

From: [Homeyer, Laura](#)
To: [Homeyer, Laura](#)
Subject: FW: Verde Real Estate - Covid-19 Building Procedures
Date: Wednesday, May 6, 2020 11:12:20 AM
Attachments: [Oakland County Health Department Order - Covid-19 Screenings.pdf](#)
[Staff Screening Checklist for Businesses.pdf](#)
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[image001.jpg](#)

Subject: Verde Real Estate - Covid-19 Building Procedures

Good morning!

I am reaching out to you today to provide each of you with updates regarding building procedures for when businesses are allowed to phase in normal operations over the next several weeks. Please read the below email closely, and share with your teams as you see fit. We will be posting these procedures in the entrance areas to the building.

1. Hand Sanitizer. Verde Real Estate is providing each of our tenants with a supply of hand sanitizer based on the number of employees in your suite. This is to help keep you, your teams, and guests safe during the reopening of your businesses to normal operations.

2. Cleaning Crew. The cleaning crew is using heavy duty disinfectant and bleach mixtures throughout the common areas of the building (door handles, the lobby, elevator, stairwells, bathrooms, etc.). The cleaning crew is also disinfecting commonly touched areas in your office spaces (kitchen counters, kitchen appliances, door handles, etc.). They are also completing normal cleaning functions as they did before.

The cleaning crew will not be cleaning individual desks/office furniture, technology, or surfaces with paperwork or supplies on them. These areas are the responsibility of each individual tenant. Please do not hesitate to reach out if you need suggestions on where to purchase supplies, we're happy to help.

3. Oakland County Health Department Order. The OCHD's order is still in effect for all Oakland County businesses. A copy of the order is below for your convenience. The order is currently posted on the main lobby entrance to the building, and each business is encouraged to post it in their office space as well. Please review the attached order and decide how your team will continue to implement the requirements in this order moving forward.

4. Face Masks. We will not be providing face masks to tenants in the building; these are the responsibility of each tenant/employer. We encourage tenants and guests to wear face masks when in the common areas of the building.

5. Fitness Center. The Fitness Center will remain closed to Verde Real Estate tenants until the Governor opens similar facilities across the state.

6. Updates. These procedures will be reviewed, updated, and published regularly as we receive more information from the State of Michigan, Oakland County, the CDC, and other objective sources of safety procedures regarding the Covid-19 pandemic.

7. Policy Implementation. We are happy to brainstorm and discuss ways for every tenant in the building to interpret and implement procedures to keep everyone one as safe and as healthy as possible. Please do not hesitate to reach out if you have any ideas, questions, or concerns to help improve these procedures.

8. Lobby Hours. The Lobby will continue to open at 8:30 a.m. and close at 5:30 p.m. weekdays, and remain locked on weekends, until after businesses resume fully normal operations. This is to ensure general members of the public cannot enter the building after normal business hours.

Truly,

Holly



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