Getting Back to Work: Preparing for Building Re-Entry Amid COVID-19

May 6, 2020
Plan and Prepare

• Communication is key
  ➢ Building management, tenants, vendors and contractors

• Stay informed
  ➢ CDC
  ➢ Federal, state and local government, public health agencies

• Expect change!
Social Distancing and PPE

- Follow CDC guidelines and all authorities having jurisdiction
- Don’t forget “back of house”
  - Management office
  - Building staff workspaces/areas, break rooms
- Building management is responsible for building employees; tenants and contractors are responsible for their employees

Signage

- Signs, signs, everywhere signs!
- Multilingual
- Use pictures and graphics
Security and Building Access

- Not landlord’s responsibility to take temperatures or perform health assessments of tenants or contracted employees!
- Limit ingress and egress options
- Limit visitors, couriers and deliveries, if possible
- Additional security or personnel to monitor/manage new access rules and procedures
- Additional training as responsibilities increase
- Valet vs. self-park illness exposure risk

Safe Use & Occupancy of Elevators

- Expect and plan for strict requirements
  - Plan for implementation challenges
  - No single answer
- Consider physical building and equipment constraints
- Consider state and local mandates
- Talk with tenants
- Challenge property management and security to develop a plan
Common Areas and Amenities

- Remove or space out lobby furniture
- Repurpose lobby
- Limit access or close initially
- Waivers for fitness areas, other amenity spaces
- Face mask disposal – biohazard?

Shared Equipment and Space

- Protect health and safety of the building staff
- Separate tools and workspaces
- Use physical barriers
Building Personnel

• Training!
• Assess staffing needs
• Vendor and contractor safety
  ➢ What are their health and safety plans?

Janitorial: Cleaning Definitions

• Anti-bacterial is not the same as anti-viral
• Sanitizers: Reduce bacteria on surfaces
• Disinfectants: Kill or prevent growth of bacteria or virus
  ➢ Bleach solution
  ➢ 70% isopropyl alcohol
• Sterilize: Making an object free of live bacteria or other microorganisms
Janitorial: Procedures

• Frequent cleaning of high-density, high-touch areas
• Ensure adequate supplies
  ➢ Complete walk-through before re-entry
• New and refresher training for cleaning staff
• Follow EPA and CDC guidelines
  ➢ CDC: Cleaning and Disinfecting Your Facility
  ➢ CDC: Reopening Guidance for Cleaning and Disinfecting
• Select appropriate cleaning chemicals
• Expect tenant demands and expectations to increase

Mechanical

• Regular and normal maintenance
• Check, clean and flush systems
• ASHRAE guidelines – HVAC
• International Code Council (ICC) guidelines – Plumbing
Communications with Tenants

- Virtual pre-opening meeting with tenants
- Tenant responsibilities for employees and workspaces
- New cleaning and other new policies, procedures
- Procedures for reporting COVID-19 cases
- Fire drills or emergency evacuations
- Re-exit plan if COVID-19 resurges

Risk Management and Legal

- Assess new risks
- Review contracts and leases
- Local reporting requirements
- Protect identity of COVID-19-positive individual and employer
  - Report floor only
Resources:

www.boma.org/coronavirus
www.ashrae.org/technical-resources/resources
www.cdc.gov/coronavirus
www.coronavirus.gov
www.eeoc.gov
www.fema.gov/coronavirus
www.iccsafe.org
www.osha.gov/coronavirus
www.whitehouse.gov/openingamerica
www.who.int/coronavirus
Questions?