



## Center Plaza Specific Preparations for Re-Entry

### Building Entry

- We will be expecting all tenant employees, guests and contractors who enter the building to be wearing a facemask or some face covering
- We have designated an entrance and exit path of travel in the lobbies to maximize distances
- Signs have been posted throughout the building lobbies reminding occupants, visitors, and guests of the social distancing measures and guidelines for expected conduct on the property.
- We have posted signs recommending four persons per elevator. This will not be strictly enforced but endorsed by security
- The stairwells from the 2<sup>nd</sup> floor vestibules will be opened for alternate access to tenant floors. We have designated one stairwell for entry and one for exit to eliminate face to face passing
- The stairwell in CP1 will require access card at stairwell door to use

### Visitors/Vendors

- Lobbies of CP1 and CP3 will be **NOT** be staffed during phase 1 of the opening process
- We ask that all tenants limit the number of visitors/guests in the first phase of opening process
- Please continue to use Building Engines for any expected guests and Security will insure access to all lobbies
- The building security desk has been outfitted with a glass protective enclosure for the countertop in order to conduct visitor check-ins and promote interaction with the security staff while respecting physical distancing guidelines. Please continue to have visitors sign in and out.
- No guest without a facemask or some face covering will be allowed to proceed up to tenant floors
- The building's contractors will be asked to fill out a Covid-19 screening form upon entrance stating that they are in good health prior to servicing the building.

### Cleaning

- We have installed hand sanitizers in all entrance lobbies as well as in every elevator lobby on every floor (including garage)
- Our day porters will be focused on touch points throughout the day with particular attention to lobbies and elevators during morning population and afternoon exiting
- All bathrooms will be visited during the day for wipe down of touch points with disinfectant

- All restroom keypad codes have been removed to allow direct access while eliminating touch points
- Nightly cleaning will include disinfecting common touch points such as door handles, kitchen fixtures, and conference rooms. Please note that nightly cleaning will be determined by tenant occupancy in your office
- For additional disinfecting as well as electrostatic disinfecting, please reach out to Building Management for a quote.
- If you are in need of supplies such as hand sanitizer, alcohol wipes, and masks, please feel free to reach out to Building Management and we can check on availability through our vendor and provide a quote.

## **Amenities**

- Bike rooms and showers will be available in garage, P-1 level behind Garage office, during Phase 1 of opening
- Bike room and showers in Chrome will open in Phase two (rest of Chrome closed until Phase 3)