

AKRIDGE
Invested.

PHASE ONE REENTRY PLAN

COVID-19 Guide

Version I.1 // May 22, 2020



BACKGROUND

The COVID-19 pandemic spread quickly across the United States in February and March, forcing cities to impose stay-at-home and shelter-in-place orders. Building operations had to adjust as non-essential personnel work from home.

We are now preparing for a phased-in re-entry of 601 I3th 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 we will implement, update or enhance as we prepare to live and work in a post-COVID-19 world.

We are appreciative of your personal efforts to maintain social distancing and your patience and cooperation during this difficult time. Our goal remains to provide you and your employees with a safe and comfortable work environment. We remind everyone that during Phase One re-entry the District is strongly encouraging people to continue to telework as much as possible.



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 they are consistent with the latest public health regulations. While Phase One encourages Clients to continue working from home, please be assured 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 staying in conformance with lease requirements.
- 3** **All shared facilities, including conference centers, fitness centers, roof decks, and other gathering places have been closed** to help reduce potential spread of the virus and to allow the building team to focus on maintaining high-traffic areas of the building.
- 4** **We have assembled a planning team that includes the building staff, building ownership, and key vendors and service providers.** We conducted a survey to learn more about the specific needs of our Clients and consulted with many of them on an individual basis.
- 5** **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.
- 6** **All HVAC filters were recently changed** and all building preventative maintenance requirements have been performed.
- 7** **We have notified Clients of confirmed or suspected cases of COVID-19 within the building** and have taken the appropriate precautions in the affected areas.
- 8** **All service providers have been required to provide us with their COVID-19 employee procedures and best practices** for maintaining social distancing and adjustments to work protocols to prevent the spread of the disease. This is to maintain the safety and integrity of the building and its occupants.
- 9** **We have closely followed the latest updates and recommendations from federal, state, and city authorities,** 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 601 13th Street

The following information outlines the overall plan as well as prudent details of the re-entry plan for **Phase One**.



BUILDING PERSONNEL

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- All building staff have been provided with the appropriate level of PPE including face masks and gloves.
- We have communicated on a daily basis with building staff on appropriate procedures and protocols to prevent exposure to the virus.
- If a staff member, or staff family member tests positive for COVID-19, we will practice non-discriminatory and CDC-based criteria to determine when it is safe for the staff member to return to work. Building staff have been instructed to stay home if they are ill.
- When possible, building staff will refrain from entering Client space when occupied, in accordance with social distancing procedures. Non-essential services, such as hanging picture frames in offices, will not be completed during Phase One.

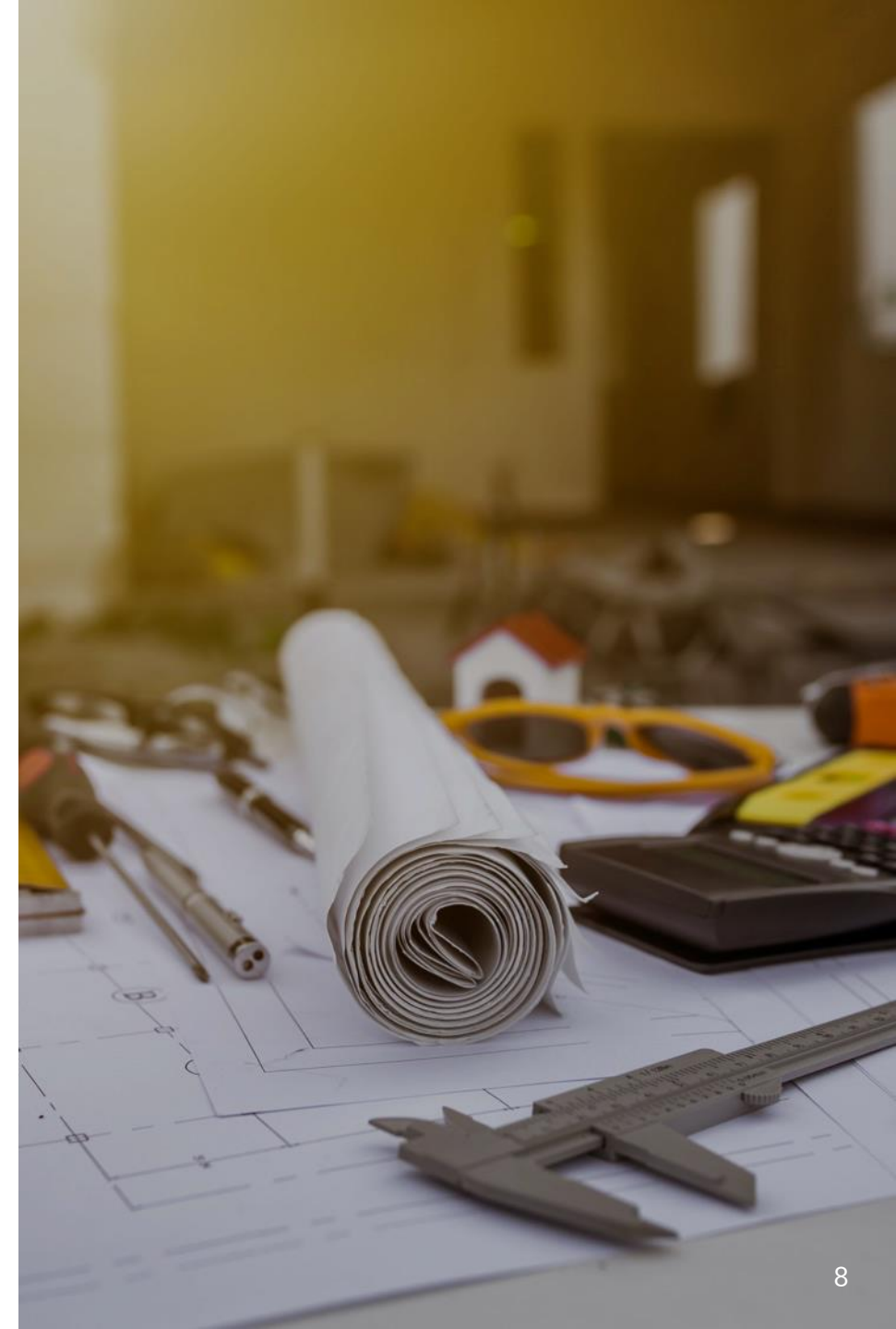




VENDOR MANAGEMENT & CONTRACTORS

VENDOR MANAGEMENT & CONTRACTORS

- All contractors and vendors entering the building will be required to wear face protection. We strongly recommend all Clients to do the same in common areas of the building.
- When possible, we will reduce 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.
- Please restrict all of your outside vendors to essential requirements only and advise us in advance if you are expecting an outside vendor.
- Akridge will require all its vendors to submit a COVID-19 procedures compliance document prior to work being scheduled or completed. It is recommended Clients require their contracted vendors to do the same.





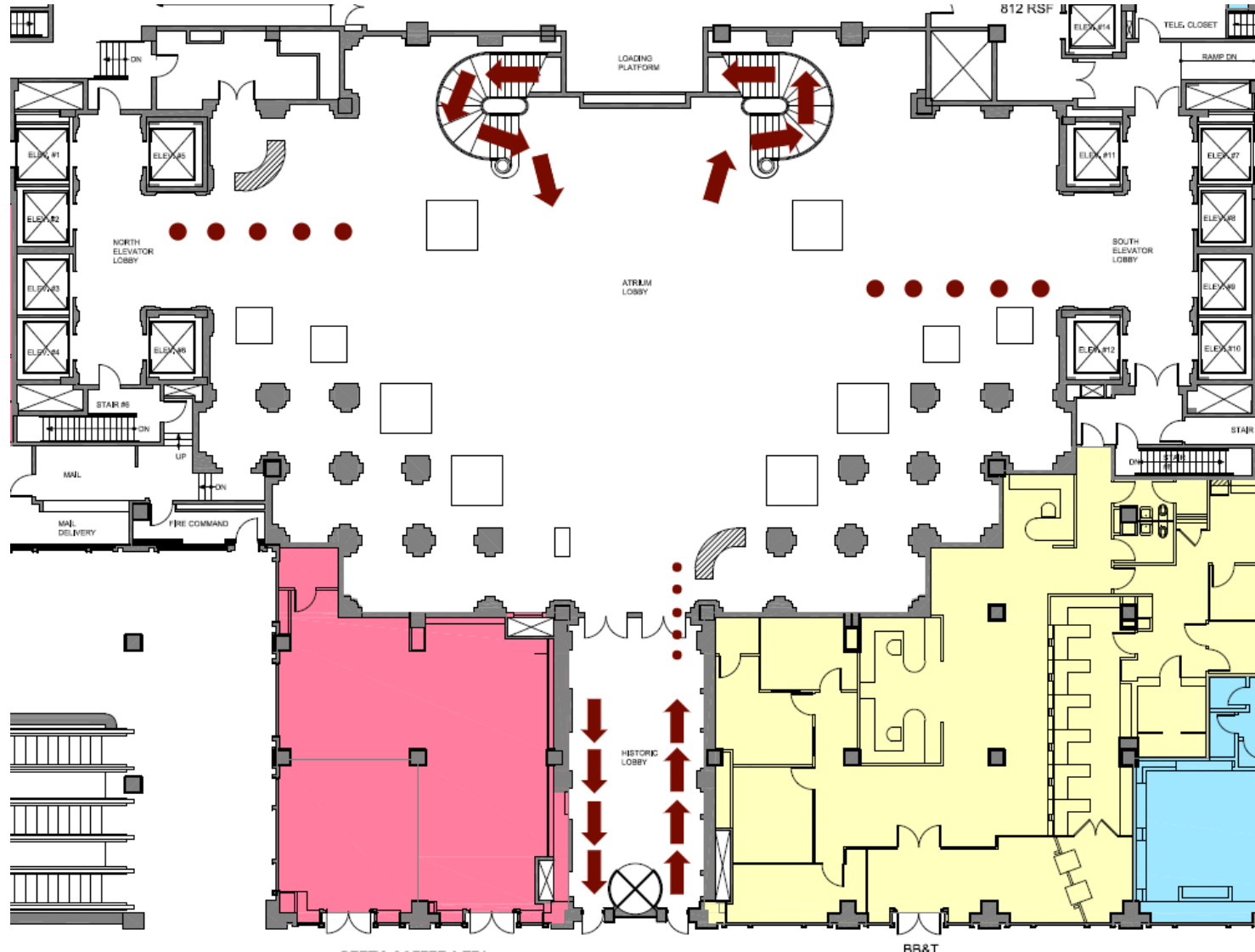
SECURITY & BUILDING ACCESS

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- The main entrance on 13th Street will be the only street level entry point for Clients and visitors. The revolving door will be closed and the two side doors have been designated as “Entrance Only” and “Exit Only”. Entrance will be through the southern side door (nearest BB&T Bank), and exit will be through the northern side door (nearest Peet’s Coffee). A guide rope and directional arrows will be placed in the historic lobby to guide traffic.
- The side entrances on F and G Streets have been designated “Exit Only” and card readers will not operate to gain entry.
- All visitors must report to the lobby desk. A path from the entrance door to queue has been established and will be clearly marked. Visitors will be called to the security desk one at a time to maintain social distancing.
- Plexiglass barriers have been installed at the security desk.
- In order to lessen hand-to-hand contact, a visitor will be required to show security their ID through the plexiglass barrier in order for security to confirm their name is on an approved list. No scanning of IDs will be performed during Phase One re-entry.
- Use of the visitor management system linked to the security desk is strongly recommended. For information regarding the use of this system, please contact your property manager.
- We will make every effort to provide hand sanitizer at building entry points.



SECURITY & BUILDING ACCESS





SIGNAGE

SIGNAGE

- The appropriate directional and informational signage has been installed in the parking facilities, lobby, building entrances, amenity spaces, restrooms, and delivery areas.
- New guidelines, recommendations, and policies have been clearly posted in the main lobby, loading dock, and parking valet area. The guidelines and signage are designed to maintain 6 feet between people as they move throughout the building.





CLEANING

CLEANING

- The janitorial contractor, P&R Enterprises has followed EPA, CDC, and other government approved guidelines, recommendations, and directions for cleaning products, procedures, dwell times, and protocols. Products used by P&R Enterprises are hospital grade and have been approved or recommended by the EPA and CDC.
- Employees of P&R Enterprises have received new or refresher training on cleaning protocols and proper use of disinfectants and have been supplied with the appropriate level of PPE.
- During the stay at home period, the staffing levels of the night cleaning crew have been adjusted to allow for proper cleaning while maintaining a level of fiscal responsibility. We have closely monitored occupancy levels of the building and as occupancy levels increase, staff levels will be modified appropriately. Cleaning schedules will also be closely monitored and may be adjusted to allow proper levels of cleaning at the appropriate times.
- During the stay at home phase and prior to the implementation of Phase One, water systems, toilets, faucets, and floor drains have been routinely operated to avoid the accumulation of biofilm and other bacteria.
- Prior to the implementation of Phase One, special efforts will continue to ensure the common areas of the building are properly disinfected.
- The frequency of cleaning and disinfectant in high-touch common areas of the building, such as the atrium, security desk, elevator lobbies, elevator interiors, buttons and surfaces, restrooms, furniture, fixtures, door knobs, switch plates, building entrances, mats, handrails, counters, and other frequently touched surfaces will remain at an increased level.
- We have been assured by P&R Enterprises that they have an ample supply of the proper cleaning materials to maintain the enhanced level of cleaning currently in place.
- If a Client or visitor to Clients' suites becomes ill or tests positive for COVID-19, it is recommended a deep cleaning and disinfection of the Clients' suite be performed at the Client's expense.





VERTICAL TRANSPORTATION

VERTICAL TRANSPORTATION

- Based on the size of the elevator cabs and occupancy levels, social distancing guidelines have been established. We ask that the number of riders be limited to 2 occupants per elevator. The appropriate floor signage has been installed in the elevator to ensure six foot spacing between occupants.
- Queuing signs have been placed in the atrium north and south elevator lobbies to reinforce social distancing.
- Disposable wipes have been provided in the elevator lobbies to assist with safe floor selection inside the elevator cabs.
- Stairwells can be used to exit the building to limit travel in elevators. Unfortunately, unlocking stairwells for upward travel to floors is an increased security risk.
- Elevators will be cleaned and disinfected throughout the day as well as in the evening.
- Routine elevator maintenance has been performed during the stay at home phase.





COMMON AREAS



CONFERENCE CENTER

- The conference center will remain closed during Phase One.



ATRIUM

- Atrium and rooftop events are not permitted during Phase One. The mezzanine level on the third floor will be closed. Please practice social distancing when using the atrium furniture.



BIKE ROOM

- The bike room will be open during Phase One. Social distancing signage has been installed.



ROOF DECK

- The roof deck will be open, however please use your best judgment and practice social distancing.



FITNESS CENTER

FITNESS CENTER

- The fitness center will remain closed for work out purposes during Phase One.
- To accommodate those biking, running or walking to work, the showers and locker rooms will remain open.
- Towel service will be temporarily suspended. Please bring your own towel.
- Please note that each locker room will safely accommodate no more than 3 users at any one time.
- Please queue at a safe distance outside of the locker room if 3 people are seen to be already in the space.
- Social distancing signage has been installed.
- The water cooler will not be available during Phase One.
- Every effort will be made to have the showers, sinks, and locker touch pads disinfected throughout the day.





HVAC

HVAC

- The HVAC systems have been modified during the low occupancy phase to conserve costs while allowing for proper ventilation in the building.
- The fresh-air intake for the building has been increased above normal operating levels.
- We will continue to use the highest level of MERV filters on all HVAC equipment.
- All filters have been changed during the stay at home phase.
- Routine preventative maintenance has been and will continue to be performed.

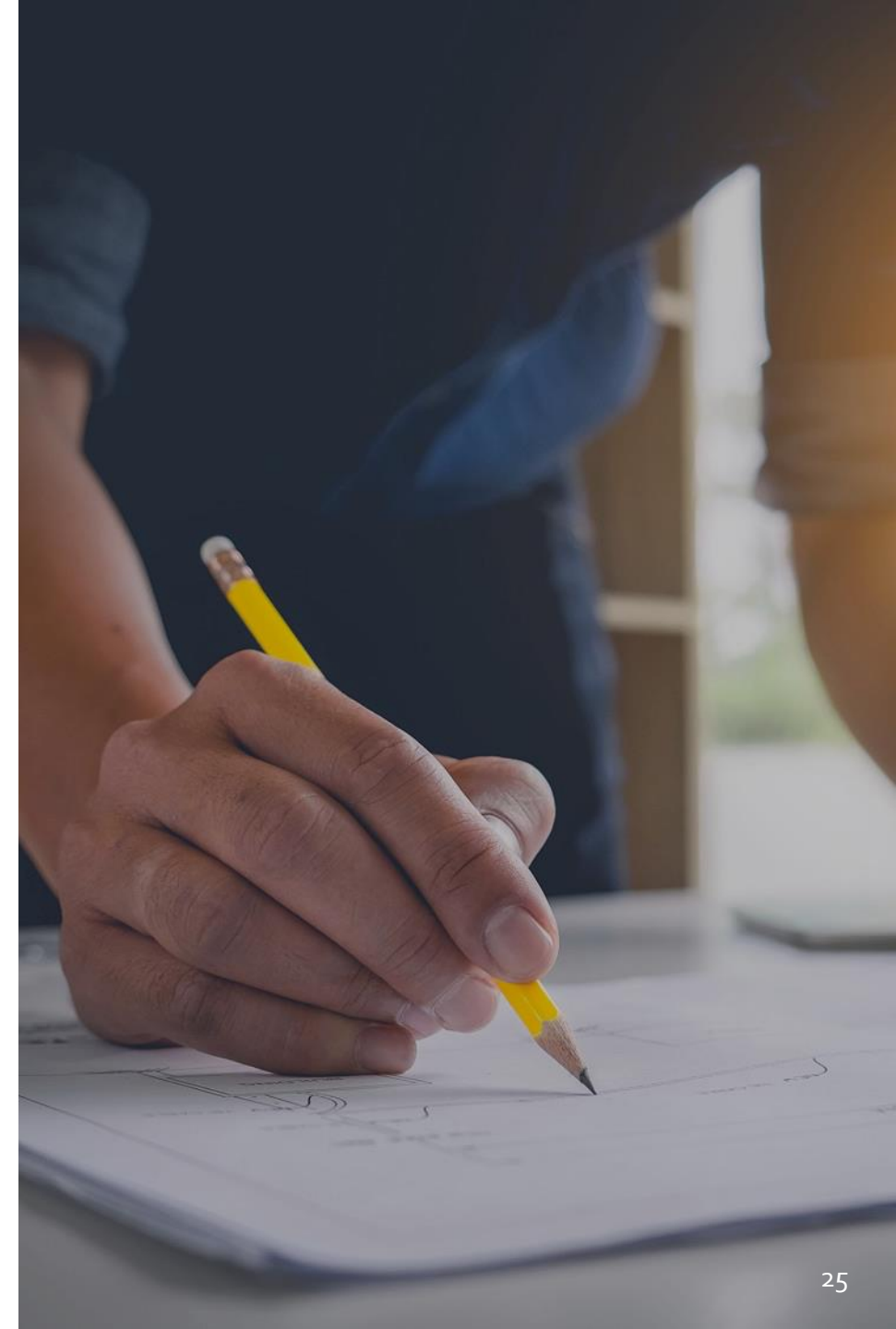




CONSTRUCTION

CONSTRUCTION

- Minimal construction is presently happening in the building.
- All pre-established building rules and regulations related to construction will continue to apply to the work currently under way.
- The 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 observe that construction workers are not complying with social distancing or not wearing face protection, please contact your property manager.
- The contractors performing work have been required to provide their COVID-19 compliance procedures.
- If an employee or vendor of a contractor tests positive for COVID-19, you will be informed.
- If an employee or vendor of a contractor tests positive for COVID-19, the contractor will be responsible for ensuring that the proper level of disinfectant cleaning of the affected areas occurs.
- If an employee or vendor of a contractor tests positive for COVID-19, we may require the work to be suspended to allow for the appropriate quarantine period.

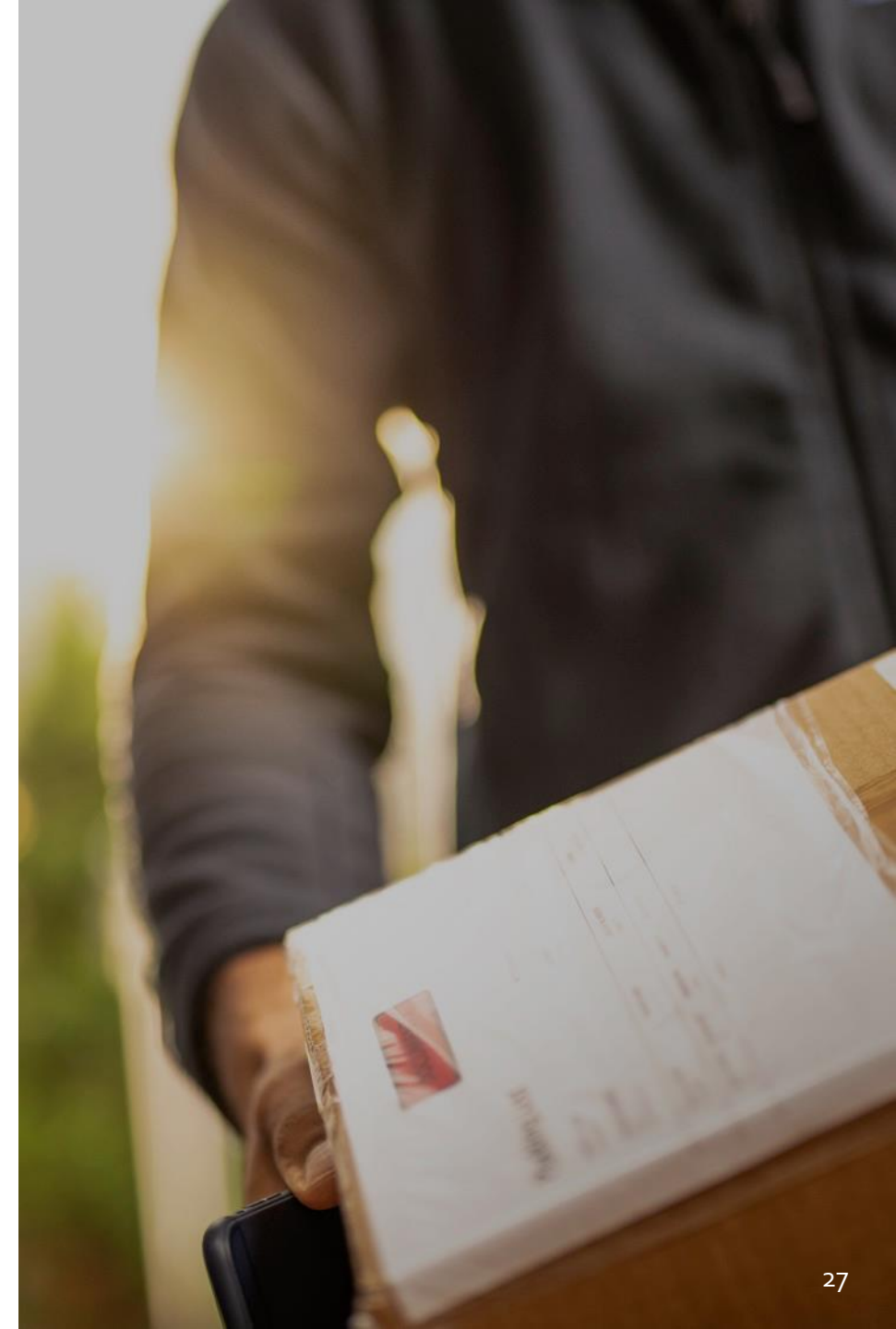




DELIVERIES

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- Please restrict all deliveries to essential items.
- All delivery personnel must wear face protection and will be denied access to the building for failing to comply with this requirement. Mail will continue to be delivered to your suite.
- Mail delivery will continue to be made to the mail room in the lobby of the building. We advise that only 1 person be in the mail room at a time in order to maintain social distancing.
- FEDEX and UPS pickups will continue to occur as usual from the drop boxes located in the mail room. FEDEX and UPS workers will be required to wear face protection.
- All deliveries will be directed to the loading dock. You will be informed by security if you receive a delivery.
- All food or catering deliveries must be delivered curbside.





PARKING

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- The garage has remained open during the mandatory stay at home phase.
- The garage hours have been modified. The garage will be operational during the hours of 6 am to 6 pm. Monthly parkers will continue to have 24/7 access.
- Valet service will not be provided during Phase One. The garage will be self-park only. Garage attendants will help direct Clients to spaces which have traditionally been used as stacked spaces.
- All garage personnel will wear face protection and gloves at all times.
- The frequency of cleaning and disinfectant in the valet office will remain at an increased level.
- Daily parkers will be given a ticket upon arrival into the garage before being informed to self-park. Daily parkers should pay in the valet office before exiting the garage.
- The garage attendants will not be able to accept cash. All payments must be made by credit card. The garage operator is working towards implementing a contactless payment option in the near future.
- Social distancing signage has been installed in the valet area.
- The valet elevator to the garage will operate as normal and will be cleaned and disinfected on an enhanced schedule. The number of riders will be limited to 2 occupants per elevator.

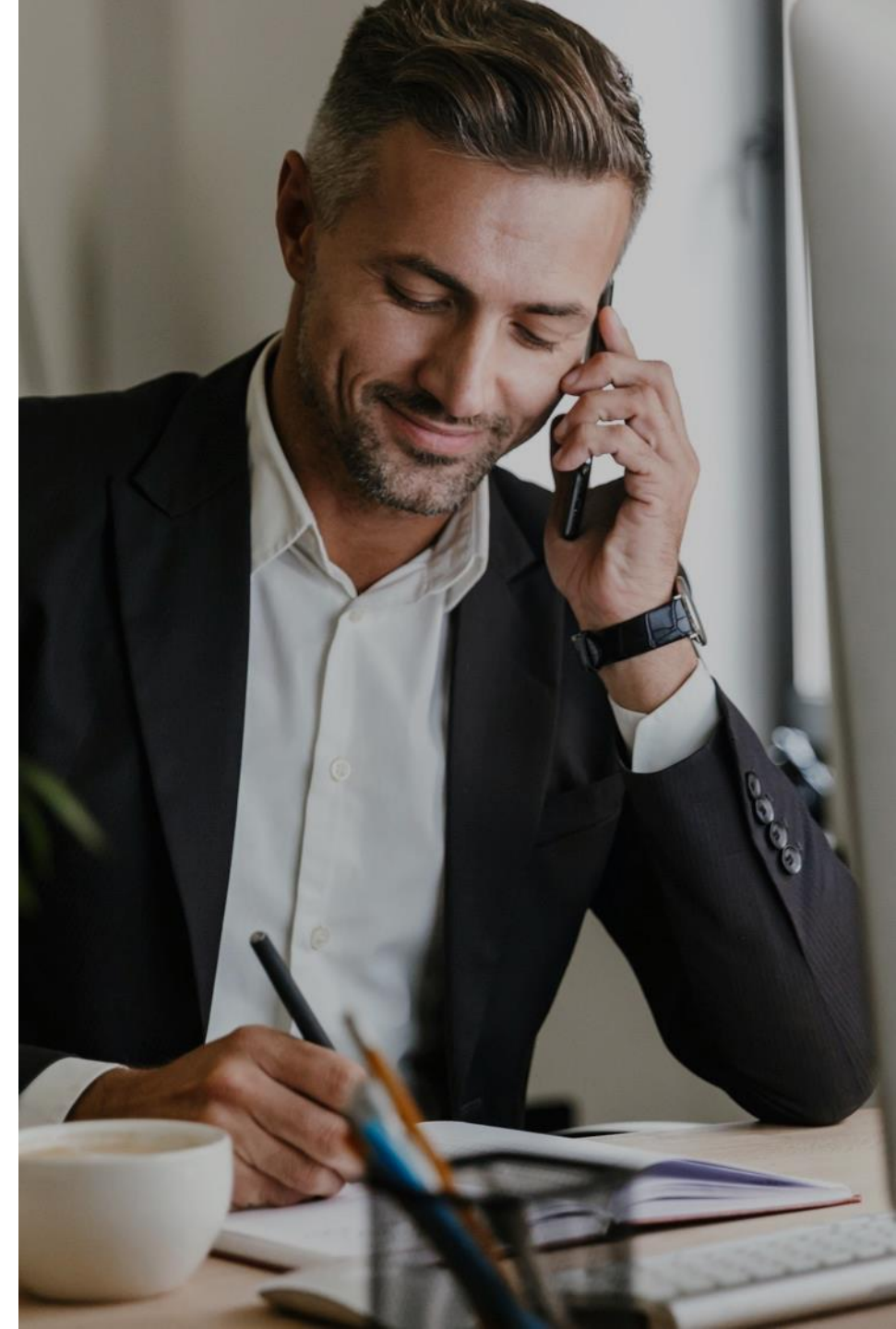




CLIENT RECOMMENDATIONS

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- 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.
- As you prepare your re-entry plan, you may consider having your space evaluated by an architect. We can provide the names of trusted architects to you.
- Several of the building service providers are available to assist you with deep cleaning or disinfecting of your space. We are happy to provide that information to you. Please remember the day cleaning staff are concentrating on disinfecting common areas of the building and will not be available to disinfect within your suite during the day.
- P&R Enterprises can provide additional day time cleaning staff within your space. Please contact us if you are interested in learning more about this billable service.
- Provide guidance to staff to disinfect their work areas including office doors and light switches.
- We are happy to provide resources for social distancing signage within your space. We can also provide resources for plexiglass barriers.
- Update visitor policies to limit visitors to essential only. Consider establishing a maximum number of visitors.
- Reinforce work policies so that only essential workers come to the office during Phase One.
- 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.
- Establish maximum occupant rules for conference rooms.





COMMUNICATION

COMMUNICATION

- We will continue to communicate with you frequently. We expect circumstances to change, and we will do our best to keep you updated.
- Updates with changes to our protocols will be posted on the building website: <http://60Ithirteenthstreet.info/toc.cfm>.
- Encourage your staff to sign up for our instant alert notifications through Electronic Tenant Solutions. This allows us to transmit emergency information to many people at one time. We promise not to spam you! This system is used only to transmit relevant or emergency information in a timely manner. Please visit <http://60Ithirteenthstreet.info/main.cfm?sid=introduction&pid=ccenter> to sign up!
- Please provide us with any changes to the emergency contacts within your organization.





WHAT YOU CAN DO TO HELP

- 1 We appreciate your patience. We are learning and adjusting our plan as circumstances change and new information becomes available.
- 2 Share this information with your staff so that they will know what to expect if they return to work during Phase One.
- 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 we are providing you and your employees with a safe and comfortable work environment.



RESOURCES

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- 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:

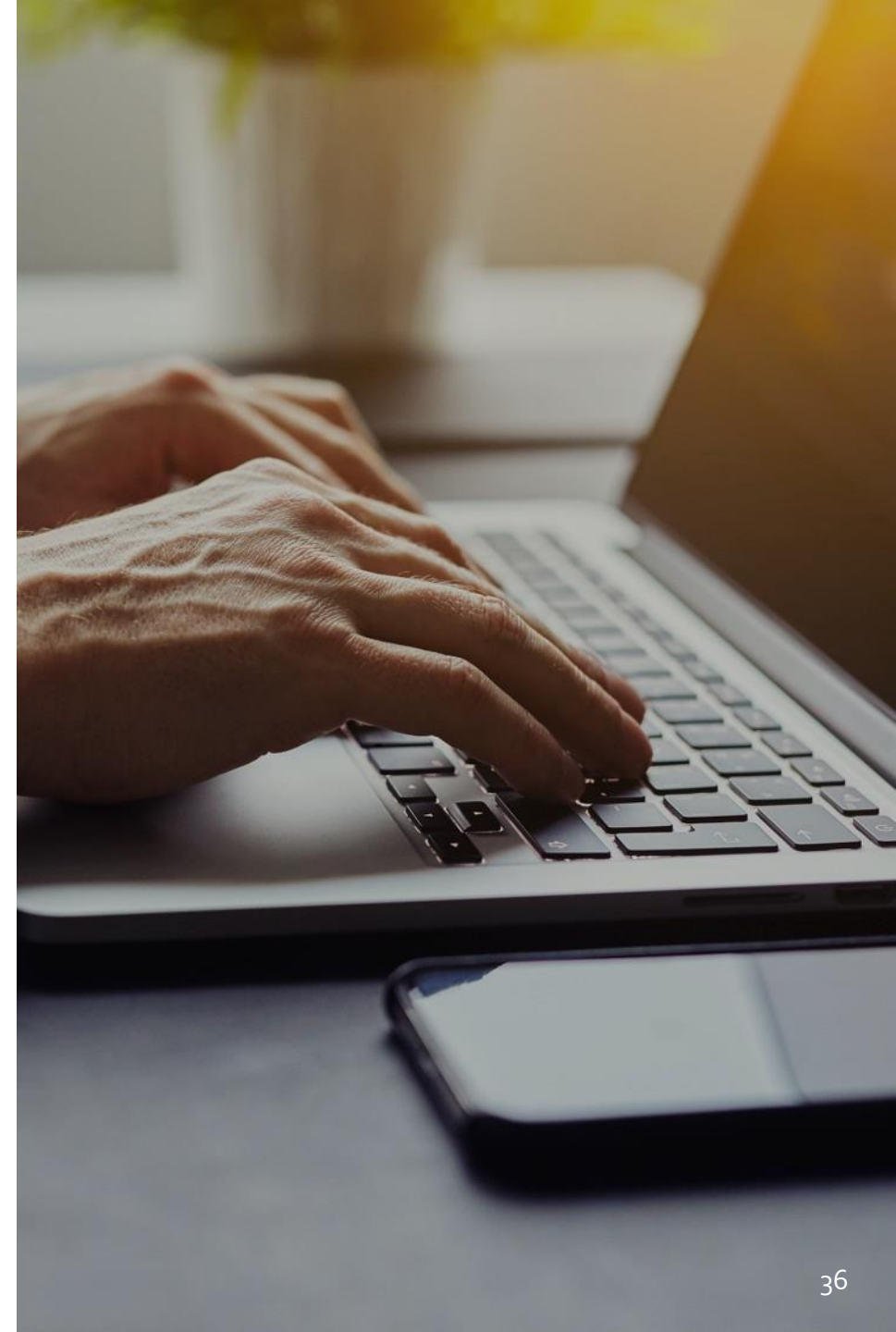
Ania Leeson
OTJ Architects
aleeson@otj.com
202.621.1353

- 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: The Homer Building - 601 13th Street, NW

CONTACT: David Glass

PHONE: 202.322.5625

EMAIL: dglass@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