

**From:** [Sue Ellen Sexton](#)  
**To:** [Homeyer, Laura](#)  
**Cc:** [Kyle Nevergold](#); [NiCole Barry](#); [Jimmy Graham](#)  
**Subject:** RE: Captrust - COVID-19 Return to the Workplace  
**Date:** Wednesday, May 6, 2020 11:35:57 AM  
**Attachments:** [image001.png](#)

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Hi Laura,

Park Tower has remained opened and accessible to tenants throughout this challenging time. We added an extra day porter who circulates through the building 3 times daily, cleaning high touch points in the common areas of the building, including elevator buttons, door knobs, hand rails. Our regular day staff continues to clean the restrooms throughout the day, including high touch points in the restrooms. The night crews have continued to clean tenant spaces regardless of density of occupancy, unless a tenant has made a specific request that would change this. The night crews also clean restrooms as part of their nightly routine.

In the hopefully unlikely event one of your employees should test positive to COVID-19, we would ask that you take several steps so we can best assist you. You should have the person leave the building immediately. You should report this to the management office at the same time. We will make an announcement that will not divulge any information on either the tenant or the employee identity. We will immediately send cleaners to disinfect all elevators as expeditiously as possible. We will be happy to assist you with scheduling a cleaning for your space. We have strong relationships with our contract janitorial company, as well as several disaster recovery cleaning companies. The cleaning is at the tenant cost and expense, so you would also have the option to contact an outside vendor of your choice. They would simply provide us with the appropriate insurance and the SDS for the chemicals they would be using.

I hope this information is helpful.

Stay safe!

**Sue Ellen Sexton**|Senior Property Manager  
813.229.7800 *main* | 813.955.2562 *cell*  
[ssexton@towerrealtypartners.com](mailto:ssexton@towerrealtypartners.com)

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**From:** Homeyer, Laura <Laura.Homeyer@captrust.com>  
**Sent:** Tuesday, May 5, 2020 3:47 PM  
**To:** Sue Ellen Sexton <ssexton@towerrealtypartners.com>  
**Subject:** Captrust - COVID-19 Return to the Workplace

Hi Sue,

I hope all is well with you and your family during these challenging times.

In anticipation of our employees re-entering the workplace, we are asking for your planned post COVID-19 safety and sanitary initiatives to assist with this process. We are looking to understand what Building Management will be doing and what we will need to do to ensure a clean and safe working environment. In your plans can you please address the following:

1. The updated janitorial specifications to address your cleaning schedule and what products will be used.
2. Confirm that frequent and visible cleaning of high touch areas such as door handles, elevator panels, kitchens and restrooms will occur.
3. What cleaning process will occur if an employee is diagnosed with COVID-19?

Thank you very much for your assistance here!

**Laura Homeyer**

Senior Facilities Consultant | Business Operations Group

[Laura.Homeyer@captrust.com](mailto:Laura.Homeyer@captrust.com)

**CAPTRUST** | 4208 Six Forks Road, Suite 1700 | Raleigh, NC 27609

919.870.6822 (ext. 10481) | 919.870.8891 fax | 800.216.0645 toll free

[captrust.com](http://captrust.com) | [captrustdirect.com](http://captrustdirect.com)

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