

AKRIDGE
Invested.

RETURN WITH CONFIDENCE

COVID-19 Guide



Version 1.3 // March, 2021



BACKGROUND

Since 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 come back to your office at 7550 Wisconsin Avenue. This plan outlines the steps we have taken and the procedures in place so that your employees may return to the office with confidence.

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.

We look forward to welcoming you back to the office!



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.
- 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 All shared facilities, including conference centers and fitness centers, roof decks, and other gathering places were initially closed** to help reduce spread of the disease and to allow the building team to focus on maintaining high-traffic areas of the building. In accordance with local guidelines, these amenities have been re-opened on a limited basis with ample sanitization supplies readily available and social distancing measures in place.
- 4 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.
- 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 maintained.
- 7 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.
- 8 We have notified Clients of confirmed or suspected cases of COVID-19 within the building** and have implemented appropriate protocols in the affected areas.
- 9 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.
- 10 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
7550 Wisconsin Avenue

The following information outlines the overall plan as well as prudent details of **RETURN WITH CONFIDENCE**.



BUILDING MASK POLICY

- Following local order, everyone must wear a mask in the common areas of the building. Common areas include the lobby, elevators, restrooms, and amenity spaces such as fitness centers or roof decks.
- If someone forgets to wear a mask, the lobby attendant 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 better 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 including face masks and gloves.
- 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.



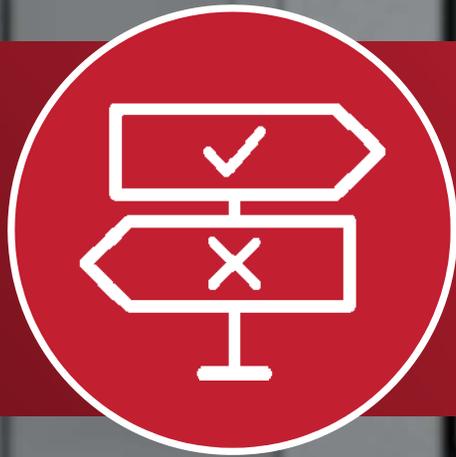


SECURITY & BUILDING ACCESS

SECURITY & BUILDING ACCESS

- All persons entering the building will be required to wear a mask.
- “Entrance Only” and “Exit Only” doors have been established and are clearly marked with signage.
- All visitors must report to the lobby desk. Paths from the entrance door have been established and are clearly marked.
- Additional security personnel have been posted at the main entrance to assist your guests and encourage participation in building policies regarding social distancing and the appropriate level of PPE.
- Plexiglass barriers have been installed at the lobby desk.
- Social distancing protocols have been established at the lobby desk and requirements have been clearly posted.
- We will make every effort to provide hand sanitizer and tissues at the lobby desk.

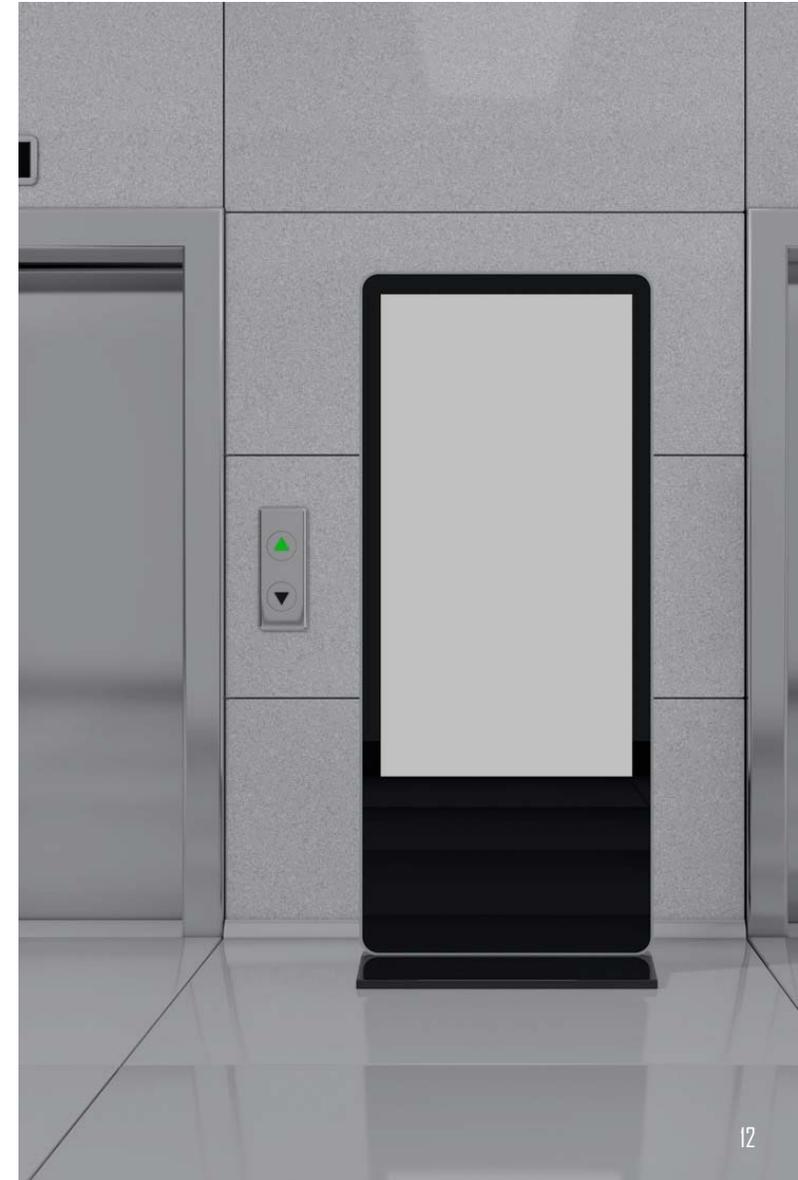




SIGNAGE

SIGNAGE

- The appropriate signage has been installed in the parking facilities, lobby, building entrances, amenity spaces, restrooms, stairwells, and delivery areas.
- We are happy to assist you with the purchase of signage for your suite. Please contact your property manager for details.
- New guidelines, recommendations, and policies have been clearly posted in the main lobby, parking areas, amenity areas, and other appropriate areas of the building.

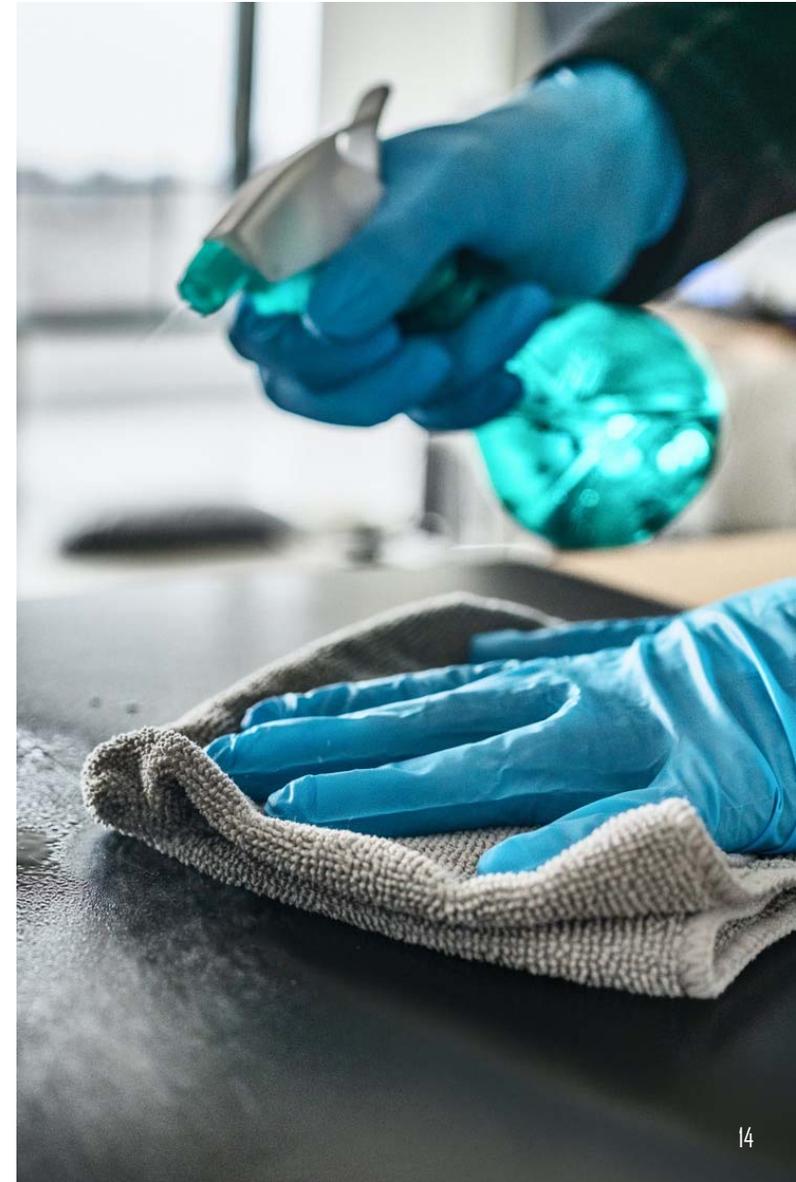




CLEANING

CLEANING

- 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.
- The cleaning contractor has followed 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 cleaned with disinfectant.
- 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.



CLEANING

- We have been assured by the cleaning provider 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, a deep cleaning with disinfectants of the affected area is performed.
- During the stay-at-home period, the staffing levels of the night cleaning crew have been adjusted to allow for cleaning and maintaining the proper level of fiscal responsibility. We have been closely monitoring 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 disinfectants of the building. These adjustments include allocating more time toward disinfection procedures and less time for certain cleaning tasks, such as dusting the mini-blinds.





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 six foot spacing between occupants.
- Based on the size of the elevators, the number of riders in each elevator cab will be restricted to two (2) occupants per elevator trip.
- Queuing marks have been placed in the elevator lobby to reinforce social distancing.
- To ease elevator traffic and wait times, stairwells will be available for Client use. “Up” and “down” stairwells have been designated and appropriate signage has been installed. Please note that for security reasons, the stairwell doors will remain locked on the stair side on all floors above the main level of the building. For stairwell doors without card readers, stairwell keys may be requested by entering a work order in Building Engines.
- Routine elevator maintenance has been performed per normal schedules.

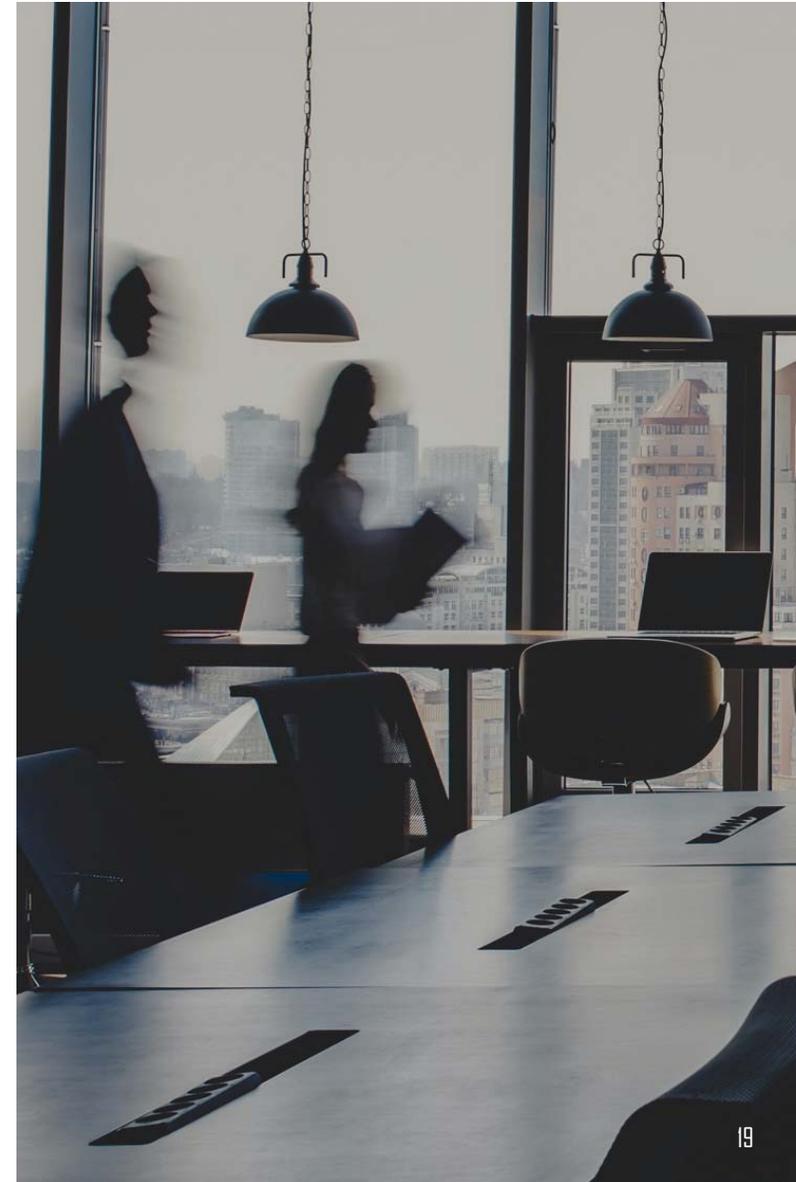




COMMON AREAS

COMMON AREAS

- We will make every effort to provide hand sanitizer in elevator lobbies, parking entrances, and the main lobby.
- Trash receptacles have been placed in common areas for the disposal of masks, tissues, and gloves. The receptacles will be emptied daily and more often if necessary.
- Water fountains have been disabled to prevent the spread of the virus.





WATER

- Water systems, including toilets, faucets, and floor drains have been routinely maintained to avoid accumulation of biofilm and other bacteria.



CONFERENCE CENTER

- The conference center is re-opened.



BIKE RACK

- The bike rack has remained opened.
- We will monitor the need for additional bike racks.
- Social distancing signage has been installed.



ROOF DECK

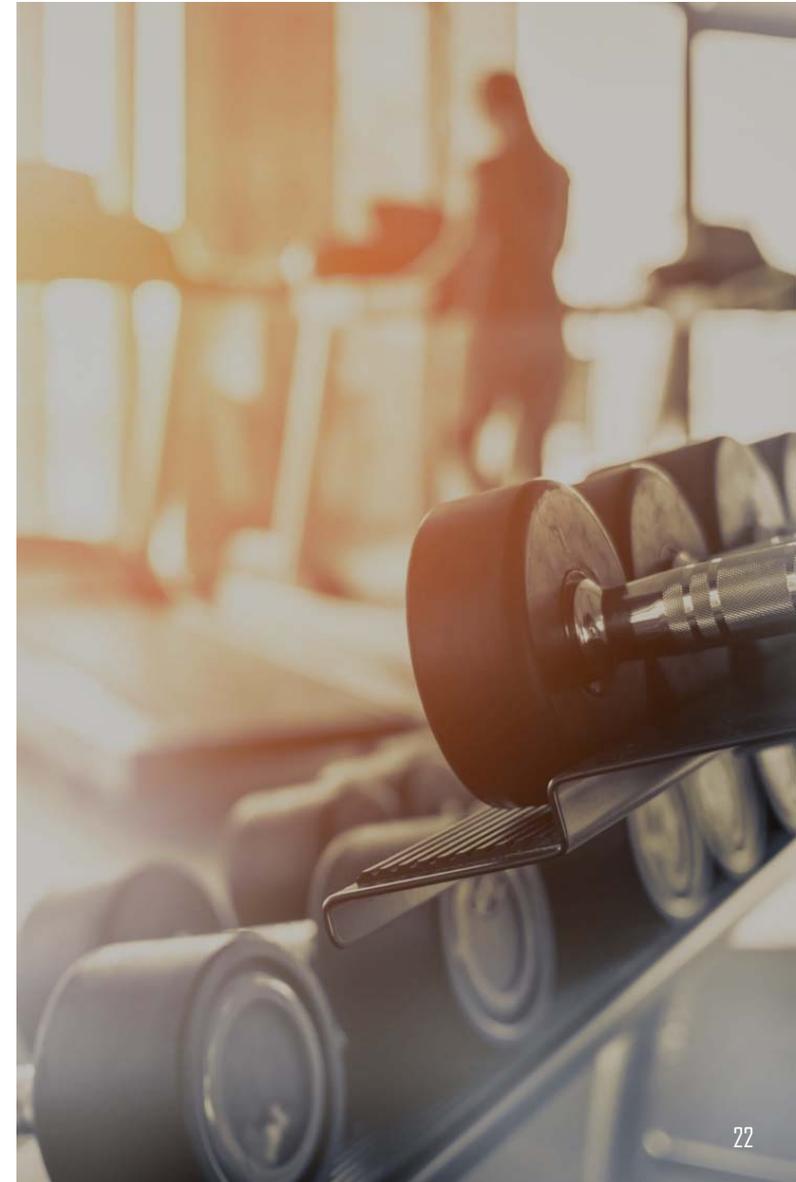
- The roof deck is re-opened.



FITNESS CENTER

FITNESS CENTER

- The fitness center is reopened
- The maximum occupancy for the fitness center is 8 individuals at a time.
- Every other piece of cardio equipment will be disabled and unavailable to ensure social distancing.
- Please note the free weight and stretching areas will accommodate no more than 2 users at any time.
- All users are to wipe down equipment with disinfectant wipes after each use. Disinfectant wipes will be provided in the fitness center.
- The showers and locker rooms will remain open. Towel service has resumed.
- Please note 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 already in the space.
- Face coverings are required at all times in the fitness center per Montgomery County's guidance
- Every effort will be made to have the showers, sinks, and locker touch pads disinfected throughout the day.
- A fitness waiver is required to utilize the fitness center. Please reach out to the Akridge team if you need a copy of the waiver to fill out. Once completed, your fob will be updated to grant fitness center access.





Indoor Air Quality & HVAC

HVAC

- As always, compliance with ASHRAE standards have been closely followed.
- As always, the fresh-air intake for the building complies with or exceeds ASHRAE standards at all times.
- 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.

Indoor Air Quality

- 7550 Wisconsin recently earned the UL Verified Healthy Building for Indoor Air Mark.
- UL's program is designed to demonstrate that buildings have excellent indoor air quality (IAQ) performance.
- To achieve the UL Healthy Building for Indoor Air Verification Mark, 7550 Wisconsin participated in an extensive audit and underwent a site visit that included visual inspections and performance testing.

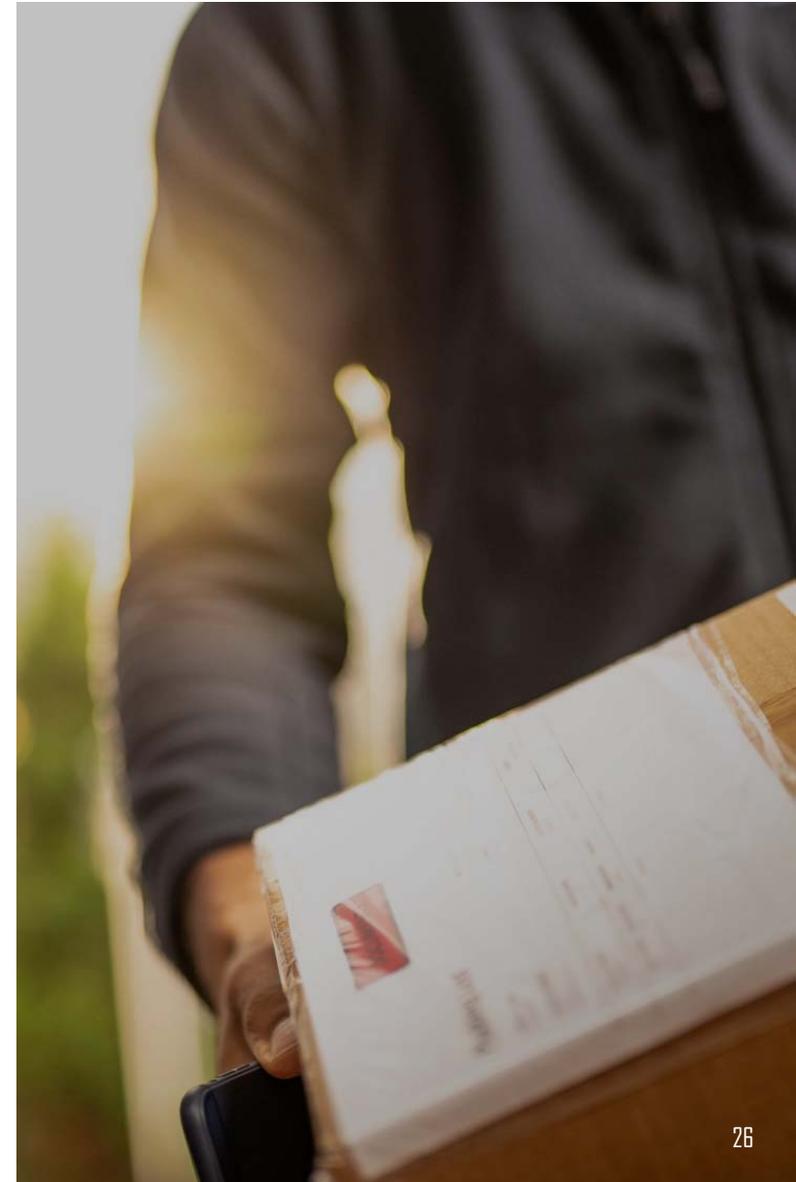




DELIVERIES

DELIVERIES

- Please limit deliveries to essential only.
- Deliveries may not be accepted at the lobby desk.
- All deliveries during manned lobby desk hours (8:00 AM – 5:00 PM) will be intercepted by lobby personnel. The lobby attendant will call your office when a delivery has arrived and ask you to accept the delivery from the delivery person. If someone from your office is not available to accept the package, the delivery will be rejected.
- Delivery persons will be required to wear a facemask and gloves.
- Mail will continue to be delivered to the mail room. We will respectfully request that the mail carrier wear face protection.
- FEDEX and UPS pickups will continue as usual from the drop boxes located in the mail room. FEDEX and UPS workers will be required to wear face protection.
- All food or catering deliveries must be delivered curbside.





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 where in 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.





PARKING

PARKING

- The garage has remained open
- The garage will continue to be available for self-park, monthly permit parking only as provided by the leases.
- Social distancing signage has been installed in the garage waiting area.
- The elevator to the garage will operate as normal and will be cleaned with disinfectants on an enhanced schedule.





COMMUNICATION

COMMUNICATION

- We will continue to communicate with you frequently. We expect circumstances to change frequently. We will do our best to keep you updated.
- Updates with changes to our protocols will be posted on the building website. Here is the link: [7550wisconsin.com](https://www.7550wisconsin.com)
- 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. This system is used only to transmit relevant or emergency information in a timely manner. Please visit the Client Portal at [7550wisconsin.com](https://www.7550wisconsin.com) and go to My Account to sign up.
- 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 Return With Confidence.
- 2 Share this information with your staff so that they will know what to expect if they return to work.
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.
- 3



CLIENT RECOMMENDATIONS

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STAFFING AND VENDOR MANAGEMENT

- 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.
- Strictly enforce health policies with all employees and vendors.
- Limit contractor work to essential only.

ARCHITECTURAL

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

CLEANING

- Provide guidance to staff to clean their work areas with disinfectants including office doors and light switches.
- The building cleaners clean the common areas with disinfectant but do not clean the area with disinfectants inside Client suites except 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.

ADMINISTRATIVE

- 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.
- 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.
- Consider hiring a certified industrial hygienist to perform a health sampling of your space.

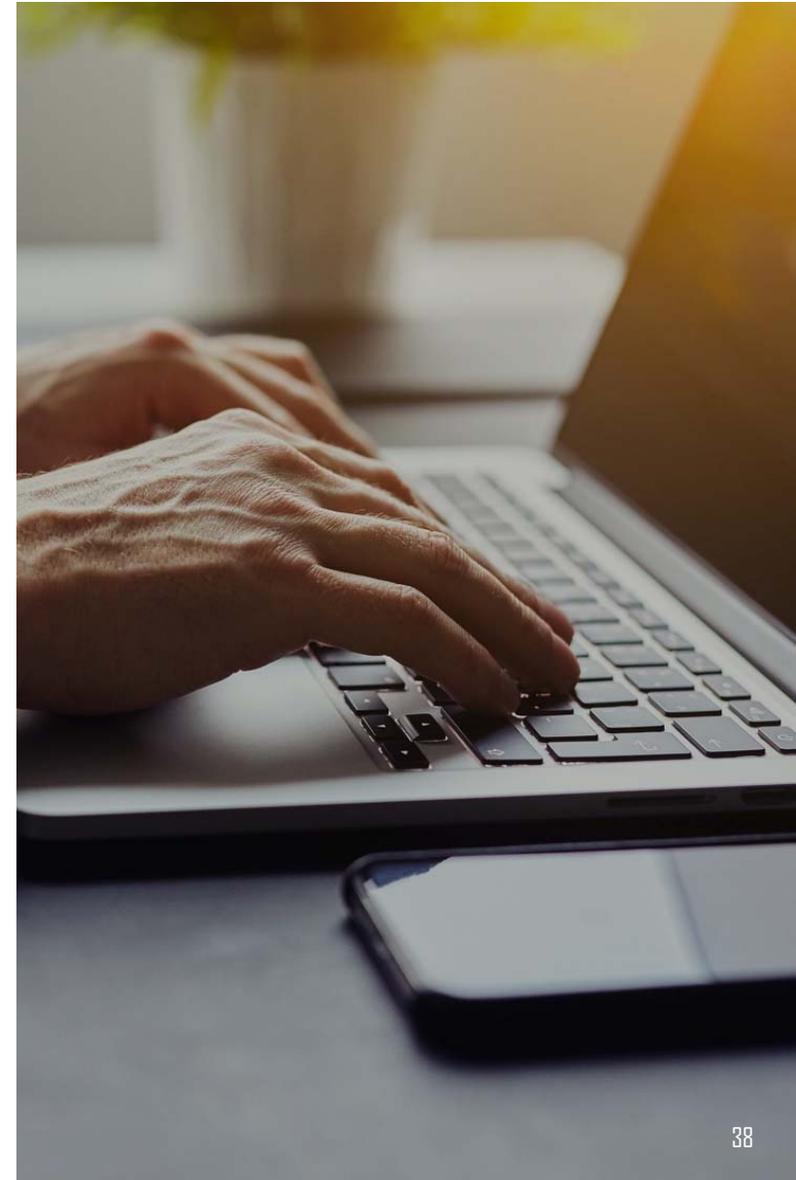




RESOURCES

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- As you prepare your RETURN WITH CONFIDENCE, 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
- The cleaning company can provide dedicated day-time cleaning staff and/or above-standard, recurring cleaning with disinfectant by the cleaning staff within your space.
Roberto Rodriguez
Area Director - Pioneer
rrodriguez@pioneer-services.com
(240) 793-2743
- 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: 7550 Wisconsin Avenue

CONTACTS: Alex Kirby, Property Manager

akirby@akridge.com

mobile 717.343.6048

Conor Jeffers, Senior Property Manager

cjeffers@akridge.com

mobile 202.481.1516

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