

Effective Immediately, Landlords should implement an Emergency Action Plan. This should include deploying personnel to conduct additional cleaning in accordance with the below recommendations from the CDC:

Level II: Elevated Concern

- General office cleaning – 1 time per day
- Common area cleaning - 4 times per day (Recommended concentrated cleaning at peak times i.e. every 2 hours between 9:00 am and 6:00 pm)
- Restroom cleaning – 4 times per day (every 2 hours between 9:00 am and 6:00 pm)
- Hand sanitizers in entrances and lobbies
- Touch points such as garage access buttons, door handles, elevator call buttons, turnstiles, handrails, elevator doors, touchscreens, restroom fixtures, restroom partition latches, refrigerator /microwave handles and keypads in meeting rooms will be cleaned at least 4 times per day.
- Disinfect floor mats - daily
- Pour 1:99 bleach solution into the u-channel and floor drains on all floors
- A daily supply of approved N95 (minimum standard) surgical masks for cleaning and operational staff recommended on a 2 per person per day or via site by site risk assessment, as available and upon recommended use. Training to ensure proper use required.
- AHU's and PAU's sterilized – 2 x monthly or in accordance with local guidance

Level III: Confirmed Case in Proximate Geographical Area

- General office cleaning – 1 time per day
- Common area cleaning – 6 times per day (Recommended every 90 minutes between 9:00 am and 6:00 pm)
- Restroom cleaning – 6-8 times per day (every hour between 9:00 am and 6:00 pm)
- Temperate monitoring of all staff, visitors, vendors and service providers entering premises to be undertaken where security provision and capability in scope.
- Mask disposal through normal rubbish bins unless advised by government other disposal is required and specialist mask disposal bins established
- Hand sanitizers available in pantries, meeting rooms, and entranceways to property.
- Client review to consider restricting access to certain floors for visitor (clients/vendors)
- Pour 1:99 bleach solution into the u-channel and floor drains on all floors

Landlords properties will receive either Level 2 or Level 3 cleaning based on the property location and proximity to a confirmed case of COVID-19. Hand sanitizer stations should be installed immediately.