WHAT TO EXPECT WHEN YOU RETURN TO 3401 MARKET STREET

Please be assured that the team at Wexford and Research Park, Inc. takes our tenants' return to work, once the restrictions surrounding COVID-19 are relaxed, very seriously. We have spent a considerable amount of time collaborating with industry professionals, studying numerous recommendations and opinions and attending many webinars provided by leading real estate groups, such as Cushman & Wakefield, JLL, CBRE, Urban Land Institute and BOMA.

The following is a summary of what all tenants can expect when returning to work. We will review these policies periodically and adjust them as new information becomes available.

OPERATIONS
Entering and Exiting the Building

The building is currently on card access only. When work from home restrictions are lifted by the State and City Governments, the building will return to normal operating hours for entry. During the work from home period, all building systems were maintained and are currently ready for the occupants when they return to work.

Market Street entrance doors will remain as dual entry and exit. We are investigating the feasibility to retrofit these doors with ADA touchless (wave) automatic door opening devices.

Building occupants and students will continue to show their badge ID’s and do not need to check-in/register at the guard desk.

All occupants entering the building are required to wear face covering as designated in CDC recommendations and state orders. In addition, all building vendors/contractors are required to wear face coverings and provide their employee safety procedures while working in the building. This will assist in preventing the spread of the virus.

Common Areas - Main Lobbies, Elevator Lobbies, Stairways and Other Common Areas

Practicing safe distancing requirements of 6 feet or more and wearing masks is expected in the building common areas. Building common areas include the main lobby, elevator lobbies, common corridors outside of tenant premises, elevators and common restrooms that are outside of tenant premises. We ask that you include this as a policy of your company and require your employees to comply with the policy. Lobby furniture has been re-arranged to provide for social distancing.

Stair towers in the building will be designated as Entry or Exit only during normal operations to allow for one-way traffic to limit the opportunity for potential transfer of the virus. This will not apply to emergency situations where building evacuation is required. Cleaning in the stairways has been increased to include frequent daily disinfection of stairs and handrails.
Stairwell direction of travel designation:

- Stair tower #1, by the guard desk will be Entry only
- Stair tower #2, which exits to a side door on Market Street will be Exit only

Hand sanitizer stations are available at the main lobby as well as outside the common area restrooms. Additional hand sanitizer dispensers were ordered for all elevator lobbies and will be placed upon receipt. Tenant Employees and visitors are urged to use them regularly in addition to hand washing.

HVAC filters will be replaced shortly before tenant employees return to work.

**Reducing Touch Points**

We are investigating steps to reduce the number of touch points in the building including touch free restroom fixtures (soap and paper towel dispensers), foot operated door pulls for restroom doors, motion sensors for ADA doors. In addition, NanoSeptic self-cleaning surfaces have been ordered for elevator buttons, door handles, and door push plates. These surfaces will be installed upon receipt.

**HOUSEKEEPING**

The high touch points cleaning in the main lobbies and elevators that was implemented at the beginning of the pandemic will be continued for the foreseeable future. This service includes disinfection of high touch common areas surfaces, including main lobbies, elevators, restrooms and stair towers. The stair towers, with the anticipation of additional foot traffic, will be added to the high touch disinfecting service.

The nightly cleaning staff now uses only CDC approved disinfecting products to perform nightly cleaning and are focusing their cleaning efforts to high touch areas and fixtures.

Tenants are strongly encouraged to increase the scope of cleaning within their premises.

**COMMUNICATION**

A tenant survey has been sent out to executive level tenant contacts in an effort to learn about your plans for returning to work. Those contacts should respond as soon as they are able to reasonably answer questions pertaining to said plans.

We will be contacting tenants to set-up regular “town hall” style tenant council meetings. In the beginning these will be held via video conference. All tenants are strongly encouraged to participate as your feedback is critical and these forums will be a place for you to voice how you feel things are going and what you like or dislike.

Signage will be placed in all common area elevator lobbies, common corridors and restrooms reminding individuals of CDC safeguards for social distancing, handwashing, PPE and face covering requirements or recommendations and to let everyone know what the building staff has done to prepare the building for your return to work and continued occupancy.

We encourage all tenants to reach out to property management if they have any questions or concerns.
POLICIES & PROCEDURES

At this time, the building has no plans to screen tenant employees or visitors for health issues.

While, the building will not restrict or deny access to tenant employees or visitors, all tenants and their visitors are expected to adhere to federal, state and local orders as well as building regulations, including but not limited to, social distancing, use of PPE and staying at home if you have any symptoms of COVID-19 or have been around anyone who has been diagnosed as having the Coronavirus.

Thank you and we look forward to getting back to work and adjusting to the “new normal.”