

## ***Office Space and Shopping Centers***

- I. Workforce Protection
  - a. Prepare basic hygiene protocols to re-open areas that haven't been operated for a long time (HVAC filters, check for mold, flush plumbing and run water in sinks to eliminate stagnant water)
  - b. **Install hand sanitizing stations at entrances and in common areas**
- II. Employee Protection
  - a. **All visitors and tenants must sanitize hands at time of building entry and wear facial coverings while in the building**
  - b. **Offices with cubicles or open space designs must establish the minimum 6 feet of social distancing required; or install physical barriers between workstations (e.g., plexiglass partitions) to ensure distancing**
  - c. **Procure increased amounts of soap, hand sanitizer, cleaning materials and equipment**
  - d. **Call centers with multiple employees utilizing the same consoles must establish alpha/bravo shifts and clean and sanitize equipment between shifts**
  - e. To the extent possible, offices should stagger arrival times of employees, alternate employees coming to the office and encourage teleworking and digital communication
- III. Non-employee Protection
  - a. **All visitors and tenants must sanitize hands at time of building entry.**
  - b. **Place signs outside and inside the elevators and other common areas (e.g., restrooms, breakrooms) to summarize key messages: restrictions to capacity, distancing, use of facemasks**
  - c. **For medical offices, create separate entrances for those with medical issues**
  - d. **Play areas and gyms must be closed until such areas are open via Emergency Order declaration**
- IV. Business Process Adaptations
  - a. **Install CDC signage located at the entry, lobby/waiting area, elevators, escalators, restrooms, tenant entrances mandating social distancing and proper hand washing/sanitizing, over communicate the protocols throughout the building common areas**
  - b. **Install visual/physical markings on floor and areas to accomplish distancing, arrange waiting areas to allow for proper social distancing (e.g., for check-in and elevators)**
  - c. Distinguish between different types of buildings to determine occupancy, using space calculator to help ensure proper social distance while at desks. (e.g., go from 1 person per every 150 SF/change to 1 person per every 350 SF)
  - d. When possible, require tenants come to lobby to accept deliveries to limit use of elevators and stairs by visitors; establish a drop area for packages so that they may be disinfected and/or left undisturbed overnight before being handled

- e. **All building tenants and visitors must wear facial coverings while in the building**
  - f. **Limit use of common conference rooms, lunch rooms and other common areas or schedule use to reduce gathering of large numbers of tenants or visitors**
- V. Employer-led public health interventions
  - a. Adjust ventilation per OSHA guidance
- VI. Industry-wide safeguards
  - a. Setup clear protocols based on Leading indicators (e.g., Thermometer temp spikes, thermal scanning spikes, increased absenteeism) and Lagging indicators (e.g., Staff health visits above pre-defined rate, community spread in retailer locale)
  - b. **Clean and sanitize all high touch surfaces in common areas, including railings, seats, ATMs, kiosks and elevator buttons every two to three hours; discontinue use of common drinking fountains**