

SYNERGY



REPOPULATING THE OFFICE

A HEALTH CONSCIOUS RETURN TO THE WORKPLACE

Re-entry Guide

TABLE OF CONTENTS

Introduction

New Approaches

Repopulating The Office

Going Forward: Communications

Here to Help



We want you to know that we are...

FOLLOWING GOVERNMENT MANDATES

Synergy building management personnel continue to monitor updates, recommendations and guidelines issued by the Centers for Disease Control & Prevention (CDC) regarding the impact associated with Coronavirus / COVID-19.

DEVELOPING NEW APPROACHES

Due to the unprecedented global health impact resulting from this pandemic, Synergy is working diligently to set forth guidelines that address actual and perceived health concerns associated with building occupancy.

SHARING HEALTH BEST PRACTICES

Creating and maintaining a healthy work environment is a shared responsibility. It is crucial that we at Synergy, our customers, service vendors and our buildings' guests take proper precautions. We require all individuals entering our buildings to provide and use their own protective equipment.

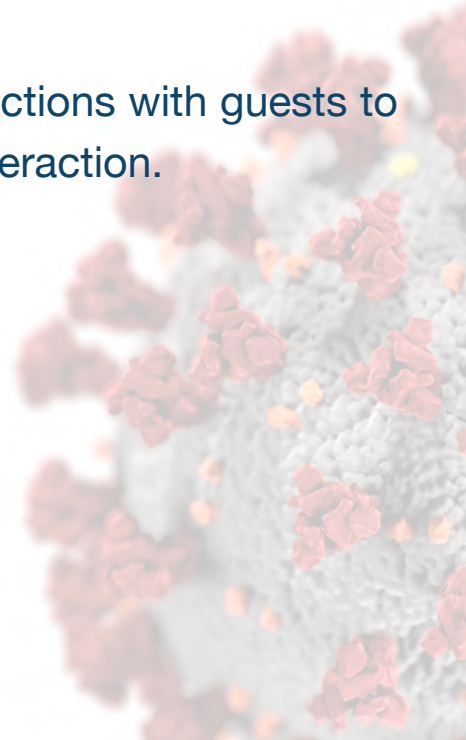
MOVING FORWARD TOGETHER

The following protocols have been implemented and will be evaluated and adjusted in response to public health notices from federal, state, and local authorities. Although no one can guarantee health or safety, we believe our approach is reasonable and acceptable within our community.

New **APPROACHES**

BUILDING ENTRIES

- Tenants shall be directed to use established routes for entering and exiting the building, with the intent to improve passage and diminish close contact.
- Signage will be placed in the main lobby reminding anyone entering the building to respect the 6 foot social distancing recommended by the CDC.
- As mandated by State or local authorities, wearing a mask or face covering shall be requested of anyone entering the building.
- Doors are to be open where and when possible to allow a hands free entry.
- Hand sanitizers are located in the main lobby.
- Installation of protective covering (clear plexi glass) at each security/ lobby reception desk.
- Security personnel have been trained on safe interactions with guests to allow easy passage while avoiding close contact interaction.



New APPROACHES

ELEVATORS

Elevators represent a particularly challenging area to establish social distancing. Methods for managing the use of elevators are:

- Social distancing indicators for when waiting for access.
- Instructional signage will be displayed to promote healthy elevator use protocols including passenger limits and distancing in the cars.
- No more than four per cab (one person in each corner).
- Increased elevator cleaning processes to ensure on-going cleaning of high touch surfaces like elevator panels / buttons.
- Exploration of staggered employee start times are encouraged to avoid congestion during peak times.
- Exploration of staggered elevator landing floors to every other floor where permissible.
- Stairwell use is encouraged in lieu of the elevator to minimize confined restriction.



New **APPROACHES**

MECHANICAL HVAC SYSTEM

- Mechanical system filters will be replaced prior to the re-entry date.
- Increased filter inspections and replacements.
- Cooling towers have been cleaned and chemical treatments are in place.
- Cooling coils have been inspected and cleaned as part of the seasonal change during the shutdown.
- Increased air exchange parameters (fresh air / exhaust) to maximize fresh air circulation. Additionally, the delivery of fresh air will run for 48 hours prior to the entry date.
- Increase the relative humidity levels where applicable (40% to 60%).
- Increased use of the economizer setting to allow additional air circulation.
- Positive space pressure differential relative to outside air where possible.
- Exploration of anti-viral technology: ultraviolet lighting (UVC) in the air distribution system, filter rating increase dependent on system compatibility, air treatment systems such as HEPA and ionizing systems.
- Verify building automation system operating schedule to achieve maximum efficiency.

Repopulating **THE OFFICE**

CLEANING

- Continued cleaning and disinfecting of frequently high touch point surfaces.
- Staff is currently using Virex, Clorox or hdqC2 (or equivalent), on the floors and frequently high touch point areas in the lobbies and common areas.
- Tenant spaces are addressed using the products above for common touch points (excluding keyboards, mouse, and phones). Should a tenant request a thorough cleaning, our vendors are able to provide additional services when requested.
- Day porters will remain in the lobby to disinfect high touch points such as door handles and elevator call buttons throughout the day.
- Janitorial personnel shall wear face masks and gloves when providing service in the common area or tenant leased premises.
- All cleaning products used are to be approved by the CDC.
- Electrostatic anti-viral treatment can be provided on an as-needed basis. This application method provides increased coverage, including hard to reach areas.
- We will continuously train and assess the janitorial personnel regarding personal protective equipment, chemical use and safety application methods.

Repopulating THE OFFICE

INDIVIDUAL RESPECT & SHARED RESPONSIBILITY

WASH YOUR HANDS	Wash your hands with warm water and soap for at least 20 seconds. Use hand sanitizer (with at least 60% alcohol) if soap and water are not available.
KEEP YOUR SPACE	Practice social distancing by keeping at least 6 feet away from others when possible.
WEAR A MASK	Follow the state of Massachusetts' order to wear a face mask when going out in public and in places where social distancing is not possible.
COVER COUGHS & SNEEZES	Cover your mouth and nose with a tissue when coughing or sneezing and/or use the inside of your elbow when tissues are not available. Wash and or disinfect hands immediately after.
DISINFECT SURFACES	Clean AND disinfect surfaces of frequently touched objects. Dirty surfaces can be washed with water and soap before disinfecting.
STAY HOME IF SICK	Stay home if sick and inform supervisor if anyone you are living with is sick with Covid-19. * likes to CDC guidelines



A person wearing a blue suit jacket and dark trousers is holding a brown leather briefcase with a gold-colored clasp. The person is walking, and the background is a light, textured surface.

Repopulating **THE OFFICE**

**AS WE THINK ABOUT
RETURNING TO THE OFFICE,
WE ARE LISTENING CLOSELY TO
THE ADVICE OF AUTHORITIES
AND DILIGENTLY WORKING TO:**

- IDENTIFY RISKS, CONCERNS AND ISSUES**
- ESTABLISH NEW APPROACHES AND SOLUTIONS**
- IMPLEMENT BEST PRACTICES TO SAFELY MOVE FORWARD**

Repopulating THE OFFICE

RE-ENTRY RECOMMENDATIONS

- Staggered work start times and occupancy during the repopulation period to minimize congestion.
- Limit in-person meetings.
- Maintain the minimum distance requirement of 6 feet where possible.
- Removal of additional seating to encourage separation.
- Require sick personnel to remain home.
- COVID-19 confirmed personnel to self-quarantine for 14 days as required by the CDC or health care provider.
- Limit the number of guests and entry times.
- Fitness center, food service and conference rooms will be closed and evaluated 30-days from the initial re-entry date.
- Stairwell use is encouraged to limit elevator use.



Going **FORWARD: COMMUNICATION**

CLEAR LINES OF COMMUNICATION

- Our property management team is ready to answer questions and supply additional information. *Please find contact information on last page.*

NOTIFICATION OF CONFIRMED CASES

- If Synergy receives notice of a confirmed case of COVID-19 from an individual that has had access to the building, all building tenants will be notified immediately. The notification will include the last known date that this individual was in the building and if possible, their specific travel path.
- Due to privacy, specific information regarding the individual in question cannot be provided.
- Upon such event, increased cleaning measures will be implemented in the common areas which may include electrostatic application of various cleaning solutions.
- Additional cleaning and labor is available within tenant's premises and can be coordinated by the tenant through their building manager.
- Synergy buildings are to remain open unless mandated by the local health department.

We are here **TO HELP**

TENANT SUPPLY ORDERS

Upon request, our property management team can assist tenants with the purchase of additional supplies and cleaning products.

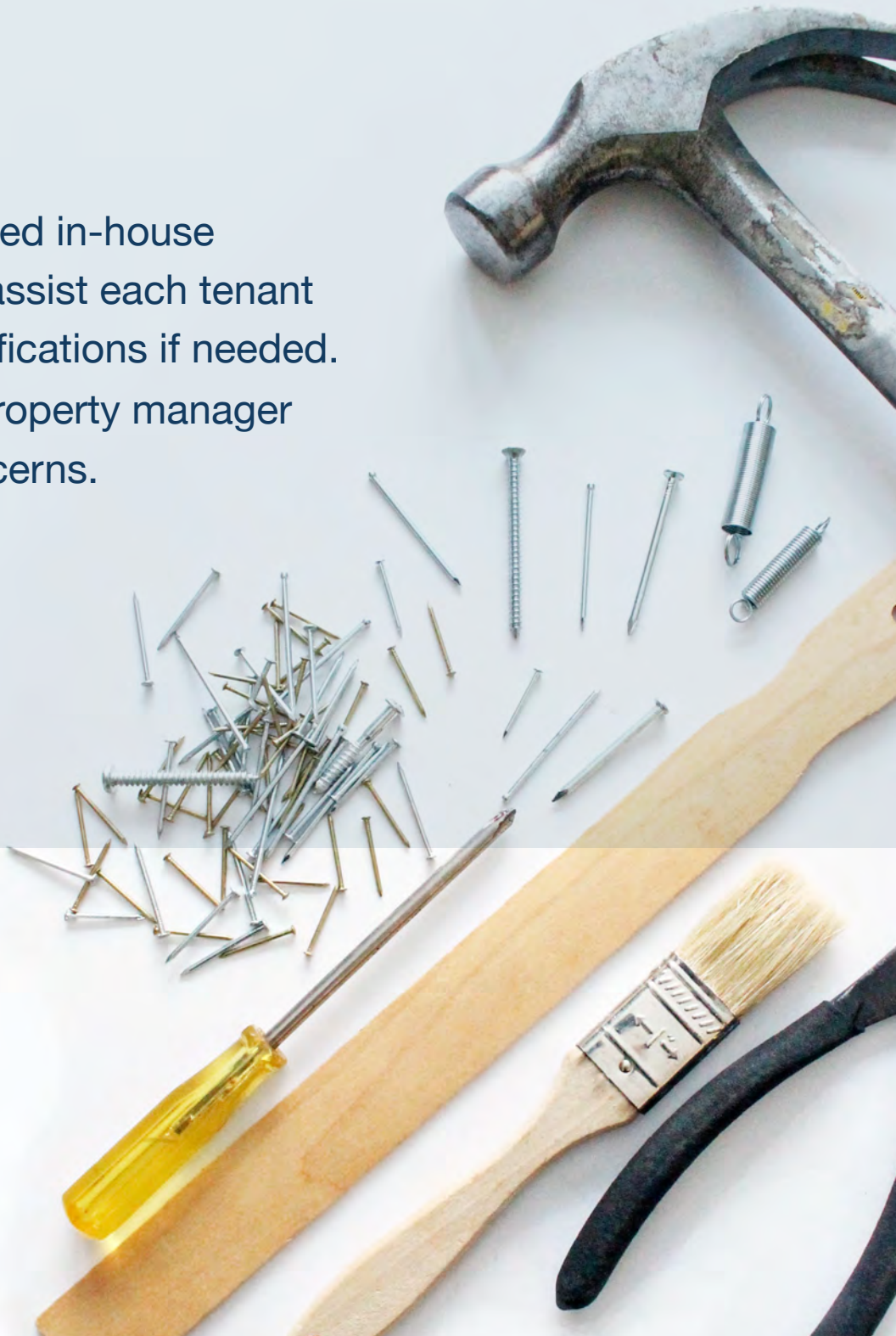
- DISPOSABLE PROTECTIVE MASK ASTM LEVEL 1, 3 LAYER WOVEN, 2000/CS
- KN95 RESPIRATOR MASK 1000 EA/CS
- NEXT-GEN HAND SANITIZER, CITRUS GEL 16OZ PUMP BOTTLE 24/CS
- NEXT-GEN HAND SANITIZER 8OZ, CITRUS GEL 24/CS
- IR NON-CONTACT THERMOMETER
- PLASTIC PROTECTIVE FACE SHIELD
- ALCOHOL WIPES 100/CAN 36/CASE



We are here **TO HELP**

CONSTRUCTION

Synergy has a dedicated in-house construction team to assist each tenant with work space modifications if needed. Please contact your property manager with questions or concerns.



CONTACT US

Ten Post Office Square

14th Floor

Boston, MA 02109

P. 617 204 9506

**We strongly encourage you to review the CDC's
guidance program found at :**

<https://www.cdc.gov/coronavirus/2019-ncov/>

We are in this together