employees, work with your manager to stagger your arrival/departure times to provide for proper social distancing in common areas
- Stay in your office/personal workspace when possible

Office Cleaning. Employees should do their part to keep shared surfaces clean. For example:

- Wipe down shared equipment before and after use
- Wipe down surfaces upon arrival and re-entry into the office
- Wipe down surfaces after visitors have entered the office
- Wipe down company vehicles following use (e.g., steering wheel, seat, buttons, door handles)

Personal Health. Employees should leave the office immediately or stay home if they are not feeling well or are exhibiting any symptoms of COVID-19. Employees are required to follow the CDC guidelines for returning to work after illness and should contact their healthcare provider with any questions or concerns.

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4. The Guest Journey

- Until further notice, a designated Curbside Pickup area will be available for guests that do not wish to have an in-store experience
- Guests will have access to automated doors, doors that are propped open, or manual doors
- Guests will have access to hand sanitizer upon entry into the property
- Face coverings will be available upon arrival at the mall or by request from a
  Security officer
- No more than four guests will be permitted in elevators at one time
- Common area seating and foot court seating will be arranged to allow for and encourage social distancing
- Security and Housekeeping vendors will wear PPE
- The following services will be suspended until further notice or discontinued: valet services, play areas, stroller rentals, mall-owned food court trays, food sampling, and mall-operated carousels.

5. Cleaning Products and Protocols

Our properties' housekeeping vendors shall wear PPE and use cleaning products and protocols which meet EPA guidelines and are approved for use and effective against viruses, bacteria, and other airborne- and bloodborne- pathogens. We are working with our vendors, distribution partners, and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.

Reactive Cleaning Protocol. In the event we are notified of a presumptive case of COVID-19, the common area will be thoroughly cleaned and disinfected, including touchpoints up to eight feet above the floor.

Public Spaces and Communal Areas. The frequency of cleaning and sanitizing has been increased in all public spaces with an emphasis on high-touch surfaces including but not limited to, door handles, public restrooms, dining surfaces, counters, seating areas, elevators and elevator buttons, and escalator and stair handrails.

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Restrooms. Industry-leading cleaning and sanitizing protocols are used to clean public restrooms, with attention to high-touch surfaces including but not limited to, stall doors, toilet seats and handles, door and furniture handles, water faucet handles, and flooring.

Back-of-House. The frequency of cleaning and sanitizing will also increase in the back-of-house areas including employee restrooms, loading docks, offices, and break rooms.

Management Office. The office will be thoroughly and professionally cleaned each night. Employees will be provided with cleaning supplies to clean their personal areas and to sanitize all touchpoints following a visitor's entry to the office. Shared office equipment should be wiped down by employees before and after use. *See also, Section 3 above.*

Shared Equipment. Shared tools, vehicles, and equipment will be sanitized before, during, and after each shift or anytime the equipment is transferred to a new employee. This equipment includes phones, radios, computers, maintenance tools, keys, time clocks, and all other direct contact items. The use of shared food and beverage equipment in the back-of-house pantries (including shared coffee brewers) will be discontinued.

6. Locations for the Distribution of Personal Protective Equipment (PPE)

Common Areas: At predetermined locations near entrances and available upon request from a Security Officer

Back-of-House: Available in Mall Management office, Housekeeping office, and Security office

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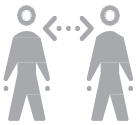

7. Social Distancing

Throughout the common areas of the property, we will allow for and encourage appropriate social distancing in a manner aimed to meet or exceed government regulations and guidance.

Queuing in Mall Common Areas. Any area where guests or employees queue, including in the food court, elevator lobbies, and restrooms, will be clearly marked to allow for and encourage appropriate social distancing.

Food Court. Food courts will reduce seating capacities to allow for and encourage appropriate social distancing.

Common Area. Seating, RMU's, and Carts will be arranged to allow for and encourage appropriate social distancing.

Retail Spaces. In coordination with our retail partners and tenants, guest occupancy limits will be enforced to allow for and encourage appropriate social distancing.

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Vendor-Specific Sanitation Policies

1. Housekeeping

Disinfectant Porter, Common Area

Disinfect high-touch surfaces within the interior and exterior of the property prior to and during operating hours.

Cleaning & Sanitizing Protocol

The following common areas to be sanitized at least once per hour:

- Entrance doors
- Escalator handrails
- Passenger Elevator exterior doors/call button/control panel
- Passenger Elevator interior cab walls/doors/call button/control panel
- Public Restroom doors
- Public Restroom toilets/urinals/hardware
- Public Restroom mirrors/countertops
- Public Restroom partition doors/sides
- Public Restroom dispensers
- Stair handrails
- Interactive Directories

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The following common areas to be sanitized at least once every four hours:

- Benches
- Common Area seating and furniture
- Trash receptacles
- Employee Restroom doors
- Employee Restroom toilets/urinals/hardware
- Employee Restroom mirrors/countertops
- Employee Restroom partition doors/sides
- Employee Restroom dispensers
- Common Area handrails
- Loading Dock and Corridor doors
- Trash Room doors

The following common areas to be cleaned and sanitized each day:

- Sign holders and stanchions
- Emergency Call Button panels
- Life Safety equipment
- Escalator ledges and glass
- Freight Elevator doors/call button/control panel
- Freight Elevator interior cab walls/doors/call button/control panel

The following areas will be cleaned and sanitized as follows:

- Management office to be sanitized each day
- Security and Housekeeping offices and breakrooms to be cleaned and sanitized upon shift change

Physical Distancing Protocol

Minimize contact with guests and maintain appropriate social distancing guidelines unless a specific incident requires otherwise.

Equipment

- **Personal Protective Equipment.** Face covering, gloves, protective eyewear
  (as needed)
- Microfiber towels
- Cleaning chemicals must meet EPA and CDC guidelines
  - Hard Surface Disinfecting Wipes: 1-minute dwell time
  - ERC, or equivalent, Performance Wipes: 15-second dwell time

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2. Security

Cleaning & Sanitizing Protocol

- All contact surfaces to be sanitized at the completion of an incident (in addition to standard sanitization protocols)
- After an incident, Shift Supervisors will request that the housekeeping vendor properly sanitize the area and ensure proper protocols are followed
- Shift Supervisors to log completed tasks
- Handcuffs, holding rooms, and all related equipment and contact surfaces to be sanitized at the beginning of each shift and after each use

Physical Distancing Protocol

- Standard protocols will be followed unless a specific incident requires more invasive contact (i.e., taking a subject into custody for a criminal offense)
- Security Officers to assist with enforcing physical distancing protocols in established guest queuing areas as required
- Security Officers will approach, investigate, and enforce only obvious violations of government-recommended social distancing guidelines in the mall common areas, keeping in mind that:
    - People who live or are quarantining together are exempt from guidelines
    - All interactions should be customer service-based and emphasize the need to balance customer actions with government rules intended to prevent the spread of COVID-19

Equipment

- **Personal Protective Equipment.** Face coverings, gloves, protective eyewear (as needed). If face coverings are required by government regulations, Security Officers will deny common area access to customers who refuse to wear face coverings
- Security Officers to familiarize themselves with hand sanitizer and face covering distribution points for guests

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Guidance for HVAC Equipment

Prior to Shopping Center Re-opening

- Identify MERV rating of filters used in equipment maintained and operated by Landlord and switch all air filters to 2-inch MERV 13 filters and 1-inch MERV 13 filters with equipment that can only hold that filter depth
- Coordinate with maintenance staff/contractors to perform scheduled preventative maintenance (i.e., spring maintenance). Cleaning should follow industry standards. Below are specific tasks that should be accomplished along with typical maintenance activities:
    - Cleaning of interior of AHUs/RTUs including coil drip pans, filter rack, etc.
    - Cleaning any obstructions from dampers and outdoor intake bird screens
    - Confirming damper actuators and linkage are working properly
    - Replace filters with MERV-13
    - Any mold or other contaminants should be reported to mall staff
- Work with OTI or your controls contractor to disable demand control ventilation on all HVAC equipment maintained and operated by Brookfield Properties. Note, not all equipment has this functionality. A general rule of thumb is if the equipment is 15 years old or newer, then the unit should be checked to see if DCV is enabled
- Building air flush should occur four days before opening (**this needs to be done after new filters have been installed**):

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- All equipment operated by Brookfield Properties should run for three nights in advance of the center opening to the public
- The control on the RTU/AHU fans should be set to continuous. To clarify, some RTUs have an option to cycle fans or run them continuously. If set to cycle and space temperature is satisfied, then the fans turn off. When set to continuous, the fans run whenever the unit scheduled to turn on even if the space temperature is satisfied. This is different than setting a VFD in "hand". VFDs should remain in "auto" mode

Central Plant Properties

- If cooling tower and/or chilled water system has automatic make-up water system that were valved off, then property should return systems to normal operation
- Work with your water treatment provider to test water prior to turning systems back on and adjust water chemistry as necessary. Discuss legionella prevention strategies for cooling tower water
- Strainer filters, side stream filters, sand filters, etc., should be flushed and cleaned prior to turning systems on
- Condenser water systems and chilled water systems should run for an extended period so filters can clean the water in the distribution piping as it may be stagnant. Monitor water filters every few hours and replace as necessary until water systems are clean and water chemistry is correct. Ideally, system components (i.e., chilled water coils in AHUs, chiller tubes, cooling tower nozzles, etc.) are isolated as much as possible to prevent dirt accumulation/blockage.

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CITY OF LONE TREE, COLORADO
EXECUTIVE ORDER NO. 2020-02

CONCERNING A REQUIREMENT FOR INDOOR RETAIL BUSINESSES TO MANDATE CLOTH FACE COVERINGS FOR CUSTOMERS AND OCCUPANTS

Purpose:

The purpose of this executive order is to protect the life, health, safety and economic welfare of our community as the City begins re-opening our economy during the State's Safer at Home Public Health Order 20-28. Continued forward progress in re-opening our economy will depend on limiting the spread of the COVID-19 virus and the wearing of cloth face coverings is one of the many methods intended to achieve that purpose. To that end, this order supplements the State's Public Health Order 20-28 to provide enhanced safety measures for indoor retail businesses to employ.

Applicable Authority:

Through the City's Emergency Declaration, as authorized under Section 1, Article XVII of the Home Rule Charter ("City Charter"), the Mayor is authorized to execute any action necessary for the protection of life and property in the event of an immediate danger or threat to the preservation of the public health, welfare, peace, and safety, or property of the City. Further, the Governor's Order D 2020 044 provides a municipality with the authority to adopt more protective standards than those contained in the Governor's Order including but not limited to stay at home orders, mask wearing requirements in public, or additional protective measures. See Section II.O, Governor's Order D 2020 044.

Findings:

The Center for Disease Control and Prevention recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

The Colorado Department of Public Health and Environment says that an effective way to reduce the risk of the COVID-19 virus for yourself and the people you care about is to acquire a cloth face covering that will cover your mouth and nose and to use it while in public.

Colorado State Public Health Order 20-26 directs employees of Critical Businesses and Critical Government Functions to wear medical or non-medical face coverings.

The recently released "Safer at Home" Public Health Order 20-28 urges all individuals to wear non-medical cloth face coverings whenever in public and makes it mandatory for numerous sectors of our economy including employees of critical and non-critical retail.

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Cloth face coverings should fit snugly but comfortably against the side of the face, include multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine dried without damage or change to shape. Face coverings need to cover the nose and mouth at all times and should remain in place until taken off safely. Cloth face coverings can be bought or made for that purpose or you can use common household items such as scarves, bandanas, "buffs", or an old t-shirt.

The operation of indoor retail businesses without requiring all customers and occupants of the establishment's public spaces to wear cloth face coverings presents an increased threat to the life, health, safety, and economic welfare of the Lone Tree community.

ORDER: All indoor critical and non-critical retail businesses, as defined in Public Health Order 20-28, operating in the City of Lone Tree are required to mandate that all customers and occupants of the establishment's public spaces wear cloth face coverings. This is in addition to the State face covering mandates for critical and non-critical retail businesses. Cloth face coverings must cover the nose and mouth at all times and should remain in place until taken off safely.

Exemptions:

This order exempts those individuals that are recommended by the Center for Disease Control and Prevention not to wear face coverings. "Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance." (CDC Recommendations on Face Coverings)

Duration:

This order is effective at 6:00 a.m. on May 8, 2020 and, in alignment with the Safer at Home Order, will remain in effect until 11:59 p.m. on May 26, 2020.

Enforcement:

The City will attempt to seek voluntary compliance through education and warning notices. Compliance with this Executive Order may be enforced under Section 1-4-10, of the City Municipal Code. In addition, the City may pursue suspension or revocation of a business license under Section 6-3-70 of the Municipal Code.

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APPROVED AND ADOPTED THIS 1ST DAY OF MAY, 2020.

CITY OF LONE TREE:

By: _____
Jacqueline A. Millet, Mayor

ATTEST:

_____
Jay Robb, City Clerk

(SEAL)

Social Distancing Protocol Checklist

This checklist is designed to be a tool to assist in your development of social distancing protocols for your business. Not all items below are required for every businesses and you should review industry specific guidance provided by the Colorado Department of Public Health and Environment (CDPHE) prior to operating. Several industries will have additional requirements to those listed below. The Tri-County Health Department (TCHD) will not be reviewing individual business plans but will be working to resolve uncertainties. If you have questions about your social distancing plan, please reach out to TCHD's Call Center at 303-220-9200.

Business name: PARK MEADOWS

Facility Address:

All businesses are required to deputize at least one workplace coordinator charged with addressing COVID-19 issues including regular (daily or weekly) communications, developing a plan for resources like cleaning supplies, planning for employees to be out of the office and considering how new precautions will impact workflow.

COVID-19 Workplace Coordinator(s):

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

- ☑ Signage at each entrance of the facility or location notifying customers and employees to STOP if they are sick and ask them not to enter
  - See Brookfield policy requirements and sign verbiage attached.
  - Procedure in process.
- ☑ Signage for employees and customers on good hygiene
  - Hand Washing, Hygiene practice signage has been placed throughout the shopping center for both customers and employees, including: ALL bathrooms, Management Office kitchen, ALL entrances, and dock doors.
  - side and designated through signage above doors – signs ordered and set for delivery on 5/1.
- ☑ Signage encouraging distancing and the use of masks
  - Included on signage package
  - We have prepackaged masks if customers do not have one
  - All Park Meadows employees, specifically in the common area, are masked and gloved.
  - All retailers will be required to wear masks.
- ☑ Signage explaining safety measures being taken by the business

- Signage explaining cleaning/health measures that have been taken have been placed throughout the center.
- Housekeeping staff have been certified in disinfectant application and will wear PPE.
- Additional verbiage included on signs at entrances as well.

Signage should be posted in prominent places accessible to all customers and employees. This may be at each entrance but should also include placement throughout the business establishment to remind employees and customers to adhere to requirements

Measures to Protect Employee Health:

- ☑ Everyone who can carry out their work duties from home has been directed to do so
  - The office is operating at 50%. No more than 5-6 employees in the office per day.
  - Proof of schedules available if needed.
- ☑ Flexible and/or remote scheduling is provided for any employee that must continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who needs to observe Stay-at-Home due to an underlying condition, age, or other
  Remote scheduling is provided for employees who must continue to observe the Stay At Home order for their county (or for employees
- ☑ All employees have been told not to come to work if sick
  - Employee protocol in place.
- ☑ Symptom and temperature checks are being conducted before employees enter the work space. Businesses with less than 25 employees should ask their employees to do self-checks at home before coming into work. Field-based employees should self-check and report to management daily.
  - Employees are required to perform symptom and temp checks at home prior to entering the shopping center.
  - Temperature checks required for common area contractors at the beginning of each shift.
- ☑ All desks, individual work stations or work areas are separated by at least six feet and/or schedules are staggered to ensure six-foot distancing.
  - All employee work stations are separated by at least six feet.
  - Security Dispatch is controlled via entry code, stanchions have been placed to prevent anyone from entering dispatcher/CCTV Work station.
- ☑ Employees are discouraged from using shared spaces (break rooms, meeting rooms, permitted.
  - Signage has been placed within the breakroom encouraging hygiene and limiting the # of people in the room.
  - Employees have staggered breaks.

- Shared breakroom protocol to only allow two persons in at a time, only two seats available at break room table distanced more than six feet apart.

☑ Disinfectant and related supplies are available to all employees and guidance on daily workspace cleaning has been provided
- Disinfectant and cleaning supplies are available to all employees.
- All employees are responsible for cleaning their own work areas.
- Employee sanitation protocol in place for management office.
- **See BPR health and sanitation program.**
- Security Dispatch cleaning checklist is completed daily and upon each time a Dispatcher is relieved from duty. Disinfectant of CCTV control station, keyboard and mouse, telephones, radio's, keys, desk, door handle and key pad, and Security walk-up window counter is completed daily and each time a switch out occurs.

☑ Appropriate protective gear like gloves and cloth masks are provided to and used by all employees in close contact with other employees and/or the general public
- All management office employees have been provided masks and are required to wear them in the work space. Gloves and masks are required in the *common area*.
- Masks and gloves will be given to each business prior to open.
- Security Officers are given masks and replenished weekly, gloves are ordered and officers will wear while on duty in the common area.

☑ Hand Soap and water and/or hand sanitizer is available to all employees throughout the workday and employees are encouraged to take breaks to wash hands
- Disinfecting wipes, sanitizer and masks have been distributed to all employees.
- We plan to employ the Clorox 360 misting machine (same one used in hospitals).

☑ Employee breaks are staggered to reduce employee density
- Employee protocol in place to stagger breaks.
- Security Officers break schedules only allow for one officer in break room at a time to prevent unnecessary congregating.

☑ Shields are installed between customers and employees where possible
- Shields have been installed as needed and breaks are staggered within the office and within housekeeping/security.
- Security Dispatch will keep the sliding window closed at all times when interacting with walk-up public. Officers will be masked and gloved when interacting and will only open the sliding window to take delivery of or pass off lost and found.

☑ Copies of this Protocol have been distributed to all employees
- Brookfield has distributed various protocols for in office work.

- Proof attached

☑ Other steps taken:
- We have implemented the use of Zoom/Microsoft teams to limit group meetings.
- Employees can communicate via email, text and phone.

Measures to Keep People at Least Six Feet Apart:

☑ Placing signs outside the store, facility or location reminding people to be at least six feet apart, including when in line
- All signage has been ordered and is in the process of being placed.
- Store que-ing markers will be placed at all store entrances.

☑ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks to public entrances with signs directing customers to use the markings to maintain distance.
- In the process – including plexi protectors, touchless payment, etc.

☑ All employees have been instructed to maintain at least six feet distance from customers accept payment, deliver goods or services, or as otherwise necessary.
- Signage and protocol in place

✓ Barriers have been placed to increase space between the public and employees
- In the process of ensuring retailer compliance.

☑ Optional—Describe other measures:
- All employees have been instructed to keep distance from customers.
- Security Officers on patrol will make contact with observed groups that are seen to be standing idle or congregate in the common area walkways and remind them of social distancing protocols and politely ask that they comply and disperse the area.

Measures to Prevent Unnecessary Contact:

☑ Contactless solutions are implemented whenever possible (contactless payment, no touch trash cans, propped doors where safe to do so, etc.) if not feasible, regular sanitation procedures are in place
- All trashcans are open flap for no touch
- One set of doors at each entrance will be propped open,
- Contactless payment recommendation on signage at entrances and throughout
- Restrooms that will be open are all touchless/motion sensor
- Regular sanitation of trash cans are in daily routine

☑ Providing curb-side drop-off/pick-up of products
- The curbside program began 4/27.
- Designated curb-side pick-up parking zone is established and centrally located on the northern parking lot directly in front of the Dining Hall

-
- . Parking stalls are clearly signed and numbered, way finding signs area placed around the perimeter for direction.

☑ Modify flow of people traffic (doors for entry or exit only, one way isles, etc.)
- The use of All signage ordered for entrance/exit only – delivery on 5/1.
- Signage at entrances encouraging people to keep to the right when walking around property.
- Barricades and stanchions in place to ensure separation upon entrance and exit.

☑ Use of digital files rather than paper is encouraged (invoices, agendas, forms, etc.)
- Activity and Access permits are provided by e mail and received via e mail.

☑ Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever possible
- Brookfield has implemented Teams and Zoom.

Measures to Increase Sanitization:

☑ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets and/or employee assigned to disinfect carts and baskets regularly.
- All carts, strollers, etc have been removed and are out of use.

☑ Hand sanitizer is available at entrances and high-traffic locations for use by employees and customers
- For gradual reopening, we will begin with 26 sanitizer stations.

☑ Disinfecting all payment portals, pens, and styluses after each use. Disinfecting all high contact surfaces frequently.
- Disinfecting of high contact surfaces are being cleaned on a frequent schedule.

☑ Shared items (coffee makers, vending machines, printers, light switches, elevator buttons, etc.) are regularly sanitized
- Being practiced within the office and the employee break room.

☑ Bathrooms and other high-touch areas are being disinfected frequently, on a regular schedule
- Sinks, toilets, paper towel dispensers, soaps are all TOUCHLESS.

Measures to Prevent Crowds from Gathering:

☑ Provide services by appointment only (no walk-in or waiting)
- Mall office entrance by appointment only.

☑ Limit the number of customers in the store at any one time
- We will be working with each store, creating a plan, staging and distance markers.
- Hours limited to Mon – Sat 11 – 7pm, Sunday 12 – 6pm

☑

- ☐ Post an employee at the door to ensure that the maximum number of customers is not exceeded.
  - Will be implemented in the retail stores.
- ☑ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
  - If and when necessary we have essential stores and if goods become high demand we have numerous programs can we have and can employ.
- ☐ Other:
  - Security Officers will monitor pedestrian traffic flow within the common areas, accomplished with the use of monitored CCTV, interior walking foot patrols and Segway patrol. Officers will initiate contact with groups observed to be standing idle/gathering in the common area and reminded of the social distancing protocols and politely asked to disperse.

  - Packaged disposable masks will be made available and carried by Security Officers while on patrol for distribution to customers whom may enter the common areas without protection.

  - Security Patrol Officers, as well as dedicated CCTV Dispatcher will continuously monitor all public entrances to ensure that new Ingress/Egress measures remain in place and customers are complying with the correct directional entry and exit. If there are times where it seems to be getting close to a congestion issue, Security will respond and assist with traffic direction at the entrances. Restrooms will be monitored closely to ensure that congregating does not occur, restroom utilities has been reduced in order to comply with social distancing guidelines, therefore lines have a potential form within the common area outside the restrooms. Security will need to monitor to ensure that social distancing of 6 feet will be met.

  - Security Officers on patrol daily will take note to all areas where social distancing markers and signage have been placed and will note in a Daily Activity Log of their placement. Any discrepancies/missing signage or markers will be noted in the log and will also be communicated to Park Meadows Management for immediate replacement and correction.

  - Should any interaction between Security Patrol Officers and customers involve a non-compliance with the Safer-At-Home guidelines, Security will politely attempt to have the customer

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observe the protocols adopted by Park Meadows. Should there be an issue with non-compliance it will be noted to Security Dispatch and logged on the Daily Activity Report, it will be explained that further patronage of Park Meadows will not be permitted unless compliance is accepted and non-complying customers will politely be asked to depart the center. If any instances become's a criminal in nature act, such as non-compliance to depart, constituting trespassing, Lone Tree Police will be consulted and asked to assist in gaining compliance to depart or if city ordinances need to be enforced.

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BOARD OF COUNTY COMMISSIONERS
COVID-19 SUPPRESSION PLAN

DOUGLAS COUNTY, COLORADO
MAY 8, 2020

DocuSign Envelope ID: A13B1EBF-C0E4-45C0-A013-F19EA1956B2A

Douglas County Suppression Plan

The May 2020 Douglas County Suppression Plan is designed to be a dynamic document that can be modified as time progresses, additional data becomes available, and the impacts of decisions to change and reopen economic avenues are measurable. This suppression plan is comprised of the following components:

- #1 Prevalence of COVID-19 cases within Douglas County
- #2 Hospital Capacity
- #3 Local Containment Measures
- #4 Conditions to determine the variance is not providing adequate COVID-19 protection and triggers for tightening restrictions.
- #4a Industry Specific Conditions and Triggers
- #5 Industry Specific Appendices

#1 Prevalence of COVID-19 within Douglas County

As of May 6, per CDPHE case data, there have been 573 confirmed cases in Douglas County. This makes up only 3.12% of all of the confirmed cases in the State of Colorado. Douglas County is in a unique position in comparison with other metro counties due to our lower disease rate parameters and proactive development of actionable measures.

As of May 6, 2020, 0.15% of the Douglas County population of 370,000 have tested positive for COVID-19. There has been no sustained surge in the number of cases requiring hospitalization as a result of COVID-19 and Douglas County citizens performed well in compliance with the Stay-At-Home order. The following graphs illustrated the historical trajectory of COVID-19 cases, hospitalizations and deaths related to COVID-19 in Douglas County.

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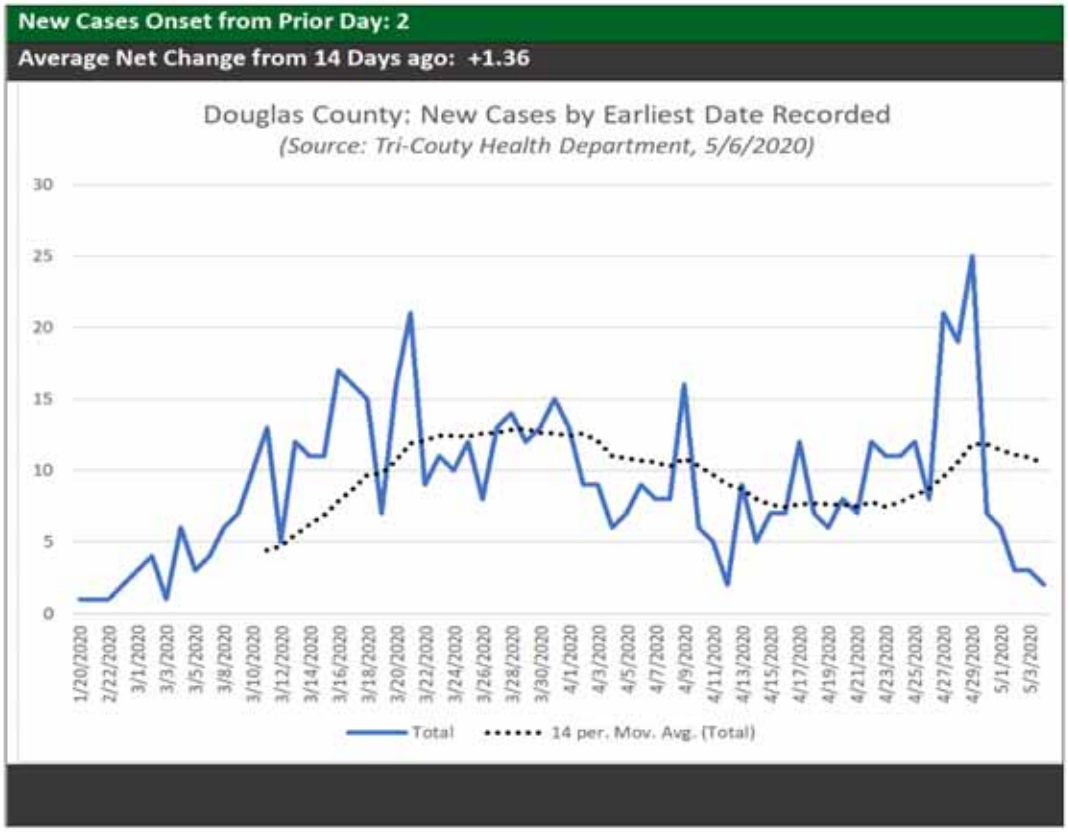

The County Commissioners are provided a daily data dashboard of case data related to COVID-19 (see Attachment A for an example). The information collected and analyzed prior to publishing the reports will continue to be collected. The County will continue to collect and monitor data to evaluate the impacts of the variance and will make such data available upon request by CDPHE.

#2 Hospital Capacity

There are five hospitals located within Douglas County:

1. Castle Rock Adventist Hospital, 2350 Meadows Blvd, Castle Rock, CO 80109
2. Children's Hospital Colorado South Campus, 1811 Plaza Dr, Highlands Ranch, CO 80129
3. Parker Adventist Hospital, 9395 Crown Crest Blvd, Parker, CO 80138
4. Sky Ridge Medical Center, 10101 Ridgegate Pkwy, Lone Tree, CO 80124
5. UCHealth Highlands Ranch Hospital, 1500 Park Central Drive, Highlands Ranch, CO 80129

Douglas County will submit as an addendum affirmation of the hospitals exiting ability to serve individuals seeking care from a hospital in Douglas County.

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#3 LOCAL CONTAINMENT MEASURES

Local containment measures fundamental to this suppression plan include:

- Diagnostic testing
- Contact tracing
- Personal responsibility

The implementation of diagnostic testing coupled with contact tracing is essential to the prevention of community spread. Douglas County has only experienced five outbreaks in care facilities, all involving five residents or less. The Tri-County Health Department (TCHD) epidemiologists continue to investigate COVID-19 cases to control and prevent the spread of illness to others. The TCHD public health professionals are working closely with CDC, CDPHE, and other local county and municipal partners to respond to the situation carefully and share information. The TCHD has a strong infectious disease surveillance system in place that also leverages local partnerships with hospitals and clinics. They are committed to identifying cases quickly and responding to them effectively. TCHD is in the process of expanding the Operations Branch in the Incident Management System and planning to create up to 25 Contact Tracing Teams. These teams will be filled using internal TCHD staff and volunteers, as needed and as determined by number of positive cases reported to the health department.

TCHD includes the following two dashboards on their public facing data dashboard. The graphic shows the average individual movement. For Douglas County the Average Individual Movement is 1.918, this is less than both surrounding counties of Jefferson (2.042) and Arapahoe (2.255).

The second graphic on the TCHD data page on social distancing and changes in individual mobility illustrates the daily percent change in mobility by county. The following graphic illustrates the Douglas County percent daily change in mobility.

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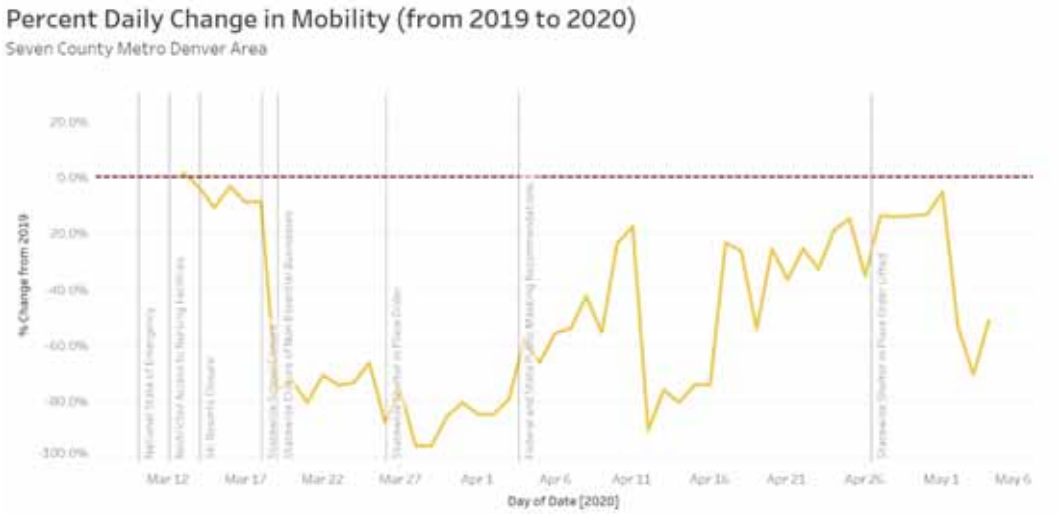
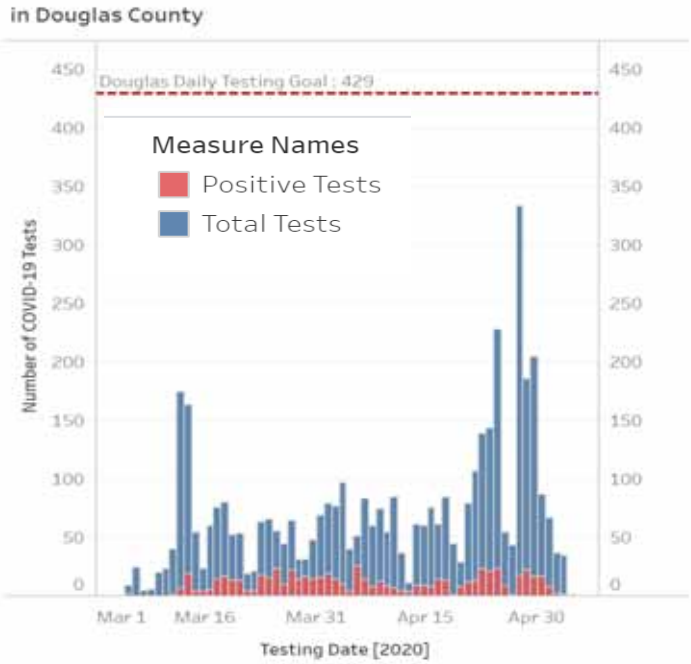


As testing supplies and personal protective equipment become more readily available and the number of testing sites increases, interpersonal transmission within Douglas County from a known infected individual can be greatly reduced. By increasing community testing options those who have contracted the virus can be diagnosed, isolated and receive any treatment deemed necessary. Symptomatic citizens can get tested at Douglas County's five hospitals or dozens of clinics. There are also clinics who will test individuals who have simply been exposed to those who have tested positive or who have traveled recently. Through new partnerships actively being sought with the King Soopers Little Clinic and Stride Community Center, local testing capacity could increase tremendously to those who are both symptomatic and asymptomatic. These two partnerships combined could offer up to 500 additional tests per day. Douglas County is also collaborating with TCHD staff to identify and leverage existing sites with unused capacity to ramp up testing efficiently.



In support of this effort to ramp up case detection, the TCHD will focus the Contact Tracing Teams' capacity to follow up on any COVID-19 positive result by PCR (polymerise chain reaction) testing. The TCHD provides updated information and resources about testing on its website and is helping to facilitate connections between Douglas County and testing partners, such as STRIDE and the Little Clinic. Douglas County is able to acquire more testing kits through the CDPHE streamlined ordering system.

The Douglas County Suppression Plan includes the assumption that individuals are responsible for not going out in public if sick, isolating if displaying symptoms of COVID-19 and taking adequate precautions to protect high-risk populations including the recommendation to wear non-medical face coverings. Public gatherings may occur and should not exceed 10 people provided social distancing requirements can be met. Lastly, high-risk and older adult populations maintain social distancing levels seen under the Stay-At-Home Order.

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#4 CONDITIONS TO DETERMINE THE VARIANCE IS NOT PROVIDING ADEQUATE COVID-19 PROTECTION AND TRIGGERS FOR TIGHTENING RESTRICTIONS.

If the following County and industry specific conditions are met, TCHD will need to make a determination that the variance is not providing adequate COVID-19 protection:

- 20% increase in positive cases in 3-day rolling average over a 14-day period;
- A substantial increase in hospitalizations directly related to COVID-19 over a 2-week period;
- Inability of TCHD to contact trace new cases within 24 hours of a known positive test result.
- These conditions do not apply to outbreaks that occur in institutionalized facilities* located in the County. (*Facilities include: healthcare, long-term care and skilled nursing, jails, group homes, independent living, and more)

#4A INDUSTRY SPECIFIC CONDITIONS AND TRIGGERS

Since this variance request from Douglas County is specific to Appendix A, III of the State Public Health Order 20-28, the Douglas County Suppression Plan includes industry specific conditions and triggers.

Conditions specific to Indoor Malls, if met, will require TCHD to determine if the variance is not providing adequate COVID-19 protection:

a. Surveillance capacity and mobility data including foot traffic that demonstrates the indoor mall is attracting visitors in numbers which limit the ability to social distance
b. Failure of existing safety mechanisms like the onsite police station to provide adequate public safety services
c. Inability of the facility to control crowds in accordance with social distancing requirements and
d. Inability of the facility to monitor and control foot traffic to ensure facility compliance with applicable social distancing requirements in Executive Order D 2020 044 and Amended Public Health Order 20-28

If the above conditions are met and TCHD determines the variance for indoor malls is not providing adequate COVID-19 protections, the indoor mall must return to curbside only activity for at least 7 days. TCHD determines mitigation steps and criteria for reopening.

#5 INDUSTRY SPECIFIC APPENDICES

A. Indoor Mall – for the purpose of this variance plan see the second question in this variance submission. Additionally see Attachment B for the Park Meadows Reopening Request.

TCHD confirms that the variance requested does not lessen or eliminate the protections for Vulnerable Individuals in the Safer at Home Order and PHO 20-28.

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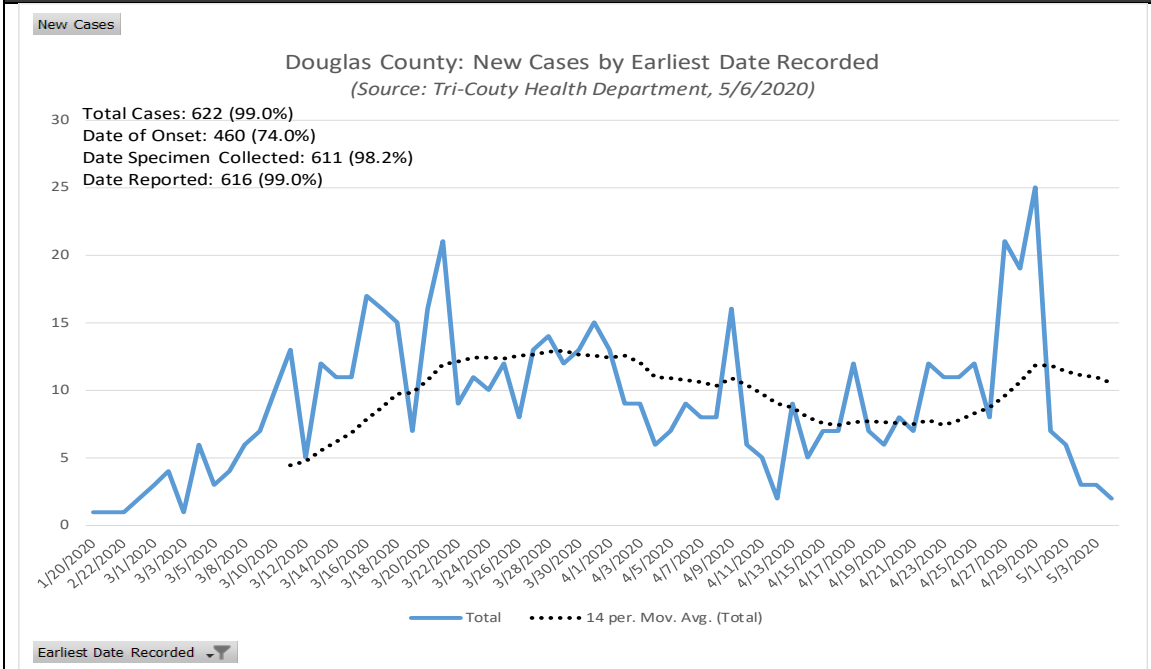
BOCC Daily Status

DOUGLAS COUNTY COLORADO

Report Date: May 7, 2020

New Cases Onset from Prior Day: 2

Average Net Change from 14 Days ago: +1.36



New Case Comments

Comments:

1. Most recent dynamic case data is from May 6, 2020.
2. Reported date reflects the earliest of **Onset, Sample, or Reported.**
3. A RED Anticipated Hospital Beds or PPE Status indicators indicates a DC Hospital reported storage.

Anticipated Hospital Beds

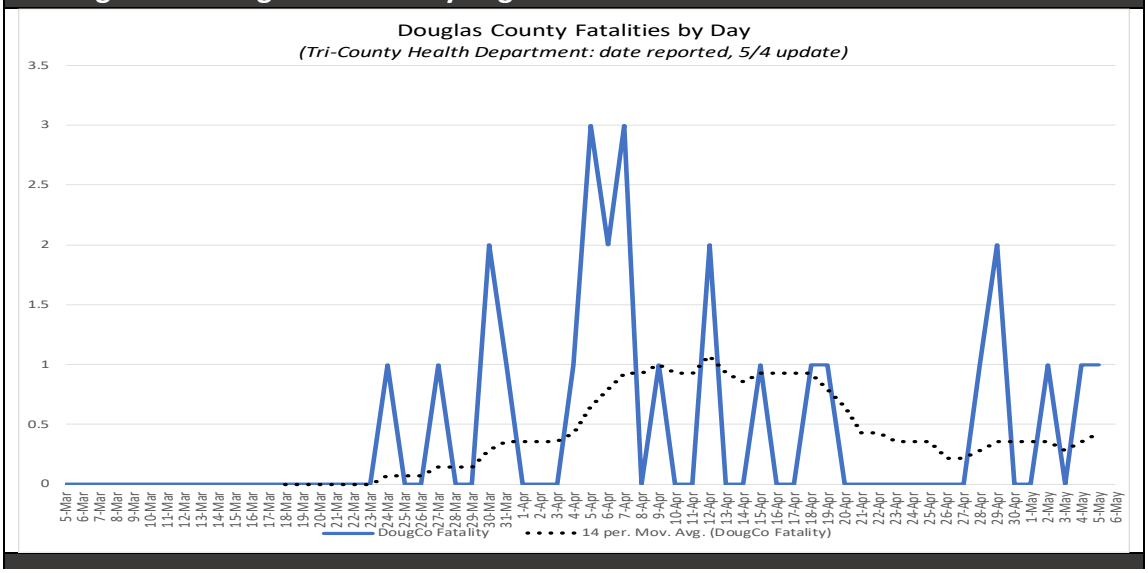
PPE Status

Outbreak Comments

Confirmed: 6

Total Fatalities: 26

Average Net Change from 14 Days Ago: - 0.26



Fatalities Comments

Comments

1. Based on TCHD Data
2. DC's Coroner data is different and is current.

Data Links

CDPHE: https://covid19.colorado.gov/

Safer at Home Order: https://covid19.colorado.gov/safer-at-home

Data Sources

TCHD 3-5 Day Lag (https://www.tchd.org/)

TCHD 3-5 Day Lag (https://www.tchd.org/)

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Attachment B

CITY OF LONE TREE

PARK MEADOWS

Park Meadows
Gradual Reopening Request

May 6, 2020
Lone Tree, Colorado

DocuSign Envelope ID: A13B1EBF-C0E4-45C0-A013-F19EA1956B2A

CITY OF LONE TREE

Governor Jared Polis
State Capitol Building
200 E. Colfax Avenue, Suite 136
Denver, CO 80203
Governorpolis@state.co.us

Greetings Governor Polis:
Your dedication and leadership to the State of Colorado during the unprecedented public health and economic crisis is greatly appreciated.

The City of Lone Tree (the City) is writing in support of Douglas County's variance request for the Park Meadows Mall (Park Meadows) under Public Health Order 20-28. The amended public health order states that "Indoor malls must not open to the public for entry." The City believes after careful review of the proposed Park Meadows Reopening Plan the State Department of Health will concur with the Tri County Health Department (TCHD) findings that there is no rational public health reason Park Meadows cannot safely reopen.

Park Meadows has access to more staff and security resources than any of the standalone retailers currently operating in Douglas County. The controlled entrances, robust security camera system, dedicated security staff, enhanced signage, touch-less sanitation facilities, and on premise City Police Substation uniquely position Park Meadows to monitor and enforce all social distancing requirements and support all personal hygiene recommendations.

Park Meadows worked closely with the TCHD to create detailed opening protocols and operating procedures to keep the public safe. Detailed descriptions are included in the attached Plan along with examples of newly installed instructional signage. In addition, the City acted to require fabric face coverings in indoor retail spaces throughout Lone Tree building on State guidance.

Malls are a critical piece of Colorado's retail landscape. Retail is an activity permitted – with mandatory and strict social distancing requirements – under Public Health Order 20-28. Due to their volume and size indoor malls can be a significant piece of Colorado's economic recovery, replacing lost jobs and wages and providing crucial financial resources to state and local government.

The safety precautions, enforcement protocols, personal hygiene enhancements, and educational signage identified in the proposed Plan provide a safe and comprehensive path to reopen Park Meadows. The City also has confidence Park Meadows can serve as a model for other indoor malls to safely reopen and operate. This is an urgent matter for our economy and individual livelihoods.

Thank you for your consideration.

Jacqueline A. Millet

Jacqueline A. Millet
Mayor

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Tri-County Health Department

May 5, 2020

Mayor Jackie Millet
City of Lone Tree
9220 Kimmer Dr., Suite 100
Lone Tree, CO 80124

Dear Mayor Millet,

Last week, Tri-County Health Department (TCHD) worked closely with Pamela Kelly, General Manager of Park Meadows Mall to determine feasibility for the mall to open under Governor Polis' Safer at Home order. After reviewing Park Meadows' plan, TCHD felt confident that the measures put in place provided the protection needed for the public and employees. Ms. Kelly's plan went above and beyond even what was outlined in the Safer at Home order and TCHD agreed to support Park Meadows gradual opening, beginning May 5, 2020.

Notable aspects of Park Meadows plan, that could be a model for indoor malls across the state, include:

- Lone Tree Police Substation located inside the mall with 150 security cameras located throughout the mall providing quick ability to disburse groups of more than 10 people
- All 'soft seating' furniture removed to prevent gathering
- Removed all chairs from dining hall and placed signage indicating that no seating available for dining
- Masks required for guests and employees, per City of Lone Tree's Executive Order issued on May 1, 2020
- Masks to be provided for guests without
- Stringent cleaning schedule including deep sanitation after hours
- Hand sanitation stations located throughout the mall
- Gradual opening with only 16% of retailers dispersed throughout the mall to encourage social distancing
- Extensive signage about masks, social distancing, hand washing, and more

In order to slow the COVID-19 pandemic it is critical that we all adhere to requirements set forth in public health orders. It is also paramount that we simultaneously focus on economic recovery. Park Meadows Mall has 190 retailers that employ thousands of Coloradoans. Though Park Meadows Mall was unable to open as planned, we believe that their thoughtful planning will allow retailers within the mall to effectively protect the health and wellbeing of their employees and guests. With collaboration and perseverance, I believe we find a reasonable solution through education and demonstration of best practices.

In good health,

Jennifer L. Ludwig

Jennifer L. Ludwig, M.S.
Deputy Director

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Request

As with other retailers in Colorado, Park Meadows is fully ready and able to follow requirements and restrictions from the State and the Tri-County Health Department during Safer at Home.

Park Meadows has coordinated with the Tri-County Health Department, Douglas County, and City of Lone Tree to ensure best practices and safety measures are implemented.

Therefore, Park Meadows, the City of Lone Tree, and Douglas County, with the support of the Tri-County Health Department, request to reopen while following the requirements set forth for all other retail businesses.

CITY OF LONE TREE PARK MEADOWS

DocuSign Envelope ID: A13B1EBF-C0E4-45C0-A013-F19EA1956B2A

Contents

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Patron Entry Experience.....7

Measures to Prevent Crowds From Gathering.....10

Facility Maps.....16

Signage.....19

Measures to Disinfect & Prevent Unnecessary Contact.....22

Exhibits.....25

Brookfield Properties- Retail Property Health & Sanitation Program
City of Lone Tree Face Covering Executive Order
Tri-County Health Social Distancing Protocol Checklist

CITY OF LONE TREE PARK MEADOWS

DocuSign Envelope ID: A13B1EBF-C0E4-45C0-A013-F19EA1956B2A

Lone Tree Face Covering Requirement

The Mayor of Lone Tree has issued an executive order requiring cloth face coverings be worn by patrons and employees in retail establishments.

Lone Tree Executive Order 2020-02

"We have been given the privilege of reopening commerce in the metro region, and it is our responsibility to do it right. We must do all we can to keep the COVID-19 curve flattened, protect our residents, workers and visitors, and position Lone Tree businesses to not only reopen successfully, but remain open."

Mayor Jacqueline Millet

CITY OF LONE TREE

PARK MEADOWS

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Patron Entry Experience

Mall Exterior

Enter & Exit Signage

CITY OF LONE TREE

PARK MEADOWS

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Patron Entry Experience

Mall Exterior

Signage instructing patrons & employees to not enter premises if experiencing symptoms, encouraging social distancing, hand washing, and face coverings.

Controlled access to promote social distancing. Separated entry and exit points.

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Patron Entry Experience

Mall Interior

Controlled movements in and out of the facility.
Hand sanitizing locations throughout.

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Measures to Prevent Crowds from Gathering

Security

Security Officers, with assistance from the Lone Tree Police Department, will monitor pedestrian traffic flow within the common areas, accomplished with the use of monitored CCTV, interior walking foot patrols and Segway patrol. Officers will initiate contact with groups observed to be standing idle/gathering in the common area and reminded of the social distancing protocols and politely asked to disperse.

Packaged disposable masks will be made available and carried by Security Officers while on patrol for distribution to customers whom may enter the common areas without protection.

Public entrances will be constantly monitored to ensure that new Ingress/Egress measures remain in place and customers are complying with the correct directional entry and exit. If there are times where it seems to be getting close to a congestion issue, Security will respond and assist with traffic direction at the entrances.

Restrooms will be monitored closely to ensure that congregating does not occur, restroom utilities has been reduced in order to comply with social distancing guidelines, therefore lines have a potential form within the common area outside the restrooms.

Daily inventory of social distancing markers and signage will take note of their placement. Any discrepancies/missing signage or markers will be noted in the log and will also be communicated to Park Meadows Management for immediate replacement and correction.

Corrective Measures will be taken for non-compliance issues if they cannot first be solved with education. It will be explained that further patronage of Park Meadows will not be permitted unless compliance is accepted. Non-complying customers will politely be asked to depart the center. If any instances becomes a criminal in nature act, such as non-compliance to depart, constituting trespassing, Lone Tree Police will be consulted and asked to assist in gaining compliance to depart.

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Measures to Prevent Crowds from Gathering

Security

On-Site Lone Tree Police Substation

CITY OF LONE TREE

PARK MEADOWS

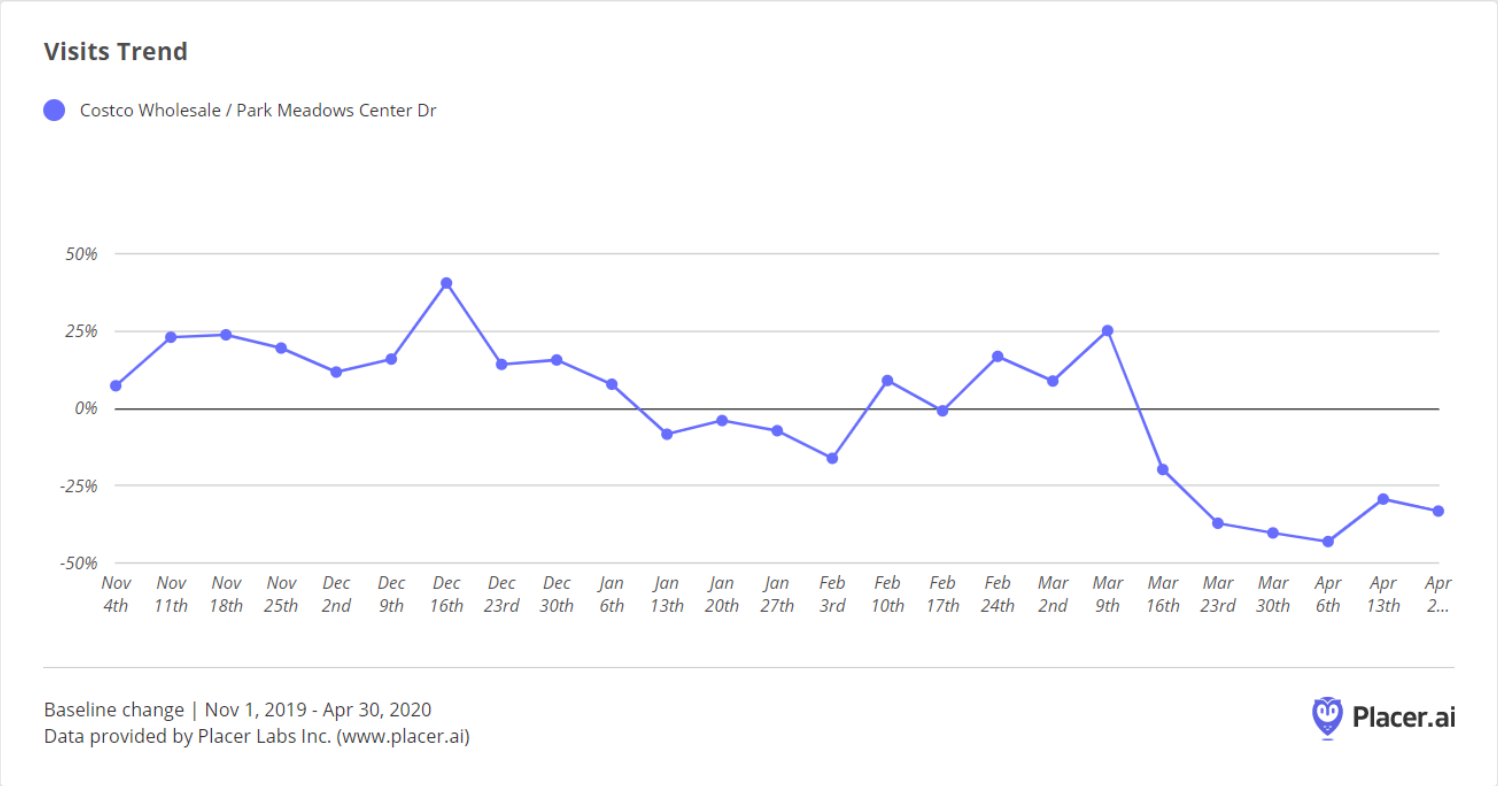
DocuSign Envelope ID: A13B1EBF-C0E4-45C0-A013-F19EA1956B2A

Measures to Prevent Crowds from Gathering

Anticipated Drop in Foot Traffic

The City has found that, for retailers that have been allowed to stay open during the month of April, there has been a drop in foot traffic compared to before the COVID-19 outbreak. Similarly, we anticipate Park Meadows reopening would not see pre-COVID-19 levels of foot traffic.

Example: The Lone Tree Costco has seen a 30-40% drop in foot traffic, even as it has been allowed to stay open.



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Measures to Prevent Crowds from Gathering

Limiting the Number of Customers

To limit customers, Park Meadows is working with each store to create plans and implement staging and distance markers.

Hours will be limited to Mon – Sat 11 – 7pm, Sunday 12 – 6pm

Physical Changes to the Property

Social Distance Markers spaced 6 feet apart will be placed throughout the center in places lines are anticipated.

Seating has been removed or reduced in common areas and the dining hall to prevent casual gatherings and lingering.

Keeping People 6 Feet Apart

Signage and Distance Markers are in place throughout the facility, including at mall entrances and individual store entrance points.

Employees have been instructed to enforce social distancing measures, including at check out and when interacting with customers.

Security will take active measures to ensure patrons are practicing social distancing.

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Measures to Prevent Crowds from Gathering

Seating Removed from Dining Hall

CITY OF LONE TREE

PARK MEADOWS

DocuSign Envelope ID: A13B1EBF-C0E4-45C0-A013-F19EA1956B2A

Measures to Prevent Crowds from Gathering

6 Feet Signage

CITY OF LONE TREE

PARK MEADOWS

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Facility Maps

DocuSign Envelope ID: A13B1EBF-C0E4-45C0-A013-F19EA1956B2A

Brookfield Properties

PARK MEADOWS

8401 PARK MEADOWS CENTER DRIVE
LONE TREE, COLORADO 80124-5128

TENANT NAMES SHOWN ON THIS PLAN REPRESENT LEASES WHICH ARE EXECUTED, OUT FOR SIGNATURE, OR IN NEGOTIATION. SPECIFIC NAMES, LOCATIONS, DIMENSION OF ANY STORE, ENTRANCE, OR IMPROVEMENT ARE SUBJECT TO CHANGE, MODIFICATION AND DELETION BY LANDLORD OR OTHER PARTIES, AND ARE NOT A REPRESENTATION OF, OR WARRANTY AS TO THE OPENING OR CONTINUED OPERATION OF ANY STORE NAMED OR DEPICTED ON THIS PLAN.

NOTWITHSTANDING THAT CERTAIN OF THE ELEMENTS, INCLUDING BUT NOT LIMITED TO THE TENANT NAMES, SHOWN ON THIS PLAN MAY BE INDICATED AS FUTURE OR PROPOSED, LANDLORD MAKES NO REPRESENTATION THAT THE FUTURE DEVELOPMENT WILL OCCUR AS SHOWN.

ALL TENANT LEASE AREAS ARE MEASURED FROM THE CENTERLINE OF INTERIOR PARTITION, FROM THE OUTSIDE FACE OF EXTERIOR WALL, FROM THE FULL THICKNESS OF CORRIDOR AND SHAFT WALLS AND FROM THE EDGE OF SLAB AT ANCHOR STORE WALLS.

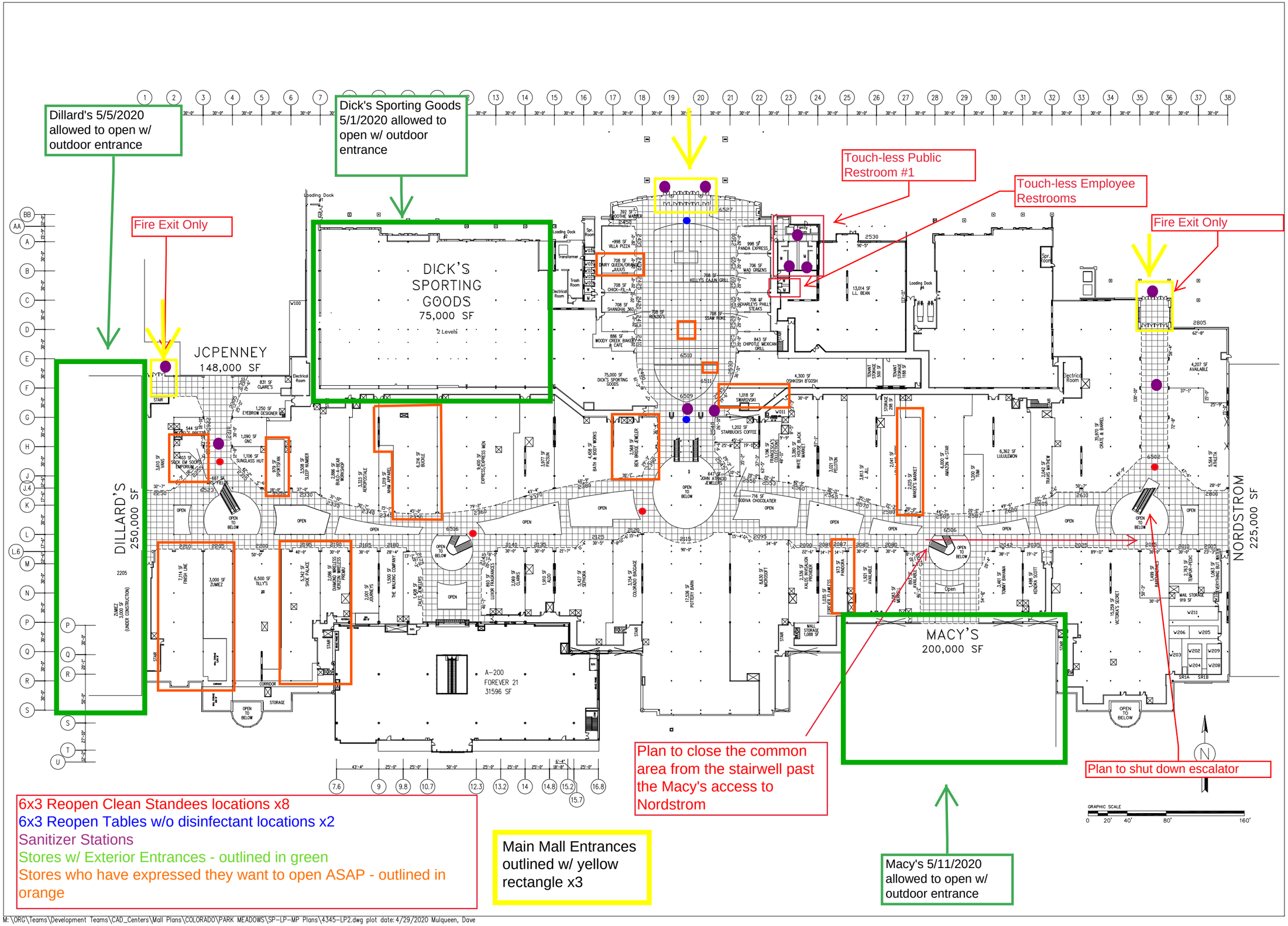
PROJECT NO: 4345
DRAWN BY: DJM
© Brookfield Property REIT Inc.

DESCRIPTION
LEASE PLAN
LOWER LEVEL

SHEET NO.
LP1

DATE: April 2020

M:\ORG\Teams\Development Teams\CAD_Centers\Mall Plans\COLORADO\PARK MEADOWS\SP-LP-MP Plans\4345-LP1.dwg plot date:4/29/2020 Mulqueen, Dave



Brookfield Properties

PARK MEADOWS

8401 PARK MEADOWS CENTER DRIVE
LONE TREE, COLORADO 80124-5128

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ALL TENANT LEASE AREAS ARE MEASURED FROM THE CENTERLINE OF INTERIOR PARTITION, FROM THE OUTSIDE FACE OF EXTERIOR WALL, FROM THE FULL THICKNESS OF CORRIDOR AND SHAFT WALLS AND FROM THE EDGE OF SLAB AT ANCHOR STORE WALLS.

PROJECT NO: 4345
DRAWN BY: DJM
© Brookfield Property REIT Inc.

DESCRIPTION
LEASE PLAN UPPER LEVEL

SHEET NO.
LP2

DATE: April 2020

M:\ORG\Teams\Development Teams\CAD_Centers\Mall Plans\COLORADO\PARK MEADOWS\SP-LP-MP Plans\4345-LP2.dwg plot date:4/29/2020 Mulqueen, Dave

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Signage

Signage at Entrances

Signs notifying customers and employees to STOP if they are sick and ask them not to enter have been placed at entry points.

Signs directing ingress and egress have been placed at entry and exit points.

Good Hygiene & Additional Safety Measures

Hand Washing, Hygiene practice signage has been placed throughout the shopping center for both customers and employees, including: ALL bathrooms, Management Office kitchen, ALL entrances, and dock doors.

Signage explaining cleaning/health measures that have been taken have been placed throughout the center.

Use of Face Coverings

Signage promoting face coverings are posted throughout the center.

Prepackaged masks will be given to customers that do not have one.

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Signage

Signage Throughout Facility

PARK MEADOWS

Employee Mail Room Guidelines:

- Always maintain a distance of at least 6 feet or more – Social Distancing must be observed at all times
- No more than one person in mail room at a time
- Please wear face masks and gloves at all times
- Hand sanitizer is provided for your use

We thank you for helping to keep us safe and healthy!

PARK MEADOWS

In order for everyone to have a safe and enjoyable visit, we ask for all our guests to adhere to the following guidelines while at Park Meadows:

- Please maintain a distance of at least 6 feet or more (keeping to the right side of the walkways where possible.)
- No parties over 8 people please
- Please wear face masks at all times
- Social distancing must be observed at all times
- We have provided hand sanitizer stations all across the property for your use.

We thank you for helping to keep us safe and healthy!

PARK MEADOWS

In accordance with the State of Colorado and Tri-County Health ordinances, all our guests must adhere to the following:

- **Face masks required at all times**
- **Enter shopping center one at a time**, maintaining a distance of at least 6 feet or more and keeping to the right side of the walkways where possible.
- **No parties over 8** people to gather at a given time
- **Social distancing must be observed at all times**
- Hand sanitizer stations have been provided all across the property for your use.
- Contactless payment methods are recommended.
- **STOP and Do Not Enter** if you are feeling unwell.

Thank you for helping to keep our community safe and healthy!

PARK MEADOWS

Per state and Tri-County Health Ordinance, the following must be observed in the break room at all times:

- Always maintain a distance of at least 6 feet or more – Social Distancing must be observed at all times
- No more than two people in break room at a time
- Please wear face masks and gloves at all times unless you are eating
- Sanitize all areas, handles, and places where you may have touched including: door handle, fridge, sink knobs, and microwave
- Contact supervisors if you need any additional supplies or PPE.
- DO NOT come in if you are feeling unwell.

Thank you for helping to keep us safe and healthy!

PARK MEADOWS

Thank you for visiting Park Meadows!

Upon exiting, please continue to maintain social distancing through the parking lots and please keep your masks on until you and your family are safely inside your vehicle.

Thank you for helping to keep our community safe and healthy!

CITY OF LONE TREE

PARK MEADOWS

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Signage

Signage Throughout Facility

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Measures to Disinfect & Prevent Unnecessary Contact

Contactless Solutions

All trashcans are open flap for no touch.

One set of doors at each entrance will be propped open

Contactless payment recommendation on signage at entrances and throughout

Restrooms that will be open are all touchless/motion sensor

Regular sanitation of trash cans are in daily routine

All carts, strollers, etc have been removed and are out of use

Modified Flow of People

Signage at entrances encouraging people to keep to the right when walking around property.

Barricades and stanchions in place to ensure separation upon entrance and exit.

Enhanced Indoor Air Quality

All air filters have been replaced with Merv 13 filters, which are able to filter out particles smaller than one micron in size, including bacteria and viruses.

Cleanliness

26 sanitizer stations to start are placed throughout the center.

Disinfecting of high contact surfaces are being cleaned on a frequent schedule.

CITY OF LONE TREE PARK MEADOWS

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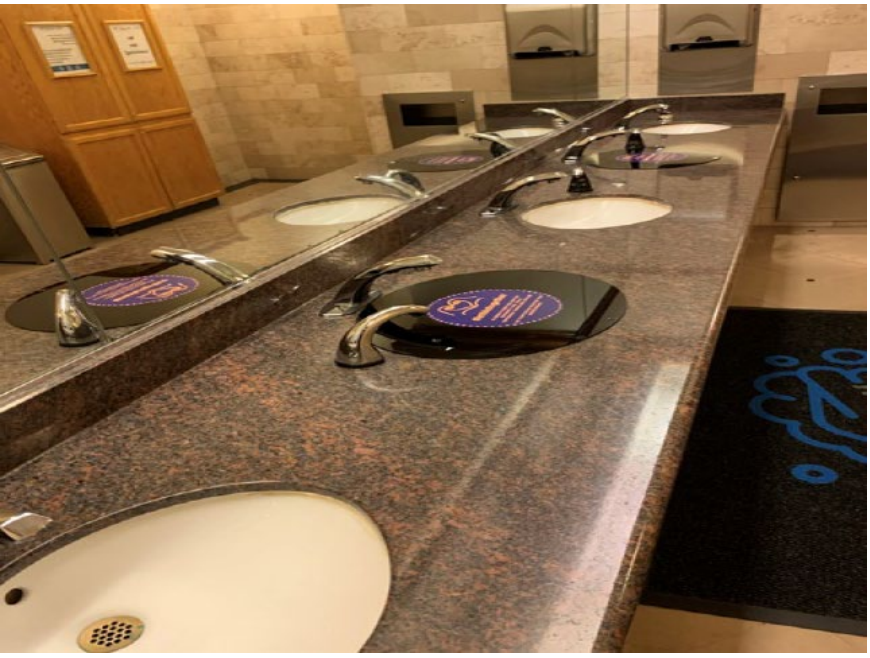
Measures to Disinfect & Prevent Unnecessary Contact

Restrooms – Every Other Sink Closed. All Touchless.



CITY OF LONE TREE PARK MEADOWS

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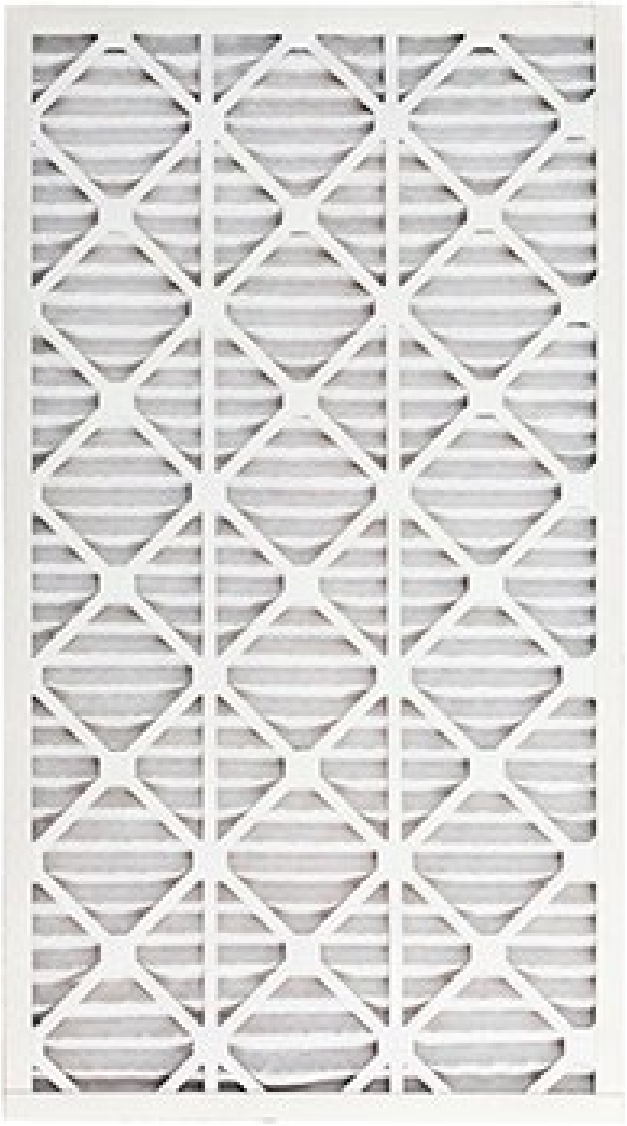
Measures to Disinfect & Prevent Unnecessary Contact

All Air Filters Replaced with MERV-13 Filters



CITY OF LONE TREE

PARK MEADOWS

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Exhibits

1. Brookfield Properties- Retail Property Health & Sanitation Program
2. City of Lone Tree Face Covering Executive Order 2020-02
3. Tri-County Health Social Distancing Protocol Checklist

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Retail Property Health & Sanitation Program

Brookfield
Properties

DocuSign Envelope ID: A13B1EBF-C0E4-45C0-A013-F19EA1956B2A

Property Health & Sanitation Program

1. Employee, Vendor, Tenant & Guest — General Health

The health and safety of our employees, vendors, tenants, and guests is our number one priority.

Personal Protective Equipment (PPE). Appropriate PPE will be worn by all Brookfield Properties employees based upon their role and responsibilities and in adherence to government regulations and guidance. When required, training on how to properly use and dispose of PPE will be provided. Every employee will be provided a face covering and required to wear that face covering when interacting with others or when within the common area. Gloves will be provided for employees whose responsibilities require them. Security and Housekeeping vendors may provide relevant PPE to their teams. Guests may pick up a face covering upon arrival or request one from a Security Officer. Tenants may also provide PPE to their employees. If face coverings are required by government regulations, Security Officers will deny access to customers who refuse to wear face coverings.

Hand Sanitizer. Hand sanitizer dispensers will be placed at mall entrances and in other high-traffic or high-touch locations within the property. Hand sanitizer will also be placed within the Mall Management office, Security office, Housekeeping office, and Maintenance shop.

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Signage. Health and hygiene reminders, including hand washing reminders, will be placed throughout the property. Signage, with appropriate training and hygiene reminders, will be posted in break rooms accessed by Brookfield Properties employees. Such signage may include reminders about the proper way to wear, handle, and dispose of face coverings and gloves; proper handwashing, coughing, and sneezing techniques; and a reminder to avoid touching your face.

Social Distancing. Guests will be advised to practice social distancing by standing at least six feet away from others while standing in lines, using elevators, or moving around the property. Food court tables and common area seating will be arranged to permit and encourage social distancing. Employees will be reminded not to touch their faces and to practice social distancing by standing at least six feet away from guests, tenants, vendors, and other employees whenever possible. All properties will comply with local or state mandated occupancy limits.

Employee, Vendor, Tenant, and Guest Health Concerns. Our employees have been given instruction on how to respond to and report incidents where someone on the property could reasonably have been exposed to someone who is presumed to have tested positive for COVID-19. Employees are instructed to stay home if they do not feel well. If employees begin to exhibit any of the symptoms of COVID-19 while at the property, they are instructed to immediately notify their manager. All vendors and tenants are expected to implement protocols for the safety of their employees and the public.

Case notification. If we are alerted to a presumptive case of COVID-19 at the property, we will work with local health officials to follow the appropriate actions recommended.

2. Management Office Practices for Employee Protection

Management Office Access. Where possible, the management office will observe a “soft open.” Access to the office will remain locked with signage providing a phone number for visitors to call. Public access to the office will be provided in cases where an in-person conversation is necessary. If a conversation is necessary, all Brookfield Properties parties involved will wear PPE and practice social distancing rules.

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Management Office Setup. The management office should be assessed to ensure social distancing measures can be observed while performing work in the office. Employees will sit in closed offices where possible, and plexiglass "sneeze screens" will be provided for employees who interact with the public or do not have access to an enclosed office.

Employee Schedule and Interaction. Where possible and in accordance with relevant government orders, teams will continue to utilize a rotating on-property schedule to ensure appropriate business continuity while also limiting opportunities for exposure. For example, one administrative employee and one management employee are in the office daily practicing social distancing while others work from home; or maintenance employees are scheduled on alternating days with staggered arrival times and assignments in separate areas of the mall. In situations where multiple staff members must be at the property at the same time, measures will be taken to ensure social distancing best practices can be observed and contact with other employees and the public is limited. Mall walks and team meetings should be completed virtually or independently.

In an effort to maintain a clean and safe environment for all, we have asked our employees and those of our vendors to only come to the mall if they are fever free for the last 72 hours (without taking any fever suppressant medication) and without any of the following symptoms:

COUGH
SHORTNESS OF BREATH
CHILLS
REPEATED SHAKING WITH CHILLS
MUSCLE PAIN
HEADACHE
SORE THROAT
LOSS OF TASTE OR SMELL

In addition, while in the mall's common areas, our employees and our vendors' employees will wear face coverings that cover the nose and mouth.

Contractor/Vendor Relationships. Brookfield Properties will provide best practices/suggestions about staggering arrival times and shifts to contracted vendor teams through appropriate corporate channels in order to prevent congregation in break rooms/arrival areas. Pursuant to their respective contracts, the vendors will be responsible for day-to-day management to the provided guidance.

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3. Employee Responsibilities

Hand Washing. The CDC informs that thorough hygiene practices and frequent handwashing with soap is vital to help combat the spread of the virus. Employees should wash their hands for at least 20 seconds (or use sanitizer when soap and water is not available) every 60 minutes or in the following situations:

- Upon arrival to work/re-entry to the office
- Before and after punching in/out
- Before and after using other shared equipment (e.g., printer, copier, hand tools, refrigerator door handles, cabinet door handles, microwaves etc.)
- After completing personal activities such as using the restroom, sneezing, touching the face, blowing the nose, cleaning, eating, or drinking

Maintain Social Distancing. Employees should make every effort to maintain social distancing guidelines while at work. For example:

- Only one employee should enter the kitchen or other common areas at a time. If another employee is using the space, you should wait a safe distance from the door or ask them to alert you electronically when they are finished
- Schedule conversations using Microsoft Teams or other virtual software rather than having in-person meetings
- When scheduled at the same time as other employees, work with your manager to stagger your arrival/departure times to provide for proper social distancing in common areas
- Stay in your office/personal workspace when possible

Office Cleaning. Employees should do their part to keep shared surfaces clean. For example:

- Wipe down shared equipment before and after use
- Wipe down surfaces upon arrival and re-entry into the office
- Wipe down surfaces after visitors have entered the office
- Wipe down company vehicles following use (e.g., steering wheel, seat, buttons, door handles)

Personal Health. Employees should leave the office immediately or stay home if they are not feeling well or are exhibiting any symptoms of COVID-19. Employees are required to follow the CDC guidelines for returning to work after illness and should contact their healthcare provider with any questions or concerns.

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4. The Guest Journey

- Until further notice, a designated Curbside Pickup area will be available for guests that do not wish to have an in-store experience
- Guests will have access to automated doors, doors that are propped open, or manual doors
- Guests will have access to hand sanitizer upon entry into the property
- Face coverings will be available upon arrival at the mall or by request from a
  Security officer
- No more than four guests will be permitted in elevators at one time
- Common area seating and foot court seating will be arranged to allow for and encourage social distancing
- Security and Housekeeping vendors will wear PPE
- The following services will be suspended until further notice or discontinued: valet services, play areas, stroller rentals, mall-owned food court trays, food sampling, and mall-operated carousels.

5. Cleaning Products and Protocols

Our properties' housekeeping vendors shall wear PPE and use cleaning products and protocols which meet EPA guidelines and are approved for use and effective against viruses, bacteria, and other airborne- and bloodborne- pathogens. We are working with our vendors, distribution partners, and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.

Reactive Cleaning Protocol. In the event we are notified of a presumptive case of COVID-19, the common area will be thoroughly cleaned and disinfected, including touchpoints up to eight feet above the floor.

Public Spaces and Communal Areas. The frequency of cleaning and sanitizing has been increased in all public spaces with an emphasis on high-touch surfaces including but not limited to, door handles, public restrooms, dining surfaces, counters, seating areas, elevators and elevator buttons, and escalator and stair handrails.

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Restrooms. Industry-leading cleaning and sanitizing protocols are used to clean public restrooms, with attention to high-touch surfaces including but not limited to, stall doors, toilet seats and handles, door and furniture handles, water faucet handles, and flooring.

Back-of-House. The frequency of cleaning and sanitizing will also increase in the back-of-house areas including employee restrooms, loading docks, offices, and break rooms.

Management Office. The office will be thoroughly and professionally cleaned each night. Employees will be provided with cleaning supplies to clean their personal areas and to sanitize all touchpoints following a visitor's entry to the office. Shared office equipment should be wiped down by employees before and after use. *See also, Section 3 above.*

Shared Equipment. Shared tools, vehicles, and equipment will be sanitized before, during, and after each shift or anytime the equipment is transferred to a new employee. This equipment includes phones, radios, computers, maintenance tools, keys, time clocks, and all other direct contact items. The use of shared food and beverage equipment in the back-of-house pantries (including shared coffee brewers) will be discontinued.

6. Locations for the Distribution of Personal Protective Equipment (PPE)

Common Areas: At predetermined locations near entrances and available upon request from a Security Officer

Back-of-House: Available in Mall Management office, Housekeeping office, and Security office

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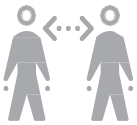

7. Social Distancing

Throughout the common areas of the property, we will allow for and encourage appropriate social distancing in a manner aimed to meet or exceed government regulations and guidance.

Queuing in Mall Common Areas. Any area where guests or employees queue, including in the food court, elevator lobbies, and restrooms, will be clearly marked to allow for and encourage appropriate social distancing.

Food Court. Food courts will reduce seating capacities to allow for and encourage appropriate social distancing.

Common Area. Seating, RMU's, and Carts will be arranged to allow for and encourage appropriate social distancing.

Retail Spaces. In coordination with our retail partners and tenants, guest occupancy limits will be enforced to allow for and encourage appropriate social distancing.

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Vendor-Specific Sanitation Policies

1. Housekeeping

Disinfectant Porter, Common Area

Disinfect high-touch surfaces within the interior and exterior of the property prior to and during operating hours.

Cleaning & Sanitizing Protocol

The following common areas to be sanitized at least once per hour:

- Entrance doors
- Escalator handrails
- Passenger Elevator exterior doors/call button/control panel
- Passenger Elevator interior cab walls/doors/call button/control panel
- Public Restroom doors
- Public Restroom toilets/urinals/hardware
- Public Restroom mirrors/countertops
- Public Restroom partition doors/sides
- Public Restroom dispensers
- Stair handrails
- Interactive Directories

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The following common areas to be sanitized at least once every four hours:

- Benches
- Common Area seating and furniture
- Trash receptacles
- Employee Restroom doors
- Employee Restroom toilets/urinals/hardware
- Employee Restroom mirrors/countertops
- Employee Restroom partition doors/sides
- Employee Restroom dispensers
- Common Area handrails
- Loading Dock and Corridor doors
- Trash Room doors

The following common areas to be cleaned and sanitized each day:

- Sign holders and stanchions
- Emergency Call Button panels
- Life Safety equipment
- Escalator ledges and glass
- Freight Elevator doors/call button/control panel
- Freight Elevator interior cab walls/doors/call button/control panel

The following areas will be cleaned and sanitized as follows:

- Management office to be sanitized each day
- Security and Housekeeping offices and breakrooms to be cleaned and sanitized upon shift change

Physical Distancing Protocol

Minimize contact with guests and maintain appropriate social distancing guidelines unless a specific incident requires otherwise.

Equipment

- **Personal Protective Equipment.** Face covering, gloves, protective eyewear
  (as needed)
- Microfiber towels
- Cleaning chemicals must meet EPA and CDC guidelines
  - Hard Surface Disinfecting Wipes: 1-minute dwell time
  - ERC, or equivalent, Performance Wipes: 15-second dwell time

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2. Security

Cleaning & Sanitizing Protocol

- All contact surfaces to be sanitized at the completion of an incident (in addition to standard sanitization protocols)
- After an incident, Shift Supervisors will request that the housekeeping vendor properly sanitize the area and ensure proper protocols are followed
- Shift Supervisors to log completed tasks
- Handcuffs, holding rooms, and all related equipment and contact surfaces to be sanitized at the beginning of each shift and after each use

Physical Distancing Protocol

- Standard protocols will be followed unless a specific incident requires more invasive contact (i.e., taking a subject into custody for a criminal offense)
- Security Officers to assist with enforcing physical distancing protocols in established guest queuing areas as required
- Security Officers will approach, investigate, and enforce only obvious violations of government-recommended social distancing guidelines in the mall common areas, keeping in mind that:
    - People who live or are quarantining together are exempt from guidelines
    - All interactions should be customer service-based and emphasize the need to balance customer actions with government rules intended to prevent the spread of COVID-19

Equipment

- **Personal Protective Equipment.** Face coverings, gloves, protective eyewear (as needed). If face coverings are required by government regulations, Security Officers will deny common area access to customers who refuse to wear face coverings
- Security Officers to familiarize themselves with hand sanitizer and face covering distribution points for guests

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Guidance for HVAC Equipment

Prior to Shopping Center Re-opening

- Identify MERV rating of filters used in equipment maintained and operated by Landlord and switch all air filters to 2-inch MERV 13 filters and 1-inch MERV 13 filters with equipment that can only hold that filter depth
- Coordinate with maintenance staff/contractors to perform scheduled preventative maintenance (i.e., spring maintenance). Cleaning should follow industry standards. Below are specific tasks that should be accomplished along with typical maintenance activities:
    - Cleaning of interior of AHUs/RTUs including coil drip pans, filter rack, etc.
    - Cleaning any obstructions from dampers and outdoor intake bird screens
    - Confirming damper actuators and linkage are working properly
    - Replace filters with MERV-13
    - Any mold or other contaminants should be reported to mall staff
- Work with OTI or your controls contractor to disable demand control ventilation on all HVAC equipment maintained and operated by Brookfield Properties. Note, not all equipment has this functionality. A general rule of thumb is if the equipment is 15 years old or newer, then the unit should be checked to see if DCV is enabled
- Building air flush should occur four days before opening (**this needs to be done after new filters have been installed**):

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- All equipment operated by Brookfield Properties should run for three nights in advance of the center opening to the public
- The control on the RTU/AHU fans should be set to continuous. To clarify, some RTUs have an option to cycle fans or run them continuously. If set to cycle and space temperature is satisfied, then the fans turn off. When set to continuous, the fans run whenever the unit scheduled to turn on even if the space temperature is satisfied. This is different than setting a VFD in "hand". VFDs should remain in "auto" mode

Central Plant Properties

- If cooling tower and/or chilled water system has automatic make-up water system that were valved off, then property should return systems to normal operation
- Work with your water treatment provider to test water prior to turning systems back on and adjust water chemistry as necessary. Discuss legionella prevention strategies for cooling tower water
- Strainer filters, side stream filters, sand filters, etc., should be flushed and cleaned prior to turning systems on
- Condenser water systems and chilled water systems should run for an extended period so filters can clean the water in the distribution piping as it may be stagnant. Monitor water filters every few hours and replace as necessary until water systems are clean and water chemistry is correct. Ideally, system components (i.e., chilled water coils in AHUs, chiller tubes, cooling tower nozzles, etc.) are isolated as much as possible to prevent dirt accumulation/blockage.

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CITY OF LONE TREE, COLORADO
EXECUTIVE ORDER NO. 2020-02

CONCERNING A REQUIREMENT FOR INDOOR RETAIL BUSINESSES TO MANDATE CLOTH FACE COVERINGS FOR CUSTOMERS AND OCCUPANTS

Purpose:

The purpose of this executive order is to protect the life, health, safety and economic welfare of our community as the City begins re-opening our economy during the State's Safer at Home Public Health Order 20-28. Continued forward progress in re-opening our economy will depend on limiting the spread of the COVID-19 virus and the wearing of cloth face coverings is one of the many methods intended to achieve that purpose. To that end, this order supplements the State's Public Health Order 20-28 to provide enhanced safety measures for indoor retail businesses to employ.

Applicable Authority:

Through the City's Emergency Declaration, as authorized under Section 1, Article XVII of the Home Rule Charter ("City Charter"), the Mayor is authorized to execute any action necessary for the protection of life and property in the event of an immediate danger or threat to the preservation of the public health, welfare, peace, and safety, or property of the City. Further, the Governor's Order D 2020 044 provides a municipality with the authority to adopt more protective standards than those contained in the Governor's Order including but not limited to stay at home orders, mask wearing requirements in public, or additional protective measures. See Section II.O, Governor's Order D 2020 044.

Findings:

The Center for Disease Control and Prevention recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

The Colorado Department of Public Health and Environment says that an effective way to reduce the risk of the COVID-19 virus for yourself and the people you care about is to acquire a cloth face covering that will cover your mouth and nose and to use it while in public.

Colorado State Public Health Order 20-26 directs employees of Critical Businesses and Critical Government Functions to wear medical or non-medical face coverings.

The recently released "Safer at Home" Public Health Order 20-28 urges all individuals to wear non-medical cloth face coverings whenever in public and makes it mandatory for numerous sectors of our economy including employees of critical and non-critical retail.

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Cloth face coverings should fit snugly but comfortably against the side of the face, include multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine dried without damage or change to shape. Face coverings need to cover the nose and mouth at all times and should remain in place until taken off safely. Cloth face coverings can be bought or made for that purpose or you can use common household items such as scarves, bandanas, "buffs", or an old t-shirt.

The operation of indoor retail businesses without requiring all customers and occupants of the establishment's public spaces to wear cloth face coverings presents an increased threat to the life, health, safety, and economic welfare of the Lone Tree community.

ORDER: All indoor critical and non-critical retail businesses, as defined in Public Health Order 20-28, operating in the City of Lone Tree are required to mandate that all customers and occupants of the establishment's public spaces wear cloth face coverings. This is in addition to the State face covering mandates for critical and non-critical retail businesses. Cloth face coverings must cover the nose and mouth at all times and should remain in place until taken off safely.

Exemptions:

This order exempts those individuals that are recommended by the Center for Disease Control and Prevention not to wear face coverings. "Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance." (CDC Recommendations on Face Coverings)

Duration:

This order is effective at 6:00 a.m. on May 8, 2020 and, in alignment with the Safer at Home Order, will remain in effect until 11:59 p.m. on May 26, 2020.

Enforcement:

The City will attempt to seek voluntary compliance through education and warning notices. Compliance with this Executive Order may be enforced under Section 1-4-10, of the City Municipal Code. In addition, the City may pursue suspension or revocation of a business license under Section 6-3-70 of the Municipal Code.

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APPROVED AND ADOPTED THIS 1ST DAY OF MAY, 2020.

CITY OF LONE TREE:

By: _____
Jacqueline A. Millet, Mayor

ATTEST:

_____
Jay Robb, City Clerk

(SEAL)

Social Distancing Protocol Checklist

This checklist is designed to be a tool to assist in your development of social distancing protocols for your business. Not all items below are required for every businesses and you should review industry specific guidance provided by the Colorado Department of Public Health and Environment (CDPHE) prior to operating. Several industries will have additional requirements to those listed below. The Tri-County Health Department (TCHD) will not be reviewing individual business plans but will be working to resolve uncertainties. If you have questions about your social distancing plan, please reach out to TCHD's Call Center at 303-220-9200.

Business name: PARK MEADOWS

Facility Address:

All businesses are required to deputize at least one workplace coordinator charged with addressing COVID-19 issues including regular (daily or weekly) communications, developing a plan for resources like cleaning supplies, planning for employees to be out of the office and considering how new precautions will impact workflow.

COVID-19 Workplace Coordinator(s):

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

- ☑ Signage at each entrance of the facility or location notifying customers and employees to STOP if they are sick and ask them not to enter
  - See Brookfield policy requirements and sign verbiage attached.
  - Procedure in process.
- ☑ Signage for employees and customers on good hygiene
  - Hand Washing, Hygiene practice signage has been placed throughout the shopping center for both customers and employees, including: ALL bathrooms, Management Office kitchen, ALL entrances, and dock doors.
  - side and designated through signage above doors – signs ordered and set for delivery on 5/1.
- ☑ Signage encouraging distancing and the use of masks
  - Included on signage package
  - We have prepackaged masks if customers do not have one
  - All Park Meadows employees, specifically in the common area, are masked and gloved.
  - All retailers will be required to wear masks.
- ☑ Signage explaining safety measures being taken by the business

- Signage explaining cleaning/health measures that have been taken have been placed throughout the center.
- Housekeeping staff have been certified in disinfectant application and will wear PPE.
- Additional verbiage included on signs at entrances as well.

Signage should be posted in prominent places accessible to all customers and employees. This may be at each entrance but should also include placement throughout the business establishment to remind employees and customers to adhere to requirements

Measures to Protect Employee Health:

- ☑ Everyone who can carry out their work duties from home has been directed to do so
  - The office is operating at 50%. No more than 5-6 employees in the office per day.
  - Proof of schedules available if needed.
- ☑ Flexible and/or remote scheduling is provided for any employee that must continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who needs to observe Stay-at-Home due to an underlying condition, age, or other
  Remote scheduling is provided for employees who must continue to observe the Stay At Home order for their county (or for employees
- ☑ All employees have been told not to come to work if sick
  - Employee protocol in place.
- ☑ Symptom and temperature checks are being conducted before employees enter the work space. Businesses with less than 25 employees should ask their employees to do self-checks at home before coming into work. Field-based employees should self-check and report to management daily.
  - Employees are required to perform symptom and temp checks at home prior to entering the shopping center.
  - Temperature checks required for common area contractors at the beginning of each shift.
- ☑ All desks, individual work stations or work areas are separated by at least six feet and/or schedules are staggered to ensure six-foot distancing.
  - All employee work stations are separated by at least six feet.
  - Security Dispatch is controlled via entry code, stanchions have been placed to prevent anyone from entering dispatcher/CCTV Work station.
- ☑ Employees are discouraged from using shared spaces (break rooms, meeting rooms, permitted.
  - Signage has been placed within the breakroom encouraging hygiene and limiting the # of people in the room.
  - Employees have staggered breaks.

- Shared breakroom protocol to only allow two persons in at a time, only two seats available at break room table distanced more than six feet apart.

☑ Disinfectant and related supplies are available to all employees and guidance on daily workspace cleaning has been provided
- Disinfectant and cleaning supplies are available to all employees.
- All employees are responsible for cleaning their own work areas.
- Employee sanitation protocol in place for management office.
- **See BPR health and sanitation program.**
- Security Dispatch cleaning checklist is completed daily and upon each time a Dispatcher is relieved from duty. Disinfectant of CCTV control station, keyboard and mouse, telephones, radio's, keys, desk, door handle and key pad, and Security walk-up window counter is completed daily and each time a switch out occurs.

☑ Appropriate protective gear like gloves and cloth masks are provided to and used by all employees in close contact with other employees and/or the general public
- All management office employees have been provided masks and are required to wear them in the work space. Gloves and masks are required in the *common area*.
- Masks and gloves will be given to each business prior to open.
- Security Officers are given masks and replenished weekly, gloves are ordered and officers will wear while on duty in the common area.

☑ Hand Soap and water and/or hand sanitizer is available to all employees throughout the workday and employees are encouraged to take breaks to wash hands
- Disinfecting wipes, sanitizer and masks have been distributed to all employees.
- We plan to employ the Clorox 360 misting machine (same one used in hospitals).

☑ Employee breaks are staggered to reduce employee density
- Employee protocol in place to stagger breaks.
- Security Officers break schedules only allow for one officer in break room at a time to prevent unnecessary congregating.

☑ Shields are installed between customers and employees where possible
- Shields have been installed as needed and breaks are staggered within the office and within housekeeping/security.
- Security Dispatch will keep the sliding window closed at all times when interacting with walk-up public. Officers will be masked and gloved when interacting and will only open the sliding window to take delivery of or pass off lost and found.

☑ Copies of this Protocol have been distributed to all employees
- Brookfield has distributed various protocols for in office work.

- Proof attached

☑ Other steps taken:
- We have implemented the use of Zoom/Microsoft teams to limit group meetings.
- Employees can communicate via email, text and phone.

Measures to Keep People at Least Six Feet Apart:

☑ Placing signs outside the store, facility or location reminding people to be at least six feet apart, including when in line
- All signage has been ordered and is in the process of being placed.
- Store que-ing markers will be placed at all store entrances.

☑ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks to public entrances with signs directing customers to use the markings to maintain distance.
- In the process – including plexi protectors, touchless payment, etc.

☑ All employees have been instructed to maintain at least six feet distance from customers accept payment, deliver goods or services, or as otherwise necessary.
- Signage and protocol in place

✓ Barriers have been placed to increase space between the public and employees
- In the process of ensuring retailer compliance.

☑ Optional—Describe other measures:
- All employees have been instructed to keep distance from customers.
- Security Officers on patrol will make contact with observed groups that are seen to be standing idle or congregate in the common area walkways and remind them of social distancing protocols and politely ask that they comply and disperse the area.

Measures to Prevent Unnecessary Contact:

☑ Contactless solutions are implemented whenever possible (contactless payment, no touch trash cans, propped doors where safe to do so, etc.) if not feasible, regular sanitation procedures are in place
- All trashcans are open flap for no touch
- One set of doors at each entrance will be propped open,
- Contactless payment recommendation on signage at entrances and throughout
- Restrooms that will be open are all touchless/motion sensor
- Regular sanitation of trash cans are in daily routine

☑ Providing curb-side drop-off/pick-up of products
- The curbside program began 4/27.
- Designated curb-side pick-up parking zone is established and centrally located on the northern parking lot directly in front of the Dining Hall

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- . Parking stalls are clearly signed and numbered, way finding signs area placed around the perimeter for direction.

☑ Modify flow of people traffic (doors for entry or exit only, one way isles, etc.)
- The use of All signage ordered for entrance/exit only – delivery on 5/1.
- Signage at entrances encouraging people to keep to the right when walking around property.
- Barricades and stanchions in place to ensure separation upon entrance and exit.

☑ Use of digital files rather than paper is encouraged (invoices, agendas, forms, etc.)
- Activity and Access permits are provided by e mail and received via e mail.

☑ Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever possible
- Brookfield has implemented Teams and Zoom.

Measures to Increase Sanitization:

☑ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets and/or employee assigned to disinfect carts and baskets regularly.
- All carts, strollers, etc have been removed and are out of use.

☑ Hand sanitizer is available at entrances and high-traffic locations for use by employees and customers
- For gradual reopening, we will begin with 26 sanitizer stations.

☑ Disinfecting all payment portals, pens, and styluses after each use. Disinfecting all high contact surfaces frequently.
- Disinfecting of high contact surfaces are being cleaned on a frequent schedule.

☑ Shared items (coffee makers, vending machines, printers, light switches, elevator buttons, etc.) are regularly sanitized
- Being practiced within the office and the employee break room.

☑ Bathrooms and other high-touch areas are being disinfected frequently, on a regular schedule
- Sinks, toilets, paper towel dispensers, soaps are all TOUCHLESS.

Measures to Prevent Crowds from Gathering:

☑ Provide services by appointment only (no walk-in or waiting)
- Mall office entrance by appointment only.

☑ Limit the number of customers in the store at any one time
- We will be working with each store, creating a plan, staging and distance markers.
- Hours limited to Mon – Sat 11 – 7pm, Sunday 12 – 6pm

☑

- ☐ Post an employee at the door to ensure that the maximum number of customers is not exceeded.
  - Will be implemented in the retail stores.
- ☑ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
  - If and when necessary we have essential stores and if goods become high demand we have numerous programs can we have and can employ.
- ☐ Other:
  - Security Officers will monitor pedestrian traffic flow within the common areas, accomplished with the use of monitored CCTV, interior walking foot patrols and Segway patrol. Officers will initiate contact with groups observed to be standing idle/gathering in the common area and reminded of the social distancing protocols and politely asked to disperse.

  - Packaged disposable masks will be made available and carried by Security Officers while on patrol for distribution to customers whom may enter the common areas without protection.

  - Security Patrol Officers, as well as dedicated CCTV Dispatcher will continuously monitor all public entrances to ensure that new Ingress/Egress measures remain in place and customers are complying with the correct directional entry and exit. If there are times where it seems to be getting close to a congestion issue, Security will respond and assist with traffic direction at the entrances. Restrooms will be monitored closely to ensure that congregating does not occur, restroom utilities has been reduced in order to comply with social distancing guidelines, therefore lines have a potential form within the common area outside the restrooms. Security will need to monitor to ensure that social distancing of 6 feet will be met.

  - Security Officers on patrol daily will take note to all areas where social distancing markers and signage have been placed and will note in a Daily Activity Log of their placement. Any discrepancies/missing signage or markers will be noted in the log and will also be communicated to Park Meadows Management for immediate replacement and correction.

  - Should any interaction between Security Patrol Officers and customers involve a non-compliance with the Safer-At-Home guidelines, Security will politely attempt to have the customer

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observe the protocols adopted by Park Meadows. Should there be an issue with non-compliance it will be noted to Security Dispatch and logged on the Daily Activity Report, it will be explained that further patronage of Park Meadows will not be permitted unless compliance is accepted and non-complying customers will politely be asked to depart the center. If any instances become's a criminal in nature act, such as non-compliance to depart, constituting trespassing, Lone Tree Police will be consulted and asked to assist in gaining compliance to depart or if city ordinances need to be enforced.