WHAT TO EXPECT WHEN YOU RETURN TO 3600 MARKET STREET?

Please be assured that the team at University City Science Center/Research Park, Inc. takes our tenants’ and condominium owners’ 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 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 and condominium owners 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 buildings will return to normal operating hours for entry to the building. During the work from home period all building systems were maintained and are currently ready for the occupants when they return to work.

At the Market Street entrance, the doors will be designated as Entry Only and Exit Only for normal operations to limit the opportunity for potential transfer of the virus. **This will not apply to emergency situations where building evacuation is required.**

A Market Street door will be converted to an ADA door with a motion sensor.

The activity of visitor check in will be distanced from the lobby security guard. If your office requires restricted access to your floor or suite, **the visitor will be instructed to call the person they are meeting to come down and escort them to their space.** Each visitor will continue to sign in at a designated log while keeping a safe distance from the lobby guard. Signage will be posted describing the process.

All occupants entering the building are required to wear face coverings as designated in CDC recommendations and state orders. All building vendors/contractors are required to provide their safety procedures and their employees must use face coverings while working in the building to prevent the spread of the virus.

Common Areas - Main Lobbies, Elevator Lobbies, Stairways, Loading Docks 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 lobby 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.

Signage will be placed in the elevator lobbies stating 3 people can ride in each passenger elevator and 4 people can ride in the freight elevator at one time to meet the requirement for social distancing. "Stand Here" decals have been ordered and will be placed to mark the elevator floor. These areas will be marked with yellow tape in the meantime. Elevators have been programmed to park in the main lobby to minimize wait time. Please respect your fellow tenants and adhere to these policies. Tenants are urged to follow similar guidelines within their premises.

Stair towers in the building will be designated as Up Only or Down Only during normal operations to allow for one-way traffic to limit the opportunity for potential transfer of the virus. This will only apply to tenants of the building. Visitors must utilize the elevators. Signage has been ordered and will be installed upon arrival. **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:

- The North stair tower (accessible from the lobby and closest to the ladies’ room on each floor) will be designated as “Up Stairs” only.
- The South stair towers (accessible nearest the men’s room on each floor) will be designated as “Down Stairs” only.

Loading docks will be a restricted area for deliveries and trash removal only. Tenants, who require loading dock access, will be provided a limited number of loading dock cards for essential staff to use when accepting deliveries and removing trash. Signage will be placed directing all visitors and employees to use the main entrance.

Hand sanitizer stations have been placed in the lobby and in other common areas of the building and tenant employees and visitors are urged to use them regularly.

Where the building maintains HVAC systems, HVAC filters will be replaced shortly before tenant employees return to work. ASHRAE (American Society of Heating Refrigerating and Air-Conditioning Engineers) recommends MERV-13 level filters or better be used in the HVAC system for capturing airborne viruses. All final filters in the main air handling units are the recommended MERV-13 or better filters.

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). NanoSeptic self-cleaning surfaces for elevator buttons and common area door handles have been ordered.

HOUSEKEEPING

The “deep cleaning” scope that was implemented at the beginning of the pandemic will be continued for the foreseeable future. Deep cleaning includes disinfection of high touch common areas surfaces, including main lobbies, elevators, lobby restroom and stairways. Where needed, additional daytime staff will be added to focus on regular cleaning of high touch areas. 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 and condominium owners are strongly encouraged to increase the scope of cleaning within their premises.

COMMUNICATION

A tenant and condominium owners survey has been sent out to executive level contacts in an effort to learn more about your plans for returning to work.

We will be contacting tenants and condominium owners to set-up regular “town hall” style tenant council meetings. In the beginning these will be held via video conference. All tenants and condominium owners are strongly encouraged to participate as your feedback is critical. These forums will be a place for you to voice your opinion on what is working and what needs improvement.

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 and 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 and condominium owners 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 and condominium owner’s employees or visitors for health issues. If a tenant or condominium owner wishes to conduct screening of their employees and visitors for their business, we are open to discussing how this would be implemented by the tenant or owner.

While, the building will not restrict or deny access to tenant or condominium employees or visitors, all tenant/owners 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.”