

AKRIDGE
Invested.

RETURN WITH CONFIDENCE

1016 16th Street

Version 1.1 // April 2021



BACKGROUND

Since early March 2020, the building has been operating during regular business hours to allow for essential business employees to work safely in their offices. Building operations had to be adjusted as most companies decided to allow most of their non-essential personnel to work from home.

This document serves as a resource for your company to use as you consider when and how to reopen your office(s) at *1016 16th Street* over the coming months. This plan outlines our re-entry plan for the safe return of our Clients, visitors, vendors, contractors, and others. It identifies operational and safety procedures and protocols that have been implemented.

We appreciate your continued personal efforts to maintain social distancing, mandated face mask compliance, and your patience and cooperation during this difficult time. Our goal is to continue to provide you and your employees with a safe and comfortable work environment.



WHAT WE HAVE DONE TO DATE

- 1 The building team has kept the building fully operational for our Clients during the stay-at-home mandate.** Building operations have been adjusted to ensure that they are consistent with the latest public health regulations. While Phase One encourages Clients to continue working from home, please be assured that the building is open and prepared for occupancy.
- 2 Austerity measures have been implemented to conserve operating expenses.** We appreciate that the pandemic has had dramatic economic consequences. In an effort to conserve operating expenses borne by our Clients, we have carefully reduced expenses while taking care to stay in conformance with lease requirements.
- 3 We have assembled a planning team that includes the building staff, building ownership, and key vendors and service providers.** We have conducted a survey to learn more about the specific needs of our Clients and have consulted with many of them on an individual basis.
- 4 We have been carefully tracking the number and location of Clients in the building on a daily basis.** This has allowed us to accurately predict the cleaning staff requirements for the building and the locations that are in need of cleaning on a daily basis.
- 5 All HVAC filters were recently changed** and all building preventative maintenance requirements have been maintained.
- 6 We have been communicating with our Clients leading up to and during the stay-at-home mandate.** We will continue to communicate with Clients on a regular basis with important and relevant information regarding building operations.
- 7 We have notified Clients of confirmed or suspected cases of COVID-19 within the building** and have implemented appropriate protocols in the affected areas.
- 8 All service providers have been required to provide us with their COVID-19 employee procedures and best practices** to maintain social distancing and adjustments to work protocols to prevent the spread of the disease.
- 9 We have closely followed the latest updates from federal, state, and city authorities and recommendations,** as well as guidelines from the Centers for Disease Control (CDC), Environmental Protection Agency (EPA), American Society of Heating, Refrigerating and Air-Condition Engineers (ASHRAE), and other regulatory and public agencies.

OUR PLAN FOR 1016 16th STREET

The following information outlines the overall plan as well as prudent details of our **Return With Confidence Plan**



BUILDING MASK POLICY

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- Following local order, everyone must wear a mask in the common areas of the building. Common areas include the lobby, elevators, and restrooms.
- If someone forgets to wear a mask, the building staff has a supply of masks available.
- All building staff has been provided with the appropriate level of PPE including face masks and gloves.
- The CDC recommends wearing two masks as a more effective way to prevent the spread of COVID-19.





BUILDING PERSONNEL & CONTRACTORS

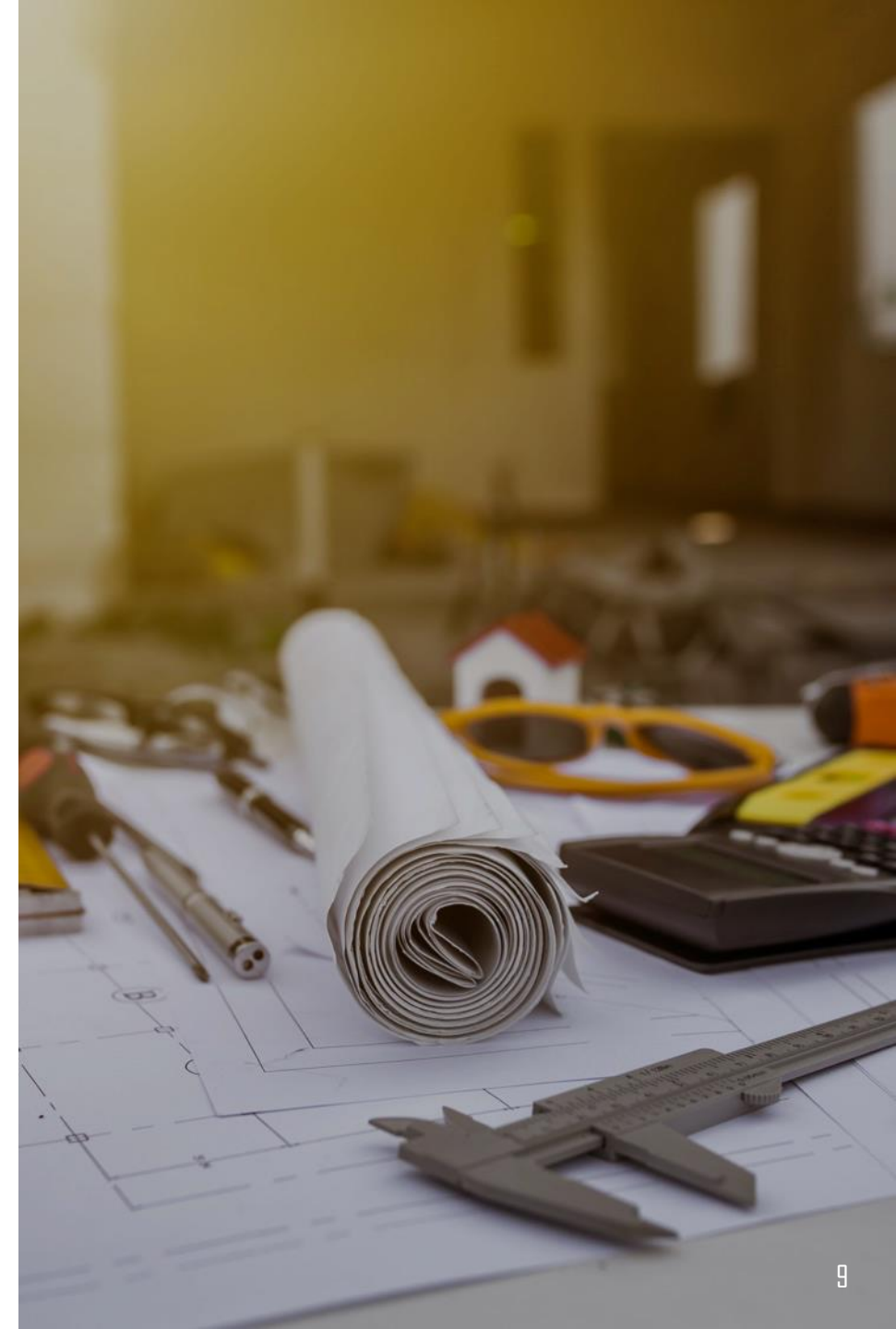
BUILDING PERSONNEL & CONTRACTORS

- The building staff including porters, engineers, property managers, and lobby personnel have remained hard at work during the stay-at-home phase.
- We have been following, and will continue to follow, CDC guidelines for social distancing and personal hygiene.
- All building staff have been provided with the appropriate level of PPE (Personal Protective Equipment) including face protection and gloves. Daily health self-certifications were implemented for building staff.
- When possible, building staff will refrain from entering Client space when the space is occupied, in accordance with social distancing procedures.
- When possible, we have reduced face-to-face interactions between building staff, Clients, and vendors. As a result, maintenance and non-emergency service requests within Client space will be performed before or after normal business hours whenever possible. Your cooperation and patience during this time is appreciated.
- Building staff hours have been adjusted to allow for social distancing while maintaining the appropriate level of personnel to ensure that building operations remain 100 percent intact.
- All contractors and service providers entering the building will be required to wear face protection as well as completing daily health self-certifications.



BUILDING PERSONNEL & CONTRACTORS

- The day cleaning staff has adjusted the daily schedule to assist with necessary cleaning of various high-touch areas within the building.
- We increased frequency levels of cleaning with hospital-grade disinfectant as needed to maintain elevated standards.
- Routine services or maintenance provided by outside contractors are being performed during non-business hours whenever possible.
- A policy whereby all service providers, and contractors undergo a self-administered certification screening before entering the building has been established for all vendor/contractor compliance.





SECURITY & BUILDING ACCESS

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- All persons entering the building will be required to wear a mask in the common areas of the building.
- Social distancing protocols have been established and requirements have been clearly posted.





SIGNAGE

SIGNAGE

- The appropriate signage has been installed in the lobby, building entrances, elevators, restrooms, and stairwells.
- We are happy to assist you with the purchase of signage for your suite. Please contact your property manager for details.





CLEANING

CLEANING

- We completed a third-party audit of our janitorial practices. To evaluate the efficacy of cleaning practices, the third-party evaluated high-touch surfaces such as countertops, door handles, and elevator buttons using adenosine triphosphate sampling and visual inspection based on APPA guidelines.
- Throughout the stay-at-home period, the building staff has been hard at work maintaining the building for the safety and comfort of essential personnel.
- Employees of the cleaning contractor, have received training on cleaning protocols and proper use of disinfectants and have been supplied with the appropriate level of PPE.
- Employees of the cleaning contractor follow EPA, CDC, and other government approved guidelines, recommendations, and directions for cleaning products, procedures, dwell times, and protocols.
- We will continue special efforts to make sure that the common areas of the building have been properly disinfected.
- Products used by the cleaning contractor are hospital grade and have been approved or recommended by the EPA and CDC.
- The frequency of cleaning and disinfectant in high density are high-touch areas, such as the lobby and elevator lobbies, elevator interiors, buttons and surfaces, restrooms, furniture, fixtures, door knobs, switch plates, building entrances, mats, handrails, counters, and other frequently touched surfaces has been increased.
- Cleaners are adhering to EPA and CDC recommendations for disposing of cleaning supplies and materials.



CLEANING

- We have been assured by the cleaning contractor that they have an ample supply of the proper cleaning materials to maintain the enhanced level of cleaning currently in place.
- If a building employee, Client, contractor, or visitor becomes ill or tests positive for COVID-19, the cleaning company can provide a proposal to perform a deep cleaning of the affected area if requested.
- We continue to closely monitor occupancy levels of the building and as occupancy levels increase, we will modify staff levels appropriately.
- We appreciate your cooperation as it may be necessary to adjust cleaning schedules to ensure proper cleaning of the building. These adjustments include allocating more time toward cleaning high-touch surfaces and less time for other certain cleaning tasks, such as dusting the mini-blinds. We will keep everyone updated should there be any necessary schedule adjustments.





VERTICAL TRANSPORTATION

VERTICAL TRANSPORTATION

- Based on the size of the elevator cabs and occupancy levels, we have established social distancing guidelines. The appropriate signage has been installed in the elevator to ensure optimal spacing between occupants.
- Based on the size of the elevators, the number of riders in each elevator cab will be restricted to 2 occupants per elevator trip.
- Stairwells, handrails, and elevators will be cleaned and disinfected throughout the day as well as in the evening.
- Routine elevator maintenance has been performed per normal schedules.





HVAC

HVAC

- As always, compliance with ASHRAE standards have been closely followed to reduce COVID-19 transmission.
- We have continued to use the highest level of MERV filters on all HVAC equipment. The level of filters varies depending on the type of equipment and the physical configuration of the equipment.
- All filters have been and will continue to be changed on a regular basis.
- Routine preventative maintenance has been and will continue to be performed.

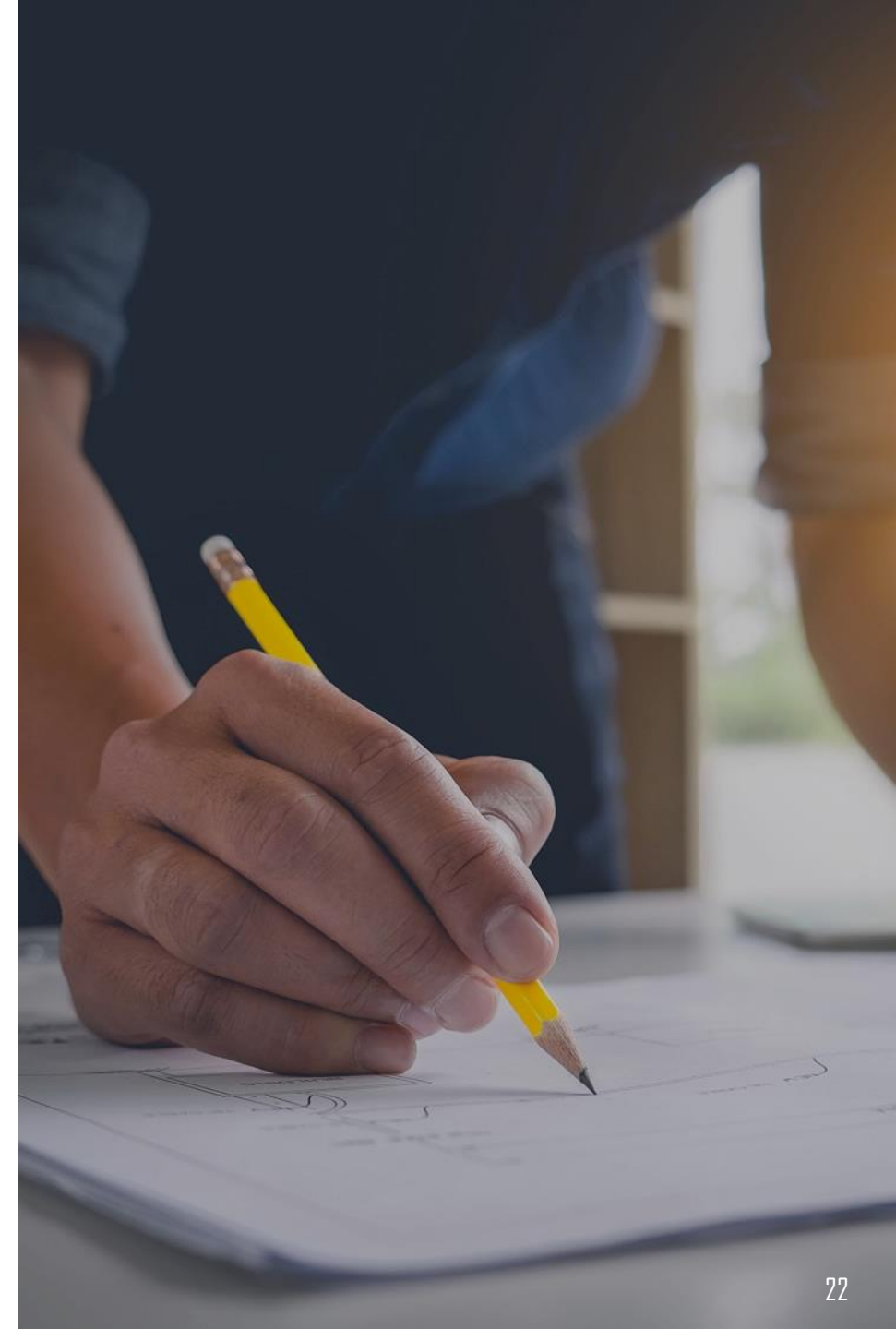




CONSTRUCTION

CONSTRUCTION

- All pre-established building rules and regulations related to construction will continue to apply to the work currently underway.
- Contractors have been instructed to ensure that all of its employees and the employees of all subcontractors strictly adhere to social distancing practices. All construction workers must wear face protection at all times.
- If you are uncomfortable with the level of construction or number of construction workers on your floor, please reach out to your property manager.
- If you observe that construction workers are not complying with social distancing or not wearing face protection, please contact your property manager.
- All construction workers will be prohibited from accessing any areas of the building not specifically related to the project.
- Any contractor performing work is required to provide their COVID-19 compliance procedures.

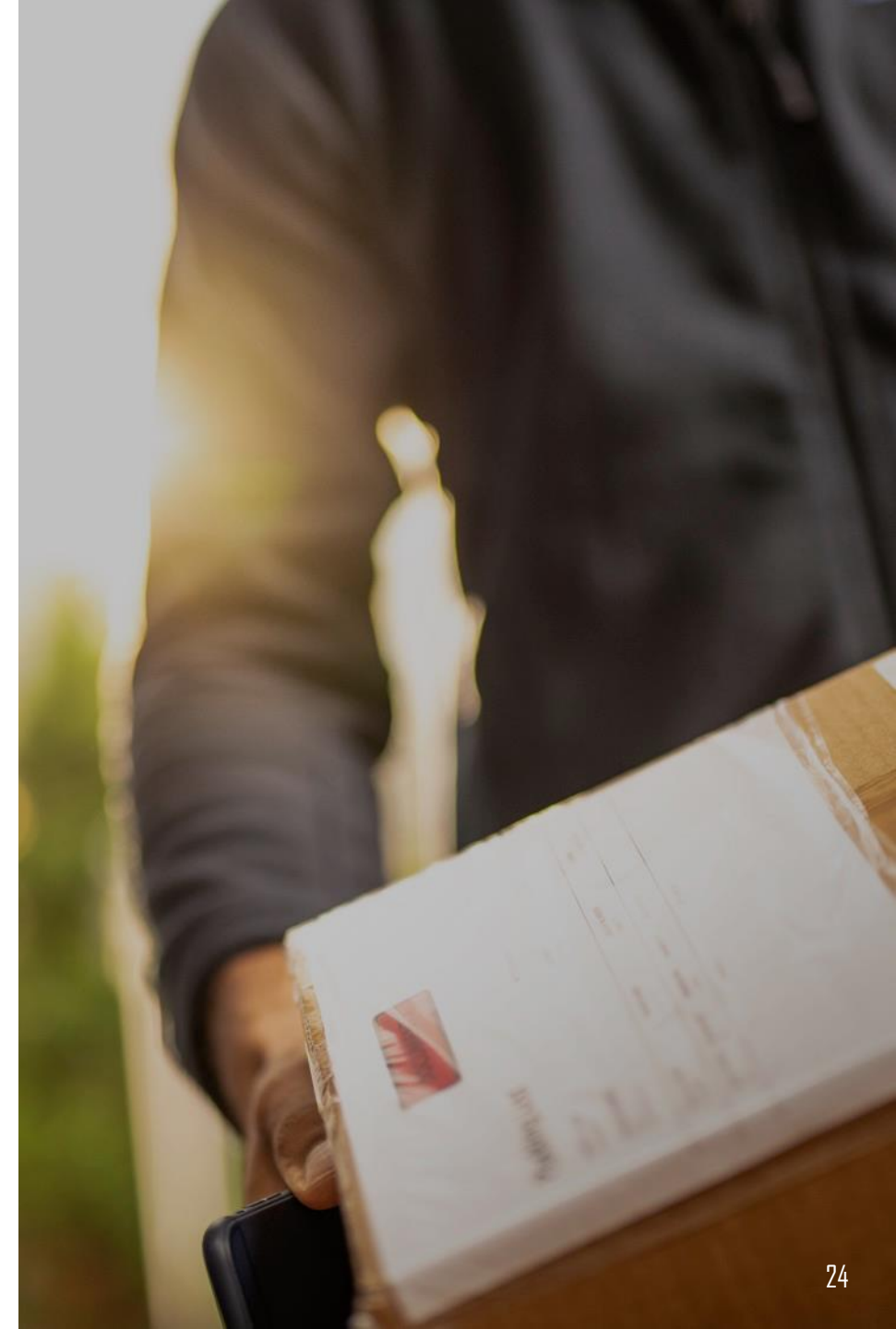




DELIVERIES

DELIVERIES

- All deliveries will remain the same per your individual arrangements with your contractor.
- Delivery personnel currently have been granted individual access to the elevators and this process will continue.
- All delivery personnel must wear face protection and will be denied access to the building for failing to comply with this requirement.
- Please restrict all deliveries to essential items.
- We respectfully request that all food or catering deliveries be delivered curbside or that delivery personnel are met in the lobby.

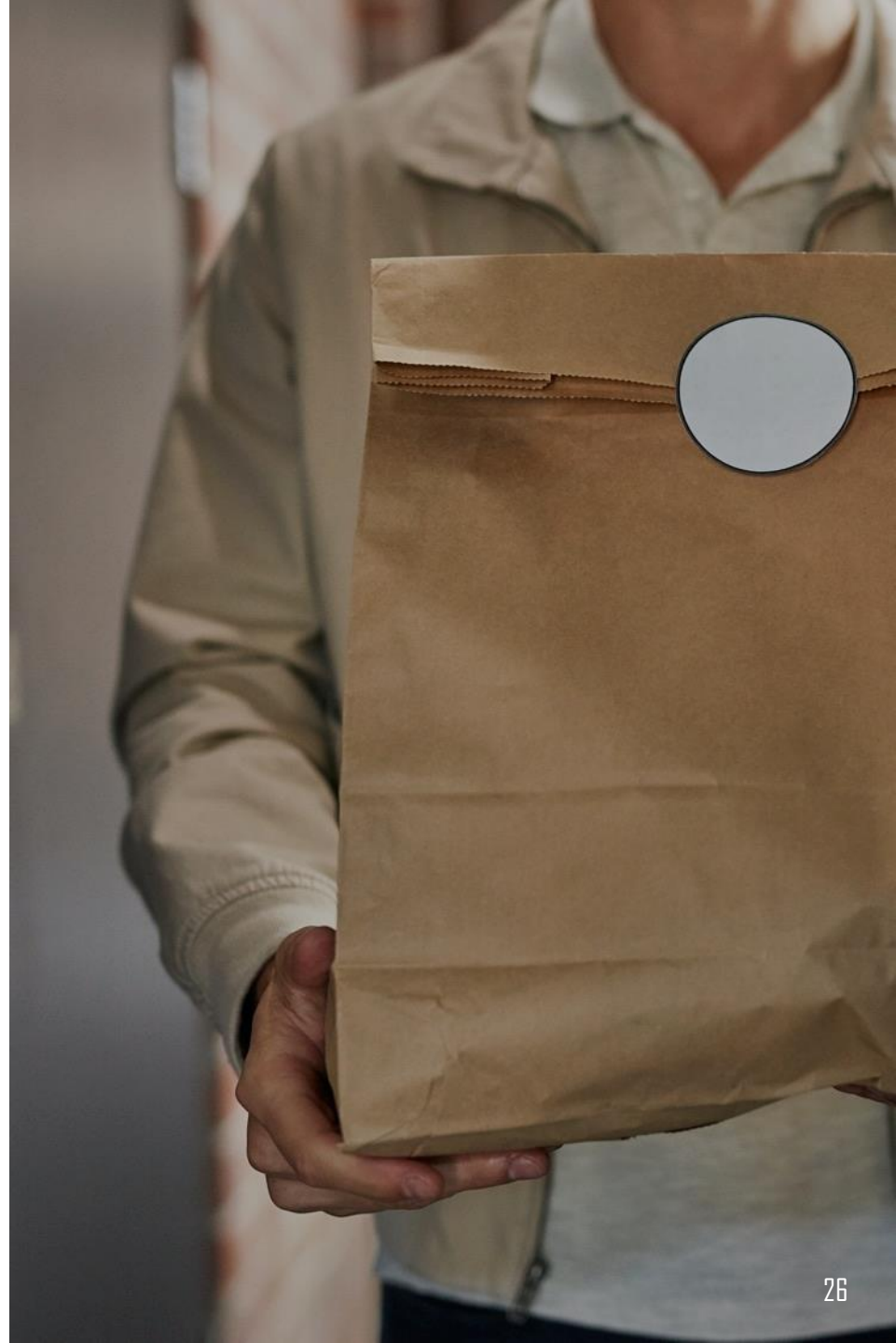




VENDOR MANAGEMENT

VENDOR MANAGEMENT

- Please restrict all outside vendors to essential requirements only.
- All outside vendors will be required to wear face protection and adhere to social distancing protocols.
- Please advise us in advance if you are expecting an outside vendor.
- All Akridge vendors must comply with social distancing protocol and wear face protection at all times.
- When possible, all Akridge vendors will perform work outside normal business hours.
- You will be advised when Akridge vendors will be in the building and the areas of at the building that they will be working.
- All vendors will be required to submit a COVID-19 procedures compliance document prior to work being scheduled or completed.





COMMUNICATION

COMMUNICATION

- We will continue to communicate with you frequently. We expect circumstances to change frequently. We will do our best to keep you informed of all relevant updates in a timely manner.
- Encourage your staff to sign up for our instant text alert notifications through Electronic Tenant Solutions. This allows us to transmit emergency information to many people at one time. This system is used only to transmit relevant or emergency information in a timely manner. Please visit <http://akridgeclientportal.com/toc.cfm> to sign up.
- Encourage your staff to use the Hive app by Building Engines to submit service requests. Using the electronic work order system helps us manage work efficiently. Go to the app store, search for Building Engines, and select the Hive app.
- Please provide us with any changes to the emergency contacts within your organization.





WHAT YOU CAN DO TO HELP

- 1 Complete our survey. The information you provide will be critical to the successful implementation of our Return With Confidence plan.
- 2 Share this information with your staff so that they will know what to expect when they return to work.
- 3 Please reach out to us if you need assistance. We are here to help. Your input and suggestions are valuable. We want to work closely with you to ensure that we are providing you and your employees with a safe and comfortable work environment.



CLIENT RECOMMENDATIONS

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ADMINISTRATIVE

- Akridge will take each employee's temperature and ask them to self-certify that they are free of symptoms. We highly recommend that you consider a policy to take staff temperatures upon entering your suite. These policies are most effective when all Clients within a building enact them for their employees.
- Update visitor policies to limit visitors to essential only; consider establishing a maximum number of visitors.
- Consider introducing a limit to the number of employees allowed in the office at one time; establish reservation system.
- Consider rules regarding use of kitchen or other common areas within your space.
- Consider hiring a certified industrial hygienist to perform a health sampling of your space.

ARCHITECTURAL

- Install acrylic separator at reception.
- Engage with architect or furniture consultant to change open work areas.

CLEANING

- Provide guidance to staff to disinfect their work areas including office doors and light switches.
- The building cleaners clean the common areas with hospital-grade disinfectant but the use of disinfectant inside Client suites is limited to high-touch surfaces.
- Procure and install supplies to support good hygiene and disinfecting practices.



CLIENT RECOMMENDATIONS

MEETING SPACES

- Establish maximum occupant rules for conference rooms (not to exceed 10).
- Establish clear rules limiting or prohibiting visitors for in-person meetings.

STAFFING AND VENDOR MANAGEMENT

- Strictly enforce health policies with all employees and vendors.
- Limit contractor work to essential only.
- Consider a policy to take staff temperatures upon entering your suite. Alternatively, consider a policy whereby your employees are instructed to take their own temperatures before they come to work.





RESOURCES

RESOURCES

- As you prepare your reentry plan, you may consider having your space evaluated by an architect. We can provide the names of trusted architects to you. One recommendation is as follows:

Patricia Carey

Atelier

pcarey@atelierarchitects.com

202.255.6974

- The cleaning company can provide dedicated day-time cleaning staff and/or above-standard, recurring cleaning staff within your space.

Erick Toledo, Area Manager

P&R Enterprises, Inc.

erick@p-and-r.com

703.373.9021

- We are happy to provide resources for social distancing signage within your space. One signage recommendation is as follows:

Guy Brami

Gelberg Signs

guy@gelbergsigns.com

202.882.7733 x222

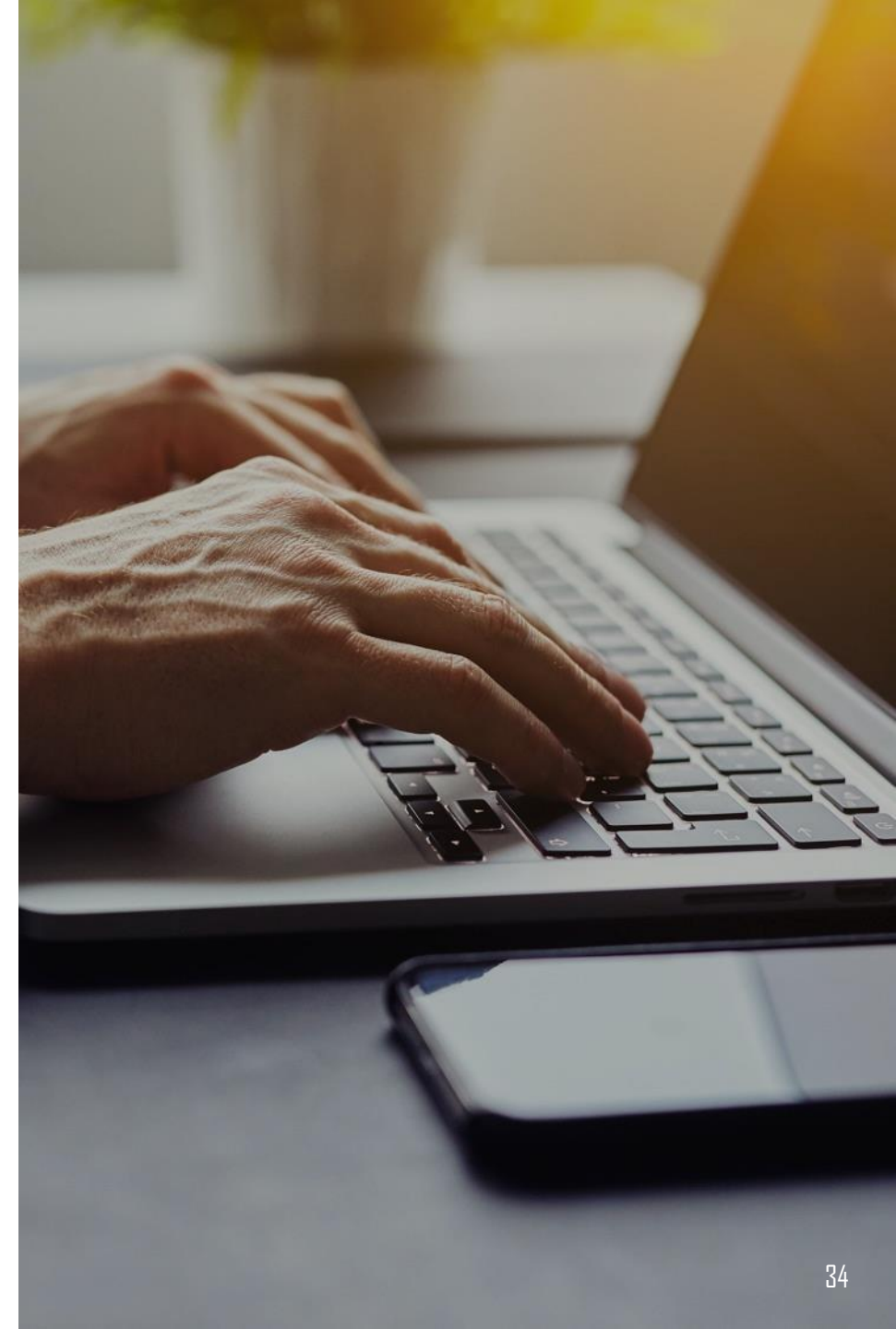
- The following group has been most helpful with plexiglass installations:

Agam Group

Kayla Gott

kgott@agam.com

443.459.5608



PROPERTY MANAGER INFORMATION

BUILDING: 1016 16th Street
CONTACT: Lavon Butler, Senior Property Manager
PHONE: 202.486.0332
EMAIL: lbutler@akridge.com

Thank you for safely returning to the
office in a post-COVID-19 world.

AKRIDGE
Invested.

Learn more by visiting our website: www.akridge.com