

# Welcome back.



As offices begin to reopen in the Des Moines and Omaha metros, we want to inform you about the efforts we have in place to ensure our buildings remain healthy and safe. We're following guidelines set by the Centers for Disease Control and Prevention (CDC) and the Iowa and Nebraska departments of public health.

Where possible, we go above and beyond these safety recommendations.

**When it comes to cleaning, our efforts include:**



## **Touchpoints**

Daily sanitizing of touchpoints including doorknobs and handles, tables, light switches and other surfaces.



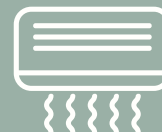
## **Common Spaces**

Daily sanitizing of common spaces including conference rooms, wellness centers and training areas.



## **Restrooms**

Daily sanitizing of restrooms, including touchpoints such as sinks, countertops, toilets and doorknobs. The installation of touchless fixtures in restrooms including faucets, soap dispensers, paper towel dispensers, and flush valves.



## **HVAC**

We inspect ducts, vents and mechanical equipment for any microbial growth quarterly.

Within your organization's space, you have a wide variety of cleaning and sanitizing options. We can help tailor a cleaning package that meets the needs of your business. We can also help you schedule a deep clean and sanitization of your space prior to your employees return. Simply reach out to your property manager for more information.

# What else are we doing?



## Hand Sanitizer and Social Distancing

In addition to rigorous cleaning efforts, you'll also notice some new items in your building's common spaces. We're installing hand sanitizer stations in building lobbies, along with signage encouraging employees and visitors alike to remain socially distant. These signs will be placed in lobbies, conference rooms, wellness centers and training areas.



## Fresh Air Intake

You may also notice that the air will be a bit fresher. Most commercial buildings recycle the air from within the structure. As temperatures and systems allow, we will continue to bring a maximum amount of fresh air from outside, with air intake equipment on the roof, far away from possible sources of contaminants. This fresh air will reduce potential contaminants inside the building.



## Frequent Communication

Finally, we're going to be communicating openly and often. If a person reports a confirmed case of COVID-19 and has recently been inside one of our buildings, we will send an email to the occupants of the impacted building as quickly as possible. We ask that our customers report any confirmed cases from either employees or visitors to us in a prompt manner.

While we won't be requiring temperature checks or face masks to gain access to our buildings, we will empower our customers to set the rules within their own spaces. Please reach out to your property manager with any questions or to report any confirmed cases within your space.

Thank you for your help in keeping our buildings healthy. We're all in this together and as always, we sincerely appreciate your business. Please reach out with any questions – We're here to help.

**Have questions? Give us a shout.**  
**(515) 223-4901 | [RRRealty.com/MPI](https://RRRealty.com/MPI)**

