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## TENANT'S GUIDE TO BUILDING RE-ENTRY

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## TENANT'S GUIDE TO BUILDING RE-ENTRY

Our plan is to take the appropriate measures to ensure a hygienic environment, including regular cleaning and thorough disinfecting of common areas, meeting places, HVAC systems, plumbing system and frequently touched objects and surfaces.

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### OBJECTIVE

To follow and implement guidelines the Centers for Disease Control and Prevention (CDC) and Michigan Department of Health and Human Services (MDHHS) set forth on re-opening businesses and buildings safely to avoid further spread of the COVID-19 virus.

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### TARGET

**JANITORIAL SERVICE:** Will practice routine cleaning of frequently touched surfaces with household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

#### Examples of Frequently Touched Surfaces and Objects in High-Rise/Multi-Tenant Buildings

- Tables
- Doorknobs
- Light switches
- Handles
- Desks
- Toilets
- Faucets
- Sinks
- Elevator buttons (inside and outside the elevator)
- Mailboxes
- Stair railings

Per the Center of Disease Control (CDC), if your workplace, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

We recommend Tenants to perform normal routine cleaning within their space of frequently touched surfaces and objects using a product from the [EPA's list of approved products that are effective against COVID-19](#).

In the event Tenants want specialized disinfecting cleaning in their space, they may call a cleaning service of their choice or Landlord can provide the contact information of the current janitorial vendor. This additional cost of a specialized disinfecting cleaning of Tenant's suite will be at Tenant's expense.

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### SANITIZING COMMON AREA TOUCH POINT SURFACES

An initial full and detailed surface cleaning of community area touch points throughout the building and parking deck was performed prior to reopening of the building by Belfor Property Restoration. These include all common areas corridors, elevators, lobbies, restrooms, stairwells, door knobs, hand rails, drinking fountain handles, light switches, elevator buttons, security desk, computer keyboard, mouse, telephone, and common seating.

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## BUILDING HVAC SYSTEM

### Maintenance Performed:

- Replaced all pre-filters with the most efficient filters that the building equipment will support
- Where applicable, inspected all final filters and confirmed them to be in proper condition
- Inspected all filter fill plates for proper installation and function
- Inspected all magnehelic gauges and confirmed them to be in proper operating condition
- Inspected all filter banks to ensure no air bypass is taking place
- Inspected all units for properly functioning drain pans
- Inspected all exhaust fans for proper operation

Prior to building reopening ABM will conduct a 100% full air flush:

- The outside air dampers will be manually opened
- Fresh air will be induced to ensure the entire air volume of the building will be replaced with fresh air
- That air will then be properly filtered and conditioned prior to occupancy

Building control algorithms will be modified to allow more fresh air into the building:

- Outside air dampers will be adjusted to increase the fresh air being brought into building
- Fresh air levels will be increased while still effectively maintaining building temperature and humidity set points
- To increase overall ventilation, more air will be exhausted from the building
- Where applicable, we will continue to monitor building CO2 levels to ensure proper ventilation is achieved

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## BUILDING PLUMBING SYSTEM

The following has been performed in each common area restroom and it is recommended that each tenant perform in their internal plumbing system:

- Turn on each faucet and allow it to run for a minute per faucet. Visually inspect the drain and under the sink to ensure that there are no leaks.
- Flush each toilet and/or urinal 5 times to ensure proper flush, no leaks, drains are flowing and water stops running after flush is complete.
- Run each coffee maker through 3 cycles to flush lines and be sure water is heating properly.
- Empty ice from ice bins to allow new ice maker to start new batch of ice.
- Run dishwasher through full cycle.
- Turn on each drinking fountain for 1 minute and check for proper operation and no leaks.
- Pour approximately 1 gallon of water in each floor drain.
- Upon completion of these steps, fill a coffee pot or clear glass from a faucet and allow it to sit for 5 minutes. Water should settle clear with no sediment or discoloration.

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## TENANTS AND INVITEES

Items listed below are recommendations/requirements as per the Center of Disease Control and Prevention (CDC) and the Michigan Department of Health and Human Services (MDHHS):

- We suggest all Tenants reevaluate their business operations hours and see if alternate options can be provided to their employees so they can either continue to work remotely from home, or stagger employees start/finish times when coming into the office to adhere to limit capacity inside buildings to provide social distancing.
- All Tenants will be required to follow state and local guidelines and recommendations regarding social distancing in common areas, meeting areas and elevators.
- All Tenants will conduct and keep records of a daily health assessment or prescreening of their employee(s) prior to entering the building. No individual will be allowed in the building if they answered **YES** to any of the following questions:
  - Do they have a fever, cough, shortness of breath, sore throat, or diarrhea?
  - Have they been in close contact in the last 14 days with someone that was diagnosis with COVID-19?
  - Have they travelled internationally or domestically in the last 14 days?
- All Tenants will be required to wear protective face mask/covering at all times when entering common areas of the building.
- All Tenants will follow state and local guidelines regarding limits on meetings and gatherings. Currently the CDC recommends meeting limitations of 10 people or less, and strongly encourages virtual meetings.
- All Tenants will practice proper hygiene by frequently washing hands with soap and water for a minimum of 20 seconds.
- All Tenants will adhere to standing behind queuing marks in common areas, entrances/exits, elevator lobbies, and elevator cabs.
- All building tours will be done virtually rather than in-person whenever possible or scheduled hours before or after normal business hours.
- All Tenants will adhere to the safety use and occupancy of all elevators by limiting 2 riders per cab with each individual standing in opposite sides of the cab.
- Tenants are encouraged to use the stairwells to go up and down to avoid congregating around the elevators while waiting for the next cab to open on your floor.
- All Tenants and visitors are to dispose of masks and gloves in trash receptacles located at entrances and exits.
- All businesses will provide their own cleaning supplies and cleaning protocols for use within their space, along with protective gear for their employees.
- All Tenants will adhere to the 6 ft. social distancing in designated smoking areas.

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## WHAT ACTIONS TO TAKE WHEN A COVID-19 INFECTION IS IDENTIFIED

All businesses will take the appropriate actions per the Center of Disease Control and Prevention (CDC) guidelines when a COVID-19 infection is confirmed: identify, isolate, report, shutdown, and clean/disinfect.

- Identify the individual through daily health screening or verbal confirmation of infection from the individual.
- Isolate the individual which is a critical first step in protecting workers, visitors and others at the work site.
- Immediately report individual's infection to the local health department.
- Take steps to limit the spread of the individual's infectious respiratory secretions by ensuring that a mask is worn.
- Shutdown/close off areas infected individual used or traveled through.
- If possible, open outside doors and windows and use ventilating fans to increase air circulation in the areas.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, restrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Once area has been appropriately disinfected, it can be opened for use and workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. However, continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

**FOR MORE INFORMATION**

<b>Resource</b>	<b>Links</b>
Resource 1	American Society of Heating, Refrigerating, and Air- Conditioning Engineer  <a href="http://www.ashrae.org/technical-resources/resources">www.ashrae.org/technical-resources/resources</a>
Resource 2	BOMA International  <a href="http://www.boma.org/coronavirus">www.boma.org/coronavirus</a>
Resource 3	Center of Disease Control and Prevention  <a href="http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html">www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html</a>  Cleaning and Disinfecting Your Facility  <a href="https://www.osha.gov/SLTC/covid-19/controlprevention.html">https://www.osha.gov/SLTC/covid-19/controlprevention.html</a>
Resource 4	COVID-19 Occupational Safety and Health Administration-Guidance on Preparing Workplaces for COVID-19  <a href="http://www.osha.gov/coronavirus">www.osha.gov/coronavirus</a>
Resource 5	Michigan Department of Health and Human Services (MDHHS)  <a href="http://www.michigan.gov/coronavirus">www.michigan.gov/coronavirus</a>
Resource 6	Occupational Safety and Health Administration  <a href="https://www.osha.gov/Publications/OSHA3990.pdf">https://www.osha.gov/Publications/OSHA3990.pdf</a>
Resource 7	World Health Organization  <a href="http://www.who.int/coronavirus">www.who.int/coronavirus</a>

