

KANE REALTY PROPERTY MANAGEMENT

POST COVID-19

WORKPLACE SAFETY



As we make plans to re-populate the building with the safety, health, and wellbeing of all in mind, we wanted to keep tenants informed of the operational safety measures being taken, as well as send a few tips for internally managing a return to the workplace. The below response plan was developed by reviewing the guidelines of reputable health organizations such as the CDC, OSHA, and the NCDHHS and by consulting vendor experts and industry leaders.

We are aiming to support two categories of change that will need to occur in order to safely re-populate the building: **Environmental and Behavioral**.

BUILDING ACCESS

- Because the office tower is stacked on a multi-level parking deck, it is difficult to monitor and manage all entrance and exit points. We ask that you use responsible, social distancing practices as you enter/exit elevators or wait in the elevator vestibules. Signage stating best practices for social distancing will be clearly posted as a helpful reminder to all.
- When approaching the front desk in the building lobby we ask that you please stand at a safe, courteous 6 ft distance from staff. Social distancing decal reminders can be found on the floor as a helpful reminder.
- Please correspond with your delivery vendors to review and request safe delivery and handling practices for your office space and on behalf of the building.
- As we cannot restrict visitors from the tower, we respectfully ask that you limit invitations to outside guests or clients unless in-person meetings are necessary.

ELEVATORS

- Passenger elevator dimensions are roughly less than 6ft in both width and length. In an effort to comply with social distancing guidelines, the preference would be for only 1-2 people to ride an elevator at a time but no more than 4, preferably stationed in the corners. *Given there are many possible points of access to elevators, safe elevator usage requires building employee **behavioral change**.* Signage stationed within the lobby and parking deck vestibules, plus decals found inside the elevators, will serve as reminders helping everyone to adapt.

RESTROOMS

- Foot operated door openers have been installed on multi-tenant floors with push/pull doors.
- Added trash cans have also been placed near exit points of those same restrooms for used paper towels when exiting.

[For single floor tenant restrooms, simply let us know if you need assistance sourcing or installing any of these items.]

CLEANING

- We will continue the enhanced cleaning scope focusing on common, high touch-point areas throughout the day. Our MPS day porter and nighttime janitorial vendor, EBM, is currently using an EPA/CDC/WHO compliant disinfectant and following recommended instructions for disinfecting. (Please see the attached document from EBM for more specifics on enhanced cleaning protocols.)
 - In the event of a confirmed case, EBM is equipped to assist with a combination of Clorox fogging and high level ready-to-use disinfectants.

[If you would like to schedule enhanced cleaning within your suite contact our EBM rep and please copy the tower on your request.]

HVAC EFFICIENCY

- Upgraded air filters with a 90% filtration rating have been installed in each HVAC unit. The upgraded MERV 13 filters will be used going forward, and they are changed out twice a year.
- In compliance with recent ASHREA guidelines, outdoor air ventilation for the building has been increased and outdoor air dampers have been further opened (as appropriate and depending on the weather) to best minimize recycled air.

OTHER INITIATIVES

- A notification will be sent out to all office contacts if there is a “confirmed case” in the building. In the event of this occurring, we will follow guidelines from the CDC, OSHA, and the local health department on closing and/or cleaning the area(s) affected.
- Building staff and building vendors will wear masks and gloves when in common areas or entering tenant spaces. (**NOTE:** *Requiring the use of masks and temperature taking for office tenants and their guests are independent tenant decisions.*)
- Amenities will remain closed during the first phase of re-population. Amenity areas will open again in accordance with local government re-opening plans.
- Purell Hand Sanitizer stations (wall mounted) have been hung in common areas such as conference rooms, service hallways, lobbies, and mailrooms.
- Stairwells are always an alternative to taking the elevator. Employees should check with their office liaison for information on access to their respective floor(s).

Thank you for your time, attention, and cooperation in these matters. Our goal is to work collectively in order to keep the tower as clean and safe as possible. *We look forward to being together again soon!*

Please send any questions you may have on the above and/or reply with timeline and brief description of your organization’s re-entry plans to: captrusstower@kanerealtycorp.com

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/>



TIPS FOR TENANT RE-ENTRY

It is important building management and tenants act as partners in this process to ensure everyone's safety. Please see a brief list below of tips for your ***personal re-entry planning*** purposes:

- Consider phasing based on roles and priorities, including temp workers if needed -
 - Alternating work weeks in the office and WFH
 - Staggered arrival/departure times
 - Enable teams to negotiate their own 'in-office' schedules
- Introduce planning to support social distancing / 6 Feet Office Protocols -
 - Monitor space usage
 - Specify seating assignments for employees to ensure standard adheres to minimum work distances
 - Redesign spaces, alternate desk/chair use, etc., for social distancing
 - Add panels between desks including height adjustable panels for sit/stand desks
 - Add a plexiglass partition if appropriate to reception areas
- Enforce stringent cleaning protocols for shared spaces -
 - Reduce capacity of spaces—e.g., remove some chairs from large conference rooms
 - Prohibit shared use of small rooms and convert them to single-occupant use only
 - Limit in person group meetings
- Designate and signpost the direction of foot-traffic in main circulation paths
- Prepare and post reminders of social distancing and cleaning protocols -
 - Provide sanitizer, wipes, PPE gear as appropriate
 - Remove open, shared food/beverages – consider restocking with single-serving items
 - Remove high-touch shared tools such as whiteboard markers, remote controls, etc.
 - Routinely sanitize all common workspace areas, including conference room, breakroom, cafeteria, restroom, and other areas.
 - Assign staff to execute and monitor this schedule
- Amend guest, visitor, delivery, and travel policies as needed and appropriate

PLEASE SEND A QUICK SUMMARY OF YOUR ORGANIZATION'S RETURN TO WORK PLANS TO:

captrusttower@kanerealtycorp.com

PLEASE CONTACT US FOR MORE INFORMATION

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