

## PREPARING FOR YOUR RETURN

From the data we've gathered, the following are tips for your office:

### INSIDE THE WORKPLACE

Encourage good **personal hygiene** and infection control practices when employees are in the workplace, including, but not limited to:

#### **Respiratory etiquette:**

- Encourage covering coughs and sneezes
- Turn away from others when coughing or sneezing

#### **Hand hygiene:**

- Promote frequent and thorough hand washing
- Make hand sanitizer available in multiple locations adjacent to common touchpoints

#### **Avoid touchpoints:**

- Provide disposable wipes so that common touchpoints (e.g., doorknobs, light switches, desks, desktop peripherals, remote controls, and more) can be disinfected by employees before each use
- Discourage the use or borrowing of other people's phones, desks, offices or equipment.

Maintaining a **clean workplace** will assist in minimizing risk to employees.

#### **Regular housekeeping:**

- In open work environments, increase the frequency of cleaning and disinfecting frequently touched surfaces, equipment, and other surfaces in the workplace:
  - » Kitchen Areas
  - » Vending Machines
  - » Work Rooms
  - » Meeting Rooms
  - » Huddle Rooms
- When choosing cleaning chemicals, organizations should consult products from approved lists from governing authorities, and reference disinfectant labels, data and specifications with claims against emerging viral pathogens.

### OFFICE ENTRY/RECEPTION

Consider guidelines and recommendations to control ingress and egress and promote ongoing safety and precautionary measures at those points. These might include, but not limited to:

#### **Suite Entrances:**

- Hand sanitizer at doorways both inside and out.

#### **Reception:**

- Training reception personnel on safe interactions with guests.
- Reconfiguration of visitor registration systems to avoid guests leaning over receptionists.
- Glass screens between guests and reception personnel.

#### **Collaboration Tools**

- Remove shared conference phones and encourage the use of personal mobile phones or laptop softphones for teleconferences.

### FREQUENTLY TOUCHED SURFACES

Frequently touched surfaces are reservoirs for viral pathogens. By reducing the frequency of physical contact with items in the workplace that are also touched by others, individuals can reduce their exposure to communicable diseases. Solutions may be temporary or permanent.

In addition to providing disinfectant sprays or wipes adjacent to each touchpoint, consider the following range of precautions to reduce touchpoints:

#### **Light/power switches**

- Affix signage to remind occupants to keep switches 'on' all day
- Provide disinfectant dispensers

#### **Doors**

- Affix doors in an open position

#### **Collaboration Tools**

Remove shared conference phones and encourage the use of personal mobile phones or laptop softphones for teleconferences

### FREQUENTLY ASKED QUESTIONS OF PROPERTY MANAGEMENT

- Will the Portman Staff be wearing PPE?
  - Portman Staff and team members will wear face coverings when in tenant spaces and common areas.
- What are the "high frequency surfaces" that will be cleaned?
  - Restrooms (incl. push plates/doorknobs)
  - Elevators
  - Common areas (hallways/corridors)
  - Entry points, door handles/knobs
  - Restroom dispensers/stall doors
  - Buttons (ADA/elevator, etc.)
  - Drinking fountains
  - Toilet/urinal handles
- What is the frequency of cleaning these surfaces?
  - The main disinfectant cleaning product that has been used by our janitorial company since November 2019 is Facilpro 57 - Peroxide Multi Surface Cleaner and Disinfectant EPA#1677-238
- Will Property Management require all tenants to wear a mask?
  - Property Management cannot require tenants to wear face coverings. HOWEVER, we strongly suggest that employers require their employees, contractors and vendors help slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings.
- Does the HVAC system carry air from other offices to our office?
  - The HVAC system for the building does not carry air from other offices. Each office has their own supply air; the return air is removed and mixed with outside air per OSHA requirements. The building is utilizing 100% outside air for reconditioning.
- Was the building HVAC system shut down?
  - Our building has remained open, so we have been continuously maintaining all building systems while you were away. Amid the COVID-19 pandemic, our staff has implemented and has already started following guidelines provided by the CDC and OSHA for HVAC maintenance and filtration. Recently, our filters have been changed. We have increased ventilation and the amount of outdoor air used by the buildings HVAC system. We will continue to maintain the indoor air temperature and humidity at a comfortable level.

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