

GENERAL RE-OCCUPANCY GUIDELINES

For Commercial Real Estate Property Managers and Building Owners



As tenants return to office space in buildings, there are several key areas property management teams need to focus on to ensure a healthy and safe work environment.

Parking Facilities: Evaluate potential for installation of automated gates/readers for entrances and exits where they don't exist to reduce human contact. If attendants are required, ensure that they are stationed behind glass or plastic partitions. Install hand sanitizer/cleaning stations in garage-level elevator lobbies. Review garage cleaning procedures with parking operators.

Entrances and Common Areas: Install protective partitions at security desks. Remove or restrict access to common area furniture. Remove sign-in sheets/forms. Install cleaning stations that dispense hand sanitizer and disinfectant wipes.

Amenity Areas: Consider developing new use protocols for fitness centers, locker rooms, conference rooms, and food areas to keep occupancy low (e.g. close fitness centers where possible; allow conferencing facilities to remain open with lowered maximum capacities)

Tenant Office Space and Restrooms: Very Important - Review all cleaning procedures with janitorial vendors now, before tenants return, and prepare communications to inform them of any changes. Implement trash handling plan, including bulk refuse, which may increase once tenants return. Maintain ongoing communications with tenants that cover best practices to prevent germ spread (i.e., CDC and public health guidelines for hygiene, distancing, face masks, etc.) and consider posting permanent signage. Place posters in common areas encouraging hand washing and social distancing.

Tenant Restricted Areas: Ensure adequate supplies of PPE are on-hand for building staff • Develop a plan to confirm that building contractors are properly screened and follow the most current health guidance. Maintain a six-foot distance from tenants and other on-site staff. Prohibit contracting staff from reporting to work that have fevers or other signs of illness, have traveled out of the country in the previous two weeks, or have traveled to a "hot spot" in the last two weeks. Require contractors to provide appropriate safety gear (e.g. respirators, gloves, and eye and ear protection).