

AKRIDGE
Invested.

Return with
Confidence

March 01, 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 1200 New York 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. 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 **All shared facilities, including conference centers and fitness centers, roof decks, and other gathering places are closed** to help reduce spread of the disease and to allow the building team to focus on maintaining high-traffic areas of the building. We will reopen once it is safe to do so.

4 **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.

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. The latest filter change is scheduled the first week in March 2021.

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
1200 New York Avenue

The following information outlines the re-entry guide for **2021**.



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, 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

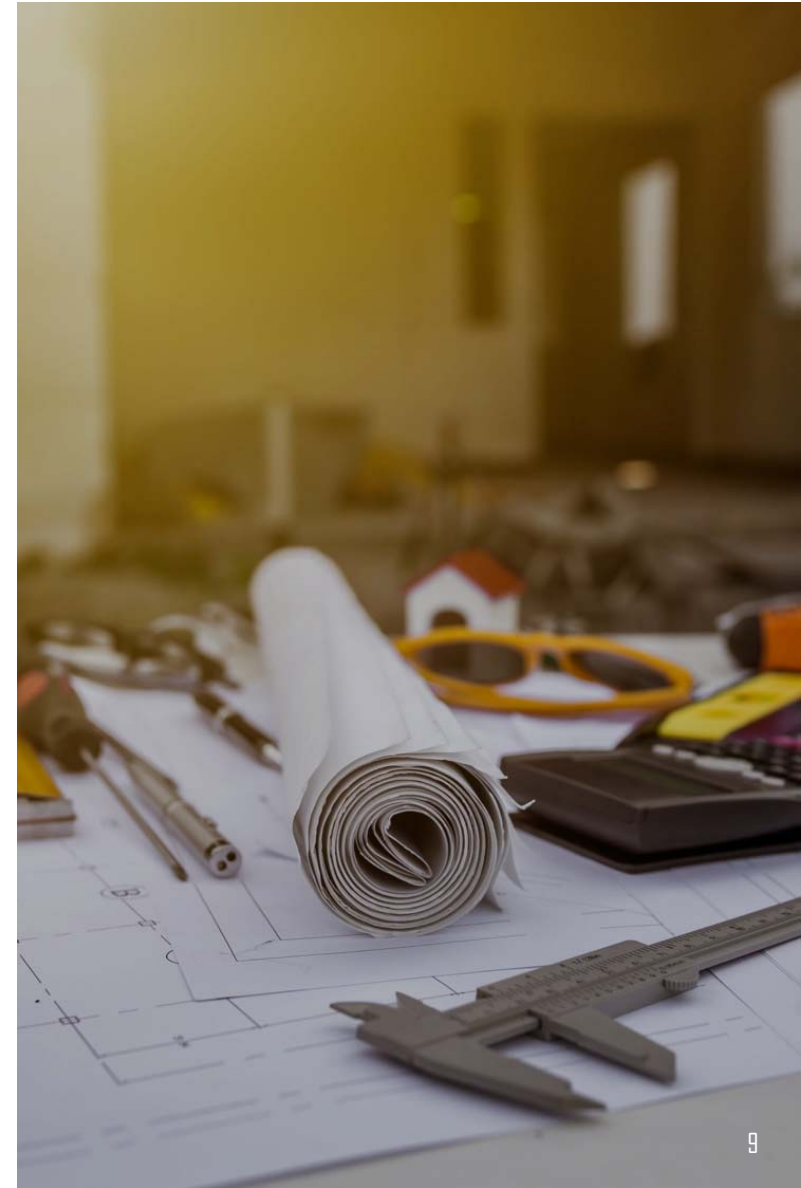
BUILDING PERSONNEL & CONTRACTORS

- 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 (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

- Additional day time cleaning personnel were added to the day 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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- Access points to the building have been limited. Only the main entrance and parking elevator lobbies to the building are accessible with your key fob.
- All persons entering the building are required to wear face protection. Furthermore, the CDC recommends wearing two masks as a better way to prevent the spread of COVID-19.
- To reduce the areas requiring frequent cleaning, the rear entrance is closed for normal entry/egress. Emergency egress is not affected.
- To reduce the areas requiring frequent cleaning, the entrance is closed for normal entry/egress. Emergency egress will not be affected.
- “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.
- 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.
- Clients will be required to meet and escort visitors or report them in advance to the lobby desk.
- Use of the visitor management system is strongly recommended. For information regarding the use of this system, please contact your Kastle Systems representative or your property manager.
- Although the building is open and operational for Clients, the building’s electronic access system will remain in secured mode 24 hours a day. You must use your fob to gain access to the building. 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 lobby, building entrances, and restrooms.
- 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 and other appropriate areas of the building.





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.
- 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 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 spacing between occupants.
- Based on the size of the elevators, the number of riders in each elevator cab will be restricted to three occupants per elevator trip.
- Queuing marks have been placed in the elevator lobby to reinforce social distancing.
- Tissues have been provided in the elevator lobbies to assist with safe floor selection inside the elevator cabs. Trash receptacles have been strategically placed for safe disposal of tissues.
- Elevators are cleaned with hospital-grade disinfectant throughout the day as well as in the evening.
- Routine elevator maintenance has been performed per normal schedules.





COMMON AREAS

COMMON AREAS

■ The following areas of the building are temporarily closed:

- Fitness Center
- Roof Deck

■ The lobby furniture has been temporarily removed to accommodate for appropriate social distancing.

■ We have made every effort to provide hand sanitizer in elevator lobbies, parking elevator vestibules, and the main lobby entrance.

■ Water fountains have been disabled to prevent the spread of the virus.

■ Restrooms use has been limited to three occupants in both the women's and men's rooms.

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WATER

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



BIKE ROOM

- The bike room will remain open to all building bike riders.
- Social distancing signage and hand sanitizer has been installed.



CONFERENCE CENTER

- The conference center will remain closed until further notice.





FITNESS CENTER

FITNESS CENTER

- The fitness center will remain closed for exercise until further notice.
- Please note that the locker room and showers are also closed.
- The water coolers are not available.
- Clients may be asked to sign a new waiver before being provided access to the fitness center or showers.





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

- 1200 New York Avenue 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, Carroll Square participated in an extensive audit and underwent a site visit that included visual inspections and performance testing.

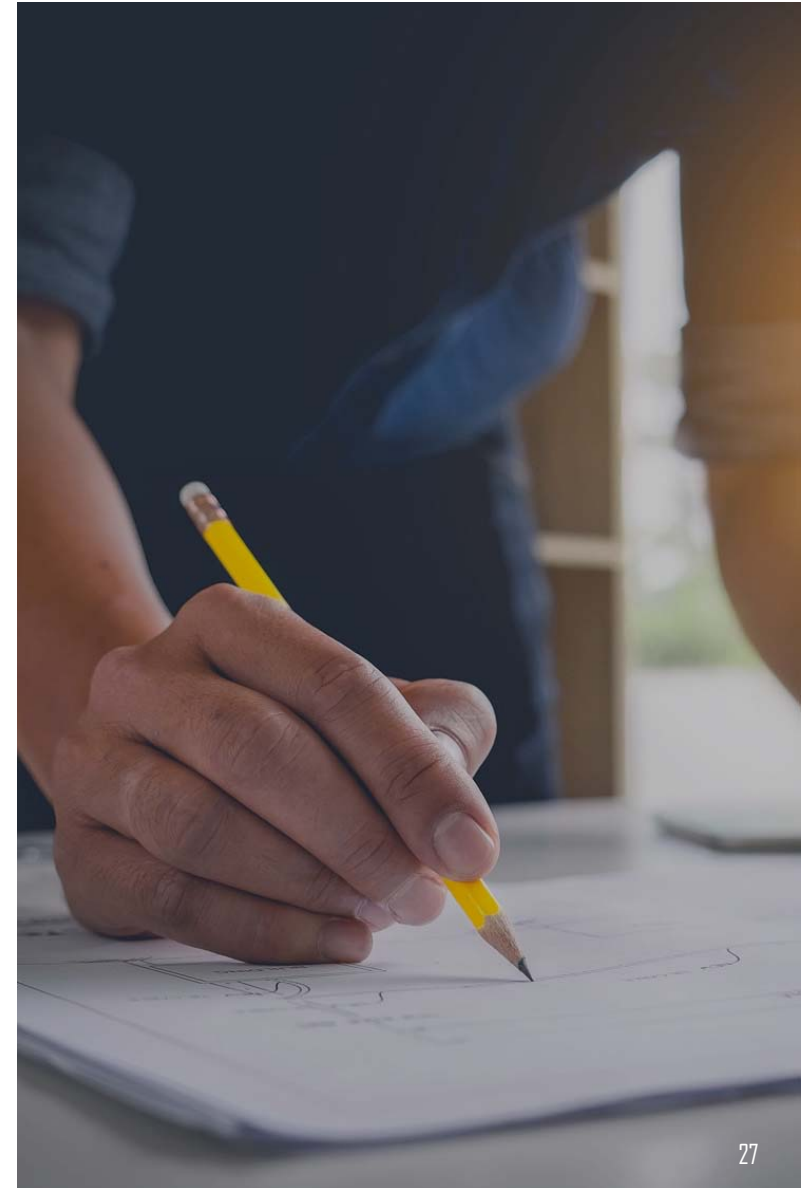




CONSTRUCTION

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- 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.
- The contractor performing the work has been required to provide their COVID-19 compliance procedures.

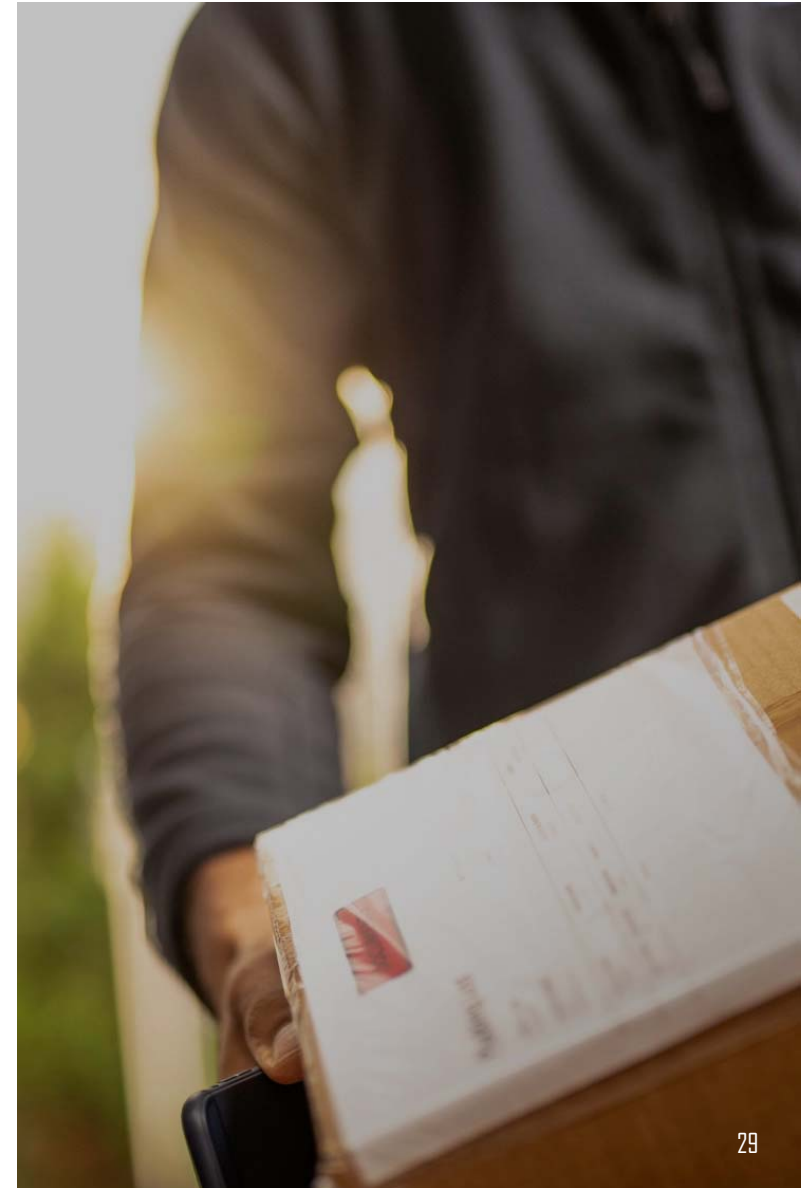




DELIVERIES

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- We require all deliveries to be essential.
- All deliveries are received by lobby personnel. They will advise you when a delivery has arrived. Someone from your staff will have to come to the lobby to retrieve the package. Our lobby attendant will not be signing for any packages.
- All delivery personnel must wear face protection and will be denied access to the building for failing to comply with this requirement. Masks may/will be made available at the lobby desk.
- Mail delivery continues to be made to the mail room in the lobby of the building. We require that the mail carrier wear face protection while in the building. Masks are available at the lobby desk. The mail boxes are disinfected by the building staff after the mail delivery.
- UPS pickups continues as usual from the drop box located in the mail room.
- FEDEX and UPS workers are required to wear face protection while in the building.
- All large deliveries continue using the loading dock and are directed to the lobby for check in. You will be informed by the lobby attendant if you receive a delivery.
- All food or catering deliveries must be delivered curbside. Please restrict all deliveries to essential items.





VENDOR MANAGEMENT

VENDOR MANAGEMENT

- Please restrict all outside vendors to essential requirements only.
- All outside vendors are required to wear face protection and adhere to social distancing protocols.
- Please advise us in advance if you are expecting an outside vendor.
- Clients are required to meet their vendors in the lobby and escort them to their suite.
- All building vendors must comply with social distancing protocol and wear face protection at all times.
- When possible, all vendors will perform work outside normal business hours.
- You will be advised when building 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 health self-certification compliance prior to work being scheduled or completed.





PARKING

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- The garage has remained open during the stay-at-home order to support access for essential workers.
- All garage personnel are required to wear face protection and gloves at all times.
- Normal garage hours of operation continue.
- The shuttle elevator to the garage is closed until further notice.
- Monthly contract holders will be permitted access.





COMMUNICATION

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- 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: www.1200newyorkavenue.com
- 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 www.1200newyorkavenue.com 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 our Phase One plan.
- 2 Share this information with your staff so that they will know what to expect if 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.
- Reinforce work policies so that only essential workers return 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.

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.

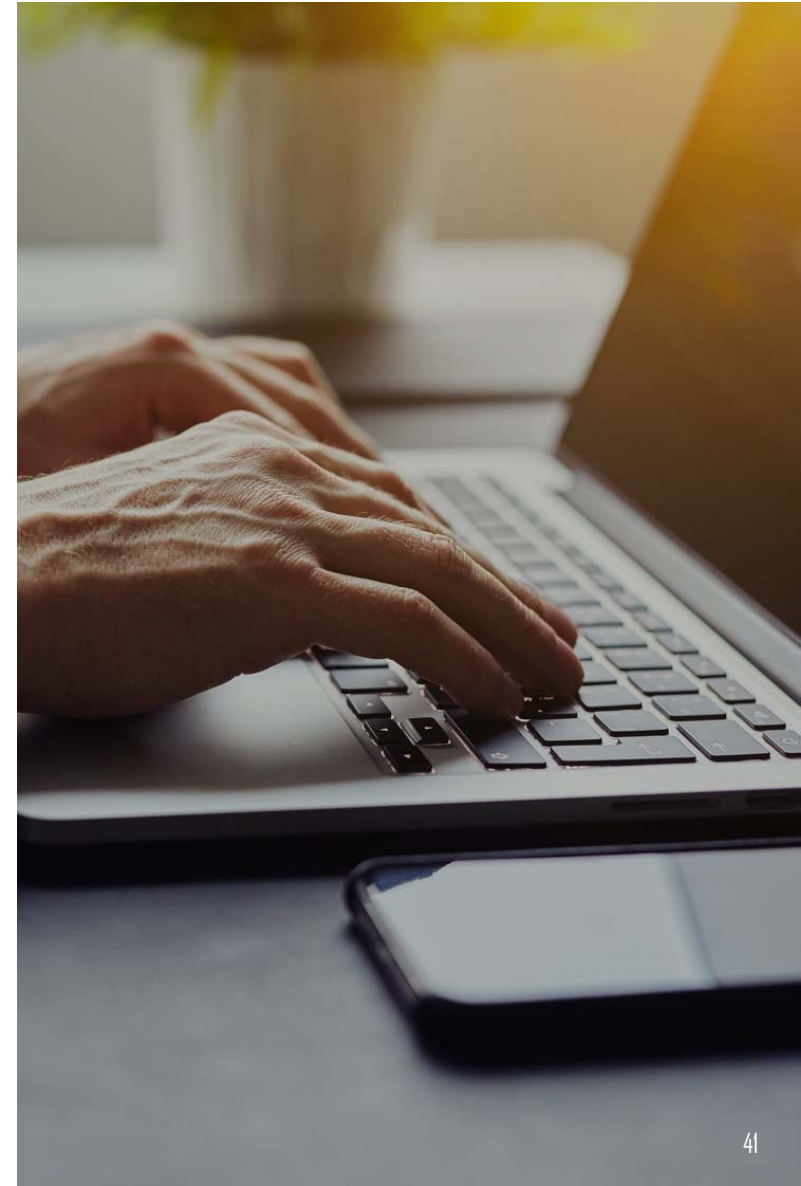




RESOURCES

RESOURCES

- As you prepare to 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:
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.
Mark Schnurr
Bravo Facility Services
mschnurr@bravofacilityservices.com
- 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: 1200 New York Avenue

CONTACT: Mary Lynch

PHONE: 202.624.8658/202.345.7997

EMAIL: mlynch@akridge.com

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

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Invested.

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