

AKRIDGE
Invested.

RETURN WITH CONFIDENCE

COVID-19 Guide

Version 3.0 // March 2022



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 at 601 13th 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.** Building operations have been adjusted to ensure that they are consistent with the latest public health regulations. Please be assured that the building is open and prepared for occupancy.
- 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 fitness center and roof deck are open.** Social distancing signage has been installed and cleaning staff are performing heightened cleaning in high-touch areas. The workout area is open full time to Clients. Synergy Fitness will be onsite during certain hours of the day to assist with the cleaning of equipment. The roof deck is open and available for Client events within the DC Mayor's guidelines.
- 4 We completed a third-party audit of our janitorial practices.** To evaluate the efficacy of cleaning practices, the third-party evaluated high-touch surfaces such as countertops, door handles, and elevator buttons using adenosine triphosphate sampling and visual inspection based on APPA guidelines.
- 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** 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.
- 11 We have earned UL's Verified Health Building Mark.** UL's program is designed to demonstrate that buildings have excellent indoor air quality (IAQ) performance.

OUR PLAN FOR 601 13th Street

The following information outlines the overall plan as well as prudent details of the re-entry plan for The Homer Building.



BUILDING MASK POLICY

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- Following recent updates to local orders, masks are no longer required indoors. This includes building common areas such as the lobby, elevators, restrooms, and amenity spaces such as the fitness center and roof deck.
- Clients are encouraged to implement internal policies and procedures regarding masks for their own spaces. Please share these policies with your property management team so that we can adhere to them when entering to deliver packages and/or escort visitors.
- Building staff will comply with individual Client protocols while in Client space and shall be mindful to respect the comfort level of Clients while in common areas. We ask that you please place signage at the entrance of your suite confirming your mask policy.





BUILDING PERSONNEL

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- All building staff have been provided with the appropriate level of PPE including face masks and gloves.
- We have communicated on a daily basis with building staff on appropriate procedures and protocols to prevent exposure to the virus.
- If a staff member, or staff family member tests positive for COVID-19, we will practice non-discriminatory and CDC-based criteria to determine when it is safe for the staff member to return to work. Building staff have been instructed to stay home if they are ill.
- When possible, building staff will refrain from entering Client space when occupied, in accordance with social distancing procedures. Non-essential services will be completed to the best of building staff's ability while maintaining safety protocols.

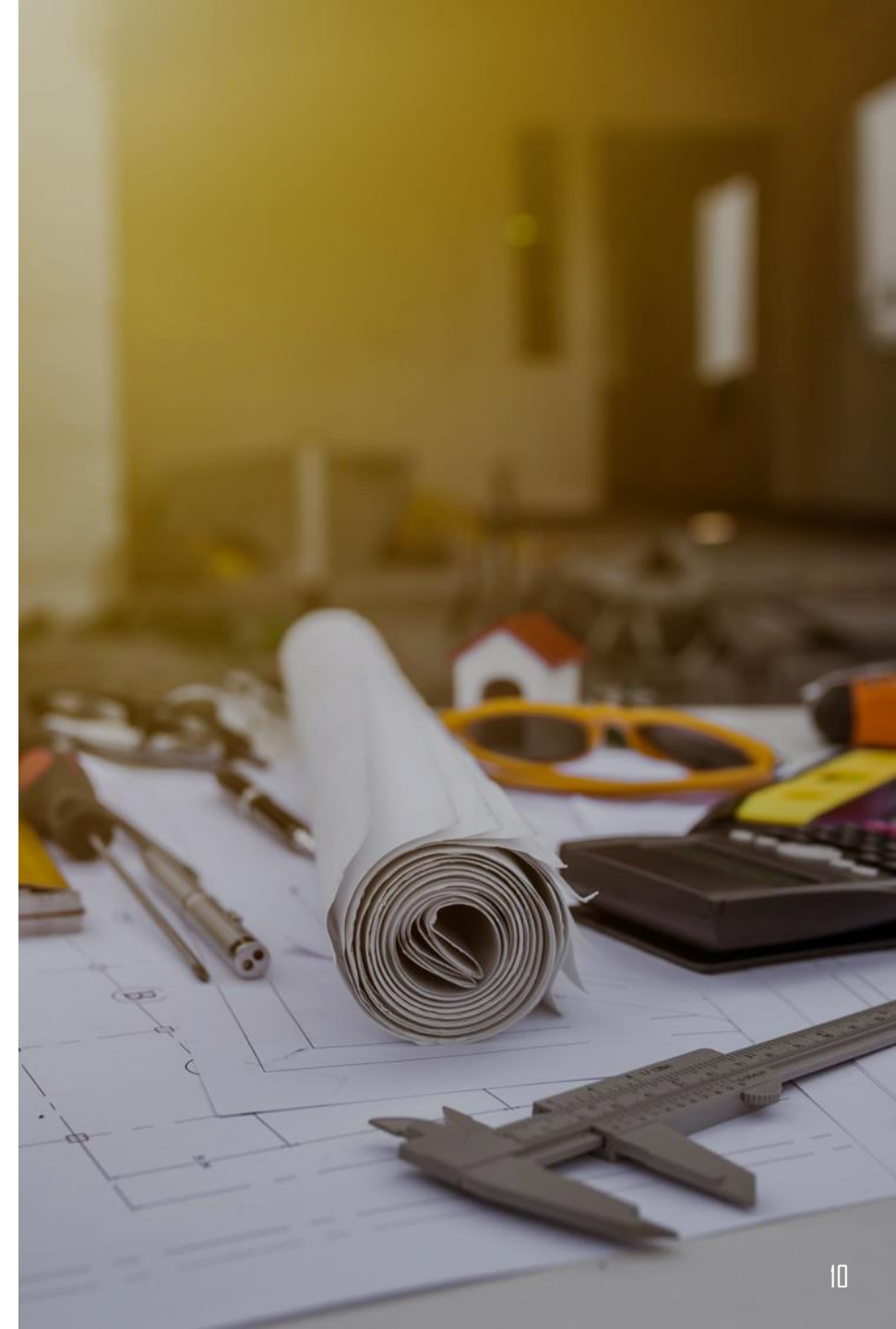




VENDOR MANAGEMENT & CONTRACTORS

VENDOR MANAGEMENT & CONTRACTORS

- All contractors and vendors entering the building are required to wear face protection.
- When possible, we have reduced face-to-face interactions between building staff, Clients, and vendors. 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 is appreciated.
- Please restrict all of your outside vendors to essential requirements only and advise us in advance if you are expecting an outside vendor.
- Akridge 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.





SECURITY & BUILDING ACCESS

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- The main entrance on 13th Street is open during business hours for Clients and visitors.
- The side entrances on F and G Streets are secured 24/7 and accessible via Kastle fobs.
- All visitors must report to the lobby desk. A path from the entrance door to queue has been established and will be clearly marked. Visitors are called to the security desk one at a time to maintain social distancing.
- Use of the visitor management system linked to the security desk is strongly recommended. For information regarding the use of this system, please contact your property manager.
- We are making every effort to provide hand sanitizer at building entry points.





SIGNAGE

SIGNAGE

- The appropriate directional and informational signage has been installed in the parking facilities, lobby, building entrances, amenity spaces, restrooms, and delivery areas.
- New guidelines, recommendations, and policies have been clearly posted in the main lobby, loading dock, and parking valet area. The guidelines and signage are designed to maintain 6 feet between people as they move throughout the building.





CLEANING

CLEANING

- We completed a third-party audit of our janitorial practices. To evaluate the efficacy of cleaning practices, the third-party evaluated high-touch surfaces such as countertops, door handles, and elevator buttons using adenosine triphosphate sampling and visual inspection based on APPA guidelines
- The janitorial contractor, P&R Enterprises are following EPA, CDC, and other government approved guidelines, recommendations, and directions for cleaning products, procedures, dwell times, and protocols. Products used by P&R Enterprises are hospital grade and have been approved or recommended by the EPA and CDC.
- Employees of P&R Enterprises have received new or refresher training on cleaning protocols and proper use of disinfectants and have been supplied with the appropriate level of PPE.
- We are closely monitoring occupancy levels of the building and as occupancy levels increase, cleaning staff levels will be modified appropriately. Cleaning schedules will also be closely monitored and may be adjusted to allow proper levels of cleaning at the appropriate times.
- We have been routinely operating water systems, toilets, faucets, and floor drains to avoid the accumulation of biofilm and other bacteria.
- The frequency of cleaning and use of disinfectant in high-touch common areas of the building, such as the atrium, security desk, elevator lobbies, elevator interiors, buttons and surfaces, restrooms, door knobs, switch plates, handrails, counters, and other frequently touched surfaces will remain at an increased level.
- If a Client or visitor to Clients' suites becomes ill or tests positive for COVID-19, it is recommended a deep cleaning of the Clients' suite be performed at the Client's expense.





VERTICAL TRANSPORTATION

VERTICAL TRANSPORTATION

- Stairwells can be used to exit the building to limit travel in elevators. Unfortunately, unlocking stairwells for upward travel to floors is an increased security risk.
- Elevators are being cleaned with disinfectant throughout the day as well as in the evening.
- Routine elevator maintenance has continually been performed.





COMMON AREAS



CONFERENCE CENTER

- The conference center is available for use.



ATRIUM

- Atrium events are permitted on a case by case basis. Please contact your property manager if you are interested in hosting an event. Please practice social distancing when using the atrium furniture.



BIKE ROOM

- The bike room remains open. Social distancing signage has been installed.



ROOF DECK

- The roof deck remains open, however please use your best judgment and practice social distancing.



FITNESS CENTER

FITNESS CENTER

- The fitness center is currently open for Clients.
- Synergy Fitness will be onsite from 7:00 am to 3:00 pm Monday, Tuesday, Wednesday, and Friday and 10:30 am to 6:30 pm Thursday. Clients can use the fitness center whenever they like but must ensure sure social distance protocols are followed.
- Please note the free weight and stretching areas will accommodate no more than 2 users at any time.
- All users are to wipe down equipment with disinfectant wipes after each use. Disinfectant wipes will be provided in the fitness center.
- The showers and locker rooms remain open. Towel service is currently provided.
- Please note each locker room will safely accommodate no more than 3 users at any one time.
- Please queue at a safe distance outside of the locker room if 3 people are already in the space.
- Social distancing signage has been installed.
- The water cooler remains available.
- The workout area and locker rooms are cleaned nightly with the use of disinfectant.





Indoor Air Quality & 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 are continuing to use the highest level of MERV filters on all HVAC equipment.
- All filters have been and will continue to be changed on a regular basis.
- Routine preventative maintenance has been and will continue to be performed.

Indoor Air Quality

- The Homer Building recently earned the UL Verified Healthy Building for Indoor Air Mark.
- UL's program is designed to demonstrate that buildings have excellent indoor air quality (IAQ) performance.
- To achieve the UL Healthy Building for Indoor Air Verification Mark, The Homer Building participated in an extensive audit and underwent a site visit that included visual inspections and performance testing.

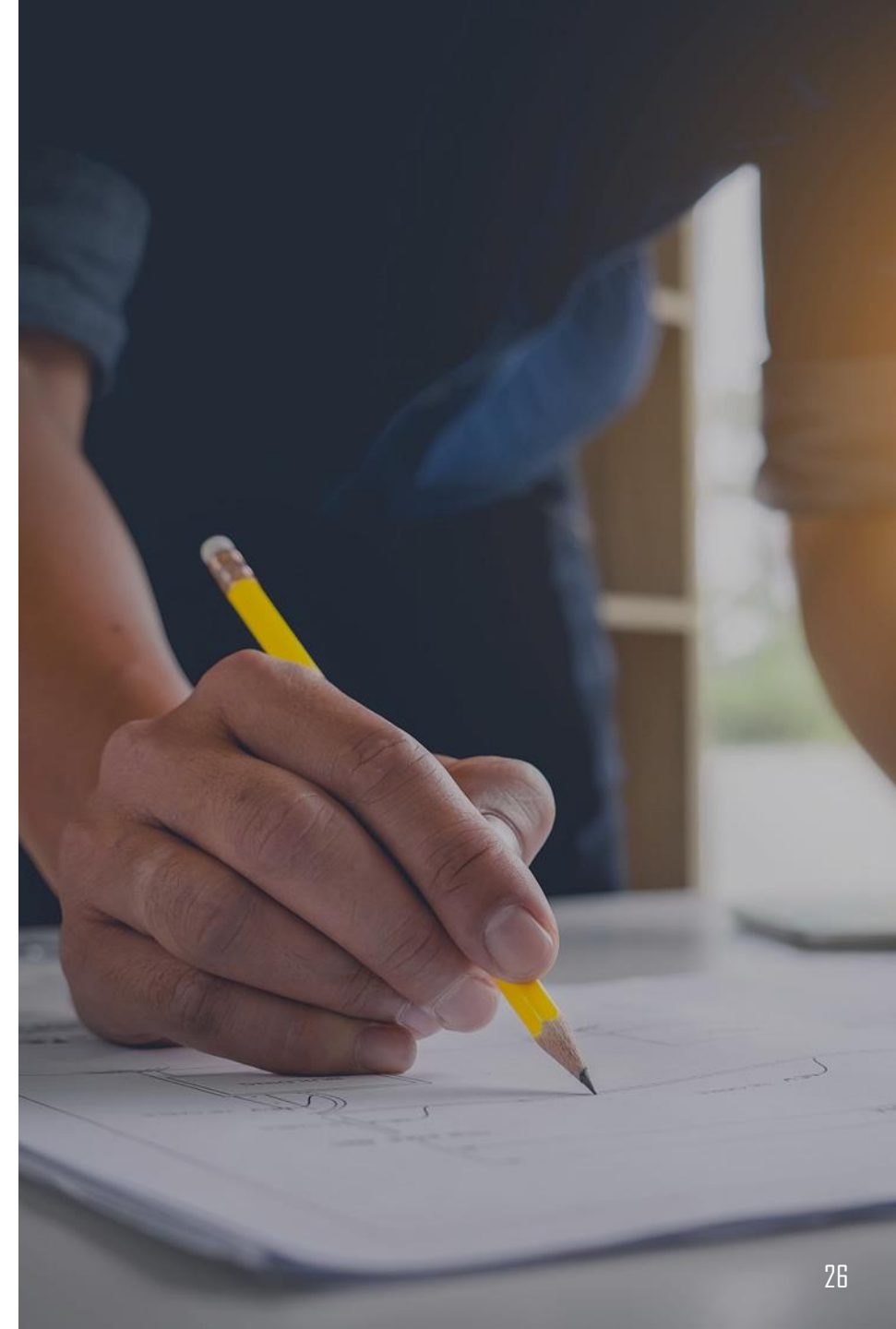




CONSTRUCTION

CONSTRUCTION

- Minimal construction is presently happening in the building.
- All pre-established building rules and regulations related to construction will continue to apply to the work currently under way.
- The contractors have been instructed to ensure that all of its 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.
- The contractors performing work have been 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.

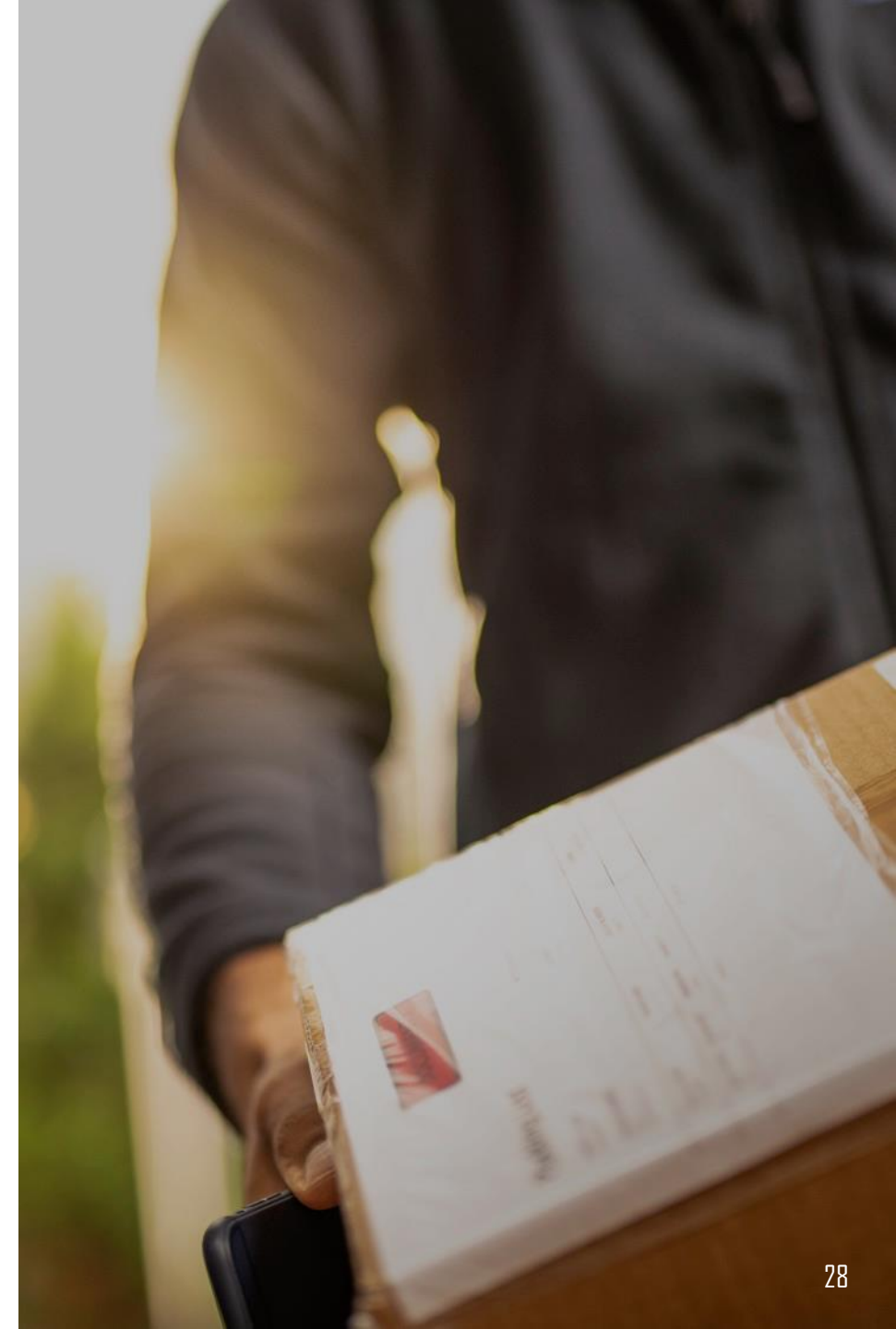




DELIVERIES

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- All deliveries are being intercepted by lobby personnel. They will advise you when a delivery has arrived. Lobby personnel will deliver to the suite if given permission.
- Mail delivery is being made to the mail room in the lobby of the building. We advise that only 1 person be in the mail room at a time in order to maintain social distancing.
- FEDEX and UPS pickups continue to occur as usual from the drop boxes located in the mail room. FEDEX and UPS workers are required to wear face protection.
- Larger deliveries which require use of the loading dock still need to be scheduled through Property Management.





PARKING

PARKING

- The garage is open from 6:00 AM to 8:30 PM (Monday – Friday).
- Valet service is available upon request. Garage attendants can also help direct Clients to spaces which have traditionally been used as stacked spaces.
- If demand for parking is greater than anticipated, stacking may be implemented in the garage. Please carefully follow the directions given to you by the garage attendants. You may be asked to leave your contact information with the garage operators or clearly displayed on the windshield of your car so that they may contact you if your car needs to be moved.
- Daily parkers are given a ticket upon arrival into the garage before being informed to self-park. Daily parkers should pay in the valet office before exiting the garage.
- Payment can be made with credit card or cash. A contactless payment option is also available.
- Social distancing signage is installed in the valet area.
- The valet elevator to the garage is operating as normal and is cleaned with disinfectant on an enhanced schedule.





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://60Ithirteenthstreet.info/toc.cfm>.
- 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://60Ithirteenthstreet.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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STAFFING AND VENDOR MANAGEMENT

- Akridge take each employee's temperature and ask them to self-certify that they are free of symptoms. We highly recommend that you consider a policy to take staff temperatures upon entering your suite. These policies are most effective when all Clients within a building enact them for their employees.
- Strictly enforce health policies with all employees and vendors.
- Limit contractor work to essential only.

ARCHITECTURAL

- Install an acrylic separator at reception.
- Engage with an 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 deep clean the common areas but do not disinfect inside Client suites except high-touch surfaces.
- Procure and install supplies to support good hygiene and cleaning practices.



CLIENT RECOMMENDATIONS

MEETING SPACES

- Establish policies for meeting spaces and common areas.

ADMINISTRATIVE

- Update visitor policies
- Consider establishing a reservation system.
- Consider rules regarding use of kitchen.
- Consider hiring a certified industrial hygienist to perform a health sampling of your space





RESOURCES

RESOURCES

- As you prepare your reentry plan, 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:

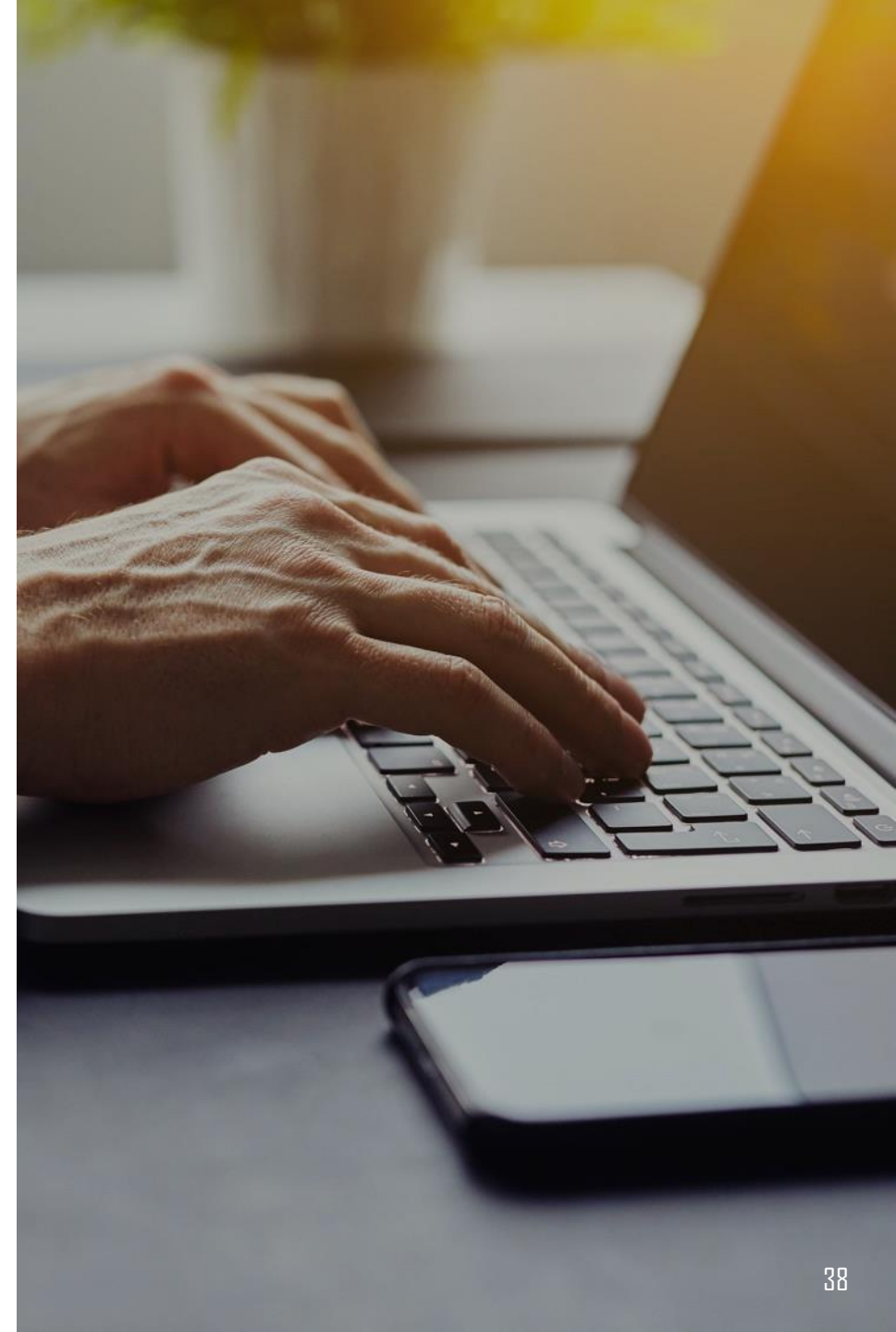
Ania Leeson
OTJ Architects
aleeson@otj.com
202.621.1353

- 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



PROPERTY MANAGER INFORMATION

BUILDING: The Homer Building - 601 13th Street, NW

CONTACT: Kathryn Brand

PHONE: 202.207.3929

EMAIL: kbrand@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