

**From:** [CAPTRUST Tower Property Management Team](#)  
**To:** [Captrust Tower Group](#)  
**Subject:** Post COVID-19: Bldg Re-population Plans  
**Date:** Wednesday, April 29, 2020 1:07:22 PM  
**Attachments:** [NC Phased Re-Opening.pdf](#)  
[2019-ncov-factsheet.pdf](#)  
[stop-the-spread-of-germs.pdf](#)  
[Kane Realty Property Management Post Covid-19 Workplace Safety CT.pdf](#)  
[CAPTRUST - Deep Cleaning & Sanitizing.pdf](#)

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Good Afternoon,

As we look towards a return to the workplace, our focus on health, safety, and security holds new meaning. Our property management team is focused on achieving facility readiness that aligns with the guidelines provided by both state and federal health agencies.

Given the recent developments in our state's plans for ending the current stay-at-home mandate, please find attached a document that outlines property management plans for **re-populating** the building in a safe manner given the concerns surrounding COVID-19. This document also includes tips for **tenant reentry planning**. It is imperative that you also have a re-entry plan and share that plan with our property management team. *Together, we will create a safe work space.*

As you are aware, the official stay-at-home mandate for North Carolina is scheduled to end May 8th. At this time, the **three phased reopening plan** set by Governor Cooper should commence. It is important to understand the three phases - what they mean and the tentative timing for each phase. NOTE: *Phase One still advises telecommuting for a two to three week period.* For more information on this, please see the attachment titled Phased Re-Opening or read more on this via the N&O newspaper here: [N&O Covid-19 reopening](#)

For more information on how our janitorial teams are embracing new measures to improve the sanitary conditions of our physical environments, please also find attached specifics from our third-party (nighttime) janitorial vendor. Daily cleaning scopes have been adjusted to include **heightened disinfectant practices** and information on added **deep cleaning** services has been added for your consideration.

Finally, please find attached some printable graphics from the CDC website. There will be signage in building common areas to remind and encourage social distancing and sanitary practices but we encourage you to add relevant signage in your office spaces. You can find the most up to date guidelines for best business practices here: [CDC\\_COVID-19\\_guidance\\_business-response](#)

Once you have reviewed the information found here, please reply to this email with any questions or concerns. We welcome open, proactive and practical dialogue. Of course, all plans here are certainly *subject to change* if there is a new guideline issued or if the current state or local government plans to reopen change.

Thank you and we look forward to seeing you all sometime soon!

Hoping you all stay safe and healthy until then,

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