



PROPERTY MANAGEMENT SERVICES

# Building Re-Occupancy Plan & Guidelines

Navigating  
workforce re-entry  
during COVID-19 recovery

APRIL 2020

LINCOLN  
PROPERTY  
COMPANY


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## Building Re-Occupancy Plan

At Lincoln Property Company, our tenants' health, safety and comfort is our priority. As such, we have established a National Re-Entry Task Force. This Team is following advice from Federal and State Government health authorities and industry experts to insure we provide a safe workplace for our Tenants during and beyond the COVID-19 Pandemic.

### A Whole Building Approach

To help prevent the spread of the disease, we are asking for the participation of all building stakeholders. Our success is dependent on all hands – employees, tenants and service providers alike – getting behind the spirit of this undertaking and making their mark. As tenants return to their workplaces we are committed to maintaining healthy work environments in the buildings we manage.



Taking Action  
for a Healthy  
Workplace.



## How We are Preparing for Workforce Re-entry

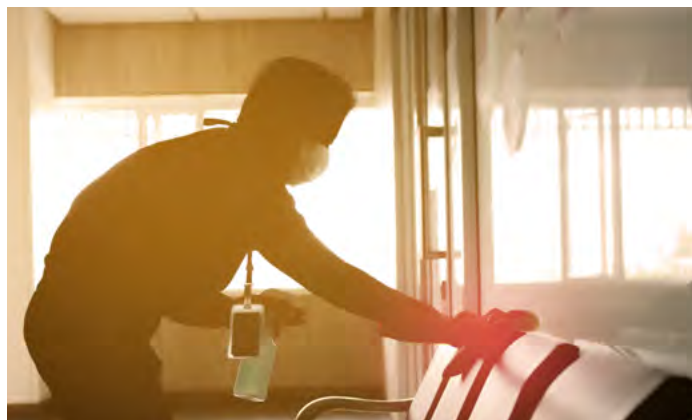
Although the approach for each property can vary, our general guidelines are as follows:

### OCCUPANT EDUCATION/SOCIAL DISTANCING:

- Informational flyers have been posted in common area restrooms regarding the effectiveness of handwashing in preventing the spread of disease.
- Social distancing has been encouraged among building staff and service providers.
- We are considering the installation of appropriate signage to remind tenants and visitors to maintain safe distances in high traffic or confined areas such as lobbies, fitness centers, amenity areas and elevator cabs.
- Where possible, building inspections and non-urgent repairs will occur at times when offices are least crowded. Please understand that response times for non-urgent requested may be longer as a result. Staff will wear personal protective equipment (PPE), as appropriate, when unable to maintain social distancing guidelines or when moving throughout the building.

### JANITORIAL EFFORTS:

- Janitorial scopes have been adjusted to focus on the cleaning and disinfection of high touch surfaces using products that meet the US EPA's



criteria for use against SARS-CoV-2, the virus that causes COVID-19.

- As soon as supplies are available, we will place additional alcohol-based (70%) hand sanitizer stations in common areas which contain high touch surfaces such as elevator buttons and door handles.

### REDUCING TOUCH POINTS:

- Where not already present, the installation of automated faucets, soap dispensers, and towel dispensers are being considered.
- Propping open interior doors is under consideration where it is not a security or safety risk.

### TRAVEL PATHS:

- To limit person-to-person contact in common areas we taking the following steps:
  - Limiting the capacity of the elevator cabs where possible
  - Providing open access to stairwells for those who want to avoid elevators
  - Designating exterior doors for ingress and egress
- In accordance with CDC guidance, outside air introduction was maximized where possible to provide additional dilution ventilation. Outside air introduction will continue to be maximized when it is not detrimental to the building or to occupant comfort.

## Easy Steps You Can Take to Make Your Office Safe



### COMMUNICATION WITH EMPLOYEES

- Install signage with CDC Guidelines in break rooms, tenant bathrooms, conference rooms, etc.
- Develop social distancing guidelines and travel patterns within your space.
- Consider staggering breaks so employees are not in break room areas at the same time.
- Consider 6' markings on floors to encourage and remind occupants of social distancing.



### BREAK ROOM / CONFERENCE AREAS

- Remove some tables and seating to encourage social distancing.
- Frequently clean and disinfect refrigerator, microwave, coffee stations, etc.
- Supply additional soap and paper towels in break rooms.
- Have disinfectant wipes available to disinfect tables, handles, and equipment before and after each use.



### WORKSTATIONS

- Do not share headsets, phones, keyboards, mouse, or workstations with other employees.
- Disinfect workstations before and after each use.
- Consider the installation of shields between desks that face each other.
- Consider new seating arrangements – more space between employees.



### OPERATIONS

- Communicate to management about any additional cleaning requests.
- Consider limiting conference room capacity.
- Consider that face masks may be required for employees and visitors.
- Have disinfectant wipes available for workstations, copier, supply room, vending areas, file rooms, etc.



[CDC Website](#)



[OSHA Website](#)

### PLEASE COMMUNICATE WITH YOUR PROPERTY MANAGER

- Please complete the accompanying re-entry survey to better help us meet your needs.
- Your Property Manager will be in regular contact as we continue to get closer to re-occupancy. However, please do not hesitate to reach out with questions.

We will continue to monitor CDC and local governments for new guidance or requirements.

[Tenant Survey](#)



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