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Right now is a pivotal moment in time. Our workplace environment, connectivity and sense of community have all shifted very quickly. Many companies are wondering how this pandemic will shape the future of their business, their employee behaviors, how they will prepare for a new norm, and how to welcome employees back to the office once the crisis subsides. As always, the Patrinely Group is here to partner with you on the success of your business and here to provide credible, relevant strategies to illustrate what we're doing at the building and what you can do within your organization to help drive your business forward during this time.

The building entry doors and elevators are currently secured and access cards are required to enter. If you are expecting visitors, please let us know ahead of time so we can greet them at the door and direct them to your floor. We will review this policy as occupancy increases and will unsecure entry doors and elevators as appropriate.

**Maintaining Distance** – We understand that whether it is a recommendation or not, by default people are going to continue maintaining distance from one another until their sense of security has been fully restored. In efforts to bring a greater sense of security we have made a few changes at the building in anticipation of your return.

- The lobby and conference room furniture has been spaced further apart.
- We have ensured building common areas are free of any obstructions that would not allow for maximum social distancing.
- Elevator programming has been updated so that elevators respond to the ground floor more frequently in anticipation that elevators may contain less occupants per ride.
- Installed posters and floor markers as visible reminders of safety, cleaning, distancing, and traffic flows.

#### **Follow State and Local Procedures and Recommendations**

- Patrinely Group employees and contractors are wearing masks when appropriate.

**Enhanced Cleaning Protocols** – Employee health depends on a safe and clean work environment.

- Patrinely Group and the building janitorial service provider have implemented enhanced cleaning protocols that increase the cleaning frequency of high touch areas in accordance with CDC guidelines. We are wiping down elevator buttons, door handles, and faucets, using anti-viral cleaning products several times a day, far above industry standard practice. These enhanced protocols will remain in place for the foreseeable future and in some cases adopted as the new standard operating procedure.
- The building janitorial service provider is taking employee temperatures daily. Employees are wearing masks and gloves and practicing social distancing.
- While the building has been largely unoccupied, the janitorial team has been hard at work taking this opportunity to deep clean and treat all common areas with an anti-microbial coating that both kills and prevents the growth of bacteria for up to 90 days.
- We can further partner with you, our valued tenants, to maintain a clean work environment within your suite. Please contact our office to request a proposal for deep cleaning treatments using the same anti-microbial disinfecting agents we have used to treat the building common areas.

**Practice Good Hygiene** – Help us reinforce good hygiene practices within your employee base.

- The building restrooms are fully stocked to support this effort
- Sanitizing stations have been placed throughout the first floor Lobby.
- You may also consider purchasing no-touch garbage and recycling receptacles within your suite. We can help procure these items through our building service providers. Please contact our office if you would like additional information on no-touch receptacles.

**Air Quality** – Indoor air quality (IAQ) is the air quality within and around the building that can affect the health, comfort, and well-being of building occupants. Controlling IAQ involves integrating three main strategies:

- **Managing the source** – Proper maintenance and operation prevents the potential for any pollutants to develop within the building ventilation equipment. While you were away, the Patrinely Group focused on deep cleaning the building's mechanical system, increasing air exchange and additional equipment maintenance.
- **Dilution** – Patrinely Group has increased the rate of air exchange within the building, whereas indoor air is consistently flushed and replaced with outside air to maximize air circulation within the building and in accordance with industry guidelines.



- **Filtration**– IAQ pollutants can come from both internal as well as external sources, including sneezing, coughing, pollen and dust. We are increasing the quality of our filter media.

**Looking Forward** – We understand that this pandemic will likely cause major shifts in how we experience the world and our workplace environments. In anticipation of this potential change we are evaluating every aspect of the building with a new perspective and considering various improvements that can be implemented now or in the future.

- Add antimicrobial materials to high touch point surfaces. Manufacturers are integrating antimicrobial technology in interior design elements including faucets, window shades, paint, and door hardware — applying coatings that work to keep them cleaner from multiplying bacteria. We are evaluating the ability to introduce this technology into various aspects of the building.
- Rethinking spaces within the building and how they may be used. Perhaps tenant events have a new focus on health and wellness applications. Patrinely Group wants to hear what's important to you in the days and weeks to come and will actively reach out to hear what matters most to your organization and how we can be of assistance in the pursuit of those priorities.
- Electronic Community – If this pandemic has illustrated anything, it's the continued reliance on virtual connectivity and various telecom platforms. The building is equipped with complimentary Wi-Fi in the Lobby and the Outside Courtyard to help facilitate greater connectivity.

While many aspects of our everyday lives have changed immensely over the last few weeks, one thing that remains the same is our commitment to the clients we serve. We are confident that through continued partnership we'll emerge stronger than ever.

We appreciate you and look forward to welcoming you back to the building!

Sincerely,



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