

# Our Panelists



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# #HealthyBuildings

What do I need to know?



# **Indoor Air Quality**

System Considerations	Recommendation
Air Filtration	Minimum MERV13 and consider MERV15
Air Exchange / Fresh Air Rates	Fresh air rates up to 30% higher than code minimum and/or HVAC design with 100% outdoor air; Air change rates to be evaluated/optimized with CFD analysis
Humidity Control	Year-round humidity between 40-60%, which would require active humidification during heating mode
Pressurization	Pressurize to induce airflow from one space to another; design for maximum fresh air in occupied zones
Ultraviolet (UV) Light	Reference ASHRAE guidance for UV integration, taking care with shielding requirement to prevent direct exposure to human tissue/eyes
Air Quality Monitoring	Take advantage of growing monitoring options to support continued tracking of air quality

Reference: Buro Happold, Engineering Healthy Workplaces News Feed



## Cleaning



- High and low touch areas
  - What's the plan?
  - Transparency.
  - Supplemental cleaning?
    - Training
    - Purchasing policy
- Cleaning products
  - Again, transparency.
  - Balance safety with human health



## Wellbeing

At least one in five workers experience common mental health problems, including anxiety and depression.

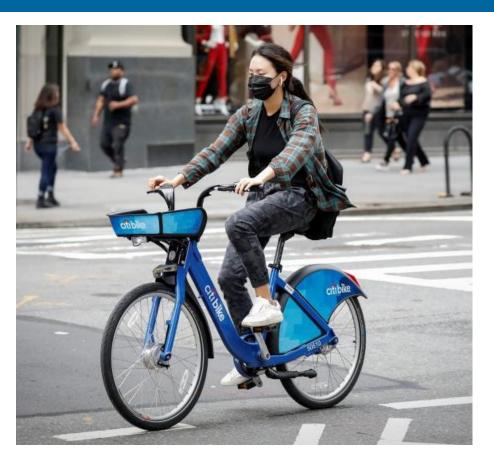
71% of adults reported at least one symptom of stress, such as a headache or feeling overwhelmed or anxious.



Reference: CDC, Mental Health in the Workplace



## **Maintaining Sustainability**

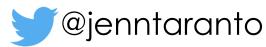


- Increase cleaning vs. disposability
- Increase bicycle infrastructure and promote shared bike programs
- Promote reusable masks



### Contact

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# Initial ProceduresWhen Returningto Work

# RTW (Return to Work) Committee



- Create a committee to police new policy compliance
- Be sure to include:
  - A partner who is respected by the majority of the firm
  - A member of administration preferably the Director of Administration
  - A trusted associate
  - A trusted paralegal
- Be prepared to institute fines for noncompliance which may include but are not limited to reductions in yearend discretionary bonuses.
- ► It may become necessary for the committee to internally publicize offenders.

# **Basic Initial Policies**



- Set up an iPad with a questionnaire that ALL people entering the office must answer. An online version of the questionnaire should be made available to employees.
- Prepare a seminar in which all employees must participate prior to returning to the office.
- Prepare an RTW policy that all employees must review and sign.
- There must be no penalty for an employee who states that he/she needs to work from home or needs to go home early.
- Human Resources department must have a list of hotlines for mental health organizations.

# Stay Tuned.....

Expect things to change.

No one will win a gold medal for requiring their workforce to return to the office sooner rather than later.

Expect approximately 50% of your workforce to work remotely going forward.

Gail Ruopp

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# Law Firm Sustainability Network

# ALA NYC

Association of Legal Administrators

# Creating Safe Zones How Arenson can help you prepare to

return to your office.

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**Executive Vice President** 

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**Arenson** 



Given the current health concerns created by COVID-19, we have researched how furniture can be adapted to provide Safe Zones. After reviewing your furniture typicals and layouts Arenson can help you in creating these Safe Zones.

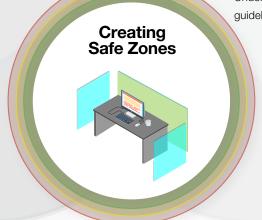
#### Keeping You Safe

#### Workplace Assessment

- Dimensionalize the workspace
- Understand people flow
- Evaluate communal & collaborative areas

## Government & Company Policy

- Discuss and understand company Policy for re-entry
- Understanding Federal, State and Local guidelines



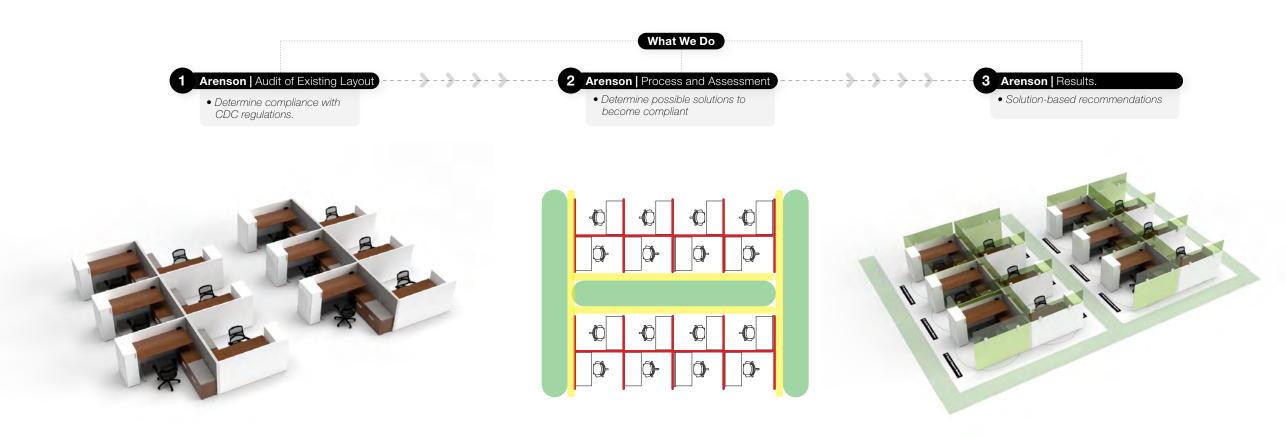
#### **Process / Recommendations**

- Understand and develop protocols.
- Develop goals and consider options to achieve them.
- · Consider cost alternatives.
- Develop people flow and graphic package.
- Comply with and implement government guidelines protecting both the Company and the Employees.

Arenson
We Can
Help Create
Safe Zones
The Process

#### The Process:

- The Arenson audit determines weaknesses or hotspots for consideration.
- The Arenson process and assessment phase determines how those weaknesses can be mitigated.
- The solutions or recommendations are determined from a vast inventory of alternatives, the selection of which is determined by discussing and understanding the clients drivers. Cost, Aesthetics, Permanence, Schedule, and Governance must all be considered.



"Restructuring the workplace to meet CDC guidelines with either temporary or permanent solutions is a task that must be done before contemplating going back to the office."

The New York Times



Arenson
We Can
Help Create
Safe Zones
The Deliverable

#### What to Expect:

- Areas to Consider (Color-coded floorplans)
- Circulation Flow with arrows.
- Instructional graphics to assist employees.



#### Arenson | Color Key

#### Green Areas

Areas that would be 6' compliant

#### Yellow Areas

Cautionary areas that should be reviewed for 6' distancing

#### Red Areas

Areas not compliant with 6' distancing.

#### Red Lines

Areas for increase in panel heights or screen additions

#### Red Dots

Ancillary items that should be removed to create social distance

# Solutions

The following pages show some examples of creating Safe Zones.

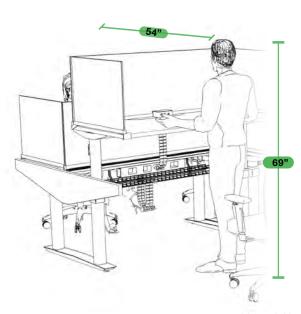
### **Safe Zones** can be created through one of these two methods

#### Safe Zone Through Barriers

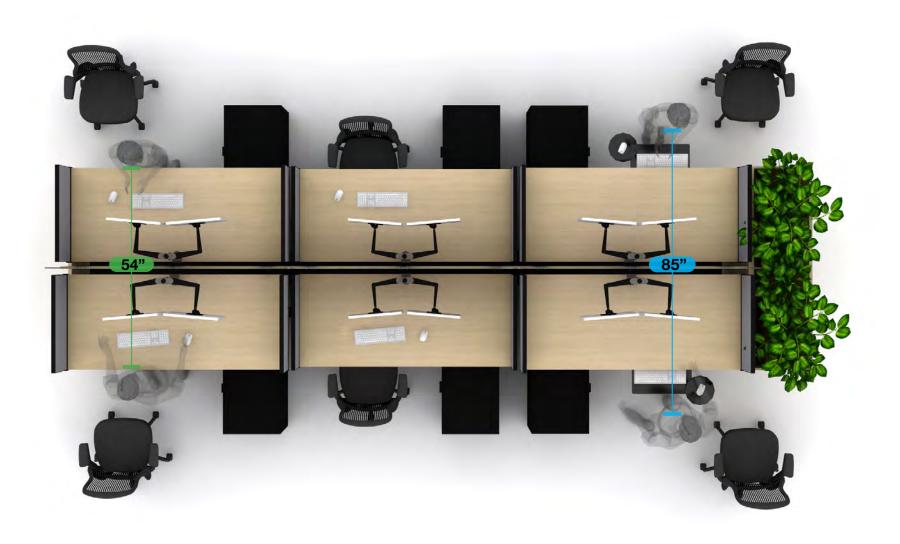
Additions like screens create a physical barrier between associates.

#### Safe Zone Through Social Distance

Moving people apart, creating a spacial buffer to achieve CDC guidelines.

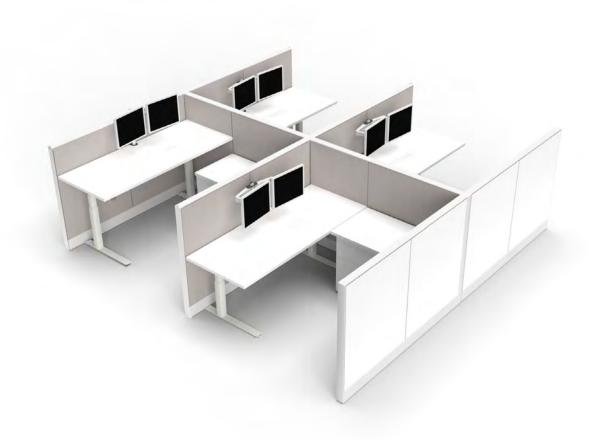


\* Average height of: US male 5'9" / Female 5'3" According to the CDC.



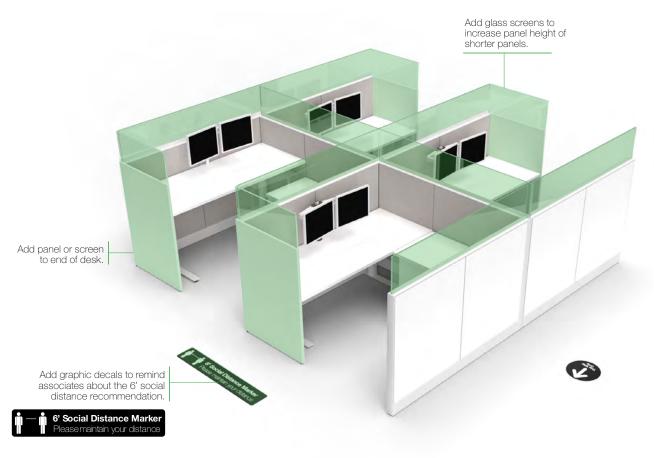
Arenson
Creating
Safe Zones
Panel Based
With Return
Example

#### **Original Configuration**



#### Safe Zones Adjustments

Examples of Adjustments made to create Safe Zones





Arenson Creating Safe Zones Example

Color Legend

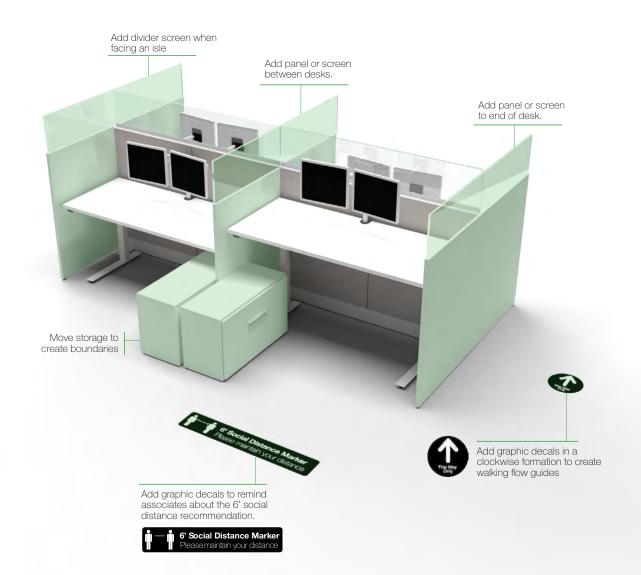
Safe Zone Through Barriers Example

Original Configuration



#### Safe Zone Adjustments

Examples of Adjustments made to create Safe Zones



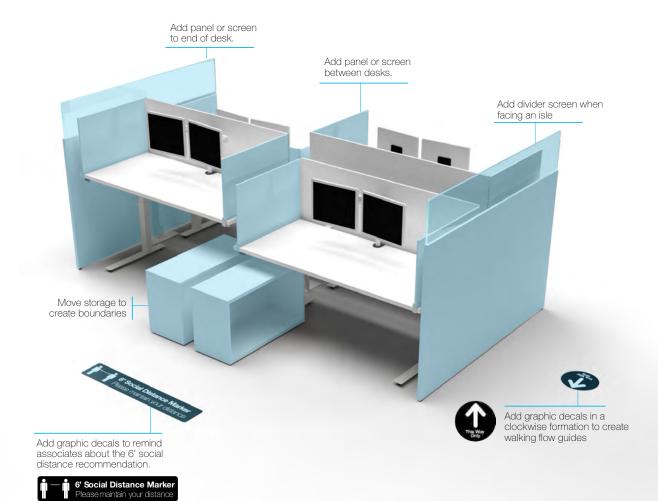
# Arenson Creating Safe Zones Independent Desks

#### Original Configuration



#### Safe Zone Adjustments

Examples of Adjustments made to create Safe Zones





# Arenson Creating Safe Zones Private Offices

#### Original Configuration



#### Safe Zone Adjustments

Examples of Adjustments made to create Safe Zones

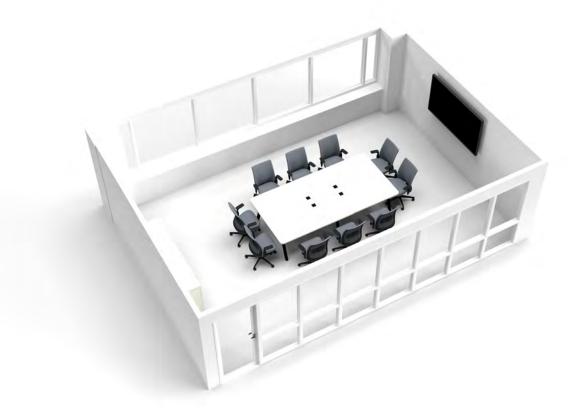




Add graphic decals with maximum capacity for Private Offices and conference rooms.



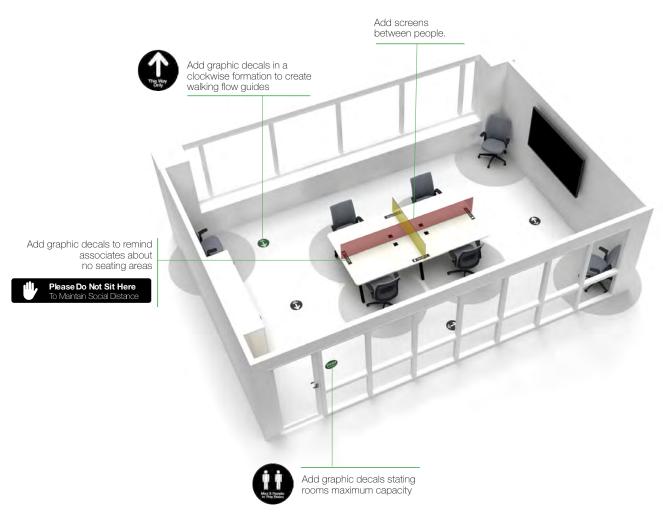
Original Configuration



#### Safe Zone Adjustments

Examples of Adjustments made to create Safe Zones

Rearrange Seating to maintain 6' of distance



# **Options**

The following pages include samples of products that may be utilized to create Safe Zones.

Arenson
Creating
Safe Zones
Thought starters\*

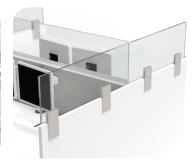
#### Barriers for Desking

The images below represent only a few examples of the many products available to safely separate staff at their desk. These products are available in various materials (Glass, Acrylic, Fabric, Felt and felt like, Laminate, Wood etc.) and sizes. Selecting the correct product should only come after adherence to a protocol, understanding the correct placement, and determination of the structural attachment of these barriers.







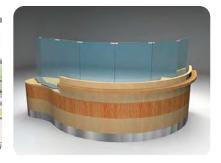






























Arenson
Creating
Safe Zones
Thought starters\*

#### **Barriers for Dividing Space**

The images below represent only a few examples of the many products available to safely separate staff in open areas. These Barriers are available in various materials (Glass, Acrylic, Fabric, Felt and felt like, Laminate, Wood etc.) and sizes. Selecting the correct Barrier should only come after adherence to a protocol, understanding the correct placement, and compliance with the manufacturers guidelines for use, and installation.





































#### Signage Package:

We've developed a library of graphics with health tips to your associates navigate throughout your space while maintaining the social distance guideline of 6' advised by the CDC.

#### Lobby / Welcome

Signs outlining your office policy, making visitors/ associates aware of the different graphics around the office.









#### Office Flow

Different graphics showing circulation paths, waiting areas, the maximum amount of people allowed in different rooms.











#### Instructional

Graphics demarcating social distancing measurements



Please Do Not Sit Here

To Maintain Social Distance

Please Don't use this Sink To Maintain Social Distance













## **Arenson Is Here To Help**

Arenson is a workplace expert. We understand products, spacial relationships and are up to date on the most recent government regulations and recommendations. We can provide guidance and expert solutions to best protect your staff and your company.

#### **Rosemary Farrell**

Senior Account Executive 516.707.1955 direct rfarrell@aof.com

#### **Kevin Kennedy**

Executive Vice President 917.379.5796 direct kkennedy@aof.com

# **Business Continuity**

Make your employees feel safe

When you come back to the office feeling safe is going to be priority one.

Distinctive Offices can help.
We specialize in refreshing occupied
office space without disrupting business

# Services

Carpet replacement to assist with new traffic patterns

A Fresh coat of paint to refresh the environment

Antimicrobial paint for the hi touch areas

Furniture reconfiguration to adhere to social distancing guidelines

Plexiglass dividers between seating and walkways

Turn large open areas into smaller private workspaces

Design

Budgeting

# Tell your clients what we tell ours, "Don't Move Just Feel Like you Did"

Before After





Distinctive Offices, Inc. 250 40<sup>th</sup> Street, Ninth floor New York, Ny 10018

Richard V Colucci, President 917-416-6161 distinctiveoffices.com

# ECS Presents Puro Lighting

Killing Viruses Through On-Demand & Automated UV Disinfection



# About ECS

Leaders in Energy Efficient Lighting and Controls Since 1995

**Turn-Key Services** 

Direct Distributor of All Major Lighting Brands

In House Project Management & Installations

Markets Served: Commercial, Industrial, Retail, Grocery, Healthcare, Hospitality, Education & Multi-Family













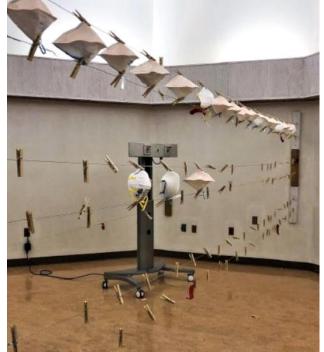
- Designed to be installed in recessed, surface or as a mobile unit
- BACnet Compatible for BMS integration & Automation
- Effective in as little as 15 minutes
- Built-in motion sensor that will deactivate the unit if triggered.
- Chemical Free Disinfection
- F1 Uses 40W over 1 Hour and F2 120W @ 120V

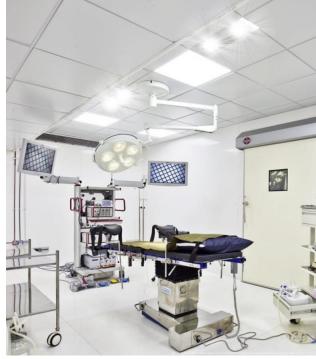














## Where Can We Use It?

- Puro Violet Defense technology is best utilized in high touch/high traffic areas.
- Mail Rooms
- Waiting Rooms
- Cafeterias
- Schools

- Lobbies
- Elevators
- ATM Vestibules
- Fitness Centers

# How Does UV Light Kill Viruses?



Sterilization / Antiviral

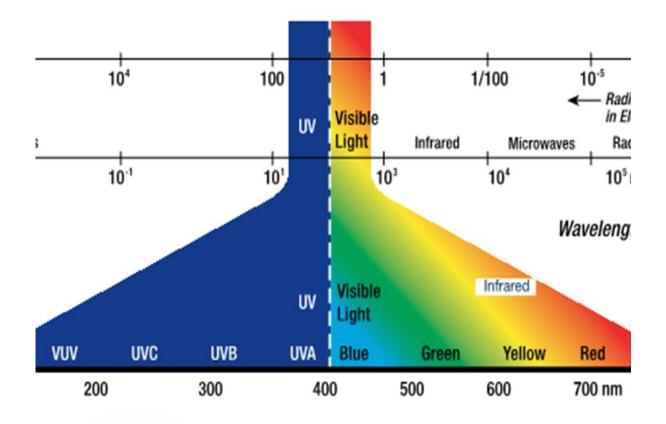
240-360nm



Antimicrobial / Antibacterial 360-430nm



450-475nm



Puro Lighting uses "Violet Defense" technology. It utilizes germicidal UV-C, UV-B, and UV-A to optimize its germkilling efficiency.

## It's Verified

• Per the EPA emerging pathogen guidelines and based on clinical testing completed, Puro UV lights have efficacy against Class 2 and 3 viruses, including coronaviruses, SARS, Influenza and Ebola.

## Certifications

- Internal components of this device are UL Listed, UL Recognized or CE listed.
- The manufacturer is registered with the US Environmental Protection Agency (EPA).
   Clinical laboratory testing has been performed at independent labs.



This device is tested and certified by TUV to UL specifications.



Tested to be compliant with FCC Part 15 Class A.



## CASE STUDY

MTA to use ultraviolet lights to kill coronavirus on NYC subways & buses.

https://www.nydailynews.com/coron virus/ny-coronavirus-uv-lampssubway-buses-mta-20200503vwx6nmxfjbgmlpr2kojnskbvk4story.html















Couple a self-contained UV reflective tent with Puro UV disinfection lights.

Disinfect any object on-demand in safe and controlled environment.

Portable Disinfection Tents are great Turn-Key solutions for mail rooms, construction site tools, children's toys, office supplies and many others...



Elevator Sterilization





Restroom Sterilization





Fitness Center Sterilization





## Units In Stock at ECS Warehouse Leasing and Financing Options Available



Contact us at <a href="mailto:ricky.dweck@enerconsupply.com">ricky.dweck@enerconsupply.com</a> for more information.

## REOPENING THE WORKPLACE SAFELY AND SUSTAINABLY WITH WEEKS LERMAN

- PPE SUPPLIES
- OFFICE SUPPLIES
- COFFEE & BREAK ROOM SERVICES
- MANAGED PRINT SERVICES
- FURNITURE, DESIGN & SPACE PLANNING
- PRINTING & PROMOTIONAL ITEMS
- JANITORIAL & CLEANING SUPPLIES
- TABS
- ECO-FRIENDLY SUPPLIES



**MARC SIEGEL** 



### REOPENING THE WORKPLACE SAFELY AND SUSTAINABLY









**DISPOSABLE MASKS** 













REUSABLE WASHABLE MASKS

**SUSTAINABLE MASKS** 

## WASHABLE SUSTAINABLE MASK FOR YOUR STAFF

Double Knit Mask - 14.9oz double knit polyester

Available in White, Black or Navy

Moisture Wicking Properties / Soil Resistant

Heavy Weight 14.9 oz. Ponte Double Knit 100% Polyester

Stretchable: this product can fit over an N95 (ask medical workers have done)

Two Earholes to accommodate different face shapes/sizes

Washable / Re-usable

American Made – 7-10 Day Lead Time

**OPTIONS:** 

BLANK, ONE COLOR, FULL COLOR





## REOPENING THE WORKPLACE SAFELY AND SUSTAINABLY WASH YOUR HANDS...REFILL YOUR SANITIZERS







- soons and sanitizers with our SMART solutions

- · Fully ADA complian
- Available for customization





- Ultra Nourishing<sup>™</sup> Luxurious Foam Standard Foam
- . Green Certified From and Gel optio













**SUSTAINABLE OPTIONS** 

## INDIVIDUALLY WRAPPED CUTLERY

Individually Wrapped Utensils (Case = 1,000)



Dispenser



Individually Wrapped Cups (Case= 1,000)



Individually Wrapped Creamers



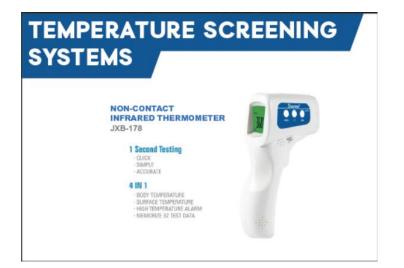














## **Body Temperature Measurement Solutions**



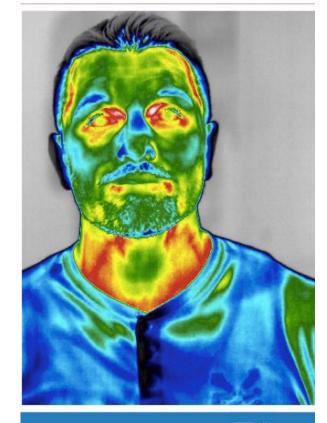


#### PERSONNEL MANAGEMENT KIOSK

Meridian's Personnel Management Solution features check-in and temperature verification capabilities. The solution can also be programmed for facial identification, with users easily added in a few short clicks. Designed to help protect the health and safety of both employees and guests by preventing anyone with a temperature from entering a facility, alarms can be added to sound when those above the temperature threshold and those without access attempt to enter.

For more information, **CLICK HERE** to watch a video.







#### SOCIAL DISTANCING BARRIERS

#### WE CAN CUSTOMIZE SIZE, SHAPE AND OPTIONS TO MEET YOUR SPECS

Help maintain social distancing and physical separation while protecting employees with our acrylic desk and partition barriers. Acrylic sneeze guards, desk separators, front desk barriers, cough screens and other acrylic and whiteboard partitions are more important than ever to maintain cleanliness in work spaces. We have a selection of panel dividers and mobile rooms dividers that can easily and quickly be added to any commercial area without incurring any costly construction.

We manufacture in the United States with quick turn-around times for large and small quantities.

#### POTENTIAL SOLUTIONS FOR YOUR BUSINESS

- 1. CDC recommended hanging graphics
- 2. Acrylic barriers to protect employees and customers
- 3. Social distancing floor graphics for cashwraps and checkout lines









Lexan Freestanding Screen (Shown on Calibrate® Reception)



#### **Surface Top Transaction Screens**

Protective shield/sneeze guard for intake areas and transaction/ reception. Mount flush to surface or 2" above surface to support transactions.



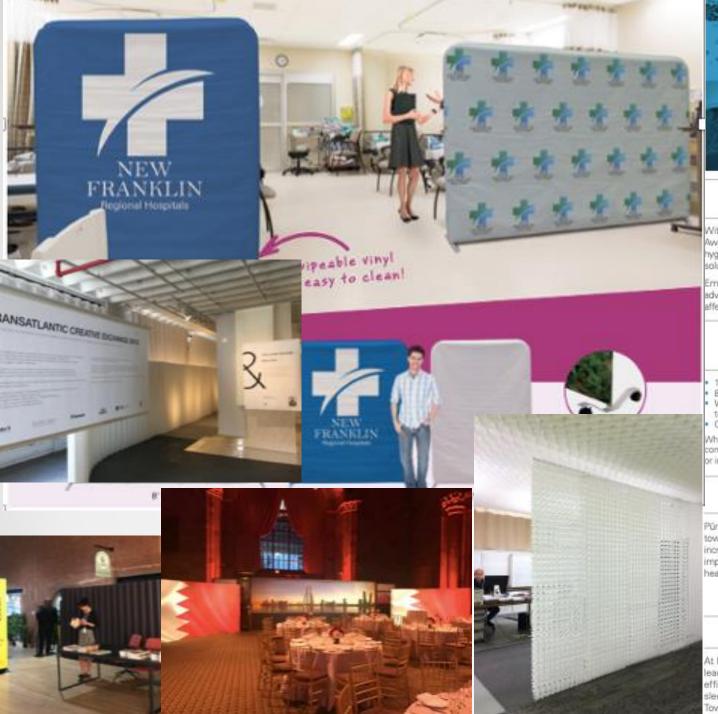


#### Free standing 24x30 Germ Shields

#### MODEL & DESCRIPTION

 ALTSG-24x30 (Germ Shield, 24"W x 30"H). All 'x" clear acrylic construction. Includes one shield with pass-thru (12"Wx3"H) and two legs. Speaking holes not included (can be drilled in the field if needed)

Custom sizes are available in quantities of 200 or more (lead-times will vary).









#### AN OPEN DOOR OPPORTUNITY

With the threat of germ cross - contamination more globally recognized than ever before, the latest survival strategy among today's Away-From-Home patrons has become simple: "Don't touch anything!" Yet, with all the modern "touch-free" advances in washroomhygiene, it's hard to grasp why the door handle has been so universally ignored. Until now. Enter Pürleve<sup>TM</sup>, the innovative door handle solution that offers a clean, sanitary experience for every user . . . every touch, every time.

Employing a proprietary Automatic Sleeve Dispenser (ASD) technology for either a Push-Pull or Lock / Latch door, Purleve automatically advances an antimicrobial sleeve over the handle with every use. Finally, visitors to washrooms and other public areas are no longer affected by the questionable hygiene habits of all the people who have gone before them.

#### PURLEVE helps

### 'DECREASE CROSS CONTAMINATION & MAXIMIZE HEALTH & HYGIENE.'

- 1 in 3 People do not wash their hands after using the washroom...
- 80% of infectious illnesses are transmitted by touch...
- Within one hour 1,000 bacteria on a handle becomes 16,000 it takes only 100 bacteria to infect a person.
- Compliance for hand washing in most hospitals is only 40%...

When it comes to germs and cross-contamination, the numbers speak for themselves, Crosscontamination occurs when germs are spread from one person to another simply by touch-directly or indirectly. Once a surface is touched, bacteria are transferred to it immediately.

## PURLEVE helps 'ENHANCE WASHROOM IMAGE'

Purleye's hygienic door handle supports the elimination of the unsightly mess of wet, dirty paper towels that end up on the floor and overfill the washroom receptacles. As the final piece in an increasingly in-demand collection of advanced, automated washroom fixtures, Pürleve aids in improving public hygiene, minimizing cross-contamination and promoting the image of a clean, healthy environment among guests.



#### PURLEVE is GREEN

At Pūrleve™, we support the global green initiative. Hygienic Door Handle systems incorporate lead free electronics and low-power systems resulting in reduced energy consumption to efficiently drive the technology within. The door handle refills use no paper and the antimicrobial sleeve material that each handle advances is 100% recyclable. Support in the reduction of Paper Towel consumption.





#### **SOCIAL DISTANCING SIGNS AND DECALS**













CV-7 8" X 8" CV-8 12" X 12"







#### **Protect Your Customers and Employees**

- Maximum Occupancy Signage
- . Breakroom Table Signage
- . One-way Traffic Flow for Hallways
- Floor Graphics & Wayfinding Signage
   Stop the Spread Signs and Posters
  - · Staff Welcome Signage
  - . Front Entrance Window Clings
  - · Professional Installation Available



#### StandSafe" **Personal Spacing Disks**

Protect customers and clients from COVID-19 and other virus exposures by ensuring they maintain a safe distance while standing in line. StandSafe™ repositionable vinyl disks provide durable performance and flexible design for customer lines.









#### Help Customers Maintain Proper Social Distance

- StandSafe™ repositionable vinyl disks provide durable performance and flexible design for customer lines
- · Exclusive SuperGrip\* coating keeps mat in place; restore by wiping clean with wet cloth
- · Safe for use on low-pile and commercial grade carpets, tile, and other hard floor surfaces \*
- · Disks are GreenGuard Gold certified for clean air emissions and part of the USDA BioPerferred Program containing 30% USDA certified biobased content
- · Disks are customizable with your logo or desired design and color palette. Minimum quantities apply.
- \* Do not use on laminate or hard wood flooring as SuperStip coating may damage surface finish

#### Social Distancing Signage

CHOOSE FROM ONE OF OUR DESIGNS OR CREATE ONE THAT MEETS YOUR NEEDS









WASH YOUR HANDS BEFORE RETURNING TO WORK

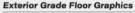
CV-13 12"X12"



COVID-19

PLEASE WAIT HERE

UNTIL CALLED



CHOOSE FROM ONE OF OUR DESIGNS OR CREATE ONE THAT MEETS YOUR NEEDS







HANK YOU FOR PRACTICING

SOCIAL DISTANCING









## SIGNAGE

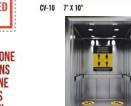


SUPPORT SOCIAL DISTANCIN

CV-11 12" X 14"



**CHOOSE FROM ONE** OF OUR DESIGNS OR CREATE ONE THAT MEETS



### SOCIAL DISTANCING BARRIERS

#### WE CAN CUSTOMIZE SIZE, SHAPE AND OPTIONS TO MEET YOUR SPECS







#### Tensabarrier® Advance Post

Ideal for organizing queues and putting into practise good social distancing in all customer facing environments. Position posts 6 feet apart as an indication to customers on how far apart they should be standing from the person in front of them.



#### Safe Distance Floor Markers

A solution that can quickly be deployed around entrances and exits, general areas and within queues to help customers identify a safe distance to stand when queuing or walking through your environment.

#### Tensabarrier® Post Top Signage

Simply slot on top of your Tensabarrier post to communicate important safety messages with your customers without human contact. Ideal for advising customers to stand 6 feet apart from the person in front of them.





#### Tensabarrier® Post Top Labels

Customize any of our Tensabarrier® posts with a custom post top label reminding customers of key tips to fight the spread of Coronavirus Examples of this: wash hands frequently, catch it bin it kill it, avoid touching eyes nose mouth, keep 6 feet apart from the person in front of you.

#### Road Cone

Tensator traffic cone can be placed in virus drive-up or walk-in testing zones to indicate where people should wait. It has a secure base and outdoor-ready material construction that makes it applicable to both indoor and outdoor use. Can be easily manipulated to create different queue layouts as needed and is compact enough to stow for transport or storage.



#### WE CAN CUSTOMIZE SIZE, SHAPE AND OPTIONS TO MEET YOUR SPECS





#### 300 Plastic Post

A lightweight, clearly visible option to show where queues should form or can be used to cordon off unsafe or restricted areas. It is available in yellow, black or white color options and short or long chain lengths depending on spacing needs. Plastic composition makes it ready for outdoor or indoor use.

Also available in Black and White finishes



#### Tensator® Titan Barricade

A strong and effective solution, ideal for managing crowds of people or preventing access to areas. Hook and eye locking system connects the fences, making them harder for crowds to move.



Cleaning in Progress

uthorized Access Only

Caution - Do Not Enter

No Entry

**Emergency Exit** 

#### Tensabarrier® Printed Webbing

All of our products can be made with eye-catching safety messages to help keep your customers and employees safe while on-site during this pandemic.

#### Tensabarrier® Wall Units

Quickly and efficiently cordon off out of service areas to the public. Ideal for clearly defining routes and restricting access to areas that you want to cordon off and can fix to most surfaces either semi-permanently or permanently.



#### Tensabarrier\* Facility Post

Ideal for outside or back of house areas, limit customer access or create safe zones for your warehouse staff. The post and base can be easily dismantled without the use of tools, for easy storage and transportation.







## BACK TO WORK KITS



- American-made, double-knit 14.9 oz. mask (available in black, white or navy)
- 1 fl oz. Antibacterial gel packet/sanitizer (white or silver) (personalization not available)
- 80% Alcohol Antiseptic Wipe (personalization not available)
- Pair of Gloves
- All items packaged in 210 denier nylon zipped pouch (available in red, white, green or blue)
- Price includes a 1 color imprint on bag and mask.

#### **BACK TO WORK KITS**



## **CONTACT US**

Let Us Help...

If you currently work with Weeks Lerman, please contact your sales rep



58-38 Page Place, Maspeth NY 11378

Marc Siegel



(516) 637 3544



msiegel@weekslerman.com



## HOSPITALITY IN THE TIMES OF COVID-19

PREVENTION & PREPAREDNESS ON REOPENING HOTELS TO GUESTS AND ASSOCIATES

MIRIAN ORTEGA , COMPLEX DIRECTOR OF SALES @ LE MERIDIEN NEW YORK CENTRAL PARK

MIRIAN.ORTEGA@LEMERIDIENNYC.COM 917-935-8772

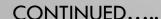
## REOPEN HOTEL DOORS

#### PHASE 1 OF CONSIDERING REOPENING OF A HOTEL

- EXTENSIVE WALK THROUGH OF HOTEL, INSPECTION OF ALL GUESTROOMS, FLOORS, PUBLIC SPACES AND GENERAL MAINTENANCE ON MACHINERY AND EQUIPMENT
- PMI OF INVENTORY/GUESTROOMS SCHEDULE TO BE READY FOR GUESTS (50% OF THE HOTEL GUESTROOMS)
- DEEP CLEANING OF CORRIDORS, CARPETS AND GUESTROOMS LINEN, ELEVATOR MAINTENANCE AND CLEANING, NEW OFFICE SET UP, SIGNAGE FOLLOWING RECOMMENDATIONS OF OUR PARTNERS AT
- ECOLAB REGARDING GENERAL CLEANING AND INSPECTION CHECK LISTS PRIOR OPENING

#### PHASE 2 OF CONSIDERING REOPENING OF A HOTEL

- CALL OUR ASSOCIATES BACK TO WORK WITH TWO WEEKS NOTICE
- PREPARE FOR OUR ASSOCIATES ARRIVAL, PPE (PERSONAL PROTECTIVE EQUIPMENT) FOR ALL ASSOCIATES
- SIGNS FOR ELEVATORS, SIGNS ON FLOORS FOR GUESTS ABOUT SOCIAL DISTANCING, PURCHASED ELECTROSTATIC SPRAYER FOR ALL PUBLIC SPACE AND CHECKOUT ROOMS
- TRAINED ALL EMPLOYEES FOR ENHANCED COVID-19 PREVENTION AND PREPAREDNESS
- TRAINED ALL HOUSEKEEPING TEAM ON ENHANCED CLEANING PROCEDURES.
- COOLING TOWARDS MAINTENANCE, INSTALLED SCREEN COVER FOR FRONT DESK CHECK IN AREA



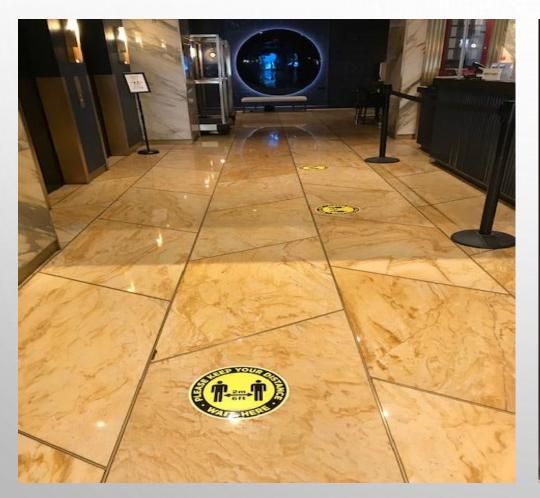
#### PHASE 3 OF CONSIDERING REOPENING OF A HOTEL

- CHECK-IN OPTIONS: DIGITAL C/I OPTIONS THROUGH YOUR MOBILE APP
- PUBLIC SPACE MAINTENANCE AND CLEANING CHECK LIST NOW DUE EVERY 20 MINUTES
- OFFICE SPACE PROTOCOL: POSITIONS THAT CAN BE PERFORMED REMOTE WILL REMAIN REMOTE FOR THE UPCOMING MONTHS: SALES, REVENUE, ACCOUNTING
- OPENING 50% OF THE HOTEL WITH LIMITED AMENITIES WILL REQUIRE ONLY HALF OF OUR ASSOCIATES TO RETURN TO ON PROPERTY WORK
- ASSIGN GUESTS TO DIFFERENT FLOORS ALLOWING THEM SPACE BETWEEN OTHER GUESTS
- ACCESS TO OUR WEBSITE PORTAL FOR ALL ASSOCIATES ON NEW BEST PRACTICES FOR SAFETY OR OUR GUESTS AND EMPLOYEES

#### Specific touchpoints · Safe and lock Doorknobs Luggage rack Light switches Thermostat Iron Phone Compendium TV and remote control Drawers (inside/out) Safety latch and peephole Nightstands Chair armrests · Mini-bar · Toilet flush lever Shower handles









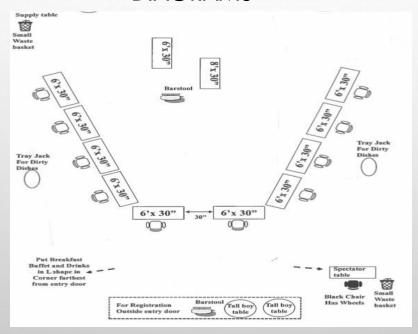


## **MEETINGS & EVENTS CHANGES**

#### SIGNATURE AND HYGIENE



## NEW CAPACITY, NEW DIAGRAMS



## MORE PERSONAL SPACE FOR OUR GUEST SAFETY

