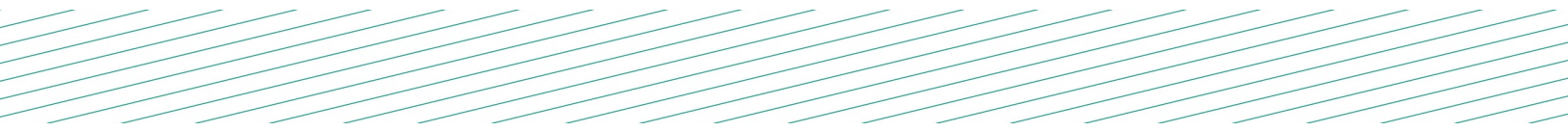


# Colonial Place

Tenant Re-Entry Guide – June 2020







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

Judi Garland  
Senior Vice President, Property Management  
Lincoln Property Company

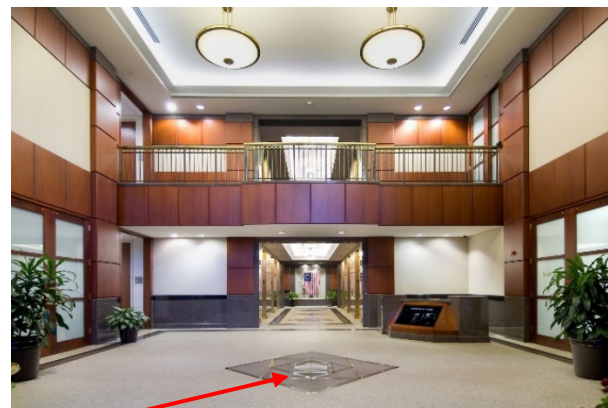
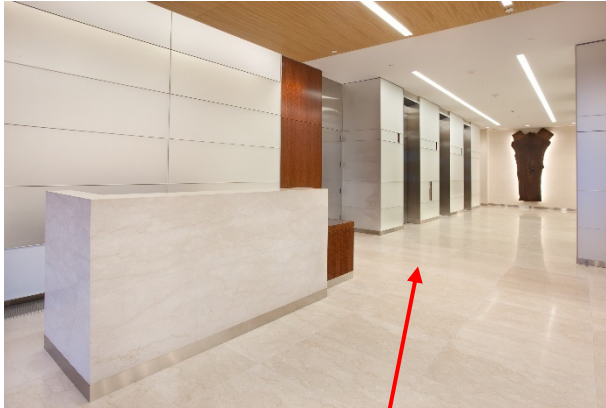


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## SIGNAGE IN COMMON AREAS

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 buildings are implementing 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.
- Where feasible, certain interior doors, including the interior doors of each lobby vestibule, will be propped open to reduce door handle usage.



- **Note for After Hours Access:** At 2111 and 2101 Wilson, the Datawatch security card reader for access after-hours is located on the left side of the entrance. The reader unlocks only the left set of double doors. After 6:00pm and on weekends, an individual must enter through the “Exit Door” via the access card.



New stanchions will be located in the entrance vestibules to further delineate the In and Out circulation route.

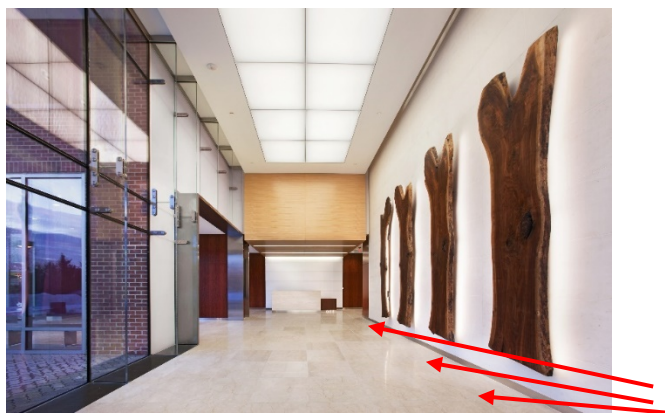


# ELEVATORS AND STAIRWELLS

## ELEVATORS

While waiting for the elevators to arrive to your location, please maintain 6-foot of distance from others. Please refer to the floor plan of the main lobbies for queueing area.

Signage will be installed to allow 4 people at a time in order to maintain social distancing procedures. When using the elevators, please utilize the floor decals in each cab and limit the number of individuals in each cab to 4 people at a time. For tenants who are going to upper floors, please stand in the back of the cab.



## STAIRWELLS

Above the lobby level, the building stairwells are normally secured 24/7. The locks are controlled electronically by the fire alarm system which does not allow individual floors to be unlocked. Per fire code, stair doors must be shut and latched.

To facilitate movement between floors while the elevator occupancy is restricted, the manual locks have been rekeyed so tenants (with their company's permission) may use the stairwells to access their floor with a metal key. Each floor is keyed individually so that an employee can only unlock the stair door to his/her office's floor.

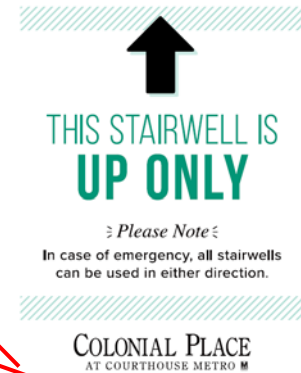
Management will coordinate with and issue metal keys to each tenant's facility contact directly, who will decide if and how they will handle internal distribution to employees. Management will not issue stair keys to individuals.

One Way Direction: Each building has two stairwells that connect the top floor to the lobby. Only one of these stairwells continues to the B2 level of the garage. To limit face to face contact, one stairwell in each building will be designated as an Enter stairwell (Up), and one will be designated as an Exit (Down) stairwell to travel between the lobby and tenant floors. The designated Up and Down stairwell for each building is shown on the attached floor plans, as well as indicated with a sign on each stair door. Refer to photos.

Garage Access via Stairwell: To reduce crowding in garage vestibules and elevators, the single stairwell that descends to the garage will remain a two-way direction between the lobby and B2 level. Please observe any directional signage related to stairwell use.

**In the event of a building evacuation, all stairwells can be used for travel in either direction.**

## 2111 and 2101 Wilson Boulevard



In CP I (2111) and CP II (2101), the “**Up**” Stairwell is **Stair A** located behind the guard desk.



In CP I (2111) and CP II (2101), the “**Down**” Stair is **Stair B**, located in the service corridor in each building.

**Stair B** also descends to the B1 and B2 parking levels and will **remain 2-way** from B2 Level to Lobby Level as it is the only stairwell that services the garage.



## 2107 Wilson Boulevard



In CP III (2107), the “Up” Stairwell is **Stair A** located near the freight elevator, at the end the corridor opposite the guard desk (on the Vietch St side)

**Stair A** also descends to the B1 and B2 parking levels and will **remain 2-way** from B2 Level to Lobby Level as it is the only stairwell that services the garage.



In CP III (2107), the “Down” Stair is **Stair B**, located past the restrooms and mail room. It does not connect the garage levels.

## FRONT DESK & VISITORS

Please keep the property management office and security personnel informed on whether your suite will be secured and if you will be allowing visitors.

The building and security personnel are not permitted to use their security cards fobs to provide access to secured floors. Upon arrival, the visitor should check in with the officer, who will call the tenant who will need go to the lobby to escort their visitor. For scheduled visitors, please inform security upon their arrival by calling

Security Guard Lobby Desk Phone (8:00 am – 6:00 pm)

2111 Wilson	703-243-9122
2101 Wilson	703-243-0201
2107 Wilson	703-465-2848
Mobile Number	<b>571-283-3099</b> (24/7)

The security desk will be equipped with a plexiglass shield. However, we ask that visitors still maintain 6-foot social distancing from the desk.

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



  
**PLEASE STAND  
BACK 6 FEET WHEN  
APPROACHING THE  
SECURITY DESK**

*Thank you for your cooperation*

**COLONIAL PLACE**  
AT COURTHOUSE METRO



## SOCIAL DISTANCING IN COMMON AREAS

Modifications have been made to promote social distancing measures in common areas. Enhanced cleaning will occur frequently in these areas, with high touch points disinfected regularly. An acrylic shield will be installed at each security desk.

When using the mail room, bicycle cages, freight elevator, and other tight areas, please wait for any persons who may be occupying to leave before entering.



### Hand Sanitizing Stations

Hand sanitizing stations are located in all garage elevator vestibules and the main lobbies. Additional stations will be installed in the elevator vestibule of each tenant floor. Product will be stocked while supplies are available.



### Hands Free Fixtures in Restrooms

Hands Free faucets, soap dispensers, and flush controls are already installed in restrooms. Signs will be posted above each sink as a reminder to wash hands



### Signs in Restrooms

Additional signs will be installed reminding users to wash hands.



## **FITNESS CENTER TEMPORARILY CLOSED**

COLONIAL PLACE  
AT COURTHOUSE METRO

### **Fitness Center (located in CP I – Lobby Level)**

We are awaiting guidance from the CDC, federal, state, and local officials before finalizing plans for opening and use of the building fitness center. Once the center opens, 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.

## **THE LOUNGE IS TEMPORARILY CLOSED**

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AT COURTHOUSE METRO

### **Tenant Lounge (located in CP I – Lobby level next to Corner Bakery)**

The Lounge is currently closed to reduce exposure between cleanings. Once the lounge is open, changes are anticipated in the positioning of chairs and hours of use. Use restrictions may be implemented to ensure appropriate social distancing. Upon opening, enhanced cleaning will also occur in the lounge.

## **WATER FOUNTAINS TEMPORARILY CLOSED**

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AT COURTHOUSE METRO

### **Water Fountains**

Use of the water fountains is temporarily restricted.



## **Mail Rooms**

The mail room in each building is small and will be limited to 1 occupant each. Please queue accordingly to allow social distancing.

## **Freight Elevators**

The freight elevator vestibules in CP I and CP II are located inside the mail rooms. The 1 person maximum applies to the room not the function. Please queue accordingly to allow social distancing.

## 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.
- Social Distancing signage will be installed at the loading dock, which will be for deliveries only.

### LOADING DOCK DELIVERIES ONLY



*Thanks for keeping your  
social distance.*

COLONIAL PLACE  
AT COURTHOUSE METRO



## PARKING

The on-site parking operator is adhering to social distancing guidelines and garage employees are wearing PPE, as appropriate for their job function. Pay station equipment is automated so no contact with a booth attendant is required.

The following actions have or will be implemented:

- Garage pay machines and other parking equipment are disinfected on a periodic basis throughout the day. The disinfectants being used is on the list of EPA-registered disinfectants for use against COVID-19:
  - Daycon CDC-10® RTU pine scented disinfectant-ND32610-Liquid
  - Clorox Healthcare® Hydrogen Peroxide Disinfectant Wipes



## CLEANING

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

- P&R Enterprises will continue to strictly adhere to CDC guidelines for cleaning and disinfecting facilities.
- P&R Enterprises 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 disinfection of electronic items such as phones, keyboards, copy machines and any other tenant-owned equipment needs to be addressed by tenants. P&R Enterprises is available to perform enhanced cleaning of tenant suites upon request. 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.



- HVAC adjustment requests will first be handled via the Energy Management System (EMS) computer. If your space needs adjustment, we request that you mark the area on a floor plan that the management office will provide, and our engineer will adjust the settings remotely.
- To reduce the potential for airborne transmission, if an in-person maintenance visit is required, it will be scheduled when the office is not occupied.
- 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, the work order program 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.
- Installation of MERV-13 filters where allowed by the equipment specifications.

## PLUMBING

While the buildings are 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 toilets or urinals**. This causes back-ups in the drain lines, which can result in overflow water damage 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](#)

## Safer at Home Order

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

## DMV COVID-19 Information

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

## Janitorial Contact Information

- P&R Enterprises, Inc.  
Roberto Trejo  
Account Manager  
roberto@p-and-r.com  
Cell phone: (202) 437-4275