


# SPACE 530

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## Return To Work Guidelines and Protocols

AUGUST 2020





We're taking additional precautions to protect you, your employees, and your business through implementations focused on creating a healthy and safe workplace.

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1. Building Entry
2. Cleaning and Sanitation
3. Common Space Areas
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6. Building Personnel



**1.**

# **BUILDING ENTRY**

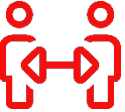
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# GROUND FLOOR ENTRY & EXIT



## Hands-free Entrance

From the main entrance to your suite, no pushing buttons or touching doors until you arrive at your space



## Social Distancing

New signage and stanchions to help direct traffic flow entering and exiting the building



## Occupancy Limits

Newly renovated destination dispatch and elevator occupancy limits



**EXIT  
ONLY**



**2.**

**CLEANING  
AND  
SANITATION**

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# CLEANING PROTOCOLS

We will continue to follow CDC guidelines for the level of cleaning to ensure adequate cleaning supplies and products remain stocked for continuous cleaning and disinfection.



## Clean & Disinfect

Increased frequency of cleaning and disinfection in high density and high-touch areas.



## Clear Guard

Clear guard at the front desk to add a protective barrier to safely collect mail.



Touchless hand sanitizing stations and wipe dispensers have been installed throughout the space.



## High Density/Touch Areas

kitchens, conference rooms, entrances, restrooms, surfaces and fixtures (doorknobs, switch plates, handrails, trash containers)



# CLEANING PROTOCOLS



## Daytime Cleaner

Designated daytime cleaner to perform disinfecting and cleaning measures throughout the space. Increased nightly cleaning.



## Following Guidelines

We will continue to follow EPA, CDC, and other government-approved guidelines, recommendations and directions for cleaning products, procedures, and protocols.



# RESTROOM SAFETY



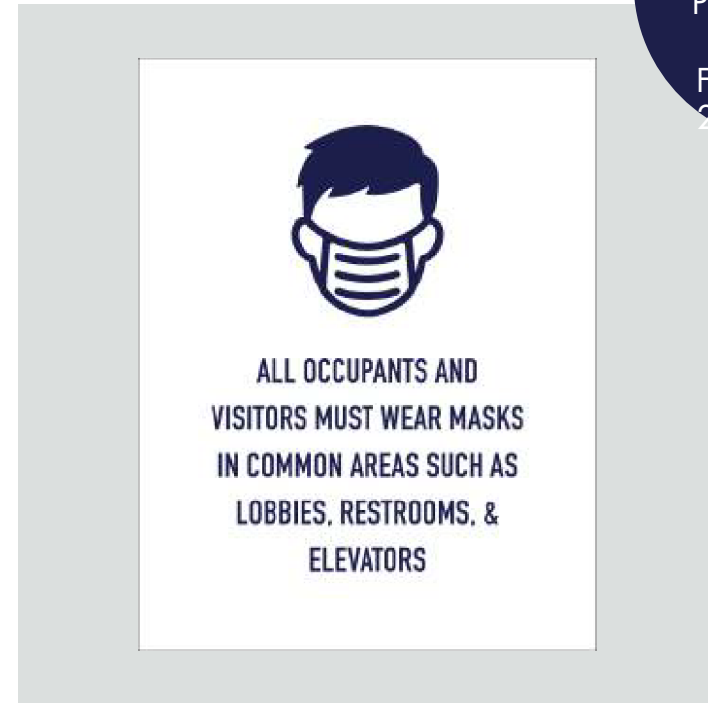
## Close Attention to High-Touch Areas

Restrooms will be cleaned and sanitized multiple times a day, paying close attention to high-touch areas.



## Proper Hygiene Signage

All restrooms will have signage to remind tenants to practice proper hygiene. This includes ensuring that all occupants wash hands for a minimum of 20 seconds with soap and water.



| Masks are required in all restrooms and social distancing encouraged



**3.**

## **COMMON SPACE AREAS**

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# M1/M2 FLOOR PLAN

## Directional Arrows



Waiting



Wipes



Units

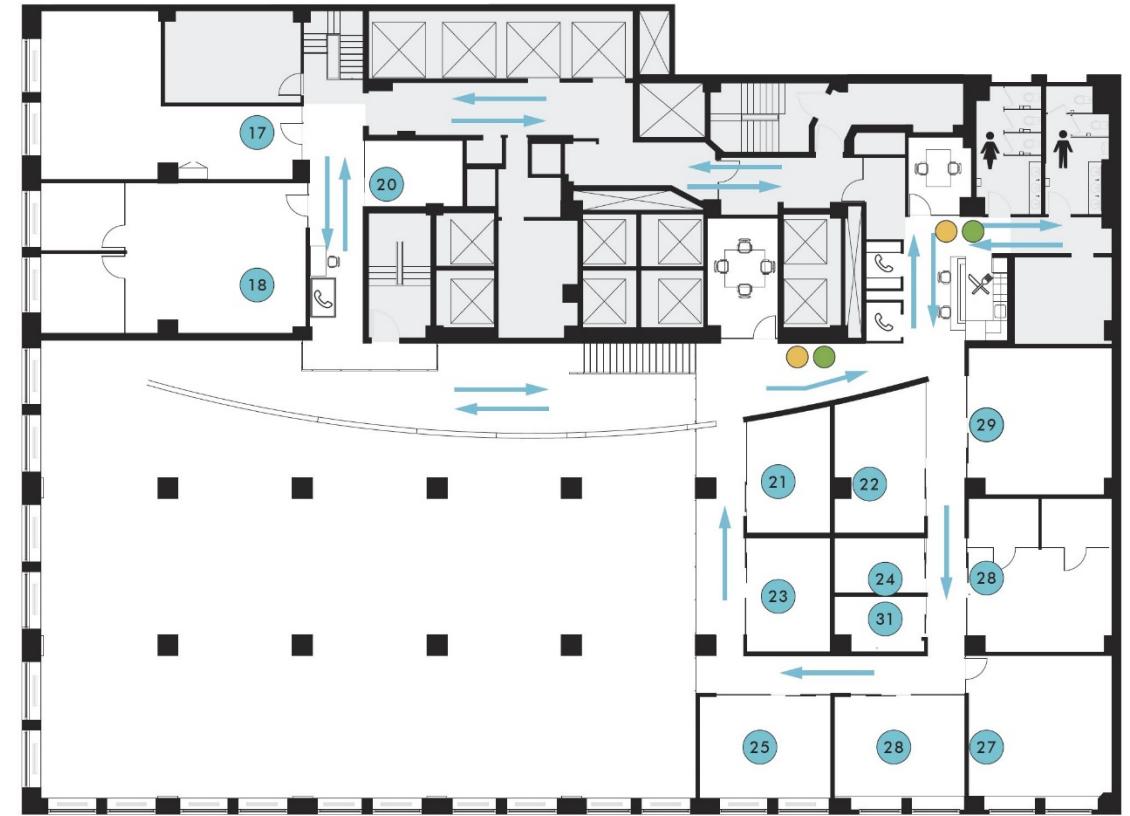


Sanitizer

LOWER LEVEL UNIT NUMBERS 1-16



UPPER LEVEL UNIT NUMBERS 17-31



Please follow distancing reminder floor stickers with 'one way' circulation paths to avoid bottlenecks in hallways.



**50% maximum capacity**

and restricted group gatherings in  
the common space.

Adjustments in the kitchen for reduced drawer contact and touchless soap dispensers.



## REDUCED CAPACITY

Reduced capacity modifications in the common and staggered furniture seating to allow for proper distancing.



### Prevent Overcrowding

Floor stickers indicating 6' distances will be placed throughout the space.



### Sanitation Stations

Where you see a hand sanitizing station, please take a moment to sanitize your hands.



**4.**

# **BUILDING SYSTEMS**

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## Air Quality Equipment

Premium AtmosAir bipolar ionization system installed with tube distribution of ions laboratory tested to reduce coronavirus particles by 99.92% from the air in 30 minutes of operation. Healthway state of the art standalone Disinfecting Filtration System installed in the lobby for air recirculation that is equivalent to HEPA filtration.



## High-efficiency Filtration

Air conditioning systems equipped with high-efficiency filtration (MERV 13 rated) to remove particulates from the airstream.



## Continuous Air Changes

Air conditioning systems designed with outside air mixing with the return air to provide proper ventilation.



## Preventive Maintenance

Recent HVAC preventive maintenance servicing to AC unit to help increase HVAC infrastructure performance.



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**5.**

**SOCIAL  
DISTANCING  
AND PPE**

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# GUIDELINES

Following CDC/DOH guidelines and state/local guidelines regarding social distancing, occupancy limits, meetings, and gatherings.



## Requirements

All tenants, employees, and visitors required to wear face masks/coverings



## Delivery Hours

Staggered work hours and dedicated delivery hours



**6.**

## **BUILDING PERSONNEL**

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# STAFF AND MANAGEMENT



## Personal Protective Equipment (PPE)

All building staff outfitted with Personal Protective Equipment (PPE), including government-recommended face masks and gloves, and face shield when recommended.



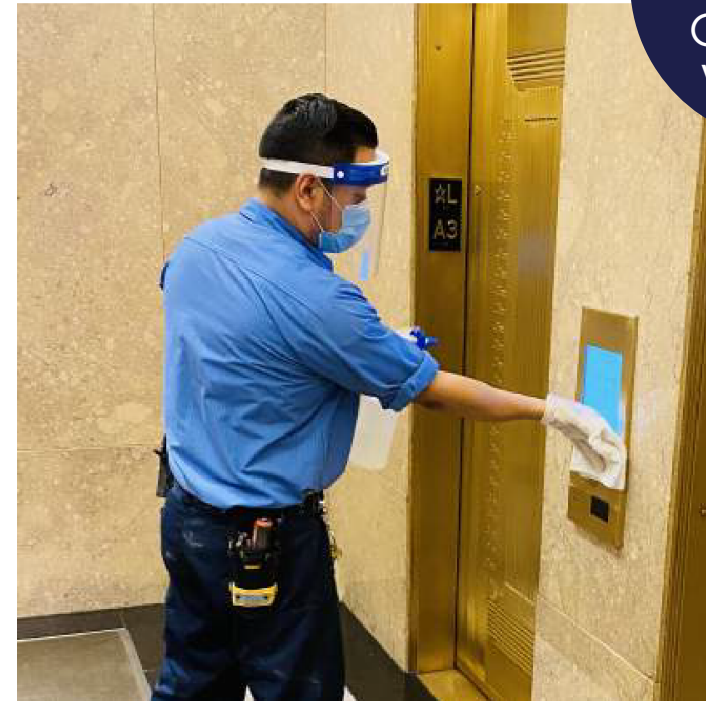
## Increased Cleaning

Ongoing cleaning & disinfection specifically focused on the main lobby.



## Maintenance

Building management to perform certain maintenance and other services before or after regular business hours.



ALL BUILDING  
STAFF  
OUTFITTED  
WITH PPE

# PREVENTITIVE MEASURES AND RESPONSE PLAN

## PREVENT

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### Reduce Face-to-face

Reduce face-to-face interactions between building staff, tenants, and vendors.



### Traffic Direction

Lobby guard/concierge in the ground floor elevator lobbies to assist with traffic direction

## RESPONSE

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### Deep Cleaning & Disinfection

If a building employee, tenant, or visitor becomes ill or tests positive for COVID-19, we will schedule a deep cleaning and disinfection of any affected building common areas.



### CDC-based Criteria

If a staff 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.

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WE'RE READY WHEN YOU'RE READY

Learn more about our safety efforts visit [Space530.com](https://Space530.com) or contact us at [info@space530.com](mailto:info@space530.com)