

ESDI has been closely monitoring the situation related to COVID-19 and we are continuing to follow all the guidelines given to us by our Government and Health Officials. As we move into Stage 2, we need to ensure we have taken the steps to reduce the risk of COVID-19 and create a safer environment for each other, our tenants, and guests. Please see below a list of measures that are being implemented:

ACCESS and COMMON AREAS

- Post a sign at building/center entrances that states Mask required.
- Leave one front door panel open to avoid touch
- Keep a log of all visitors to sign in with whom they are visiting, date and time of visit
- Center visitors are required to wear masks to enter and circulate within common areas
- Have additional masks and gloves in storage for visitors who do not have them
- Front desk team to wear a mask while at the Front Desk – One person at the front desk at a time
- Mail/Packages: Use mask and gloves for processing mail and collecting and distributing packages
- Designate one specific area as a safe hand off point to hand out mail, deliveries etc...
- Order a countertop shield to make tenants & guests more comfortable
- Place non removable hand sanitizer dispensers in all common areas (front desk, waiting area, lounges, conference room, kitchen, restrooms, copy rooms)
- Signage by elevator stating one person at a time allowed
- Mark floors with decals/markings to show six (6) feet apart while waiting for the elevator, coffee, restrooms
- Signage in lounge and kitchens stating one or two people at a time allowed
- Signage on refrigerators asking to limit number of items stored weekly
- Space seating reformatted for social distancing in waiting area, lounge areas -Remove all magazines
- Post signage throughout common areas in regards to handwashing and social distancing
- Conference Rooms: reduce seating capacity to maintain a safer environment by removing every other chair. Ask tenants to sanitize table, chairs and common area equipment after each use.
- Masks are not required in private offices

CLEANING & DISINFECTING PROTOCOLS

- Cleaning: Center being cleaned nightly by janitorial staff per CDC guidelines. Center team sanitizes throughout the day with a checklist of all high touch point areas, including door knobs, common area equipment such as copiers, etc...
- All HVAC filters to be replaced more regularly
- Post throughout center COVID 19 information posters including stairwells

CENTER EMPLOYEES AND TENANTS EMPLOYEES PROTOCOL

- Enforce CDC sanitization guidelines for safety and hygiene personal workspace and
- Encourage sick employees to stay home
- Test for temperature