WHAT TO EXPECT WHEN YOU RETURN TO 3675 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.

While we continue to work on building specific plans, 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

In buildings where there are multiple doors at the main entrances, doors will be designated as Entry Only and Exit Only for normal operations to limit the opportunity potential for transfer of the virus. This will not apply to emergency situations where building evacuation is required.

The Market Street Main entrance to the building contains two sets of double doors, the west and east side. The west side (or 37th side) will be designated as Enter Only; the east side (or 36th street side) will be designated Exit Only.

The Quorum meeting space entrance on Market Street will remain closed and all tenants and visitors will be directed to the Main entrance 50 feet west of the Quorum entrance.

We recommend use of ADA doors with automatic door openers when entering or exiting the building. Please use your elbow on the push panel to activate the ADA doors. We are investigating whether it is feasible to retrofit these doors with no touch door actuators.

When passing through the turnstiles to access the elevator lobby, lanes 3 & 4 will be designated Enter Only and turnstiles lanes 1 & 2 will be designated Exit Only.

The activity of visitor check-in will be distanced from the lobby security guard. Visitors will be instructed to call the person they are meeting to meet them in the lobby and escort them to their space. Each visitor will continue to sign in at a designated log, which will be placed at a safe distance from the lobby guard. Signage will be posted describing the process and visitors will wait in the lobby until a representative arrives to escort visitors to their space.

All occupants entering the building are required to wear face coverings as designated in CDC recommendations and state orders. In addition, all building and tenant vendors/contractors are required to wear face coverings and to provide their employee safety procedures while working in the building in an effort to prevent 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 as well as 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.

Elevators are parked in the lobby to prevent touching call buttons and provide the opportunity for the appropriate occupancy upon departure.

Signage will be placed in the elevator lobbies stating three (3) people can ride in each passenger elevator and four (4) people can ride in the freight elevator at one time to meet the requirement for social distancing. “Stand Here” or temporary floor markers and/or decals have been installed in the elevator cabs indicating where to stand for social distancing. Please respect your fellow tenants and adhere to these policies.

Stairways in the building will be designated as Entry Only (up) or Exit Only (down) to direct foot traffic one-way and 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:

- South Tower will be Entry Only (up) from the main lobby to the 4th floor
- North Tower will be Exit Only (down) exit on Filbert Street starting at the 4th floor
- The Stair Towers above the 4th floor will remain as up and down passage.

Hand sanitizer stations are available in the lobby. Additional hand sanitizer dispensers are available on each floor by the restroom entrances and will soon be available on each floor by the elevator call stations. 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. 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 MERV-14 filters.

Reducing Touch Points

We have taken steps to reduce the number of touch points in the building including touch free restroom soap dispensers, arm pulls for restroom doors and motion sensors for the main entrance ADA doors. Pending availabilities, these improvements should be in place before everyone returns to work. In addition, NanoSeptic self-cleaning surfaces for elevator buttons, door handles, door push plates, etc. have been installed.
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 stairways. 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 was 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 can reasonably answer questions regarding return to work 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 throughout common areas to communicate new policies and procedures reminding tenants and visitors about social distancing and PPE 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. If a tenant 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.

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.”