

## SCHAUMBURG TOWERS RE-ENTRY POLICY

# THE 5 TENANT ESSENTIALS

## 1. COMMON AREAS & AMENITIES

- Please follow State and Local guidelines, as well as CDC recommendations.
- Maintain physical distancing of 6 feet or more.
- No gathering of groups of more than 10 people.
- Wear face masks/coverings in all building common areas.
- Maintain proper hygiene by frequently washing hands or using hand sanitizer. Limit meetings and gatherings in conference rooms and continue virtual meetings.
- When the fitness center is reopened, use antibacterial wipes provided to wipe down equipment after use.
- In game room, use antibacterial wipes provided to wipe down games after use.

## 3. ELEVATORS

- Practice physical distancing of 6 feet or more in both passenger and freight elevators.
- Limit to no more than 4 people per elevator.
- Wear face masks/coverings at all times in elevators.
- Maintain proper hygiene by washing hands or using hand sanitizer after exiting an elevator

## 5. STAY INFORMED

### Resources to stay informed:

- Centers for Disease Control(CDC): [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)
- Coronavirus (COVID-19) Resource Center: [www.coronavirus.gov](http://www.coronavirus.gov)
- World Health Organization: [www.who.int/coronavirus](http://www.who.int/coronavirus)
- BOMA International: [www.boma.org/coronavirus](http://www.boma.org/coronavirus)

## 2. CLEANING & HVAC

- Discourage employees from sharing office equipment, and provide antibacterial wipes to clean between uses.
- Institute a clean desk policy.
- If an employee becomes ill or tests positive for COVID-19, contact the Management Office for deep cleaning and disinfecting of your suite.
- The building is maintaining enhanced cleaning and disinfecting practices, according to the CDC guidelines
- Because the building staff is working around the clock, there is no standing water. Water is run and toilets are flushed daily.
- The building is currently utilizing the highest efficiency filters for our HVAC system. Pre-filters (MERV-9) and pleated filters (MERV-9) are changed quarterly; and the main bag filters (MERV-14) are changed annually. This is based on manufacturer specifications.

## 4. SECURITY & BUILDING ACCESS

- Stagger work hours to limit the number of people in lobbies, entrances, and elevators.
- Discourage employees from coming to work if they feel ill.
- Limit number of guests and visitors. Utilize the online Visitor Management System for all visitors/guests.
- Security will enforce use of face masks/coverings upon entering the buildings.
- Security will monitor the number of people in the elevator lobbies.