COVID19
Return to Office

2000 Pennsylvania Ave NW
Washington, DC
Introduction

- The purpose of this document is to present an outline and guide on reopening 2000 Penn following the COVID-19 Stay at Home Orders.

- We will primarily focus on 3 areas:
  - Building Preparation
  - Building Social Distancing Plan
  - Tenant Return to Office Plan

- The users of this document should use it as a guide not to supersede any local, state or national direction. The guide will be revised and updated as CDC, WHO, and government updates, regulations, and guidance are released to the public.

- A more detailed pdf version of this guide will also be released.

- Please submit your questions to 2000Penn@mrprealty.com
Building Preparation
3rd Party Pandemic Review

- MRP has engaged UL Verification Services Inc. to complete a full building review and provide recommendations.
  - Engineering Pandemic Response Plan Audit
  - Environmental Cleaning Audit
  - Indoor Environmental Quality Audit and Water Testing
Building Preparation
Janitorial

- The janitorial team will be provided individual spray bottles with proper disinfectant
  - Focus will be to disinfect all common area high touch points up to 4x per day
  - Elevator buttons, common area door handles, restrooms, stairwells
  - Provide electrostatic or fogging cleaning if required, upon notification of a positive COVID-19 case within the building.
- Frequency will be adjusted depending on occupancy and density factor within building
- If additional cleaning inside tenant space is required, please reach out to Property Management for additional quotes.
During the Stay at Home Period building engineering staff has been cleaning and disinfecting all mechanical rooms.

We have upgraded and installed MERV 13 filters to the maximum rating for each AHU. This maximizes the level of filtration without disrupting HVAC service. Filters will be more frequently changed going forward, every other month rather than quarterly.

Maximized outside air intake for best possible fresh air circulation.

Continuing to research and apply effective means of disinfecting HVAC equipment.
Building Preparation
MRP Personnel Procedures

**Internal Control / Guidance**
- Self-Reporting Questionnaire
- **Self-Screening** per **CDC Guidelines**
- Meetings and Gathering Policy
- Personal Protective Equipment Guidelines
- COVID-19 Exposure and Positive Testing

**Safety Protocol**
- Staggered Shifts if Applicable
- Social Distancing
- Routine Cleaning
- COVID-19 Self-Certification to Return to Work
Building Preparation
COVID-19 Positive Case Response Plan

- Tenant contact, vendor, or guest reports positive case to property management
  - When was person on-site last
  - Where did the individual go within building
- Electrostatic or fogging cleaning will occur in impacted building common areas
- Electrostatic or fogging cleaning will occur in tenant suite if cost is approved
- Building will be alerted of the positive case
- Individuals impacted will follow CDC quarantine procedures prior to office reentry
Social Distancing Plan
Common Area

- In accordance with CDC recommendations, we are encouraging social distancing of six feet throughout the building.
- There will be directional and informative signage on preferred paths of travel and wait areas.
- Masks and gloves have been provided to all building personnel and staff has been directed to wear masks in common areas throughout building.
- We ask that all tenants, guests, and vendors wear masks when they are in building common areas.
Social Distancing Plan
Building Amenities

The building fitness center is closed until government mandates are updated to allow reopening. An appropriate plan will be sent to tenants prior to reopening.
Social Distancing Plan
Building Common Area

Building Lobby
- Building signage, directional mats, and floor graphics will be in place to direct the flow of traffic

Building Security
- There will be a plexiglass barrier between security and guests - guest check in procedures will change

Elevators
- There will be an elevator waiting area in the lobby, the line will have floor graphics to encourage social distancing
- We ask that the number of people in the elevator be limited to a maximum of two at one time
- Hand sanitizer and disinfectant towels will be available
- Subject to supply of hand sanitizer
Social Distancing Plan
Building Common Area

Restrooms
• Please be mindful when entering the restroom and wait outside if the restroom is full

Elevator Corridors
• Multi-tenant floors will have floor graphics to encourage social distancing

Parking Garage
• Attendants will respect social distancing
• Attendant will disinfect touch points on cars and keys with sanitation wipes if they must valet a vehicle
Floor decals for keeping 6ft apart

Yellow tape on floor

Only 2 passengers in elevator at a time
Social Distancing Plan
Reduced Touchpoint Plan and Hand Sanitizer

- The building has been evaluating where we can reduce touchpoints in restrooms
  - Both the fitness center, and amenity bathrooms already have auto fixtures
  - The bathrooms servicing the new food hall and building lobby are having auto fixtures installed
- The building is working to gather hand sanitizing stations and will supply sanitizer throughout common areas
  - Subject to availability
Social Distancing Plan
Contractor, Vendor, and Guest Policy

- Contractors and Vendors will be required to
  - Work in groups of 10 or less
  - Wear masks and work gloves
  - Phase work to practice social distancing six feet apart when possible
  - Clean and disinfect tools and equipment
  - Empty trash daily

- Tenant Guests
  - In accordance with CDC guidance, we ask that guests wear masks
  - Respect social distancing when checking in with security and navigating the building
Tenant Return to Office Plan

Considerations

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace
- If appropriate develop a staggered schedule so the office is not at capacity upon reopening
- Acquire PPE and sanitation materials for staff
- Create a personal protection policy and ask that staff wear masks if they are away from their desk
- Consider the current layout of your office space and what materials you may need to ensure 6 feet of distancing between employees
- Consider the traffic flow and enforcing one-way paths of travel
- Remind staff to be aware of their surroundings and to keep a safe distance from others
Tenant Return to Office Plan

Considerations

- Place signage throughout the office with CDC guidelines
- Reduce excess chairs in conference room and gathering areas
- Limit technology and office supply sharing, individuals should have their own materials
- Consider new technology to limit touch points throughout the office
- Enforce disposable kitchenware to limit germ exposure
- Limit overlapping time in kitchen and common areas by scheduling individual timeslots for usage
- Implement cleaning protocols for staff to clean their own workstations
- Consider additional janitorial services if appropriate
- Reach out to Property Management for assistance or resources
- Share your plan with Property Management once complete
Top 10 Tips to Protect Employees’ Health

**Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.

**Develop other flexible policies for scheduling and telework (if feasible) and create leave policies** to allow employees to stay home to care for sick family members or care for children if schools and childcare close.

**Promote etiquette for coughing and sneezing and handwashing.** Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.

**Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.

**Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees, like fact sheets and posters.

**Have conversations with employees about their concerns.** Some employees may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.

**Talk with companies that provide your business with contract or temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive “emergency sick leave” policies.

**Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department.** Actively encourage flexible work arrangements such as teleworking or staggered shifts.

**Consider the need for travel and explore alternatives.** Check CDC’s Travelers’ Health for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.

**If an employee becomes sick while at work,** they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas the sick employee visited.
# MRP’S RETURN TO OFFICE CATALOGUE

If you would like any of these items please reach out to Lstevenson@mrprealty.com

## Personal Protective Equipment
- Hand Sanitizer
- Sani Wipes
- Plastic Face Shield
- Infrared Thermometers
- Forehead Thermometers
- Digital Thermometers

## Office Equipment
- Reusable Bags
- Mugs for your desk
- 4-6ft Radius Mats - Vinyl Decal
- 4-6ft Radius Mats - Removable
- 6ft Floor Decal
- Desktop Paper
- Paper Desk Mats
- Reusable Desk Mats
- Footprints to indicate one-way traffic
- Plastic Desk Dividers
- Countertop Safety Desk Barriers

## Lifestyle
- Lunch Kits (no-contact delivery)
- Dinner Kits (no-contact Delivery)
- Virtual Wellness Classes
- Virtual Employee Engagement
- Programming
- Gift Cards to Local Businesses

## UV Items
- Germicidal Light Fixtures
- UV Sanitizer
- Phone - Soap Phone Sanitizer
- Foldable UV Sanitizer
Questions?
We are here to help! Please reach out for any assistance, resources, or materials that you may need during this time.

Thank you