

AKRIDGE
Invested.

Return with
Confidence

March 1, 2021



BACKGROUND

Since 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 come back to your office at 1199 North Fairfax. This plan outlines the steps we have taken and the procedures in place so that your employees may return to the office with confidence.

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.

We look forward to welcoming you back to the office!



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 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.
- 4 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.
- 5 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.
- 6 All HVAC filters continue to be changed on a regular basis** and all building preventative maintenance requirements have been maintained.
- 7 We have been communicating with our Clients 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 1199 North Fairfax Street

The following information outlines details of the re-entry 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, and amenity spaces such as fitness centers or roof decks.
- 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

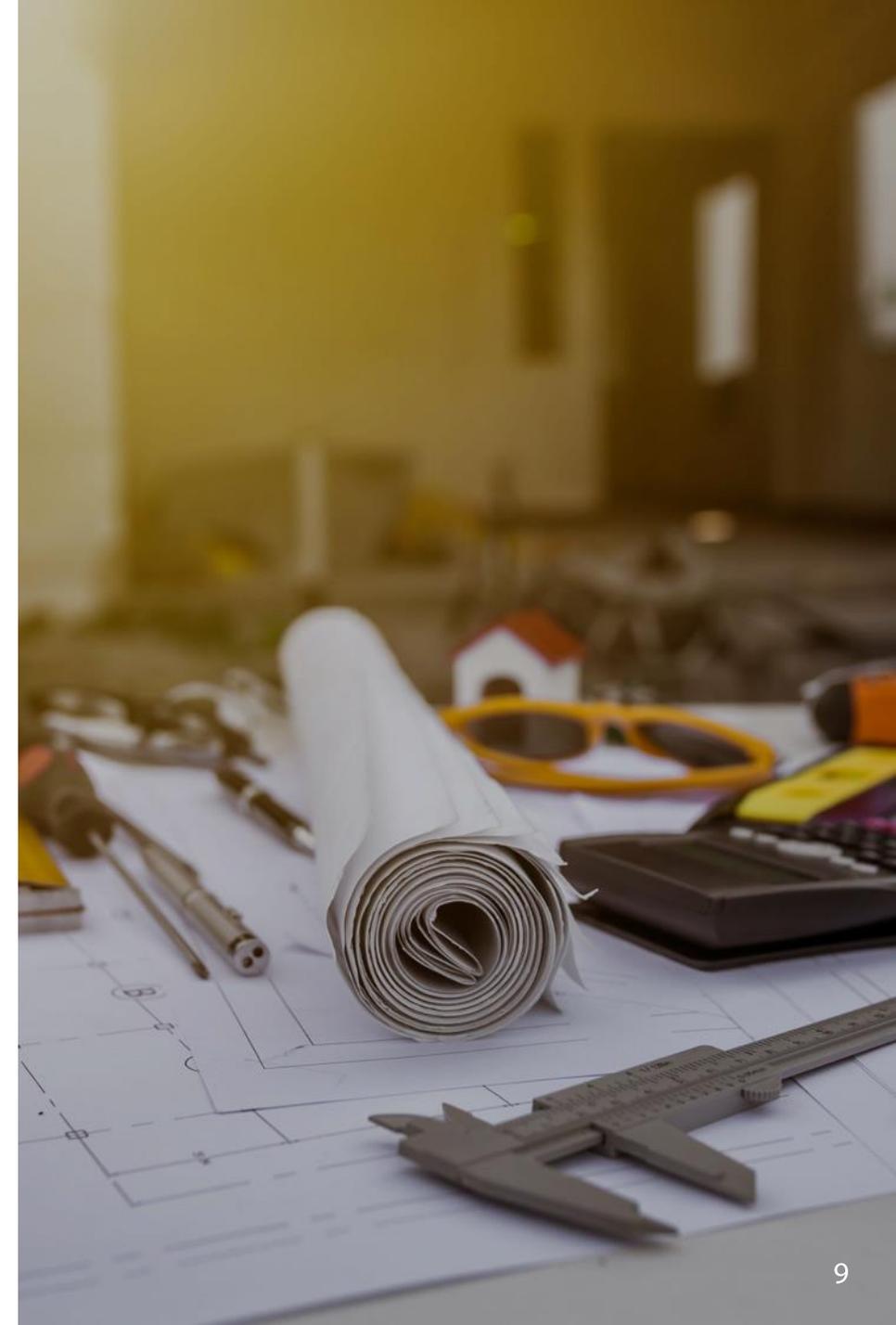
BUILDING PERSONNEL & CONTRACTORS

- The building staff including porters, engineers, property managers, and lobby personnel have remained hard at work throughout the pandemic.
- 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, building staff will refrain from entering Client space when the space is occupied, in accordance with social distancing procedures.
- 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 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 are required to wear face protection.



BUILDING PERSONNEL & CONTRACTORS

- We have increased frequency levels of cleaning as needed to maintain elevated cleaning standards.
- Routine services or maintenance provided by outside contractors will be performed during non-business hours whenever possible.
- We have implemented a policy whereby all building staff, service providers, and contractors will undergo a self-administered temperature screening before entering the building.



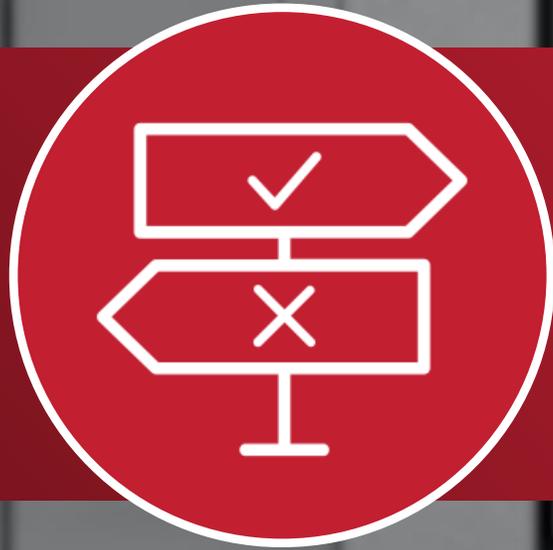


SECURITY & BUILDING ACCESS

SECURITY & BUILDING ACCESS

- To help prevent the spread of COVID-19, please wear face protection when entering the building. The CDC recommends wearing two masks helps prevent the spread of COVID-19.
- “Entrance Only” and “Exit Only” doors have been established and are clearly marked with signage.
- Although the building is open and operational for Clients and their guests, the building’s electronic access system will remain in secured mode 24 hours a day. You must use your fob to gain access to the building. We will make every effort to provide hand sanitizer in the lobby.

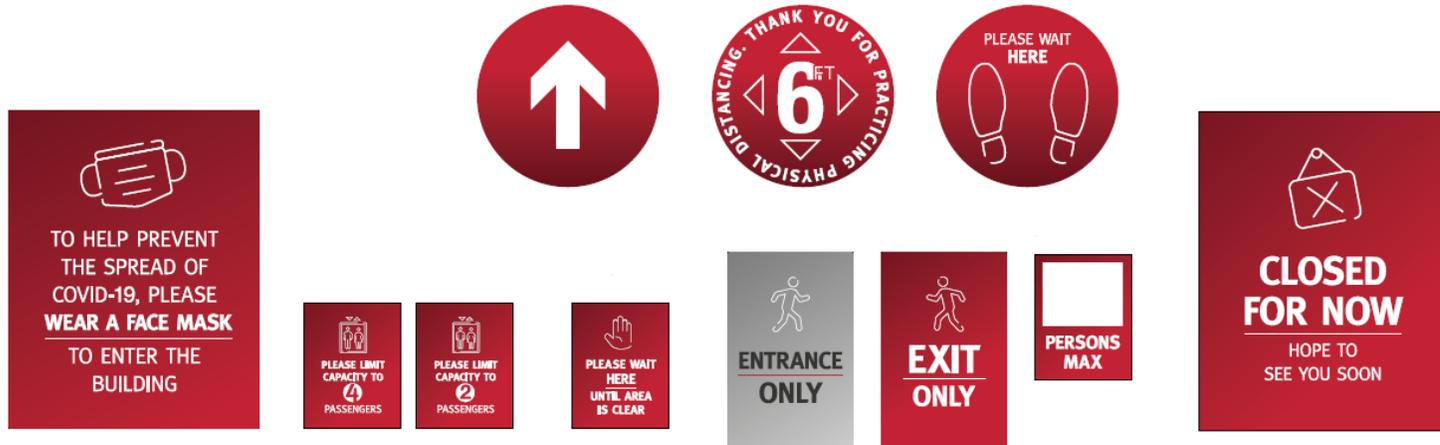




SIGNAGE

SIGNAGE

- The appropriate signage has been installed in the parking facilities, lobby, building entrances, amenity spaces, restrooms, stairwells, 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

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



CLEANING

- We have been assured by the cleaning provider 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 of the affected common areas is performed.
- 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 cleaning of the building. These adjustments include allocating more time toward cleaning high-touch surfaces and less time for other 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 six-foot 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.
- Queuing marks have been placed in the elevator lobby to reinforce social distancing.
- To ease elevator traffic and wait times, stairwells will be available for Client use. “Up” and “down” stairwells have been designated and appropriate signage has been installed.
- Routine elevator maintenance has been performed per normal schedules.



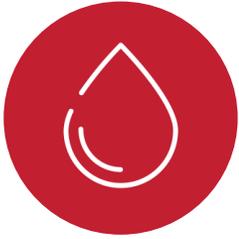


COMMON AREAS

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- The Monumental Market has been temporarily closed as ownership works to reconfigure and improve the first floor. We anticipate the Monumental Market will return later in 2021.
- To accommodate those biking, running, or walking to work, the shower room is open.
- Social distancing signage has been installed.
- We will make every effort to provide hand sanitizer in elevator lobbies, parking entrances, and the main lobby.





WATER

- Water systems, including toilets, faucets, showers, and floor drains have been routinely maintained to avoid accumulation of biofilm and other bacteria.



BIKE ROOM

- The bike room remains open.
- If you would like to gain access, please submit a waiver via 1199NorthFairfax.com.



MONUMENTAL MARKET

- The Monumental Market is temporarily closed while ownership reconfigures the first floor for an improved Client experience.



Indoor Air Quality & HVAC

HVAC

- As always, compliance with ASHRAE standards have been closely followed.
- As always, 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 regular basis.
- Routine preventative maintenance has been and will continue to be performed.

Indoor Air Quality

- 1199 North Fairfax 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, 1199 North Fairfax participated in an extensive audit and underwent a site visit that included visual inspections and performance testing.

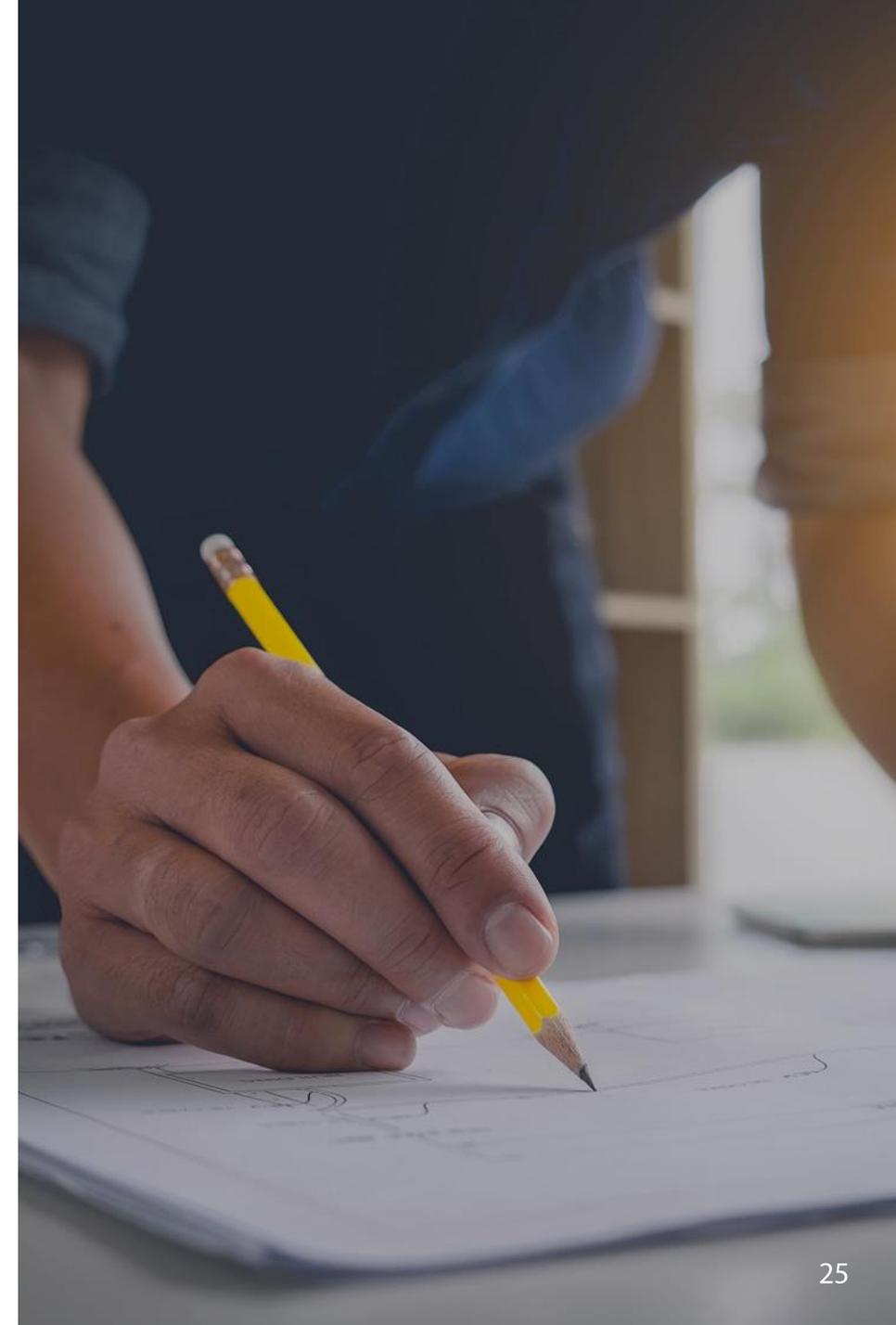




CONSTRUCTION

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- There are no active construction projects at 1199 North Fairfax at this time. In the event of future construction, the following guidelines will apply:
- All pre-established building rules and regulations related to construction will apply.
- The contractor will be 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 are uncomfortable with the level of construction or number of construction workers on your floor, please reach out to your property manager.
- If you observe that construction workers are not complying with social distancing or not wearing face protection, please contact your property manager.
- All construction workers will be prohibited from accessing any areas of the building not specifically related to the project.
- The contractor performing the work has been required to provide their COVID-19 compliance procedures.

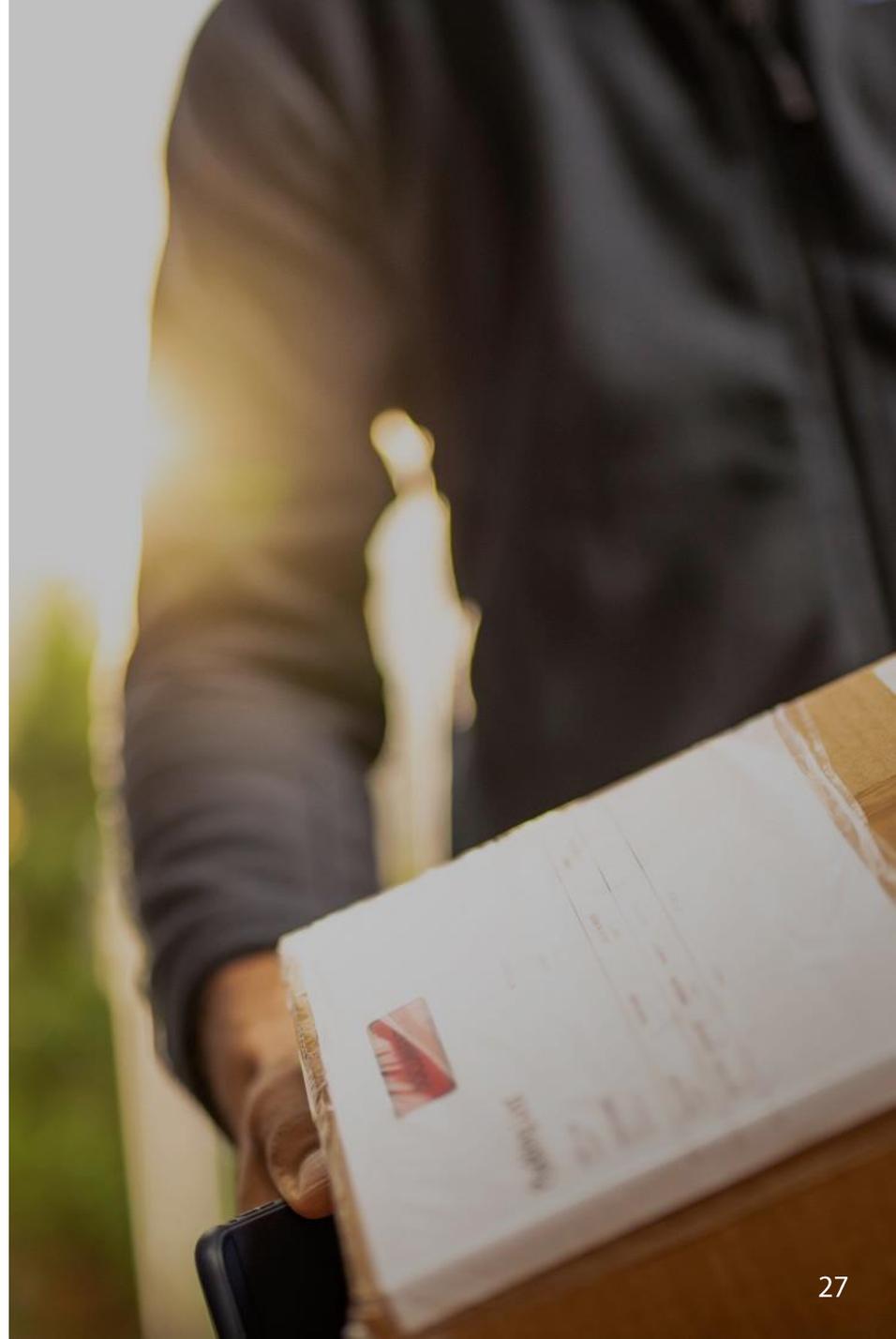




DELIVERIES

DELIVERIES

- Please restrict all deliveries to essential items.
- USPS mail will continue to be delivered to your suite. We will respectfully request that the mail carrier wear face protection.
- The Datawatch callbox has been upgraded. This tool is available for use by delivery personnel.
- When ordering your delivery, please provide special instructions. To limit the number of delivery persons in the building, please instruct your delivery person to telephone your mobile so that you may accept the delivery in the lobby or at curbside.
- Please accept all food or catering deliveries at curbside.

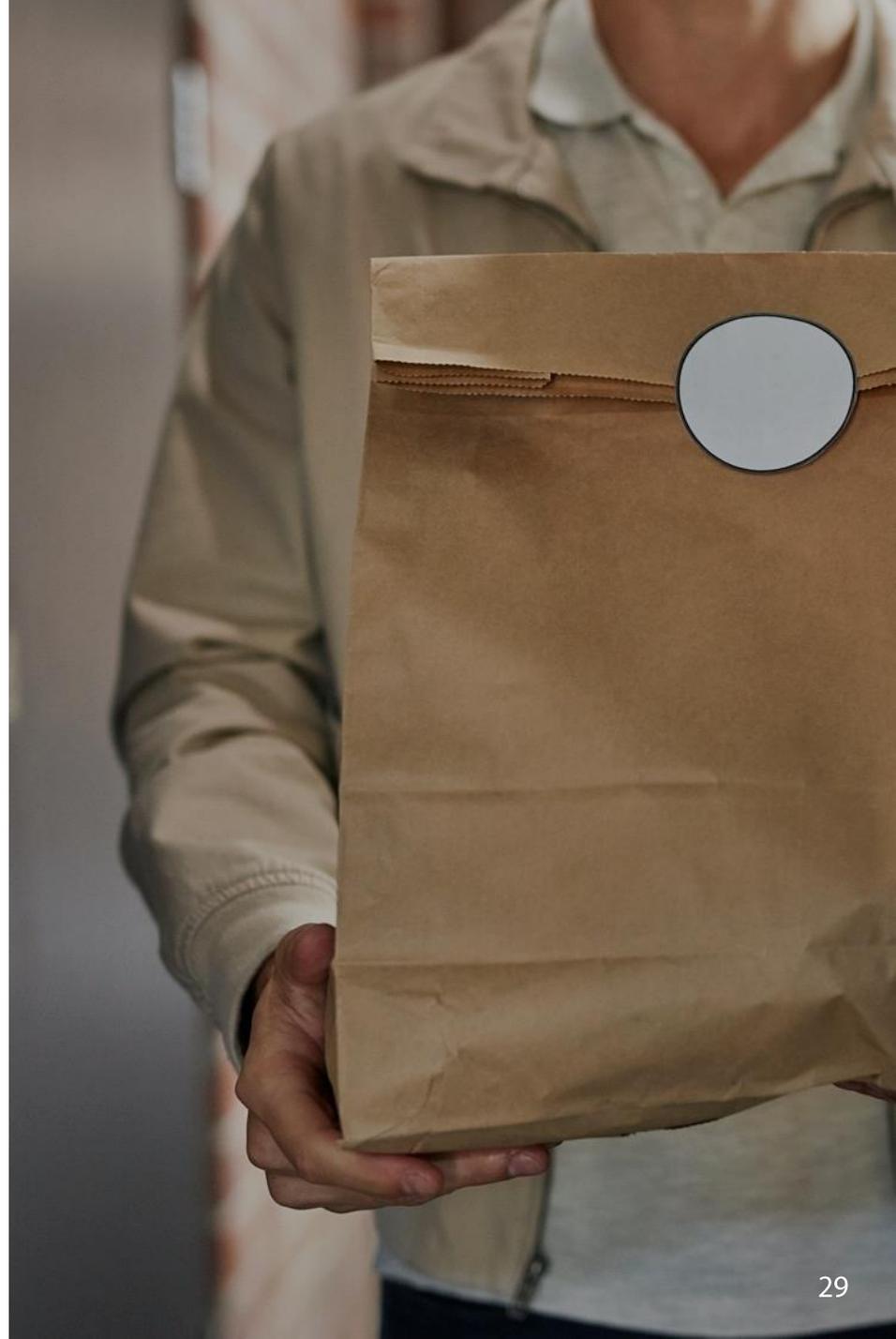




VENDOR MANAGEMENT

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.
- Clients will be required to meet their vendors in the lobby and escort them to their suite.
- 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 at 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.
- The garage will continue to be available for self-park, monthly permit parking only as provided by the leases.
- Social distancing signage has been installed in the garage waiting area.
- The elevator to the garage will operate as normal and will be cleaned on an enhanced schedule.





COMMUNICATION

COMMUNICATION

- We will continue to communicate with you frequently. We expect circumstances to change frequently. We will do our best to keep you updated.
- Updates with changes to our protocols will be posted on the building website. Here is the link: [1199NorthFairfax.com](https://www.1199NorthFairfax.com)
- Encourage your staff to sign up for our instant alert notifications through Electronic Tenant Solutions (ETS). This allows us to transmit emergency information to many people at one time. This system is used only to transmit relevant or emergency information in a timely manner. Please visit the Client Portal at [1199NorthFairfax.com](https://www.1199NorthFairfax.com) and go to My Account to sign up.
- Please provide us with any changes to the emergency contacts within your organization.





WHAT YOU CAN DO TO HELP

- 1 Complete our survey. The information you provide will be critical to the successful implementation of our re-entry plan.
- 2 Share this information with your staff so that they will know what to expect if they return to work.
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 that we are providing you and your employees with a safe and comfortable work environment.
- 3



CLIENT RECOMMENDATIONS

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STAFFING AND VENDOR MANAGEMENT

- Akridge will 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 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 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 maximum occupant rules for conference rooms (not to exceed 10).
- Establish clear rules limiting or prohibiting visitors for in-person meetings.

ADMINISTRATIVE

- Update visitor policies to limit visitors to essential only; consider establishing a maximum number of visitors.
- Reinforce work policies so that only essential workers come to the office.
- 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.
- Consider hiring a certified industrial hygienist to perform a health sampling of your space.





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

- P&R Enterprises can provide dedicated day-time cleaning staff and/or above-standard, recurring disinfection cleaning staff within your space.

Erick Toledo, Area Manager
P&R Enterprises, Inc.
erick@p-and-r.com
703.373.9021

- Mauricio Moreira
P&R Enterprises, Inc.
Mauricio@p-and-r.com
202.437.2719

- We are happy to provide resources for social distancing signage within your space. One signage recommendation is as follows:

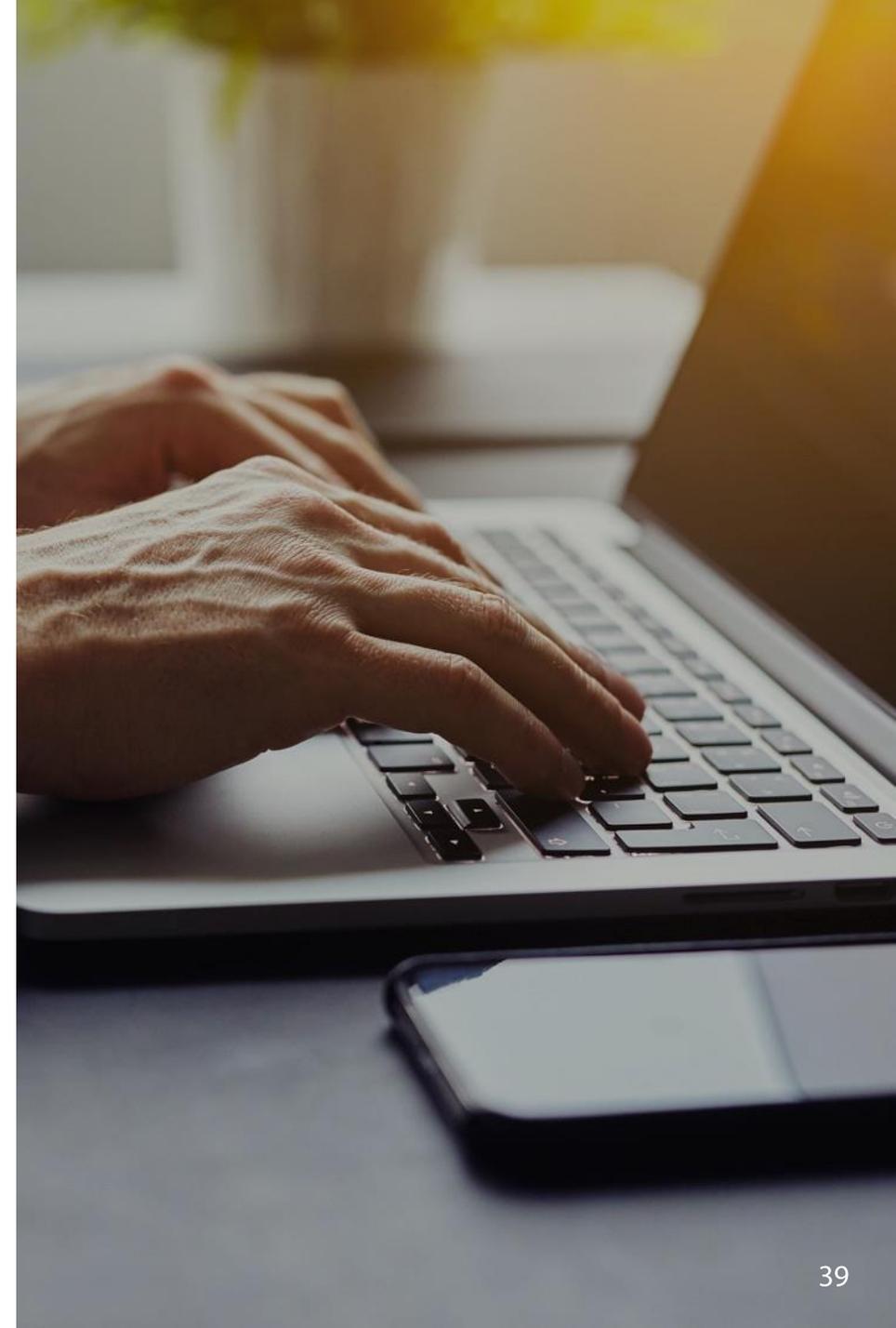
Guy Brami
Gelberg Signs
guy@gelbergsigns.com
202.882.7733 x222

- 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:

1199 North Fairfax

CONTACTS:

Jessica Flores, Client Services Coordinator

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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