



COVID-19

RETURN TO WORK INFORMATION

We're all in this together!



AWARENESS

We hope you and your staff are staying healthy amid the COVID-19 pandemic. The Monday Properties team has been working to ensure our continued commitment to following direction from the Centers for Disease Control (CDC) and federal and state guidelines as we're planning for our collective return to work. We have surveyed all tenants in our portfolio to gain a better understanding of their specific return to work strategies and have kept in touch via building memos, phone calls and virtual meetings. The survey responses indicate that many tenants are planning a phased approach to return to work and the top two concerns are cleaning of common areas and adherence to social distancing.

We look forward to welcoming you back and are pleased to share the following updates and modifications to the building operations that we have made or that are in process. Our efforts include new signage, changes to seating in lobbies and tenant amenity spaces, enhanced cleaning efforts, building operational changes and more. These plans are evolving as we receive more information from the CDC and state and federal officials.

For more information, please visit our [website](#).



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SIGNAGE

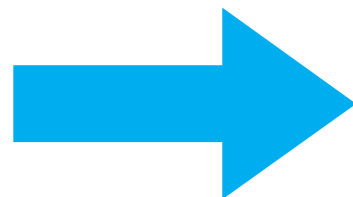
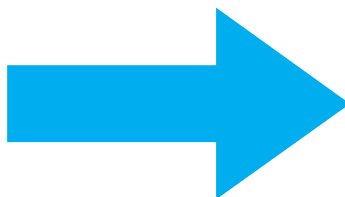
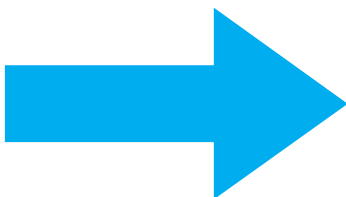
Upon your return to work, you will notice new signage at building entrances, at the elevators in main lobbies and garage vestibules, at security desks, and other common areas of the building. This signage is designed to promote social distancing and prevent crowding in elevators and in lobbies. **Please promote the adherence to these suggestions with your staff.**



Be sure to use the appropriate doors designated for building entrance and exit:



Follow the arrows that indicate foot traffic patterns:



SIGNAGE

Lobby banners provide safety tips, round signs on common area and amenity space floors mark 6' spacing for social distancing:



MONDAY
PROPERTIES

Here's what we're doing:



- Disinfecting high touch-point areas
- Advanced HVAC filters (including MERV-13)
- Installation of hands-free technology
- Electrostatic cleaning devices

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CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

Important reminders:



- Clean your hands often
- Cover your mouth and nose around others
- Avoid close contact
- Cover coughs and sneezes




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To our valued tenants and visitors, your health and safety is our top priority

For your convenience, we have placed 6 foot markers along the floor of common areas and amenity spaces throughout the building.

Please use these as guidelines for social distancing practices.



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6'

MINIMUM

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SIGNAGE

Banners, stanchions and footprint signs in the elevators are guides for social distancing:



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Elevator Tips for Social Distancing


-1-
We recommend no more than
4 PEOPLE to an elevator

-2-
Please utilize the **FLOOR MARKERS**
in the elevator cabs



-3-
Stand at the back of the cab if
you are going to an **UPPER FLOOR**

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MONDAY
PROPERTIES

Elevator Tips

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LOBBY & TENANT AMENITY SPACES

Rooftop Deck, Seating in Common Areas and Conference Centers – Seating arrangements have been modified in order to promote social distancing measures in common areas and amenity spaces such as roof decks, lounges and building conference centers. Enhanced cleaning continues to occur frequently in these areas, with high touch points being disinfected at a minimum of four times per day. Plastic shields have been installed at security desks, fitness center desks and property management offices. Guidelines and information regarding hours for use, number of people allowed, and other particulars will be issued on a building specific basis.



6'
MINIMUM

Please enjoy our new seating arrangement and practice social distancing.

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Furniture layout complies with social distancing guidelines.

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Don't move me,
I'm social distancing.

This amenity space
is currently closed.

Some amenity spaces may not be immediately accessible upon return. Please respect the signs.



LOBBY & TENANT AMENITY SPACES

Fitness Centers – We are awaiting guidance from the Governor of Virginia, CDC and/or federal officials before finalizing our plans for opening and use of the building fitness centers. However, we are anticipating changes to the positioning of equipment and hours of use. Upon opening, we also plan to increase the frequency and type of cleaning in fitness centers to include electrostatic sprayers. Our fitness center management partner, Synergy Fitness, is overseeing the implementation of enhanced cleaning and operational changes.

Elevator Lobbies – Signage with tips on social distancing practices and recommendations to avoid overcrowding. Where applicable, security personnel will monitor adherence to social distancing recommendations.

Hand Sanitizing stations – Stations have already been placed throughout the common areas of the building, including main lobbies, garage level lobbies, main corridors, lobby desks and elevator lobbies. Additional hand sanitizing stations will be placed in tenant amenity spaces.

Hands Free Soap Dispensers – Dispensers will be placed in restrooms in amenity spaces and signage will encourage use of these devices instead of traditional pump dispensers.

A blue and white graphic for elevator social distancing tips. The top section is blue with the Monday Properties logo and the title "Elevator Tips for Social Distancing". The bottom section is white with three numbered tips and four circular floor marker icons. The tips are: 1. We recommend no more than 4 PEOPLE to an elevator; 2. Please utilize the FLOOR MARKERS in the elevator cabs; 3. Stand at the back of the cab if you are going to an UPPER FLOOR. The graphic ends with "We're all in this together!".

MONDAY PROPERTIES

Elevator Tips for Social Distancing

-1-
We recommend no more than **4 PEOPLE** to an elevator

-2-
Please utilize the **FLOOR MARKERS** in the elevator cabs

-3-
Stand at the back of the cab if you are going to an **UPPER FLOOR**

We're all in this together!

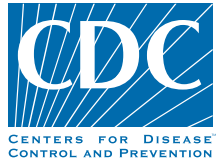
CLEANING

We know cleaning is top of mind as tenants prepare to return to the workplace. The building cleaning vendor, Red Coats, has continued to provide janitorial services throughout the COVID-19 pandemic without interruption. We expect that tenants will have specific needs for their suites, and we are prepared to talk through those options with you.

- > Our cleaning vendor, Red Coats, will continue to [strictly adhere to CDC guidelines](#) for cleaning and disinfecting facilities.
- > Red Coats will continue to clean the high touch point areas with disinfectant **at least four times per day**. These areas include elevator buttons, light switches, door handles, railings, restroom fixtures, security desk surfaces, directories, high touch points in common areas, etc. The disinfectant that is being used is on the [list of EPA registered disinfectants for use against COVID-19](#) (EPA numbers: 1839-83, 47371-131, 47371-132, 6836-266, 6836-349, 6836-361). These products may change from time to time, but we will continue to use products recommended by CDC and EPA.
- > Please note that electronic items such as phones, keyboards, copy machines and any other tenant owned equipment needs to be addressed by tenants. Red Coats 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 wearing face masks and have the necessary **Personal Protective Equipment (PPE)** available at all buildings.
- > A [Clorox Total 360 System](#) has been purchased for use at the building. This system utilizes electrostatic technology to allow disinfectant solutions to cover surfaces. We will use this system in common areas, fitness centers and amenity areas (such as rooftop decks and tenant lounges).
- > Should your firm need help with **decontamination of your tenant suite following a positive case of COVID-19**, a list of decontamination vendors is located on the Resource page of this document.



Strict Adherence to Guidelines



Disinfecting High Touch-Point Areas



Electrostatic Cleaning Devices



PPE is Worn at All Times by Cleaning Personnel



BUILDING PERSONNEL

Our 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, such as masks and gloves, as appropriate for their work function. Whenever possible, virtual meetings have taken the place of in person meetings. When onsite meetings are necessary, our team members are maintaining 6' physical distance and not sharing elevators or hand held devices with others. The team remains available during office hours and after hours on an emergency basis.

We have adjusted our service call practice in order to minimize the person to person contact. Please note the following:



- > Engineers will wear 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 can 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 onsite contact at completion, the property management team will call the tenant to make sure the service has been taken care of to their satisfaction.
- > 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.

**PPE is Worn
at All Times
by Building
Personnel**



OSHA Engineers
will
Follow
OSHA Procedures

VENDOR/LOADING DOCK MANAGEMENT

As part of our efforts to reduce the spread of the virus, we have required our contracted service partners to provide their protocols for COVID-19 including their policies for PPE, reporting of positive cases and handling of tasks that are required to be complete in the building. **All contractors, vendors and delivery personnel are required to wear a mask at all times when they are in the building.**

Our engineering and property management teams are also following the guidelines below:

- > Whenever possible, virtual meetings will occur instead of in person site visits.
- > If an onsite meeting is required (such as for a repair) contractors, engineers and property management personnel will follow social distancing guidelines, including **not sharing elevators** and **maintaining a 6 foot distance**.
- > Contractor and engineers **will not share** tools or other handheld devices.
- > We have dedicated one entrance at each building as a contractor check in point. **All delivery personnel and contractors must sign in at this location.** Please make note of this location and ask your deliveries and contractors to sign in. Also advise them that masks are required inside the building.
- > Signage has been installed at the contractor check in points.



STOP

100% CHECK-IN POINT FOR ALL CONTRACTORS

- #1**
All contractors and delivery personnel must sign in.
- #2**
Masks are required to be worn at all times while in the building.
- #3**
Please do not enter if you are feeling ill or showing signs of COVID-19 or other sickness.

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ALTO

PUNTO DE ENTRADA PARA TODOS LOS CONTRATISTAS

- #1**
Todos los contratistas y personal que hace entregas deben registrarse/firmar su entrada.
- #2**
Se requiere el estricto uso de mascarillas todo el tiempo que se encuentren dentro del edificio.
- #3**
Por favor no ingrese al edificio si usted se siente enfermo o muestra signos del COVID-19 u otras enfermedades.

 **MONDAY** PROPERTIES | Todos estamos junto en esto!

BUILDING SYSTEMS AND OPERATIONS

HVAC

Monday Properties has worked with our portfolio Mechanical Engineering Firm, WB Engineers and Consultants, to ensure HVAC operations at our buildings exceed current ASHRAE recommendations in response to COVID-19. We will continue to closely monitor COVID-19 guidelines related to operation of HVAC systems.

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

- > Performed necessary preventive maintenance and confirmed optimal communication with the building automation system (BAS).
- > Increased outside air levels beyond what is typically recommended by ASHRAE and building codes 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 rating on filters allowable per specifications of the HVAC equipment.

Looking ahead, our team is in the process of determining the viability of Ultraviolet (UV) light technologies, active purification systems and other enhanced measures for building lobbies and amenity spaces such as fitness centers and conference facilities.

MEP Advisor to Monday Properties		
Advanced HVAC Filters (Including MERV-13)		 We Monitor HVAC Industry Leaders

BUILDING SYSTEMS AND OPERATIONS

PLUMBING

While the building is less occupied, our 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 from entering 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 the back ups in the drain lines, which can result in leaks in your suite and adjacent areas.



FIRE LIFE SAFETY


Based on guidance from the National Fire Protection Association (NFPA), Monday Properties has maintained fully operational fire and life safety systems as required by applicable codes and standards throughout the duration of COVID-19 pandemic. Our buildings continue to adhere to the expected schedules for inspections, testing and maintenance. At this time, NFPA and other industry leaders have not issued new guidance related to the evacuation process for commercial office buildings. We ask that tenants continue to adhere to the existing building evacuation process. There may be changes to how we conduct evacuation drills in the future, but those changes will only occur after careful review with the Arlington County Fire Department and Fire Marshal's Office, and discussion with tenants.

STAIRWELLS

Please note that the stairwells are secure in most buildings. If you have an access card reader to access your floor and would like your staff to use the stairs, please contact the property management team to discuss and coordinate those details. Where possible, the garage stairwells will be open to the lobby levels in an effort to reduce crowding in garage vestibules and elevators.



National Fire Protection Association

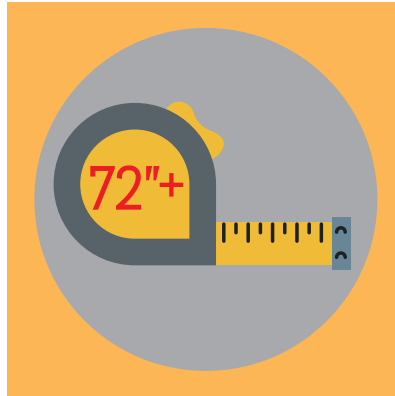


Adhere to Current Evacuation Plans

TENANT HEALTH TIPS



Reduce number of people in meetings to comply with social distancing



Continue the practice of staying 6+ feet away from people



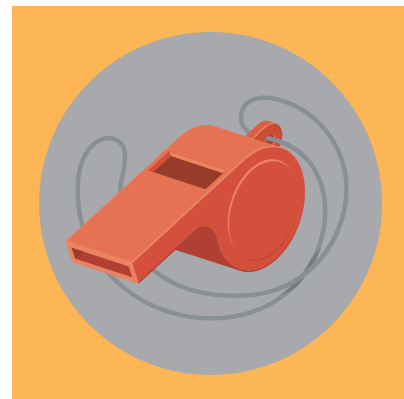
Wear protective gloves when handling mail packages



Wipe down all equipment in the morning and frequently during the day



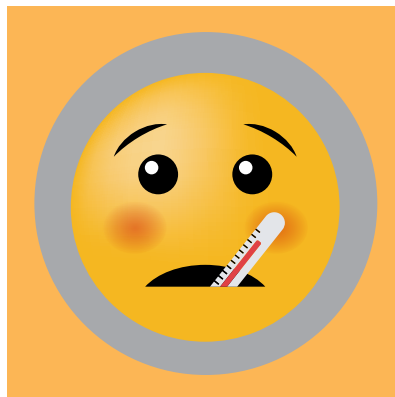
Don't blow out candles when celebrating office birthdays



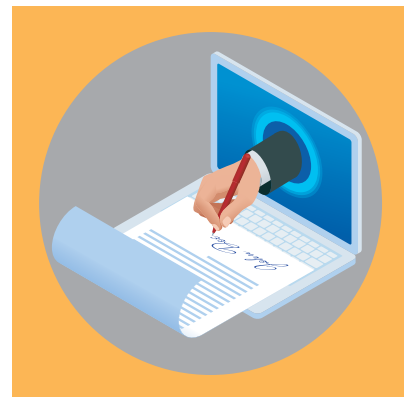
Task key team member as referee for safe practices



Replace travel with tele or video conferencing



Encourage sick employees to stay home



Develop flexible policies for telework

RESOURCES FOR PPE

The following vendors can provide Personal Protective Equipment (PPE), i.e. face masks, hand sanitizer, gloves, signage, etc.:

- > [Custom Ink](#)
- > [ePromos](#)
- > [Premier Printing](#)
- > [CSI](#)
- > [EPI-Colorspace](#)



ADDITIONAL RESOURCES

- > The **Centers for Disease Control** is the official government agency conveying information:

 - [CDC Primary Information Page](#)

 - [Interim guidance for Businesses and Employers](#)

 - [Preventing its spread in communities](#)

 - [Guidance for individuals who are ill with COVID-19](#)

- > **World Health Organization:**

 - [Covid-19 guidance and information](#)

 - [Getting your workplace ready for COVID](#)

- > [Virginia Department of Health COVID-19 webpage](#)

- > **Stay at Home** order:

 - [Virginia](#)

 - [District of Columbia](#)

 - [Maryland](#)

- > **Gensler:**

 - [Design Response to a Changing World](#)

 - [What Happens When We Return to Work?](#)

- > [Hillman Consulting](#) (Re-Occupancy Services, Prevention and Response):

- > [WB Engineers + Consultants](#) (mechanical engineering services):

- > [OTJ Architects](#) (branding, workplace strategy, change management):

- > **Local jurisdiction COVID-19 Information:**

 - [Arlington County](#)

 - [Fairfax County](#)

 - [City of Alexandria](#)

- > **Decontamination Information:**

 - [Rolyn Companies](#)

 - [Rescon](#)