WHAT TO EXPECT WHEN YOU RETURN TO 3711 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 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 main (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.

At the East entrance, we recommend use of the 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. The East entrance will remain as dual entry and exit because of the need for garage access.

The activity of visitor check in will be distanced from the lobby security guard. 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 and a designated waiting area will be identified.

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 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 spaced to provide for social distancing.
Signage will be placed in the elevator lobbies stating three people can ride in each passenger elevator and four 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 red 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 Entry Only 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:

- The center stair tower (accessible from the lobby and next to the rear freight elevator landing on each floor) will be designated as “Up Stairs” only.
- The east and west stair towers (accessible at each end of the corridor and exits on Filbert Street) will be designated as “Down Stairs” only.

Hand sanitizer stations are available by the security desk in the main lobby, at the East entrance and just outside the restrooms on each floor. Additional hand sanitizer dispensers are being ordered for 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. 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-14 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), foot operated door pulls for restroom doors, motion sensors for ADA doors. We have installed NanoSeptic self-cleaning surfaces for elevator buttons, door handles, door push plates, etc.

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 has been sent out to executive level tenant contacts in an effort to learn more 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 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 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.”