



Returning to 230 Peachtree

As excited as we are to return to 230 Peachtree, creating a safe a secure workplace for all employees, visitors and vendors is a key component to a successful return to work. The health and safety of all will be a shared responsibility and we are working with everyone to provide a healthy environment. Portman Management continues to diligently follow the guidelines and recommendations from the CDC to properly prepare the building as we continue to return to the workplace. The following information is to inform you on the steps we have taken and will continue to take as we reopen, as well as answer some of the most pressing questions.

RECOVERY
READINESS
GUIDELINES

TABLE OF CONTENTS

Preparing for Return
Inside the Building
Inside Your Space
Working Together

Preparing for Your Return

Building Staff Safety

All building staff members will be provided with appropriate PPE. Engineering, housekeeping and security will not enter tenant spaces without PPE.

Intensified Cleaning

Increased cleaning frequency and disinfecting of all common and high traffic areas has been implemented throughout the building. See the list to the right for a list of high traffic area with increased cleaning schedules.

Please note that housekeeping does not disinfect personal items or workstation surfaces including computer mice, keyboards or screens. Nightly cleaning crews will only wipe down fully cleared workstation tops.



Inside the Building

High Traffic Areas with Increased Cleaning

- Door handles/knobs
- Restrooms & Drinking Fountains
- Building Common Areas
- Elevator Buttons & Handrails
- High Frequency Surfaces

Inside the Building

Building Entry/Exit

Building entrances will be designated "Entry Only" and "Exit Only" to aid in traffic circulation. Security will be monitoring social distancing in the lobby to minimize gathering in common areas.

Hand Sanitizer Stations

Hand sanitizer stands are located on the first floor in the low-rise and high-rise elevator banks.

Elevators Use

Signage has been placed in elevators encouraging safe elevator etiquette and best practices. We encourage a limited number of passengers per trip (3-4) and to avoid directly touching surfaces, including call buttons and handrails. Tissue will be available on the security console for you to use to press elevator buttons if you desire. A trash can will be placed in each elevator lobby for disposal of your tissue.

Signage

Signage has been placed throughout the building to remind everyone how to stay safe and practice proper social distancing and increased hand washing reminders.



HVAC & Indoor Air Quality

All HVAC filters have been changed throughout the building. We have increased ventilation and the amount of outdoor air used by the building's HVAC system. We will continue to maintain the indoor air temperature and humidity at a comfortable level.

Fitness Center

The Fitness Center will remain closed until further notice.

The Drafting Table Cocktails & Kitchen

The Drafting Table will remain closed until further notice.

Hotel Indigo

Hotel Indigo will remain closed until further notice.



Workplace Hygiene

Frequent Hand Washing

Practicing etiquette when coughing/sneezing

Make hand sanitizers available in multiple locations

Maintain clean workstations

Increase cleaning of kitchens and breakrooms surfaces

Increase cleaning of refrigerators and microwaves

Install sneeze guards in reception areas

Inside Your Space

We are sure as a company you have already started implementing new policies and procedures to ensure your employees' safety. Here are some things to think about:

Stagger Schedules for Returning

We encourage employers to think about allowing employees to return to work in phases instead of all at once.

Health Screening

Consider employee health screening and temperature checks.

Workstations

Consider spreading people out (if possible) and reconfiguring workstations to allow for better social distancing. A good rule of thumb is keeping (3) ceiling tiles between each workstation and each person during meetings.

Meeting Rooms

Evaluate the requirements and necessity for in-person meetings. Continue to utilize virtual meetings when possible and limit the amount of bodies in conference rooms to best accommodate safe distances.

Workplace Hygiene

Encourage good personal hygiene and infection control practices. Please see the list to the left for some recommendations.

Working Together

If you or someone in your space has exhibited any symptoms or has tested positive for COVID-19, please notify Property Management immediately. Management will coordinate with housekeeping to initiate steps to disinfect and clean the building common areas. Please reach out to Property Management for disinfecting costs for inside tenant suites. Property Management will notify all building tenants of any confirmed cases on property. Anyone infected should follow the guidelines and recommendations from the CDC.

230 Peachtree's Management Office is located on the 16th floor in suite 1600 and is available Mon - Fri from 8:00am - 5:00pm.

The management office can be reached at 404.614.5230. All after hours calls are directed to lobby security.

Please contact Property Administrator, Andrellia Jackson at ajackson@portmanholdings.com for any questions or concerns.

PORTMAN MANAGEMENT

Resources on COVID-19

Centers for Disease Control
<https://www.cdc.gov/>

World Health Organization
<https://www.who.int/>

