

In alignment with local government mandates for face coverings to be worn in public spaces, all building occupants are now required to wear a face covering over their nose and mouth in common areas and parking facilities within the Grandview Yard. The emergency proclamation goes into effect on Friday, July 3.

Policies and procedures aligned with [CDC](#) guidelines:

Ways you can help reduce the spread of COVID-19 include:

1. Building occupants are required to wear a face covering when entering common areas.
2. If you are experiencing symptoms including fever, cough, sneezing, or any respiratory difficulties, stay home and contact your healthcare professional.
3. Limit non-essential courier services to buildings, such as food delivery. If you are having food delivered, please plan to meet the courier near the outdoor entryway of your office building to limit outside persons from entering the building.
4. Maintenance work orders should continue to be placed through the [360-work order system](#).

Updated Practices and Procedures in Office Buildings:

High touch-point common areas:

1. High touch-point common areas will be cleaned with disinfectants at least twice daily.
2. Janitorial staff, engineers and third-party contractors will wear masks when conducting services in tenant spaces.
3. Nationwide personnel and contractors performing work in buildings will continue to adhere to the recommended CDC guidelines with respect to daily self-checks and health related reporting requirements.
4. We have increased outside airflow to our buildings as a step to bring additional fresh air inside, which the CDC recommends during this time.
5. Common area hot water temperatures are being checked and adjusted as necessary to bring them up to maximum levels allowed by code.
6. Drinking fountains have been temporarily disabled in common areas until further notice to reduce the spread of germs.
7. Vending machines in common areas have been temporarily disconnected.

Restrooms and elevators:

1. Main floor lobbies are equipped with hand sanitizing stations.
2. Elevator capacity is limited to 2 people to support social distancing. The stairwells are available as an alternative for those willing and able.
3. Soap in the restroom dispensers are compliant with CDC handwashing best practices. Handwashing instructions will be posted in all common area bathrooms to encourage appropriate cleansing techniques to combat the spread of germs.
4. Additional trash receptacles have been placed in all restrooms near the exit door to limit door handle touch points.

What you should do if someone tests positive for COVID-19 and has been in your office building:

1. Notify local public health officials.
2. Advise your property manager by phone or email immediately.
3. Our response will be consistent with [CDC guidelines](#) for environmental cleaning and disinfection recommendations as outlined in this [link](#), and may vary by circumstance.

If you desire additional services:

If you would like additional services within your own tenant space, such as enhanced sanitation efforts or support with furniture reconfiguration, please contact your property manager and we can provide appropriate referrals and help customize a plan that meets your needs.

Please let us know if you have questions, or if there is anything additional you need at this time as you begin the return to work process.