

# Landlord-Tenant Cooperation Guidance

As employers begin to prepare for a new normal in the workplace, they will most likely need to engage in cooperation with their Landlord, as both will need to work diligently on virus spread prevention measures to ensure the wellbeing of workers and members of the public.

Tenants should keep the Landlord informed as to when employees will be returning to the building - whether just a few employees are returning, or if entire office will be working in the building.

Many of the actions taken by a Landlord require the partnership, support, participation and cooperation tenants and property management teams to ensure that the re-entry procedures and requirements outlined below are communicated and implemented.

## Some key points:

- Wearing facial coverings or masks in common areas is required.
  - Wearing facial coverings masks within tenant spaces is recommended but the decision to wear masks is up to the tenant in each situation.
- Social distancing requirements will be strongly enforced in all common areas.
- Where feasible, we are making as many areas touchless as we can.
- We are cleaning and sanitizing common areas, door handles, stair railings, common furniture, common doors, etc. on a frequent basis.

## Sample Procedures

### Common Area Daily Sanitization

Cleaning and sanitizing all common areas of the building - this includes all high touch surfaces in the atrium, hallway corridors, door entrances handles/knobs/push bar, staircases, etc.

Janitorial staff are following the recommended CDC guidelines on proper cleaning and disinfection of frequently touched surfaces in public spaces and restrooms, as well as increased frequency of cleaning.

### Building Entries & PPE Requirements

Installing hand sanitizer stations at building entries. Installing signage to indicate that all tenants/clients/guests are required to wear proper PPE equipment, which is primarily masks, but may include gloves or other equipment as appropriate.

Emphasizing that the requirement for wearing masks or facial coverings, particularly in common areas, is required for the protection of the health and safety of everyone.

Those that do not comply with the mask wearing policy should be noted and brought to the attention of their Manager/Owner of each office and will be asked to leave the building.

### **Stairways**

Where feasible and if permitted by local ordinance, stair doors shall be modified to have “hold open” features that will close automatically in the event of a fire alarm.

### **Bathrooms/Plumbing**

Restroom toilets that are not being utilized must be flushed regularly. It is recommended that coffee/ice and water machines, if applicable, be flushed. If they have not been used for over 30 days, we suggest you contact your service provider. Sinks, toilets, and urinals that are not automatic are being updated with automatic, touchless equipment. In the majority of bathrooms, soap dispensers are being changed to automatic dispensers. Where space in the counter or sink does not permit automatic soap dispensers, we have ordered wall mounted automatic soap dispensers.

### **Air Quality – HVAC Units**

Preventative maintenance on the property’s HVAC systems. We have replaced the filters in all HVAC systems and fresh air units. In the coming weeks when the newer MERV 13 filters arrive, where applicable, we will replace the air filters. As building occupancy increases, we will also be increasing outdoor air flow. The purpose of increased outside air flow is to provide enhanced air exchange dilution of the occupied office spaces.

### **Building Standards – COVID Spread Protection Measures**

It is important that the Tenant alert Building Management immediately when the Tenant becomes aware that someone in the building has tested positive for the COVID-19 virus