




1101 Vermont Avenue Tenant Re-entry Guide



Lincoln Property Company (LPC) hopes you and your staff are staying healthy amid the COVID-19 pandemic. LPC has been diligently working to ensure our continued commitment to the Centers for Disease Control (CDC) and local public health department's direction and guidelines in planning for tenant re-occupancy.

Throughout the past months, we have worked with tenants in our portfolio to learn their specific return-to-work strategies. Our re-entry survey responses indicate many tenants are planning a phased approach to return-to-work, with the top concerns being cleaning of common areas and adherence to social distancing.

LPC looks forward to welcoming you back and is pleased to share the following updates and modifications to building operations that have been made or are in process. Efforts include new signage, changes in use in common areas and tenant amenity spaces, enhanced cleaning efforts, building operational changes, and more. These plans are evolving as more information is received from the CDC, federal, state, and local officials. Building management will continue to keep you informed of any developments in our re-entry program.

Thank you for your continued support in navigating this uncharted territory together.

Sincerely,

Brandon Ernst
Senior Executive Vice President
Lincoln Property Company

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SIGNAGE

Upon returning to work, you will notice new signage at the building entrance, main lobbies and garage vestibules, front desks, elevator lobbies, restrooms, and other common areas of the building. This signage is designed to promote social distancing and prevent crowding. Please follow the signage as it will portray the designated flow of traffic through building common areas.





ENTERING, EXITING, & MOVING ABOUT

The building is designating certain directional requirements in order to maintain social distancing. These include:

- Certain doors have been designated for entry and exit.
- Signage will be put in place to designate flow through common areas.
- Certain doors may be propped open to reduce door handle usage.

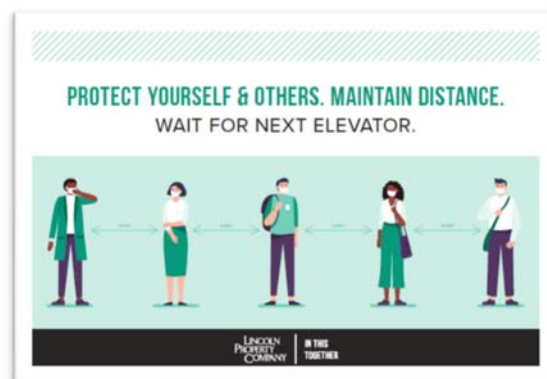


ELEVATORS & STAIRWELLS

ELEVATORS

While waiting for the elevators to arrive to your location, please maintain 6-foot of distance from others.

When using the elevators, please remember to stand as far apart as possible. Please limit the number of individuals in each cab to two. For tenants who are going to upper floors, please stand in the back of the cab.



STAIRWELLS

Stair 1 has been designated the entry stairwell. Tenants who wish to take the stairs up to their floors instead of using the elevator may use Stair 1 to go up. Stair 2 has been designated as the egress stair. All tenants who wish to take the stairs down and out of the building must use Stair 2 which empties into the service alley. In an emergency, all stairs will be used for egress.

Please note that full-floor tenants control the access from the stairwell onto their floor so those tenants will need to coordinate with their access control vendor to allow access from the stairwell.



PARKING

The on-site parking operator is adhering to social distancing guidelines and garage employees are wearing PPE, as appropriate for their job function.

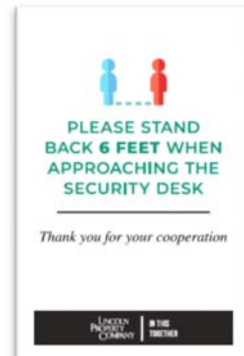
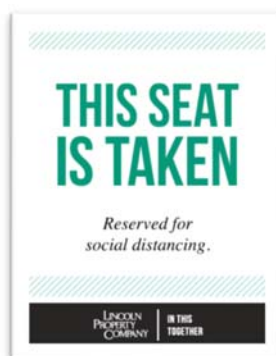
The following items will be implemented:

- Garage payment machines and other parking equipment will be disinfected on a periodic basis throughout the day. The disinfectant being used is on the list of EPA-registered disinfectants for use against COVID-19.
- Daily parking areas may be consolidated, as necessary.
- Any car keys handled by on-site staff will be returned to owners with a disinfecting wipe.



SOCIAL DISTANCING IN COMMON AREAS & AMENITY SPACES

Modifications have been made to promote social distancing measures in common areas and amenity spaces, such as the conference center and lounges. Enhanced cleaning continues to occur frequently in these areas, with high touch points being disinfected regularly. Plastic shields have been installed at front desk. When using the mail room, bike room, and other tight areas, please wait for any persons who may be occupying to leave before entering.



Fitness Center

We are awaiting guidance from the CDC, federal, state, and local officials before finalizing plans for opening and use of the building fitness center. However, changes are anticipated in the positioning of equipment and hours of use. Use restrictions may be implemented to ensure appropriate social distancing. Upon opening, enhanced cleaning will also occur in the fitness center.



Conference Center

We are awaiting guidance from the CDC, federal, state, and local officials before finalizing plans for opening and use of the building conference center. Use restrictions may be implemented to ensure appropriate social distancing. Upon opening, enhanced cleaning will also occur.

Hand Sanitizing Stations

Hand sanitizing stations will be placed upon availability.

Water Fountains

Use of the water fountains should be avoided, if possible.



FRONT DESK & VISITORS

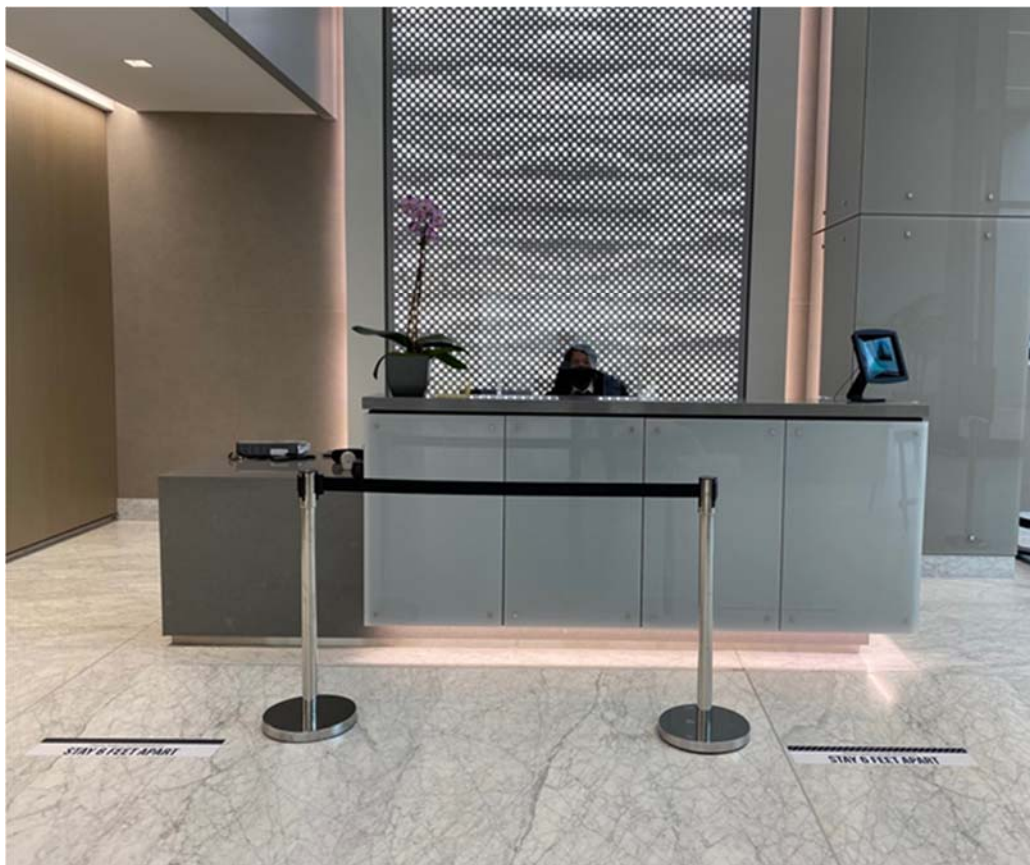
Please keep your Property Manager informed on whether your suite will be allowing visitors.

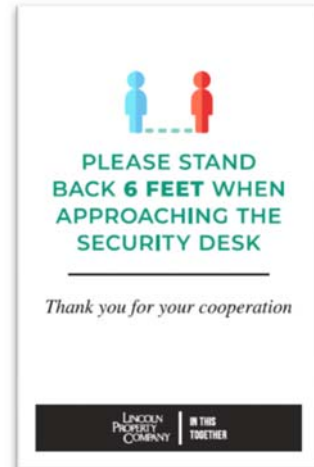
For visitors that are anticipated to visit the building, please use Work Space to inform the Front Desk of their arrival. We ask that all visitors are registered.

When the registered visitor arrives to the building, they will check in with the Front Desk by self-identifying with their name and suite they are visiting. At this time, the Front Desk will not be handling government issued identification cards.

The Front Desk will be equipped with plexiglass shields. However, we ask that visitors still maintain 6-foot social distancing from the desk, when possible.

We ask that all visitors wear face masks while in the common areas of the building.





VENDORS, DELIVERIES, & LOADING DOCK OPERATIONS

Contractors, vendors, and delivery personnel are to wear a face mask at all times when in the building. Please contact your vendors and service providers to advise them of this requirement.

Building engineering and property management teams are also following the guidelines below with contracted service providers:

- Whenever possible, virtual meetings will occur instead of in-person site visits.
- If an on-site meeting is required (such as for a repair) contractors, engineers and property management personnel will follow social distancing guidelines, including in elevators and maintaining 6-foot distance.
- Contractor and engineers will not share tools or other handheld devices.



CLEANING

The building cleaning vendor, Executive Maintenance, has provided janitorial services throughout the COVID-19 pandemic, without interruption. As the need for cleaning, especially at high touch point areas, continues, Executive Maintenance is prepared to work our tenants on any specific cleaning needs.

- Executive Maintenance will continue to strictly adhere to CDC guidelines for cleaning and disinfecting facilities.
- Executive Maintenance will continue to clean high touch point areas with disinfectant regularly. These areas include elevator buttons, light switches, door handles, railings, restroom fixtures, front desk surfaces, directories, high touch points in common areas, etc. The disinfectant being used is on the list of EPA-registered disinfectants for use against COVID-19.
- Please note that electronic items such as phones, keyboards, copy machines and any other tenant-owned equipment needs to be addressed by tenants. Executive Maintenance is available to perform electrostatic cleaning and/or enhanced cleaning of tenant suites on a case-by-case basis. Contact your property management team if you would like a quote for this service.
- All cleaning personnel are using Personal Protective Equipment (PPE), as appropriate to their job functions
- Should you need help with disinfection of your suite following a positive case of COVID-19, please contact the Property Management office for contact information.

BUILDING PERSONNEL

Property management and engineering team members are deemed essential and have been working on a rotation to minimize risk and spread of the COVID-19 virus. All team members are following strict social distancing measures and wearing PPE, as appropriate for their work function. Whenever possible, virtual meetings have taken the place of in-person meetings. When on-site meetings are necessary, our team members are maintaining 6-foot distance.

The team remains available during building hours and after hours on an emergency basis. The Management Office front door remains secured at this time.

Building service call procedures have been adjusted to minimize the person-to-person contact. Please note the following:

- Engineers will wear face masks at all times when responding to service calls.
- If the engineer needs to access individual offices, the person in the office will be asked to leave first or the service will be scheduled for a later time.
- Engineers will disinfect anything they need to touch prior to working on equipment in public/open areas (such as thermostats) and at the completion of the service call.
- Instead of the engineer checking in with the on-site contact at completion, Work Space will be updated with relevant information.
- Engineers may excuse themselves from the tenant space if anyone is exhibiting symptoms of COVID-19. If this happens, the engineer will report the occurrence to the property management office in order to schedule the call at a different time.

BUILDING SYSTEMS & OPERATIONS

HVAC

LPC has worked with our portfolio Industrial Hygienist to review the recommendations for our building systems to ensure the ongoing health and safety of building occupants. LPC will continue to closely monitor COVID-19 guidelines related to operation of HVAC systems.

At this time, building engineering teams have implemented the following:

- Performed necessary preventive maintenance and confirmed optimal communication with the building automation system (BAS).
- Increased outside air levels in order to promote the dilution of indoor contaminants.
- Programmed flushing sequence before and after operating hours via BAS.
- Increased inspections and replacement of filters.
- Installed the highest MERV-rated filters allowable per specifications of the building HVAC equipment.

PLUMBING

While the building is less occupied, the engineering team and cleaning vendor are running the water in restrooms sinks and toilets and flushing drain lines on a periodic basis. This effort reduces stagnant water in lines and prevents odors in restrooms and other spaces.

Tenants can help with this effort by running water in their pantry sinks, ice makers and refrigerators upon their return. In addition, please do not flush any type of wipes in the restrooms. This causes back-ups in the drain lines, which can result in leaks in your suite and adjacent areas.

TENANT TIPS

Communication with Employees

- Install signage with CDC Guidelines in break rooms, tenant bathrooms, conference rooms, etc.
- Develop social distancing guidelines and travel patterns within your space.
- Consider staggering breaks so employees are not in break room areas at the same time.
- Consider 6-foot markings on floors to encourage and remind occupants of social distancing.

Break Room & Conference Areas

- Remove some tables and seating to encourage social distancing.
- Frequently clean and disinfect refrigerator, microwave, coffee stations, etc.
- Supply additional soap and paper towels in break rooms.
- Have disinfectant wipes available to disinfect tables, handles and equipment before and after each use.

Work Stations

- Do not share headsets, phones, keyboards, mouse, or workstations with other employees.
- Disinfect workstations before and after each use.
- Consider the installation of shields between desks that face each other.
- Consider new seating arrangements – more space between employees.

Operations

- Communicate with property management about any additional cleaning requests.
- Consider limiting conference room capacity.
- Consider if face masks may be required for employees and visitors within your tenant suite.
- Have disinfectant wipes available for workstations, copier, supply room, vending areas, file rooms, etc.

RESOURCES

Centers for Disease Control and Prevention

- [Centers for Disease Control and Prevention COVID-19 Information](#)
- [Guidance for Businesses and Employers](#)
- [Prevent the spread of COVID-19 if you are sick](#)
- [Cloth Face Coverings Information](#)
- [Stop the Spread of Germs](#)

World Health Organization

- [World Health Organization COVID-19 Information](#)

Stay at Home Order

- [District of Columbia](#)
- [Maryland](#)
- [Virginia](#)

DMV COVID-19 Information

- [District of Columbia](#)
- [Maryland](#)
- [Virginia](#)

Janitorial Contact Information

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