

# RETURNING TO THE WORKPLACE

Wilton Corporate Park

September 2020



WILTON CORPORATE PARK  
BUSINESS. NATURALLY INSPIRED.



MARCUS PARTNERS  
MANAGEMENT



PROPERTY MANAGEMENT STRIVES TO KEEP OUR  
TENANTS

## INFORMED & SAFE

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The following is an update on the steps Property Management has taken to provide you and your team the peace of mind that you are returning to a workplace that is safer, healthier, and provides the tools to operate in a COVID-19 environment.

These steps may change based on new information or Directives that may be issued by the Governor or by the Centers for Disease Control and Prevention (CDC).

# New Rules for Entering the Building

In compliance with CDC guidelines and State and Local governmental rules and guidelines.

- Practice Social Distancing – You must maintain a distance of at least 6 feet between yourself and other persons in the Building
- Face protection (face mask or other cloth face covering that completely covers the nose and mouth ) is required to enter the Building and you must wear face protection at all times in all of the common areas of the Building – unless this would be contrary to your health or safety due to a medical condition
- If you are experiencing COVID-19 CDC-defined symptoms (fever, cough, shortness of breath etc.) do not enter the Building
- If, during the last 14 days, you tested positive for COVID-19, do not enter the Building
- If you have returned home in the U.S. from international travel or from a cruise ship or river cruise voyage and you have not quarantined a minimum of 14 days following your arrival in the U.S., do not enter the Building

State Hotline: Dial (211) to report potential violations of these rules.



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## BUILDING PREPAREDNESS FOR YOUR RETURN

### SIGNAGE

New rules for entering the building signs have been installed on all entry doors from elevator garage lobbies to main lobbies.

Social distancing signage has been installed where applicable but not limited to areas such as:

- Main building entrances
- Lobbies
- Outside of elevators
- Floor markings inside elevators
- Restroom doors
- Restroom mirrors
- Café including floor markings
- All common areas and amenities

### HAND SANITIZERS

Free-standing hand sanitizers have been installed at all main building entrances. Upon entry, please use the sanitizer.

Sanitizers have been installed in common areas for people to sanitize their hands often.



THANK YOU  
FOR PRACTICING  
SOCIAL DISTANCING!

## SOCIAL DISTANCING & FACE MASKS BUILDING SAFETY

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Keeping a healthy distance from others will aid in making the building safer. The building will follow the 6 FEET APART rule as recommended by the CDC in all common areas (interior and exterior).

In compliance with CDC social distancing guidelines, all occupants are required to cover their nose and mouth while in the common areas of the building, lobbies, elevators, stairwells, restrooms, corridors, and shared amenities.

All tenants and visitors are encouraged to follow the guidelines established by the CDC and the Governor's office regarding the use of face masks and maintaining social distancing within the building and common areas.

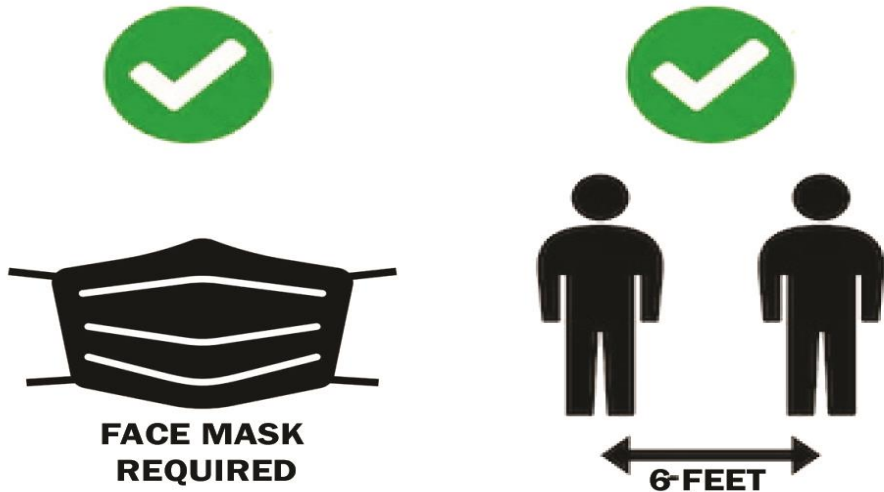
## PRACTICING SOCIAL DISTANCING IN IN ELEVATORS & STAIRWELLS

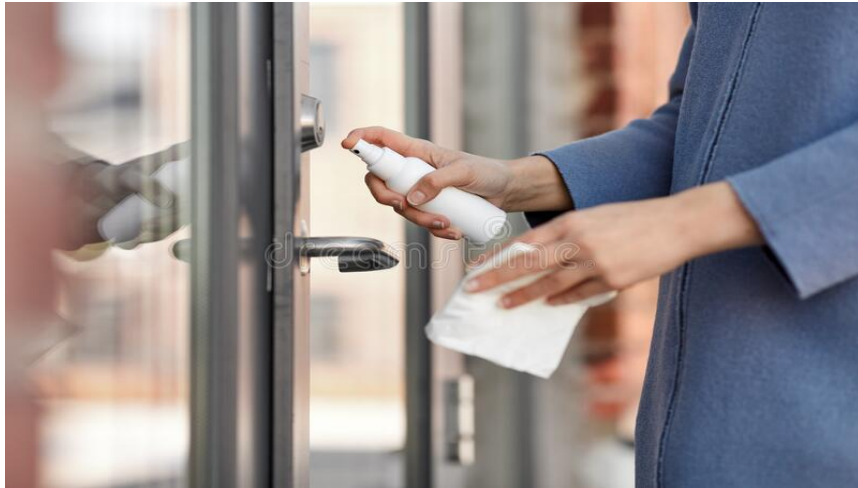
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Social distancing signage has been installed inside all elevators and on the elevator doors.

Please follow the occupancy limits in the elevator listed on the sign.

Any stairwell may be used to exit the building in case of an emergency or evacuation.





## DAY TIME CLEANING PROCEDURES HIGH-TOUCH SURFACES

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The daytime porters utilize enhanced surface cleaning standards and practices to the high-touch common area in the buildings.

They pay extra attention, with increased cleaning frequency, to common high-touch surfaces including building entrance and common area door handles, restroom door handles, restroom stall handles, elevator call buttons, stairwell handrails, and common area countertops. Daytime porters clean the restrooms several times a day..

The porters use CDC-approved disinfectant products for surface cleaning and disinfecting. All daytime porters wear face masks and gloves.

## NIGHTTIME CLEANING PROCEDURES IN TENANT PREMISES

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The nighttime cleaners, in addition to performing the normal nighttime services outlined in the leases, focus their attention to the high-touch common surfaces in tenant spaces. These include, but are not limited to, door handles, counter tops, faucets, microwave surfaces, and copier buttons.

The building's cleaning vendors can provide special disinfectant cleaning of specific tenant spaces (if requested) and building common areas (if necessary) in the event of a reported positive COVID-19 test result.

The nighttime cleaners use CDC-approved disinfectant products for surface cleaning and disinfecting. All nighttime cleaners wear face masks and gloves.





## NEW GUIDELINES WITHIN OUR CAFE FACILITY

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The 50 Danbury Road Cafe will continue to be open. The 40 Danbury Café will remain closed until occupancy permits.

In addition to the normal food preparation stations, there will be prepared grab-and-go selections in the salad bar location. No open-air salad bar.

Protective dividers have been installed at the servery and cashier stations to separate visitors from food service employees.

The Cafe has directional floor markings for one-way traffic flow through the facility with 6-foot social distancing signage and floor markings installed inside the food service facility.

The Cafe seating area is temporarily closed. Building management plans on opening the area in the near future with proper social distancing protocols in place.

All food service employees wear face masks and gloves.

The café will operate according to the current CDC guidelines.

Sodexo, the food service operator, encourages electronic payments in the Cafe.

A NEW MOBILE food ordering APP, through CatertTrax, is now available.





## FOR THE SAFETY OF OUR TENANTS COMMON AMENITIES

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The Auditorium at 50 Danbury Road and Executive Conference Room at 40 Danbury Road are open with social distanced seating.

Due to CDC social distancing guidelines, the following park amenities will remain temporarily closed at this time:

- Fitness Center
- Locker Rooms
- Shuttle Bus

It is difficult to maintain proper social distancing in the fitness center and locker rooms.

These amenities have many high-touch surfaces that are handled by many individuals each day.

Building management plans on opening these amenities in the near future with proper social distancing protocols in place.





## HEATING, VENTILATION, AIR CONDITIONING BUILDING HVAC

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Through the workday, the outside air brought into the building has been doubled from its former level. This doubles the frequency of the building fresh air exchanges throughout the day.

The building HVAC systems have MERV air filters for the delivery of filtrated air. MERV stands for Minimal Efficiency Reporting Valve meaning a filters ability to capture airborne particles.

All MERV 8 filters were replaced in June/July. MERV 13 filters will be used in the next filter change due in September/October. The intent is to provide a higher level of filtration to the air supply.

Filters will be monitored and changed more frequently if needed.

This spring, the cooling coils in each building's heating, ventilation and air conditioning systems (HVAC) were power-washed with a CDC-approved application.

Where applicable and as needed, the cooling coils in the building's HVAC system are cleaned with the appropriate CDC-approved disinfectant on a regular basis.

Filter changes and coil cleaning will be scheduled more frequency if required.





## BEST PRACTICES FOR OUR BUILDING PERSONNEL

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Field personnel operate the building utilizing best practices relative to COVID-19 protocols. This includes building engineers, daytime porters, nighttime cleaners, security personnel, and food service personnel. These personnel wear face masks and gloves as they perform their duties.

Daily temperatures are taken of each of these staff members to identify anyone with an elevated temperature. If anyone has a feverish temperature, that individual will be sent home to monitor his/her situation and must follow specific protocols before being allowed back to work.

These temperature-taking procedures will be completed in conjunction with the employers of these workers (cleaning company, security company). These employers set the human resource department protocols for their employees.

## GUIDELINES TO FOLLOW FOR VISITORS & DELIVERIES

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For your protection and ours, we strongly advise all tenants to limit your visitors and deliveries to only those essential to your business. This includes outside food deliveries.

Please inform your visitors of the building rules and guidelines ahead of time.





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## WELCOME BACK TENANTS TO 50 Danbury Road

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Building management thanks you for your patience and cooperation during these difficult times.

All tenants and visitors are encouraged to follow the guidelines established by the Centers for Disease Control (CDC) and the CT Governor's office regarding the use of face masks and gloves and maintaining social distancing within the building.

Please remind your staff and visitors who may not feel well to stay home and follow CDC guidelines before returning to the building.

Free educational resources for your employees can be obtained at [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19).

## PROPERTY MANAGEMENT

Please contact the property management office with any questions that you may have regarding the buildings policies and procedures in this new normal.

Management office # (203) 762-7200 x 938

Property Manager: Tom Juliano, [tjuliano@marcuspartners.com](mailto:tjuliano@marcuspartners.com)