

From: [Carol Griffin](#)
To: [Carol Griffin](#)
Subject: Tenant Re-Occupancy - One Liberty Square
Date: Wednesday, April 29, 2020 1:51:52 PM
Attachments: [AssetReEntry_LPCBoston_v2.pdf](#)

Good afternoon,

I hope this email finds you and your families well during the COVID-19 Pandemic while working from home.

Lincoln Property Company has prepared the attached re-occupancy plan and guidelines for your review. These guidelines take into consideration all state and federal guidelines and may be modified if guidelines change. I have also highlighted some building specific guidelines and information below. There have been many inquiries as to what to expect when employees return to the building so I hope this information will answer all of your questions.

CLEANING

- American Cleaning Company has continued to clean both common areas and tenants suites daily, with a higher focus on high touch points. This will continue in the days and weeks to come.
- While tenants phase back into the building, our Day Porter has been instructed to prioritize the cleaning of high touch points in the main lobby, elevators and restrooms.
- All of the common area restrooms and shower rooms were recently sanitized using a fogging machine and scrubbed well.
- All common area lobbies were shampooed in April.
- If you would like any additional cleaning within your suite as a 1x event or recurring event, we can put you in contact with our cleaning vendor to stop by to meet with you so they can provide a price for the service.

SIGNAGE

Lincoln Property Company carefully considered the signage that will be added throughout the building. This will include signage in the main lobby, security desk, elevators, restrooms and stairwells. Tenants should also consider social distancing signage within their suite.

SECURITY, SAFETY AND SOCIAL DISTANCING

- A plexi glass shield has been placed on the security desk to aid in protecting the security guard while on duty. Visitors and vendors will be required to wear a face mask in the common areas and when approaching security, they should place their ID on the security counter so the Guard on duty can sign them in and out. If scheduling a visitor, please make them aware of this procedure.
- All building staff are also required to wear a face mask while in common areas of the building, this includes the lobbies, corridors, elevators and restrooms.

- Hand Sanitizer will be available in the main lobby next to the directory. Lincoln Property Company has ordered more hand sanitizer and will make every effort to keep this in stock.
- The elevator call buttons in the elevator lobbies and inside the elevators will be wrapped in plastic, cleaned throughout the day and changed daily.
- We ask that employees and visitors respect social distancing guidelines and limit the elevator usage to 2-3 people maximum per trip, wear a face mask and limit any talking inside the cabs.
- We also ask that restrooms be limited to no more than 2 employees at a time, in the event there are two people in the restroom, please wait outside the door if possible and allow one person to exit before entering.
- LPC is currently evaluating the potential short term one way directional usage of the buildings 2 stairwells. Fire code prohibits the propping open of these doors.
- The rear entrance on Milk Street will remain closed for daily usage for the short term. This entrance should only be used in the event of a building emergency and evacuation. All building employees and visitors should enter and exit through the double doors at the main lobby.

DELIVERIES & MAIL

- As a reminder, all deliveries need to be pre-scheduled through the Management Office. This includes any food deliveries, packages, furniture etc. Please call or email Cristiane Gager at cgager@lpc.com to schedule.
- Delivery personnel will be required to wear a face mask. If they do not have a face mask, they will not be allowed in the building. In this case, the tenant will need to meet them outside to accept the delivery.
- Daily mail will continue to be delivered to each suite by the USPS. The mail carrier is currently dropping mail at the front door to each suite. We recommend that he/she continue to follow this procedure until further notice.

HVAC and Filtration

- New high MERV rated filters have been installed on the fresh air system entering the building.
- Filters on all heat pumps throughout the building have been changed

FITNESS CENTER

The Fitness Center, including shower rooms will remain closed for the short term. Tenants will be prohibited from accessing the fitness center. We apologize for the inconvenience and will open it back up once it is deemed safe. LPC contracted with a vendor to completely sanitize the fitness center, including all equipment. That should be completed within the next week.

Lastly, we understand that there may have been some changes in staffing of your employees over the last couple of months. As a security measure, LPC will

be sending out a list of employees that are currently programmed in the buildings card access system for your company. This list should be sent out by next Monday, May 4th. We are asking that you please verify names and card numbers and respond with any changes no later than Wednesday May 13th to allow enough time for us to make those changes.

PLEASE NOTE THERE IS A TENANT SURVEY AT THE BOTTOM OF PAGE 3 OF THE ATTACHMENT, PLEASE FILL OUT THIS SHORT SURVEY TO HELP US TO PLAN FOR THE RE-OCCUPANCY.

I hope this answers all of your questions.

We look forward to having everyone back to the building very soon!!

*Carol Griffin, RPA, LEED Green Associate
General Manager*

Lincoln Property Company

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