

AKRIDGE
Invested.

RETURN WITH CONFIDENCE

1121 Fourteenth Street

March 1, 2021



BACKGROUND

Since early March 2020, the building has been operating during regular business hours to allow for essential business employees to work safely in their offices. Building operations had to be adjusted as most companies decided to allow most of their non-essential personnel to work from home.

This document serves as a resource for your company to use as you consider when and how to reopen your office(s) at *1121 Fourteenth Street* over the coming months. This plan outlines our re-entry plan for the safe return of our Clients, visitors, vendors, contractors, and others. It identifies operational and safety procedures and protocols that have been implemented.

We appreciate your continued personal efforts to maintain social distancing, mandated face mask compliance, and your patience and cooperation during this difficult time. Our goal is to continue to provide you and your employees with a safe and comfortable work environment.



WHAT WE HAVE DONE TO DATE

- 1** **The building team has kept the building fully operational for our Clients during the stay-at-home mandate.** Building operations have been adjusted to ensure that they are consistent with the latest public health regulations.
- 2** **Austerity measures have been implemented to conserve operating expenses.** We appreciate that the pandemic has had dramatic economic consequences. In an effort to conserve operating expenses borne by our Clients, we have carefully reduced expenses while taking care to stay in conformance with lease requirements.
- 3** **The parking garage has remained open on a self-park basis** to help reduce spread of the disease and to allow the parking team to focus on maintaining social distancing for health and safety.
- 4** **We have assembled a planning team that includes the building staff, building ownership, and key vendors and service providers.** We have conducted a survey to learn more about the specific needs of our Clients and have consulted with many of them on an individual basis.
- 5** **We have been carefully tracking the number and location of Clients in the building on a daily basis.** This has allowed us to accurately predict the cleaning staff requirements for the building and the locations that are in need of cleaning on a daily basis.
- 6** **All HVAC filters were recently changed to MERV 13** and all building preventative maintenance requirements have been maintained.
- 7** **We have been communicating with our Clients leading up to and during the stay-at-home mandate.** We will continue to communicate with Clients on a regular basis with important and relevant information regarding building operations.
- 8** **We have notified Clients of confirmed or suspected cases of COVID-19 within the building** and have implemented appropriate protocols in the affected areas.
- 9** **All service providers have been required to provide us with their COVID-19 employee procedures and best practices** to maintain social distancing and adjustments to work protocols to prevent the spread of the disease.
- 10** **We have closely followed the latest updates from federal, state, and city authorities and recommendations,** as well as guidelines from the Centers for Disease Control (CDC), Environmental Protection Agency (EPA), American Society of Heating, Refrigerating and Air-Condition Engineers (ASHRAE), and other regulatory and public agencies.

OUR PLAN FOR 1121 Fourteenth Street

The following information outlines the overall plan as well as prudent details of our **Return With Confidence Plan**.



BUILDING MASK POLICY

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- Following local order, everyone must wear a mask in the common areas of the building. Common areas include the lobby, elevators, restrooms, stairwells, and shared hallways.
- If someone forgets to wear a mask, the lobby attendant has a supply of masks available.
- All building staff has been provided with the appropriate level of PPE including face masks and gloves.
- The CDC recommends wearing two masks as a better way to prevent the spread of COVID-19.





BUILDING PERSONNEL & CONTRACTORS

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- The building staff including porters, engineers, property managers, and lobby personnel have remained hard at work during the stay-at-home phase.
- We have been following, and will continue to follow, CDC guidelines for social distancing and personal hygiene.
- All building staff have been provided with the appropriate level of PPE including face masks and gloves.
- When possible, to reduce face-to-face interactions between building staff, Clients, and vendors, building staff will refrain from entering Client space when the space is occupied, in accordance with social distancing procedures. As a result, maintenance and non-emergency service requests within Client space will be performed before or after normal business hours whenever possible. Your cooperation and patience during this time is appreciated.
- Building staff hours have been adjusted to allow for social distancing while maintaining the appropriate level of personnel to ensure that building operations remain 100 percent intact.
- All contractors and service providers entering the building will be required to wear face protection.
- Akridge will require all its vendors to submit a COVID-19 procedures compliance document prior to work being scheduled or completed. It is recommended Clients require their contracted vendors to do the same
- We will increase frequency and levels of cleaning as needed to maintain elevated disinfection standards.



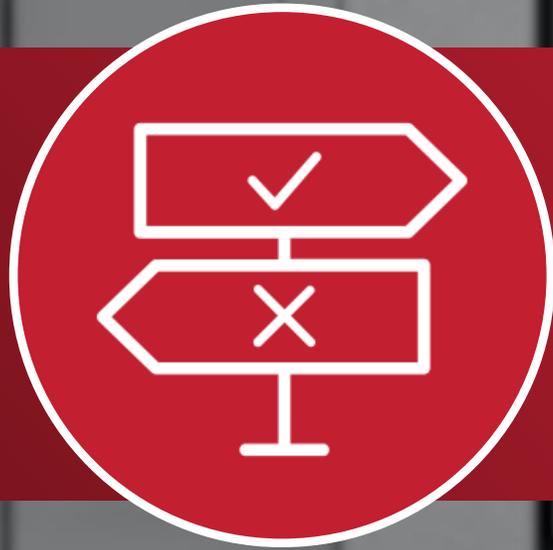


SECURITY & BUILDING ACCESS

SECURITY & BUILDING ACCESS

- All persons entering the building will be required to wear a mask in common areas of the building.
- “Entrance Only” and “Exit Only” doors have been established and are clearly marked with signage.
- All visitors must report to the lobby desk.
- Additional signage has been posted at the main entrance and lobby desk to assist your guests and encourage participation in building policies regarding social distancing and the appropriate level of PPE.
- Plexiglass barriers have been installed at the lobby desk.
- We encourage you to send your visitor management plans to the property management team. This allows us to ensure your guests are appropriately accommodated upon arrival.





SIGNAGE

SIGNAGE

- The appropriate directional and informational signage with new guidelines, recommendations, and policies have been installed in the parking facilities, lobby, building entrances, stairwells, restrooms, and delivery areas.
- We are happy to assist you with the purchase of signage for your suite. Please contact your property manager for details.





CLEANING

CLEANING

- Throughout the stay-at-home period, the building staff has been hard at work maintaining the building for the safety and comfort of essential personnel.
- Employees of Metropolitan Building Services have received training on cleaning protocols and proper use of disinfectants and have been supplied with the appropriate level of PPE.
- The janitorial contractor, Metropolitan Building Services, has followed EPA, CDC, and other government approved guidelines, recommendations, and directions for cleaning products, procedures, dwell times, and protocols.
- Throughout phased re-occupancy, we will continue special efforts to make sure that the common areas of the building have been properly cleaned with disinfecting products.
- Products used by Metropolitan Building Services are hospital grade and have been approved or recommended by the EPA and CDC.
- The frequency of cleaning and disinfectant in high density are high-touch areas, such as the lobby and elevator lobbies, elevator interiors, buttons and surfaces, restrooms, fixtures, door knobs, switch plates, building entrances, mats, handrails, counters, and other frequently touched surfaces has been increased.



CLEANING

- We have been assured by Metropolitan Building Services that they have an ample supply of the proper cleaning materials to maintain the enhanced level of cleaning currently in place.
- If a building employee, Client, contractor, or visitor becomes ill or tests positive for COVID-19, a deep cleaning and disinfection of the affected area is performed.
- During the stay-at-home period, the staffing levels of the night cleaning crew have been adjusted to allow for cleaning and maintaining the proper level of fiscal responsibility. We have been closely monitoring occupancy levels of the building and as occupancy levels increase, we will modify staff levels appropriately.
- We appreciate your cooperation as it may be necessary to adjust cleaning schedules to ensure proper disinfection of the building. These adjustments include allocating more time toward disinfection procedures and less time for certain cleaning tasks, such as dusting the mini-blinds.





VERTICAL TRANSPORTATION

VERTICAL TRANSPORTATION

- Based on the size of the elevator cabs and occupancy levels, we have established social distancing guidelines. The appropriate signage has been installed in the elevator to ensure optimal spacing between occupants.
- Based on the size of the elevators, the number of riders in each elevator cab will be restricted to 2 occupants per elevator trip.
- Elevators will be cleaned and disinfected throughout the day as well as in the evening.
- Routine elevator maintenance has been performed per normal schedules.





HVAC

HVAC

- As always, compliance with ASHRAE standards have been closely followed.
- The fresh-air intake for the building complies with or exceeds ASHRAE standards at all times.
- We have continued to use the highest level of MERV filters on all HVAC equipment. The level of filters varies depending on the type of equipment and the physical configuration of the equipment.
- All filters have been and will continue to be changed on a quarterly basis.
- Routine preventative maintenance has been and will continue to be performed.

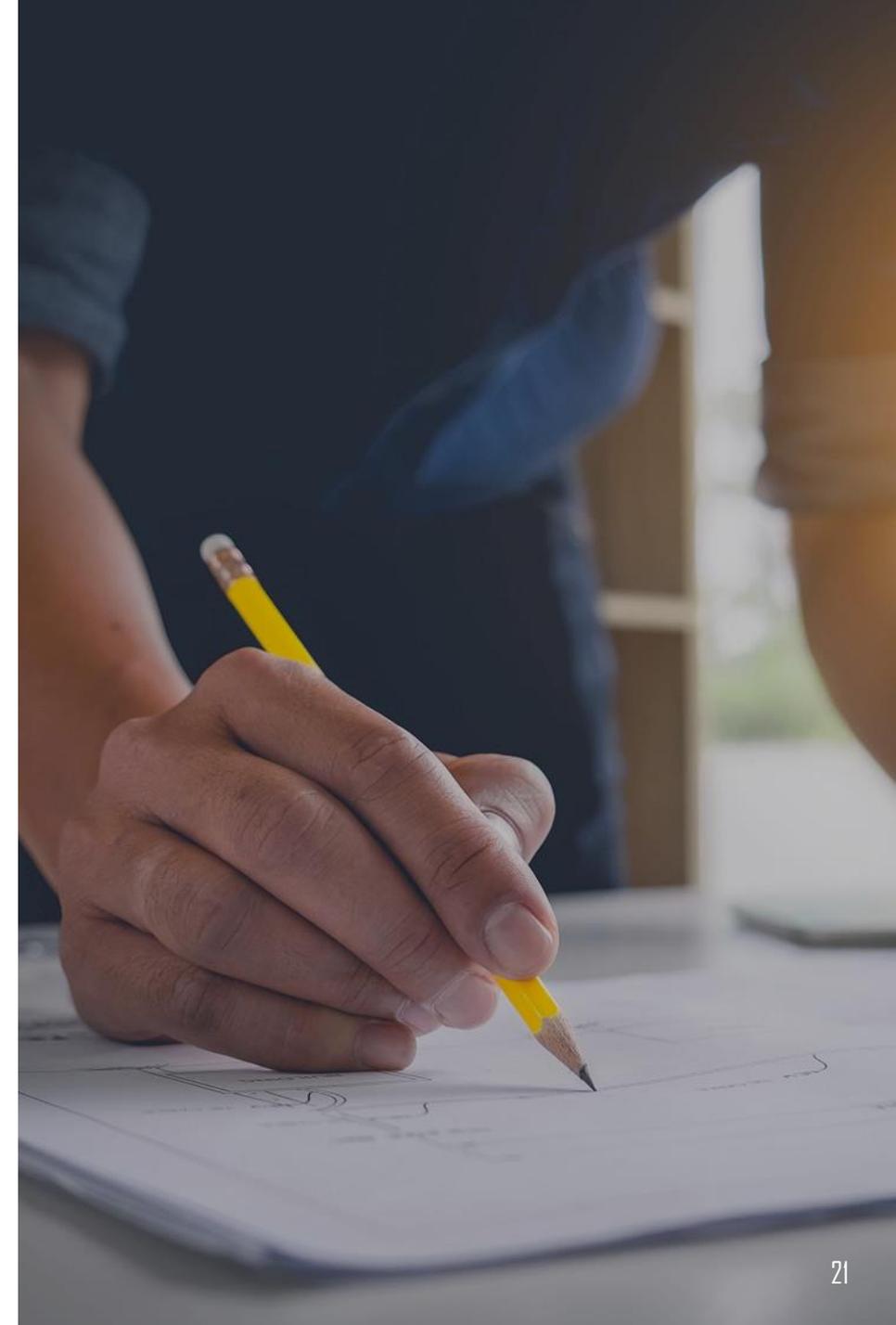




CONSTRUCTION

CONSTRUCTION

- There are no construction projects presently happening in the building.
- All pre-established building rules and regulations related to construction will continue to apply to any future work.
- All contractors will be instructed to ensure that all of their employees and the employees of all subcontractors strictly adhere to social distancing practices. All construction workers must wear face protection at all times.
- If you observe that construction workers are not complying with social distancing or not wearing face protection, please contact your property manager.
- Any contractors performing work will be required to provide their COVID-19 compliance procedures.
- If an employee or vendor of a contractor tests positive for COVID-19, you will be informed.
- If an employee or vendor of a contractor tests positive for COVID-19, the contractor will be responsible for ensuring that the proper level of disinfectant cleaning of the affected areas occurs.
- If an employee or vendor of a contractor tests positive for COVID-19, we may require the work to be suspended to allow for the appropriate quarantine period.

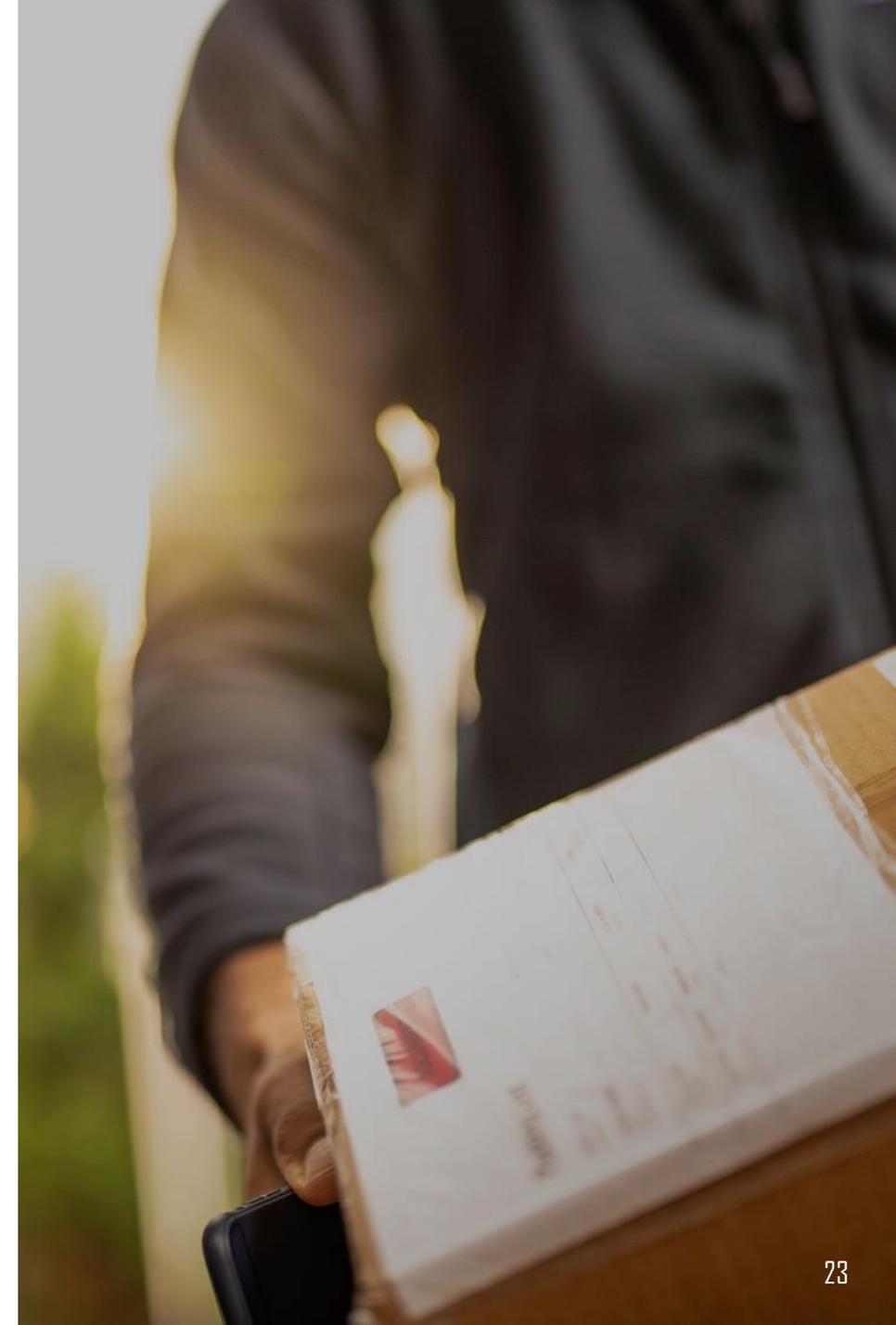




DELIVERIES

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- Please restrict all deliveries to essential items.
- All delivery personnel must wear face protection and will be denied access to the building for failing to comply with this requirement.
- Mail delivery will continue to be made to the mail room in the back service corridor. We advise that only 1 person be in the mail room at a time in order to maintain social distancing.
- FEDEX and UPS pickups will continue to occur as usual from the drop boxes located in the mail room. FEDEX and UPS workers will be required to wear face protection.
- All large deliveries will be directed to the loading dock. You will be informed by security if you receive a delivery.
- All food or catering deliveries must be delivered curbside.

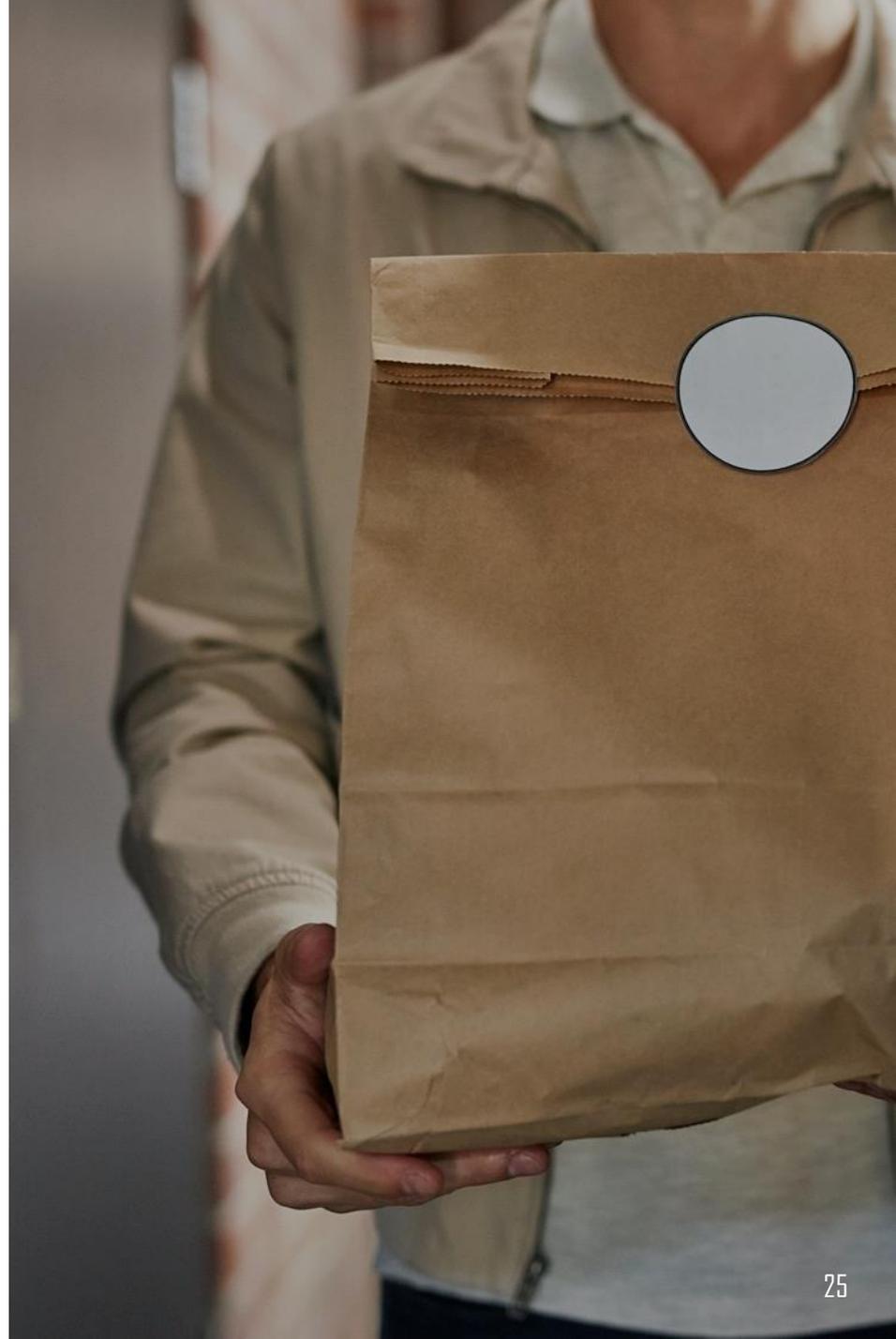




VENDOR MANAGEMENT

VENDOR MANAGEMENT

- Please restrict all outside vendors to essential requirements only.
- All outside vendors will be required to wear face protection and adhere to social distancing protocols.
- Please advise us in advance if you are expecting an outside vendor.
- All Akridge vendors must comply with social distancing protocol and wear face protection at all times.
- When possible, all Akridge vendors will perform work outside normal business hours.
- You will be advised when Akridge vendors will be in the building and the areas of the building that they will be working.
- All vendors will be required to submit a COVID-19 procedures compliance document prior to work being scheduled or completed.





PARKING

PARKING

- The garage has remained open during the stay-at-home order to support access for essential workers.
- The garage continues to be a self-park operation and is available only to patrons with monthly parking contracts.
- Social distancing signage has been installed in the garage elevator lobbies.





COMMUNICATION

COMMUNICATION

- We will continue to communicate with you frequently. We expect circumstances to change, and we will do our best to keep you updated.
- Updates with changes to our protocols will be posted on the building website: <http://1121fourteenthstreet.info>
- Encourage your staff to sign up for our instant alert notifications through Electronic Tenant Solutions. This allows us to transmit emergency information to many people at one time. We promise not to spam you! This system is used only to transmit relevant or emergency information in a timely manner. Please visit <http://1121fourteenthstreet.info/main.cfm?sid=introduction&pid=ccenter> to sign up!
- Please provide us with any changes to the emergency contacts within your organization.





WHAT YOU CAN DO TO HELP

- 1 We appreciate your patience. We are learning and adjusting our plan as circumstances change and new information becomes available.
- 2 Share this information with your staff so that they will know what to expect if they return to work.
- 3 Please reach out to us if you need assistance. We are here to help. Your input and suggestions are valuable. We want to work closely with you to ensure we are providing you and your employees with a safe and comfortable work environment.



CLIENT RECOMMENDATIONS

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ADMINISTRATIVE

- Update visitor policies to limit visitors to essential only; consider establishing a maximum number of visitors.
- Consider introducing a limit to the number of employees allowed in the office at one time; establish reservation system.
- Consider rules regarding use of kitchen or other common areas within your space.
- Consider hiring a certified industrial hygienist to perform a health sampling of your space.

ARCHITECTURAL

- Install acrylic separator at reception.
- Engage with architect or furniture consultant to change open work areas.

CLEANING

- Provide guidance to staff to disinfect their work areas including office doors and light switches.
- The building cleaners disinfect the common areas but do not disinfect inside Client suites except high-touch surfaces.
- Procure and install supplies to support good hygiene and disinfecting practices.



CLIENT RECOMMENDATIONS

MEETING SPACES

- Establish maximum occupant rules for conference rooms.
- Establish clear rules limiting or prohibiting visitors for in-person meetings.

STAFFING AND VENDOR MANAGEMENT

- Strictly enforce health policies with all employees and vendors.
- Limit contractor work to essential only.
- Consider a policy to take staff temperatures upon entering your suite. Alternatively, consider a policy whereby your employees are instructed to take their own temperatures before they come to work.





RESOURCES

RESOURCES

■ As you prepare your Return With Confidence, you may consider having your space evaluated by an architect. We can provide the names of trusted architects to you. One recommendation is as follows:

- Ania Leeson
- OTJ Architects
- aleeson@otj.com
- 202.621.1353

■ Metropolitan Building Services can provide dedicated day-time cleaning staff and/or above-standard, recurring disinfection cleaning staff within your space.

- Erick Toledo, Area Manager
- Metropolitan Building Services
- erick@p-and-r.com
- 703.373.9021

We are happy to provide resources for social distancing signage within your space. One

■ signage recommendation is as follows:

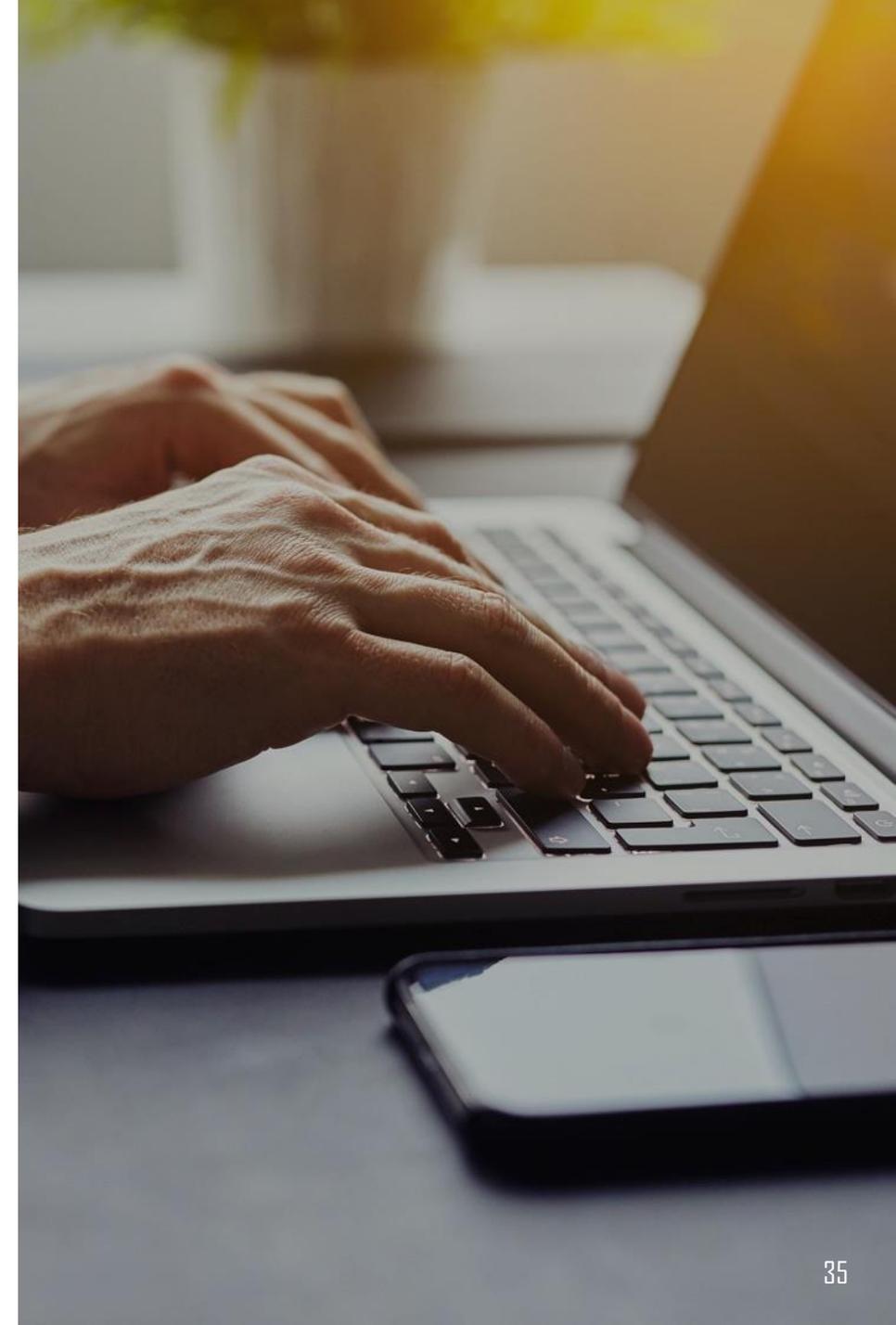
- Guy Brami
- Gelberg Signs
- guy@gelbergsigns.com
- 202.882.7733 x222

■ The following group has been most helpful with plexiglass installations:

- Agam Group
- Kayla Gott
- kgott@agam.com
- 443.459.5608

■ We've linked some information regarding local COVID-19 Vaccination sites here for your convenience:

- [CVS –](#)
- [All states](#)
- [Walgreens](#)
- [Giant](#)
- [Harris Teeter](#)
- [Safeway/Albertsons](#)



PROPERTY MANAGER INFORMATION

BUILDING: 1121 14th Street
CONTACT: Caroline Gieseler, Property Manager
PHONE: 202.207.3903
EMAIL: cgieseler@akridge.com

Thank you for safely returning to the
office in a post-COVID-19 world.

AKRIDGE
Invested.

Learn more by visiting our website: www.akridge.com