

**From:** [Bartels, Alex](#)  
**Subject:** Attn: Tenants: Rotunda (Re)-Entry Updates  
**Date:** Monday, May 11, 2020 3:14:53 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image004.png](#)  
[image003.jpg](#)

# Rotunda

May 11<sup>th</sup>, 2020

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## **Rotunda – COVID-19 Response Update**

Dear Tenants:

We hope you are all doing well and staying safe. As the 'Stay at Home Order' has lifted on May 8th, we wanted to share with you the steps we are taking to provide a safe working environment at Rotunda. Please be aware that these will certainly change over time. We will try to proactively advise of changes but may need to make quick decisions based on government recommendations or activity at the building.

### **Main Lobby:**

Signage will be placed in the atrium to welcome tenants/visitors back to the building. Second set of doors will be propped open to avoid the additional touch point. We have ordered Nano Septic self-cleaning door handle covers. Will be installed upon arrival. A hand sanitizer is located in the main lobby near the elevators. Stanchions will be placed to form a social distancing queue to wait for elevators. Signage will be placed to remind tenants/visitors to observe social distancing and face masks are encouraged.

All soft seating has been removed.

**P2 & P2 Elevator Lobbies:**

Signage will be placed in the lobby to welcome tenants/visitors back to the building. Signage will also be placed on the entrance doors to remind tenants/visitors to observe social distancing and face masks are encouraged. Based on usage, we may implement a waiting queue to limit the amount of people in the lobbies awaiting an elevator.

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**Interior Lobbies 2-4:**

Signage will be placed in the lobby to welcome tenants/visitors back to the building and to remind tenants/visitors to observe social distancing and face masks are encouraged. Floor markers will be placed 6ft back from cab doors to remind occupants of social distancing guidelines. Based on usage, we may implement a waiting queue to limit the amount of people in the lobbies awaiting an elevator.

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**Elevators:**

The floor will be marked into 4 quadrants. Signage is posted inside the cabs and outside the cabs that 4-person limit is recommended for elevator occupancy and face masks are encouraged. We have ordered Nano Septic self-cleaning elevator button covers. Will be installed upon arrival.

**Side Entrance/Exit Doors:**

Signage will be placed on the doors to remind tenants/visitors to remind tenants/visitors to observe social distancing and face masks are encouraged. Hand sanitizer stations are available at the side doors. We have ordered Nano Septic self-cleaning door handle covers. Will be installed upon arrival.

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**Restrooms:**

Signage has been placed in the restrooms to remind tenants/visitors to observe social distancing and correct hand washing procedures. We have ordered Nano Septic self-cleaning push plate covers. Will install upon arrival. We have ordered toe kick plates to enable a hands-free option to open restroom main doors upon exit. Will install upon arrival.

**Patio:**

Patio furniture will be reconfigured to be compliant with recommended social distancing recommendations. Signage will be placed to remind visitors to observe social distancing.

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**Amenity Center:**

The vending/canteen area remaining open, placing stanchions to create pathway to remain inside. Signage will be placed to ask one-person entry at a time to purchase food. Waiting queue line will be created outside in the hallway. Hand sanitizer stand placed at the interior door. Soft seating and game pieces have been removed. The

exterior door has been converted to egress only. Signage will be placed to remind visitors to observe social distancing and face masks are encouraged.

**Conference Center:**

Currently closed for use until further notice.

**HVAC:**

We have increased the outside air intake to the building as the HVAC system allows. We have also increased the exhaust schedule of the building to exhaust the inside air out fully.

**Day Porter Cleaning:**

An additional day porter will be onsite Monday – Friday to complete disinfection of the common area high touchpoint areas for an 8-hour shift for the immediate future. Please note that while this is a valuable and important step, enhanced cleaning is no guarantee against the spread of the virus so all other hygiene and social distancing steps should be taken by you and your workforce at all times

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**Night Cleaning:**

Regular night cleaning scope will continue to be provided Sunday – Thursday. Additional cleaning scopes/costs for tenant specific areas are available upon request from the janitorial provider.

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**Mgmt. Office:**

We have installed desk shields in front of the admin desks as additional protection for the office staff. We will also be limiting a one-person limit on visitors inside the office at a time.

Please share this information with your employees and communicate with us your plans for re-entry. Together we can work together to make this proceed as smooth as possible for all parties. We look forward to seeing everyone soon and please feel free to contact our office should you have any questions.

Thank you,

JLL Property Management Team

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For questions or feedback, reach out to [alex.bartels@am.jll.com](mailto:alex.bartels@am.jll.com)

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