

A. All persons working in or visiting our office building, shall wear a facial covering as described in Emergency Order 20-20, except that facial coverings shall not be required:

1. for children under the age of two years;
2. for persons who have trouble breathing;
3. where Federal or state safety or health regulations prohibit the wearing of facial coverings; or
4. for persons engaged in strenuous physical activity.
5. Additional PPE may be required of persons engaged in specific activities as described in the Miami-Dade County Handbook

B. Placed of trash containers for face coverings and other personal protective equipment (PPE) near exits and entrances and other common areas

C. If any on-site employee or contractor who tests positive, the floor of the building shall close for the shorter of:

1. the time needed for all staff to be tested and the office to be deep-sanitized, as specified in the Handbook; or
2. 14 days from the date such employee or contractor was last onsite at the office

3. Because our office has multiple floors, only floors where the infected person was present are required to be deep-sanitized as a condition of re-opening, and only those employees working in on such floors must be tested.

D. Comprehensively clean facilities each night and thoroughly disinfecting all frequent touch points and emptying all trash receptacles using solid waste bags that are double-bagged and securely sealed

E. Used reasonable efforts to ensure that on-site customers, employees, contractors and vendors maintain appropriate social distancing, as recommended by the then-current CDC guidelines, which may include, but are not limited to, marking floors at appropriate intervals or providing other visible systems to identify the appropriate social distance

F. Limited capacities of elevators to ensure social distancing

G. Installed hand sanitizer at entry points and through site

H. Enhanced sanitation of all common areas. Touch points (doors, stairwell handles, light switch, elevator switch, etc)

I. Placed trash containers for face coverings and other personal protective equipment (PPE) near exits and entrances and other common areas

J. Posted CDC signage in publicly trafficked locations emphasizing measures to “Stop the Spread of Germs” and to exercise social responsibility

K. Clean and disinfect bathrooms every two to three hours

L. Trained all personnel in new operating protocols and modifications to existing codes of conduct to deal with COVID- 19 issues

M. Posted a business contact email address and/or telephone number for employees/customers to contact if they have questions or concerns

N. If faced with infection, we will immediately report the number of infected, timing of infection and proposed remediation plan to relevant local authorities. All staff will then be tested, deep sanitization of workplace will be conducted, and entire office building including non-affected offices will be closed until all common areas are sanitized, consistent with requirement C above

O. Installed hand sanitizing stations at entrances and in common areas

P. 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

Q. Procured increased amounts of soap, hand sanitizer, cleaning materials and equipment

R. All visitors and tenants must sanitize hands at time of building entry

S. Signs placed outside and inside the elevators and other common areas (e.g., restrooms, breakrooms) to summarize key messages: restrictions to capacity, distancing, use of face coverings

T. Installed CDC signage located at the entry, lobby/waiting area, elevators, escalators, restrooms and tenant entrances mandating social distancing and proper hand washing/sanitizing, over communicate the protocols throughout the building common areas

U. Installed visual/physical markings on floor and areas to accomplish distancing, arranged waiting areas to allow for proper social distancing (e.g., for check-in and elevators)

V. All building tenants and visitors must wear facial coverings while in the building

W. Limited use of common conference rooms, lunchrooms and other common areas or schedule use to reduce gathering of large numbers of tenants or visitors

X. Clean and sanitize all high touch surfaces in common areas, including railings, seats, kiosks and elevator buttons every two to three hours; discontinued use of common drinking fountains

Y. Complied with any restrictions or requirements imposed pursuant to any Executive Order issued by the Governor, including, but not limited to, building capacity restrictions

Z. Reduced seating in breakrooms/common areas to ensure minimum 6' physical distance and where possible, established a single point of entrance