

Tenant Guidelines for Vendor Access Requests & Deliveries

Our guidelines related to using the loading dock/freight elevator are consistent with regular building policies. Please review guidelines below when scheduling any deliveries, vendors or contractors.

Delivery Guidelines:

- We require a Vendor Access Request Form and Certificate of Insurance for any vendors or one- off deliveries. These documents must be submitted to our property email: 222_500propertyinfo@oxfordproperties.com at least 72 hours in advance. building (moving companies, IT, etc.) When applicable, union labor must be used.
- All vendors that deliver to your office on a weekly basis do not require a VARF but are required to provide a valid COI to use our dock/freight services. As a tenant, you will be responsible for getting these updated and sending to our property email: 222_500propertyinfo@oxfordproperties.com.
- Loading dock hours of operation are 6am-6pm M-F. Building hours of operation are 8am-6pm M-F.
- Loading dock restrictions for deliveries during building hours of operations are one trip up/down the freight and a 20-minute time limit in the loading dock. Deliveries that require more than one trip up/down the freight and more than 20 minutes in the loading dock must be scheduled after hours.
- Deliveries scheduled between 6pm-6am M-F and 24/7 on Sat/Sun are subject to a security detail charge of \$40 hour with a 4-hour minimum. Deliveries scheduled between 6am-8am M-F are not subject to a security detail charge but the delivery must be complete by 8am.
- All deliveries on a pallet must be met in the dock by a representative of your company and escorted to your space.
- We cannot sign for or accept packages/deliveries on behalf of the tenant.

Tenant Space & Construction Access:

- If you require a contractor to work within your space, they will need to have all personnel check in at the loading dock to verify they are on the schedule, have a valid COI on file, and to confirm they meet our COVID-19 requirements.
- Any investigative work or actual work that requires access to another tenant's space must be performed after hours, subject to a security detail charge of (\$40/hour with a 4-hour minimum). Access forms for these types of requests must be submitted at least 72 hours in advance. These types of access requests will be required to clean and disinfect all affected areas upon completion of work, no later than 8 am.



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Freight Elevator Measurements

500 Boylston Elevators

<p style="text-align: center;">SE-1 H: 120" W: 74" D: 75" Door clearance: 46" Floor Served: P2-25</p>	<p style="text-align: center;">SE-2 H: 120" W: 92" D: 64 Door Clearance: 48" Floors Served: Loading dock, P2 2nd floor</p>
<p style="text-align: center;">SE-3 H: 114" W: 76" D: 76" Door Clearance: 58.5" Floor served: Loading dock - 7</p>	<p style="text-align: center;">SE-4: H: 96" W: 93" D: 54" Door Clearance: 48" Floor served: 1, Loading Dock, 2</p>
<p style="text-align: center;">Passenger Elevators H: 106" W: 78" D: 62.5" Door Clearance: 46"</p>	<p style="text-align: center;">Floors Served: Low-Rise, # 1-4: 1-6 Mid-Rise, # 5-9: 1 & 6-18 High-Rise, #10-13: 1 & 19- 25</p>

222 Berkeley Elevators

<p style="text-align: center;">SE-A H: 142" W: 62" D: 92" Door Clearance: 48" Floors Served: P2-22</p>	<p style="text-align: center;">SE-B H: 122" W: 62" D: 76" Door Clearance: 48" Floors Served: P2-2</p>
<p style="text-align: center;">Passenger Elevators H: 107" W: 78.5" D: 62.5" Door Clearance: 42"</p>	<p style="text-align: center;">Floors Served: Low Rise: Car A: 1-7 Cars B & C: 1, 3-7 High-Rise, Car D-H: 1,7-22</p>

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Loading Dock Restrictions

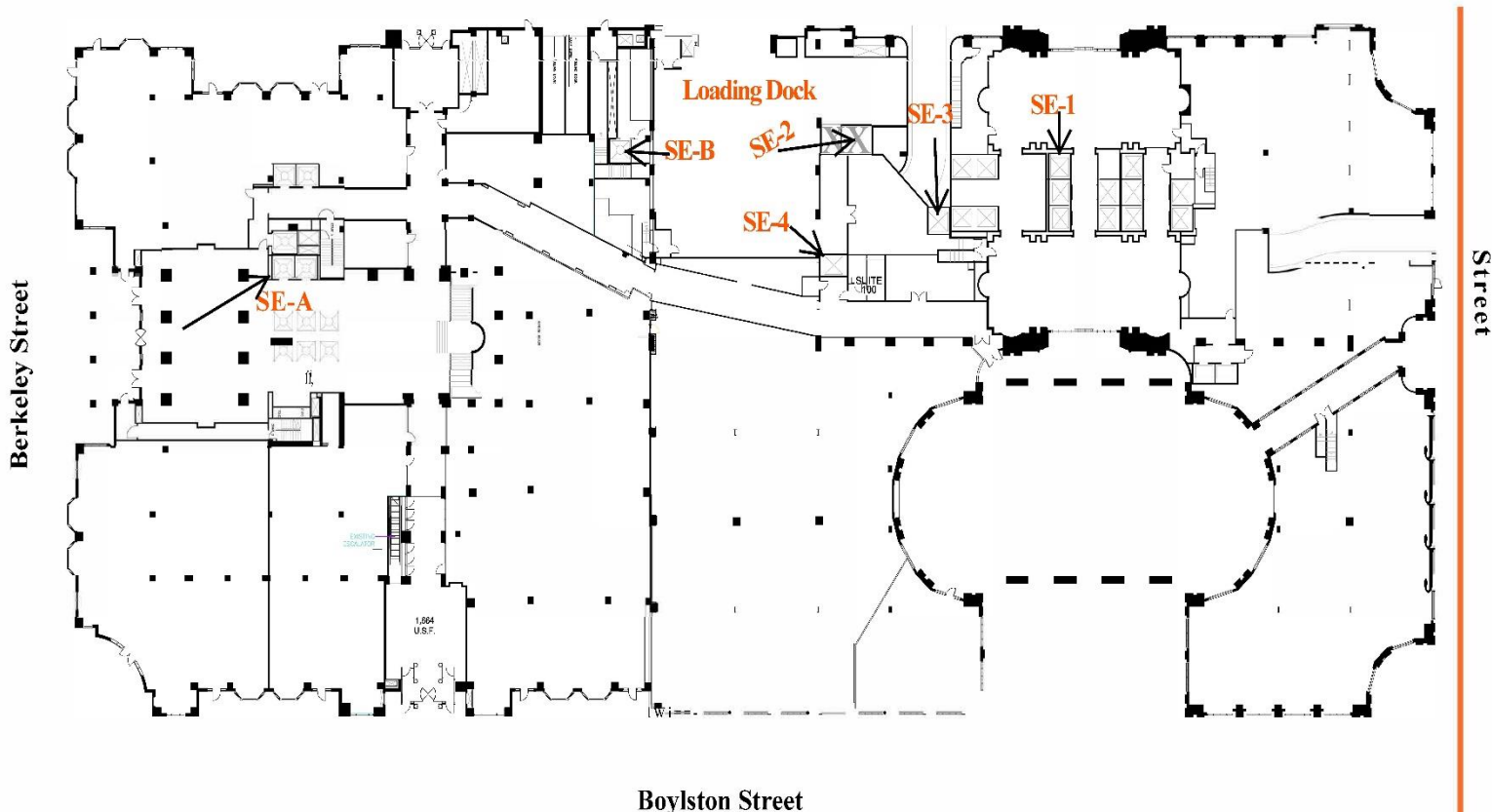
Loading Dock:
Middle bay height 13.6"
Side Bays height 13.2"
Maximum truck size accommodates (in middle bay):
53' semi with the cab unhitched

500 BOYLSTON STREET & 222 BERKELEY ST - FLOOR 1

500 BOYLSTON STREET
FLOOR 1
BOSTON MA 02116



St. James Ave.



Boylston Street



Tenant Guidelines for Vendor Access Requests & Deliveries

CERTIFICATE OF INSURANCE					ISSUE DATE (MM/DD/YY)	
PRODUCER 500 Boylston/222 Berkeley Vendor Sample			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW			
INSURED			COMPANIES AFFORDING COVERAGE			
			COMPANY LETTER A			
			COMPANY LETTER B			
			COMPANY LETTER C			
			COMPANY LETTER D			
			COMPANY LETTER E			
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS						
INSR. LTR.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>				EACH OCCURRENCE	\$5,000,000
					FIRE DAMAGE (Any one fire)	\$50,000
					MED EXP (Any one person)	\$5,000
					PERSONAL & ADV INJURY	
					GENERAL AGGREGATE	\$5,000,000
					PRODUCTS-COMP/OP AGG	
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE LIMIT	\$2,000,000
					BODILY INJURY (Per Person)	\$2,000,000
					BODILY INJURY (Per Accident)	\$2,000,000
					PROPERTY DAMAGE	\$2,000,000
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> <input type="checkbox"/>					
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM					
	WORKER'S COMPENSATION AND EMPLOYERS LIABILITY THE PROPRIETOR/ PARTNER/EXECUTIVE <input type="checkbox"/> INCL OFFICERS ARE <input type="checkbox"/> EXCL				<input checked="" type="checkbox"/> STATUTORY LIMITS	
					EACH ACCIDENT	\$1,000,000
					DISEASE-POLICY LIMIT	\$1,000,000
					DISEASE-EACH EMPL.	\$1,000,000
	OTHER					
Description of Operations/Locations/Vehicles/Special Items All Commercial General Liability Insurance policies shall name as additional insureds: 500 Boylston & 222 Berkeley Owner (DE) LLC, a Delaware limited liability company; Oxford I Asset Management USA Inc., a Delaware corporation; Back Bay Office Voting Joint Venture (DE) LP, a Delaware limited partnership; OPG Investment Holdings GP (US), LLC, a Delaware limited liability company; and their respective agents, members, partners, employees, officers, directors, shareholders and lenders.						
CERTIFICATE HOLDER 500 Boylston & 222 Berkeley Owner (DE) LLC c/o Oxford Properties Group 222 Berkeley Street Boston, MA 02116 <i>Vendor</i>				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				Authorized Representative		



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Oxford Properties Group
222 Berkeley/500 Boylston
Boston, MA 02116
Tel (617) 316-1700



Vendor Access and Service Request

Tenant Name : _____ Date Start/End : _____
Tenant Contact Person : _____ Time Start/End : _____
Tenant Contact Phone: _____ Access To (Floors): _____
Alternate Tenant Phone: _____

The following individuals will be allowed into the building at the Date(s) and Time(s) shown above:

Company Name	Contact / Phone	Company Name	Contact / Phone

Description of work being performed

Support Services Required (Please indicate time and dates)

Sprinkler Valve Shutdown*: _____ Mech/Elec Room Access: _____
Fire Alarm Control*: _____ Telephone Closet Access: _____
Bldg Engineer/Mechanic*: _____ Roof Access: _____
Building Security*: _____ Special Cleaning*: _____
Freight Elevator Use*: _____ Loading Dock: _____

Note: *All personal entering the building have been informed and will be prepared to wear a facial covering

* Any open flame or noise generating work will be completed off hours (6:00pm - 8:00 am).

*Service is billable to tenant

For Oxford Use Only

Fire alarm services scheduled: _____	Hot Work Permit Issued: _____	Valid BFD Permit: _____	Cleaning Scheduled _____
Freight scheduled: _____	Loading Dock _____	Security Detail Scheduled: _____	Engineer Scheduled: _____
Oxford Comments: _____			
Insurance on file: _____ Yes _____ No			
Approved By: _____			
Property Manager	Lead Engineer	Security Supervisor	

Tenant or Approved Signature: _____ Date: _____
Print: _____

Valid COI must be on file with management office, requirements available upon request
Remit to Oxford Properties Management 72 hours in advance by email to the following:

- 222_500propertyinfo@oxfordproperties.com

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Oxford Properties Group COVID-19 Health & Safety Requirements

Oxford Properties requires the following procedures be followed to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes COVID-19.

Implementation of Infection Prevention Measures • Workers are required to stay home if they are sick.

- PPE must always be worn while on the property.
- Practice good hygiene and infection control measures such as; frequent and thorough hand washing. If soap and running water are not immediately available, alcohol-based hand rubs containing at least 60% alcohol, or 70% isopropanol, may be used as a substitute.
- Maintain social distancing practices whenever feasible.
- Workers should refrain from using other workers' tools, equipment, phones, desks, offices, etc.
- Maintain elevated housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, tools and other elements of the workplace.
- Promptly identify and isolate workers showing signs of illness. This includes self-monitoring for any signs of sickness.

Implementation of Workplace Controls (Hierarchy of Controls)

- Engineering Controls
 - Utilize HEPA air filters.
 - Maximize ventilation. Negative air machines should exceed max fresh air available to keep floor in negative and provide maximum air exchange.
 - Install physical barriers where feasible between work and break areas.
- Administrative Controls
 - Minimize person to person contact among project staff.
 - Oxford property team reserves the right to alternate work hours/shifts that will reduce the total number of employees arriving at the loading dock/freight elevators at the same time.
 - Limit the number of workers on the job site. Calculate the maximum capacity of each room by dividing the net usable area by 36 SF. (For example, a 200 SF room divided by 36 SF would have a calculated maximum capacity of 5 people). Total number of workers permitted on the jobsite to be agreed upon with Oxford property management at the start of the project. Enforcement of this policy is the responsibility of the COVID-19 officer.
 - Perform up-to-date education and training on COVID-19 risk factors and protective behaviors.
- Personal Protective Equipment (PPE)
 - 100% use of task specific gloves is required.

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- ANSI Z87.1 approved eye protection is required (the CDC recommends enclosed safety goggles for COVID-19 protection).
- Respiratory Protection (face covering) is required to be worn while on the property.

Guidelines, Protocols, Policies and Procedures

Awareness and Communication

- The cleaning, decontamination and site-specific protocols related to COVID-19 will be posted at the primary loading dock entrance, freight elevator lobby, stairwells and restroom areas. Contractors are responsible for posting these documents at gang-box locations, restrooms, site offices and other points of emphasis.
- The COVID-19 health and safety plan and all associated documentation must always be readily available on the workplace. This is to include posting of all COVID-19 related signage, for example the CDC hand washing requirements.
- Oxford encourages a “See Something, Say Something” workplace. All personnel to work together as a team in order to ensure a safe and healthy workplace.
- Contractors are required to regularly monitor the CDC and OSHA websites/communications for guidance/updates on COVID-19 policies and procedures.
- Contractors are required to follow direction from the local municipalities having jurisdiction.

Pre-Screening Questionnaire

Each day, prior to entering the Property, the contractors designated COVID-19 officer must confirm that all personnel (inclusive of subcontractor personnel) have completed a COVID-19 pre-screening questionnaire. The COVID-19 officer must review the status of each worker, prior to allowing the individual access to the property. At a minimum, the questionnaire must address the questions below:

- Have you or anyone in your residence, come into close contact (within 6 feet) with someone who has suspected or confirmed COVID-19 diagnosis in the past 14 days?
- Are you currently experiencing, or have you had a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days?
- Have you been asked to self-isolate or quarantine by your doctor or a public health official in the last 14 days?
- Have you traveled to any CDC listed COVID-19 hotspots, including both foreign & domestic locations, by either ground or air travel in the last 14 days?

Temperature Scanning Program

- Every day, scanning will take place at the gate/entry point at the start of each shift.
- Designated members of each employer’s team will be trained and conduct the scans.
- After being scanned and allowed to enter, workers must proceed directly to work area.
- Anyone whose temperature scan indicates an elevated temperature based on guidelines established by medical experts will be asked to step aside for an additional reading.
- If the temperature is confirmed above guidelines, the individual will not be allowed on site and be directed to seek further medical consultation.
- Individuals denied entry will not be allowed back on the workplace until they have a non

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- elevated temperature for at least 72 hours, without the use of fever-reducing medication.
- Anyone who fails to follow the procedures above will not be able to work on the site.

Daily Workplace Planning, Protocols and Procedures

- Contractors/Vendors are required to come prepared to the workplace with their own Personal Protective Equipment that is required as part of their COVID-19 Health and Safety Plan:
- Contractors/Vendors are required to bring cleaning supplies for their tools and equipment.
- Contractors/Vendors will be required to complete a thorough cleaning of all tools and equipment at the end of each work shift before leaving the workplace. The COVID-19 officer (employed by the general contractor) is to confirm this has been adequately completed.
- Before leaving the site for breaks, lunch, or other reasons, workers are required to wash their hands with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- Contractors/Vendors designated COVID-19 officer must ensure workers are utilizing cleaning supplies for tools and equipment per the CDC Guidelines. The COVID-19 officer is required to document all tools and equipment coming to the workplace at the start of each shift. This list is to be updated daily. Designated COVID-19 Officer must retain records of this documentation and have available to the Property Team at all times.
- Oxford property team and contractor COVID-19 officer to coordinate restroom access. Anyone not utilizing the designated restroom will be removed from the worksite and not allowed to return.
- At the end of each day, a written report certifying compliance with all guidelines will be provided to the Oxford property team by the COVID-19 officer. If the general contractor fails to comply, Oxford reserves the right to suspend all work and have the general contractor submit a corrective plan for review.
- Anyone found loitering in building common areas will be removed from the workplace.
- COVID-19 officer required to schedule and coordinate with Oxford property team all deliveries.
- COVID-19 officer responsible for accepting deliveries and managing access to the worksite.

Logistics –

- Prior to mobilization, Contractors/Vendors Designated COVID-19 Officer must coordinate an entry time with an authorized representative of the Oxford property team. Staggered shift start times may be required, because of the logistical challenges posed by the social distancing requirement.
- All Contractors/Vendors are required to utilize the loading dock for both ingress and egress. No exceptions will be made. Anyone seen violating this will be removed from the project. Should multiple infractions occur, the general contractor will be removed from the project.
- All project staff are required to limit the frequency of which they are leaving and re-entering the workplace. Contractors/Vendors Designated COVID-19 Officer must provide a Site-Specific Plan for details on the staggering of work breaks to maintain social distancing.
- Contractors/Vendors Designated COVID-19 Officer must provide both a logistics and emergency evacuation plans for the workplace. These plans are required to be clearly posted throughout the workplace.
- Common Areas
 - Contractors/Vendors Designated COVID-19 Officer must submit a detailed Access Request Form, inclusive of specific COVID-19 procedures, for all proposed work within Common Areas of the property. Property Team approval of the Access Request Form is required, prior to commencing work in common areas.

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- Common Areas are required to be sanitized daily, and at the end of each shift, and the Contractors/Vendors Designated COVID-19 Officer must supervise and affirm the sanitization was performed.
- Work In Other Tenants Areas ○ Contractors/Vendors Designated COVID-19 Officer must submit a detailed access request form, inclusive of specific COVID-19 procedures, for all proposed work within adjacent tenant areas. Oxford approval of the access request form is required, prior to commencing work in common areas.
 - Adjacent Tenant Areas are required to be sanitized daily, and at the end of each shift. Upon approval/coordination with the property team, the contractors designated COVID19 officer, or a designee of that office, must supervise the work in the adjacent tenant area, as well as affirm the sanitization was performed.

Contractors/Vendors Subcontractor Requirements and Responsibilities

- Contractors are required to obtain site specific COVID-19 health and safety plans from each of their subcontractors. These plans must be made available to the Oxford property team, prior to subcontractors' access to the property.

Exposure Response *The following requirements are to be followed if a contractors' employee, subcontractor, client or visitor of the workplace, is exposed to a person known to or suspected to have COVID-19, or is known to or suspected of having the virus personally:*

Workplace Cleaning

- If a worker with a confirmed COVID-19 infection (an "infected" worker) is found onsite or has been onsite within the last 14 days:
 - The workplace must be shut down.
 - General contractor COVID-19 officer should notify the Oxford property team, tenant/client, and all relevant subcontractor personnel.
 - General contractor to have the workplace disinfected by a third-party cleaning company trained to disinfect for COVID-19.
 - General contractor to provide property team with written evidence of said disinfecting (including scope).
 - Tools, and equipment must be cleaned in accordance with CDC and local health department guidance.
 - Property team will determine when it is suitable to reopen the workplace.
- If a worker who has been in "close contact" with an infected person (defined as having been within six feet of an infected person for a prolonged period), or has been in close contact with someone else who has been in close contact with an infected person, is found onsite or has been onsite within the last 14 days:
 - Said worker is to be removed from the job site and should quarantine for 14 days.
 - Unless mandated by the client, building management, or government, the workplace will remain open.
 - The General Contractor must clean, at its expense, the relevant work area, tools, and equipment in accordance with CDC and local health department guidance.

Infected Workers Returning To Work

- Contractor COVID-19 officer shall not allow infected workers to return to the workplace until:



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- 14 days have passed since the time their infection was suspected or confirmed;
- They are free of any symptoms without the use of fever-reducing or other symptom altering medicine for at least 24 hours and potentially longer, depending on local health department protocols; and they are cleared by a healthcare provider and secure written confirmation of clearance before returning to work.

Workers Who Have/Had A Household Member Infected

- If an infection in the household is confirmed, workers may not return to the workplace until:
- 14 days have passed from the time when the infected household member is symptom free; and they are cleared by a healthcare provider and secure written confirmation of clearance before returning to work.

Workers Who Have Been in “Close Contact” with a Person Confirmed to Be Infected • Workers who have been in “Close Contact” with a Person Confirmed to be “infected”: • May not return to the workplace until 14 days have passed from the last contact with the infected person, or the worker submits the adequate medical documentation showing that they have tested negative for the COVID-19 virus.

Links to key documents:

[CDC GUIDELINES](#)

[OSHA GUIDELINES](#)

[MASS COVID CONSTRUCTION GUIDELINES](#)