WHAT TO EXPECT WHEN YOU RETURN TO 525 VINE

Please be assured that the team at Wexford takes our tenants’ return to work, once the restrictions surrounding COVID-19 are relaxed, very seriously. We have spent a considerable amount of time collaborating with industry professionals, studying numerous recommendations and opinions and attending many webinars provided by leading real estate groups, such as Cushman & Wakefield, JLL, CBRE, Urban Land Institute and BOMA.

The following is a summary of what all tenants can expect when returning to work. We will review these policies periodically and adjust them as new information becomes available.

OPERATIONS

Entering and Exiting the Building

The main entrance on Vine Street and the 1st floor entrance of the Long Branch Trail will have doors designated as ENTRANCE ONLY and EXIT ONLY for normal operations to limit the potential opportunity for transfer of the virus. This will not apply to emergency situations where building evacuation is required.

We recommend use of ADA doors with automatic door openers when entering or exiting the building. Please use your elbow or knee on the push panel to activate the ADA doors. We are investigating whether it is feasible to retrofit these doors with no touch actuators.
Common Areas - Main Lobbies, Elevator Lobbies, Stairways and Other Common Areas

Practicing safe distancing requirements of 6 feet or more and wearing masks is expected in the building common areas. Building common areas include the main lobby, elevator lobbies, common corridors outside of tenant premises, elevators and common restrooms that are outside of tenant premises. We ask that you include this as a policy of your company and require your employees to comply with the policy. Signage will be placed in the elevator lobbies stating that two (2) people can ride in an elevator at one time to meet the requirement for social distancing. Please respect your fellow tenants and adhere to these policies. Tenants are urged to follow similar guidelines within their premises.

Stairways in the building will be designated as Entry Only or Exit Only during normal operations to allow for one-way traffic to limit the opportunity for potential transfer of the virus. Arrows will be placed on the floor in the elevator lobbies to direct you to Up Only stairwells. This will not apply to emergency situations where building evacuation is required.

Stairwell direction of travel designation;
- Stair 2 Down Only. Located on the Vine Street side on the south end of the atrium next to the restrooms. This comes out on the 1st floor near the main entrance.
- Stair 3 Up Only. Located on the Vine Street side north end of the hall past the freight elevator. This exits at the loading dock on Vine Street.
- Stair 1 Not Designated. Located on the Vine Street side on the south end near 5th Street. Due to connecting to tenant spaces we ask not to use this unless going between your floors if you have space on multiple floors.

Cleaning in the stairways will have been increased to include disinfection of stairs and handrails. Handrails and door handles will be wiped continually Monday through Friday with disinfectant. They will be disinfected and cleaned nightly.
Hand sanitizer stations will be placed in the building entrances, elevator lobbies, outside restrooms, atrium and conference room of the building (subject to supply in the marketplace) and tenant employees and visitors are urged to use them regularly.

HVAC filters will be replaced shortly before tenant employees return to work. ASHRAE (American Society of Heating Refrigerating and Air-Conditioning Engineers) recommends MERV-13 level filters or better be used in the HVAC system for capturing airborne viruses. 525vine has MERV 8 pre-filters and MERV 13 primary filters in all building air handlers. Outside air intake has been adjusted to add additional outside supply air to the building.

Reducing Touch Points
We are investigating steps to reduce the number of touch points in the building. Restrooms already have touch free sinks, soap dispensers, paper towel dispensers and fixtures. Foot pulls have been ordered for all restroom doors and will be installed as soon as they are received. Nanoseptic self-cleaning surfaces for elevator buttons, door handles, and door push plates in high touch point areas have been ordered and will be installed once they are received and we are investigating the feasibility of retrofitting the ADA door operators with motion sensors.

HOUSEKEEPING
The “deep cleaning” scope that was implemented at the beginning of the pandemic will be continued for the foreseeable future. Deep cleaning includes disinfection of high touch common areas surfaces, including restrooms and stairways. 525vine will start a 2nd day porter that will focus on disinfection of the stairwell handrails and door handles during the day and assist with high touch point areas on a continued frequency.

COMMUNICATION
We will be contacting tenants to set-up regular “town hall” style tenant council meetings. In the beginning these will be held via video conference. All tenants are strongly encouraged to participate as your feedback is critical and these forums will be a place for you to voice how you feel things are going and what you like or dislike.
Signage will be placed throughout common areas to communicate new policies and procedures reminding tenants and visitors about social distancing and PPE requirements or recommendations and to let everyone know what the building staff has done to prepare the building for your return to work and continued occupancy.

We encourage all tenants to reach out to property management if they have any questions or concerns.

POLICIES & PROCEDURES
At this time, the building has no plans to screen tenant employees or visitors for health issues. If a tenant wishes to conduct screening of their employees and visitors for their business, we are open to discussing how this would be implemented by the tenant.

While, the building will not restrict or deny access to tenant employees or visitors, all tenants and their visitors are expected to adhere to federal, state and local orders as well as building regulations, including but not limited to, social distancing, use of PPE and staying at home if you have any symptoms of COVID-19 or have been around anyone who has been diagnosed as having the Coronavirus.

Thank you and we look forward to getting back to work and adjusting to the “new normal.”