

Re-entry Preparedness Plan: *PLC's New Normal*



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When Will the New Normal Begin?

Be thinking about your re-entry plan and your new normal. Here are some things to think about:

Re-entry of buildings and facilities will be determined by:

- ▶ **Vertical market** - some industries lend themselves to social distancing and the work cannot be done from home
- ▶ **Location** - some states and municipalities will lift shelter in place orders before others
- ▶ **Company** - some companies may have policies in place, developed for a pandemic as to when re-entry can occur:
 - ▶ May be full re-entry, partial or gradual in waves, Regular hours, split shifts, optional or designated shifts throughout a 24-hour day, Some may continue to work from home
- ▶ **Individual health risk** - age, compromised immune system



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Preparing the Building

- ▶ **Your Re-Entry Plan** - Notify the management office as soon as possible of your firm's re-entry plan, be it a skeleton crew, all employees back to normal, or split shifts, etc. **via the attached "reentry form"** This will help us better determine our focus and continued planning.
- ▶ **Positive or Suspected Cases of COVID19**, we rely on the honesty and integrity of our tenants to notify the management office and upon notification, the suspected area(s) should be immediately disinfected and possibly fogged (to be discussed on a case by case basis), Tenants will be notified of the building and floor(s) possibly infected. Please remember confidentiality of the actual person and Tenant firm is a must so only information possible will be shared.
- ▶ **Hand sanitizer stations** will be available at all entry points including the lobby entries and garage-level entries at both buildings. Along with signage for our tenants and visitors with CDC guidelines and social distancing requirements. Once the amenity floor is open, hand sanitizer stations and signage will be available there as well.
- ▶ **Security & Visitors** - Visitors will be asked to sign in at security before proceeding to their appointment and we strongly encourage tenants to notify security of any visitors they are expecting. If any visitor is questionable or does not have appropriate details of who they are visiting, they will be turned away for the safety of everyone in the building.



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Preparing the building Continued

- ▶ **High Touch Areas** will be disinfected on an ongoing basis. This includes, restrooms on common area floors, door handles, elevator buttons, counter tops, light switches, vending machines, etc. In addition, the PLC Management Team is researching the details to include the following:
 - ▶ An additional day porter to provide disinfecting services
 - ▶ Anti-microbial technology including coatings of steel surfaces such as the elevator buttons, elevator call plates, handrails, push bars, etc.
 - ▶ All common area restrooms will have signage reminding tenants and visitors to wash hands thoroughly along with CDC guidelines for handwashing.
- ▶ **HVAC -**
 - ▶ Increased air exchanges in the buildings for more fresh air intake.
 - ▶ HVAC Air Filters - ASHRAE - American Society of Heating, Refrigerating, and Air Conditioning Engineers recommends a filter rating of a MERV 8 rating or higher. **MERV rating** is an abbreviation for Minimum Efficiency Reporting Value. A **MERV rating** tells you, on a scale of 1-16, how effectively your filter traps the small particles you don't want circulating through the air. The higher a **MERV rating**, the higher the amount of particles the filter traps. The HVAC systems in the PLC buildings contain MERV 13 filters which filter out the properties of lesser rated filters (pollen, dust mites, etc.) PLUS bacteria and virus carriers for healthy indoor air quality.

Preparing the building Continued

- ▶ **Mail Pick Up** will remain at its usual time of 11:30 AM-1:00 PM, Mon-Fri. However, decals will be installed on the floor at the mailroom area for 6-foot social distancing. Doing this presents a few challenges due to the location of the mailroom in relation to the elevators and delivery dock. We appreciate your patience while we learn this together.
- ▶ **Elevator Use** - We ask that all tenants and visitors limit capacity on elevators to no more than 3 at a time. Signage will be posted at all elevators outlining this policy. If this create some delays this policy may be revised. Thank you for your patience and understanding.
- ▶ **Precautions** - All Commonwealth Commercial staff, along with our vendors and contractors have been asked to wear gloves and masks when onsite and entering a tenant space. We ask that any vendor hired and scheduled by our tenants also be asked to take this same precautions.



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Communicating New Safety Protocols

We ask that all tenants communicate to their employees the new safety protocols below:

- ▶ Do not come into the building if you are feeling ill
- ▶ Communicate any possible COVID-19 cases to the management office immediately
- ▶ Communicate your business' reentry plan with the management office via the attached form.
- ▶ Practice social distancing of 6-feet
- ▶ Workstation distancing
- ▶ Shared workstation disinfecting procedures
- ▶ Limit 2-3 persons on one elevator at a time
- ▶ Practice regular handwashing and sanitizing



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Visible Communication

You will notice the following visual communication at both PLC buildings:

- ▶ Signage in Lobby and on Doors and Elevators
- ▶ Handwashing Guidelines Signage
- ▶ Coughing/sneezing into elbow signs
- ▶ Practicing Social distancing of 6-feet
- ▶ Floor decals to indicate the 6-foot safe social distancing



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New Precautions Provided at PLC

- ▶ Providing access to hand sanitizer stations at all entries
- ▶ Face masks and gloves worn by CCP staff and vendors of CCP when entering a tenant space
- ▶ Ongoing increased frequency of disinfecting of high touch areas
- ▶ High visibility daytime cleaning from additional porter
- ▶ Security check-ins for safety
- ▶ Limiting elevator usage to 3 people
- ▶ New Mailroom pickup procedure



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