

May 1, 2020

To: Tenants of Pierre Laclede Center 1 and 2

From: Commonwealth Commercial Partners – Management Team
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Re: COVID-19 Back to Work

With Governor Mike Parson's easing Work From Home ("WFH") restrictions for parts of the state of Missouri and our St. Louis Mayor, Lyda Krewson's extension of the WFH restriction, we take this opportunity to share that your safety as well as the safety of your staff and visitors to Pierre Laclede Center is Commonwealth Commercial Property Management's ("CCPM") highest priority. To ensure that Pierre Laclede Center remains a safe work environment during this unprecedented time, will require a concerted effort by all parties, including Tenants, vendors, property visitors, and CCPM.

At the onset of the COVID-19 pandemic and in conjunction with CDC and state Department of Health guidelines, CCPM implemented a series of measures to mitigate the spread of the virus. Additionally, we implemented rapid response protocols if someone who worked in Pierre Laclede Center tested positive (or were presumed positive), which included open and transparent tenant communication and the immediate deep cleaning / disinfectant of applicable building surfaces and areas. Thank you all for your continued partnership and participation in this effort. **As the lifting of WFH restrictions are put in place, we want you and your staff to know that CCPM will continue with protocols already in place (i.e. increased cleaning / disinfectant of high touch surfaces, providing of hand sanitizer in lobbies, vendor COVID-19 controls, etc.) and will be implementing a number of additional mitigation strategies which are outlined below and further outlined in the PowerPoint presentation attached that you can share with your organization for a more simplistic/cohesive outline.**

Additional Mitigation Measures

- Increased Tenant Communications
- Placement of Signage throughout building to reinforce CDC guidelines promoting worker safety and basic infection prevention measures, including proper hygiene (i.e. hand washing), social distancing, covering mouth and nose with disposable tissues when coughing or sneezing, etc.
- Increase ventilation rates
- Increase the percentage of outdoor air that circulates into the system
- Establishment of capacity limits for elevator usage

- Floor markings for safe distancing for any queues or waiting areas (i.e. elevators lobbies, mailroom area, etc.)
- Instructional signage displaying healthy elevator use protocols including passenger limits and safe distances in the carriage – this may include floor stickers to establish distancing zones and describe where and how to stand
- Training lobby security personnel on safe interactions with guests

In addition to mitigation steps being taken by CCPM, Tenants are asked to devise their own policies to mitigate the risk of transmission of COVID-19. One particularly important initiative that was established early in the pandemic and will continue is for Tenants to follow CDC guidelines in the event a staff member tests positive or is presumed positive (i.e. self-quarantining, tracing, etc.) and to notify CCPM promptly so that appropriate deep cleaning / disinfection can be initiated immediately.

In addition to any State mandates, below are additional steps that Tenants are encouraged to take:

Educate employees about how they can reduce the spread of COVID-19:

- Stay home if you are sick, except to get medical care. It is particularly critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue.
- Inform your supervisor if you have a sick family member at home with COVID-19.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Follow the policies and procedures of your employer related to illness, cleaning and disinfecting, and work meetings and travel.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against COVID-19 and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Additional Tenant Worker Mitigation Ideas

- Provide tissues, no-touch trash cans, hand soap, alcohol-based hand sanitizer and wipes containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces

- Provide additional hand sanitizer, surface disinfectant wipes and tissue available in workspace, cafeterias, break rooms, and high traffic areas and other workplace common areas

To maintain social distancing, minimize touchpoints and manage potential contamination of the workplace, consider the following practices:

Space use / density monitoring

- Implement a reservation system for desks and meeting rooms so that employees can check attendance before arriving in the workplace

Individual desks

- Implement a strict clean-desk policy so that non-essential items are not stored on the desk, but rather enclosed in cabinets or drawers
- Supply disposable daily paper placemats for use at each desk
- If desks or work areas are shared, advise individuals to sanitize all surfaces upon arrival at that seat. Supply disinfectants in the immediate proximity (or on each desk)
- Unless stringent cleaning protocols are enforced, and if possible, avoid sharing of desks

In-person meetings

- Coach employees to critically evaluate the requirement for in-person meetings
- Limit the number of attendees at in-person meetings and limit to spaces that accommodate safe distances

Useful Web Sites

- WORLD HEALTH ORGANIZATION
 - www.who.int
- CENTER for DISEASE CONTROL and PREVENTION
 - www.cdc.gov
- NATIONAL INSTITUTES of HEALTH
 - www.nih.gov/health-information/coronavirus

As you may be aware traditional hand sanitizer such as Purell is in short supply. As an alternative you may wish to consider obtaining EPA approved hand sanitizer from one of the many distilleries that shifted some of their production as COVID-19 began spreading. Below is a link to distilleries that make hand sanitizer.

<https://www.distilledspirits.org/distillers-responding-to-covid-19/distilleries-making-hand-sanitizer/>

We recognize that some of the mitigation processes may be somewhat inconvenient but with COVID-19 not fully eradicated, it is important that we all work together to provide the safest environment possible for workers and visitors. Accordingly, please share this communication with your staff so that everyone is aware in advance of new mitigation strategies.

Thank you for your cooperation, which is greatly appreciated. Should you have any questions, please do not hesitate to contact us.

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