



Return to the Workplace – Network222

We look forward to your return to the building. We recognize that this process will look different for each of your organizations, and that it is unlikely anyone will be returning to “business as usual” in the near term.

As you know, the scientific understanding of COVID-19 has improved greatly but is still evolving. The guidance below is based on current knowledge and may continue to evolve over time. According to the Center for Disease Control (CDC) the virus spreads primarily from person to person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 can be spread by people who are not showing symptoms.

To limit the spread, everyone should:

- Get vaccinated!
- Wash or disinfect hands often.
- Avoid close contact with others.
- Cover your mouth and nose with a face covering when around others.
- Cover coughs and sneezes.
- Clean and disinfect frequently touched surfaces regularly.

Based on this information, we have developed the protocols and guidelines below to address the guidance from the CDC. As you make plans for your office, please keep the following building-wide guidance in mind.

VACCINATIONS

We will not require proof of vaccination for entry to Network222. Tenants are free to establish their own guidelines within their space. As you are likely aware, the CDC has advised that fully vaccinated individuals can resume normal activity. It is recommended that un-vaccinated individuals continue to follow social distancing and masking guidelines.

SOCIAL DISTANCING

In keeping with CDC guidance, we expect non-vaccinated building occupants to follow appropriate social distancing while in the common areas of the building, including restrooms, lobbies, elevators, and parking garages.

Restrooms

We ask that only one person utilize the sink area at a time. Signage will be placed in the bathrooms to remind employees and reinforce this practice.

Elevators

We ask that only two people occupy an elevator at a time. Decals will be placed on the elevator floor – one in the front corner and one in the opposite back corner - to remind employees and reinforce this practice.

Stairwells

Please be cognizant of sharing the space with others. If someone is travelling in the opposite direction on the stairs, please move to the far side of the landing and allow the other party to pass while maintaining distance from one another.

PERSONAL PROTECTIVE EQUIPMENT

Unless required by the City, County or State, we will not require building occupants or visitors to a wear a face mask, but this practice is **STRONGLY** encouraged for non-vaccinated employees or visitors. Your business is free to enact more stringent requirements with your staff. Our management and maintenance staff will wear face masks in your space, if requested.

VISITORS AND DELIVERIES

It will be left up to each of your individual businesses to determine if you are open to visitors within your space. We do not anticipate controlling visitor access or screening visitors to the building.

SYMPTOM MONITORING

We will not be enacting screenings, such as temperature screenings or health questionnaires, for building occupants or visitors. Each company is encouraged to review their own internal process and implement screenings within their space as they deem appropriate.

We do ask that each company repeatedly reinforce that employees should stay home if they do not feel well. Limiting exposure is the most protective measure available. We will be following these same practices with building staff so that we are not placing ill employees in your workspace.

JANITORIAL SERVICE

Our janitorial service provider, CMS of Madison, will continue to service the building on a nightly basis. They will continue to follow the janitorial specifications as prescribed in your lease. In addition, they will be sanitizing high touch areas in the common areas, such as elevator buttons, restrooms, and common door handles, on a nightly basis.

If you want additional disinfecting services within your office, you can either accomplish this utilizing your own staff and cleaning products, or contract with CMS directly to customize the type and frequency of service desired. CMS can provide both manual disinfecting and electrostatic disinfecting and will be happy to work with you directly to address your needs. Please contact Jon Linley at (608) 576-4773 or jon@cmsofmadison.com.

TOUCH-FREE SOLUTIONS

We have installed touch free solutions throughout the building, to the greatest extent possible. You will find touch free faucets and soap dispensers in all common restrooms, in addition to toe pulls on common doors, as feasible. You will also find small trash cans located near common doors, where you can utilize a towel or tissue to open the door, and then discard the item.

You will notice that the doors from the parking garage into the elevator lobbies have been replaced with sliding doors, eliminating another touch point.

We will continue to provide the touch-free Purell stations in each lobby of the building and will endeavor to keep them stocked with sanitizer. Remember, soap and water are still the best solution to disinfecting hands!

HVAC SERVICE

We have replaced all HVAC system air filters with new filters with a MERV rating of 13. MERV is an abbreviation for Minimum Efficiency Reporting Value. A MERV rating tells you, on a scale of 1-16, how effectively the filter traps small particles. The higher a MERV rating, the greater the level of particles trapped by the filter. A MERV 13 rating corresponds to the filtration level of an N-95 mask. MERV 13 is the highest level of filtration that our building HVAC system can handle and still provide the air volume required by building code. Please note that this increased level of air filtration does not protect an individual from infection by a person they have come into contact with, but it does lessen the risk of spreading a virus to other areas of the building via the air distribution system.

We have also increased the volume of outside air and relative humidity level in the building, to the extent possible, while still maintaining occupant comfort levels. Both actions are believed to reduce the aerosol spread of a virus, although definitive proof is not readily available.

MAINTENANCE STAFF AND WORK ORDERS

Our maintenance staff has been hard at work, on-site every day to continue to maintain the building and prepare for your re-occupancy. They will continue to provide our high-level of custom service to meet your needs. We will try to schedule work within your space at times when the office is at a low occupancy level to provide appropriate social distancing. As a result, work orders for routine things like light bulb changes, may take slightly longer to accomplish than normal.

ENFORCEMENT

As a reminder, your lease contains a set of Rules and Regulations regarding building use. While not a formal addendum to those Rules and Regulations due to the evolving, and hopefully temporary, nature of these protocols, we do expect tenants to take these protocols seriously and to enforce them as necessary with staff.

These are uncharted territories for each of us, so please do not hesitate to reach out if you have questions. We look forward to working with you over the coming months as you resume more normal on-site operations.