

# OFFICE REOPENING - EDMONTON

Opening May 25, 2020


Marcus & Millichap

## ABOUT REOPENING OUR OFFICE

### **Occupancy:**

- We shall have no more than 50% capacity at any time in the office. See appendix A for office floorplan as it relates to physical distancing and Appendix B for in-office vs continued remote work schedule.

### **Cleanliness:**

- Lysol (or disinfectant wipes) wipes will be stationed at all high touch areas. Please note areas marked with Lysol cans (  ) on Appendix A. Lysol or disinfectant wipes will be provided by the office.
- Initial deep clean shall be performed on May 22<sup>nd</sup>
- Daily cleaning service at the end of each business day.
- Hand sanitizer shall be stationed throughout the office.
- If an employee uses a breakroom or conference room they shall clean it afterwards with a wipe and or disinfectant.

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## RE-OPENING CONTINUED

### **Personal Protection Equipment:**

- Masks are mandatory in any area where you may come within 6 feet of another person. General safe areas are at your desk/personal office or in the breakroom. Masks shall be provided by the office.

### **Kitchen:**

- Coffee: No brewed coffee shall be made in the office.
- No cutlery or glassware: Disposable will be provided for guests
- No dishwasher or toaster use.
- No more than 4 people in the breakroom at the same time.
- Fridge and Microwave may be used. After use the handles must be wiped down with a Lysol wipe

## RE-OPENING CONTINUED

### **Meetings:**

- Sale meetings, activity reviews must be done virtually
- Team Meetings may be done in person if Physical Distancing can be maintained (6 ft from one another)
- At no such time should there be more than 4 people in the conference room at a given time
- All booked meetings for the conference room must be booked into outlook calendars and have a minimum of 15 minutes between meetings to allow for cleaning between use

### **Guests & Client Visits:**

- Welcome signage must be displayed at the front desk
- Masks and sanitizer will be available at the front desk for clients and guests who visit the office
- Any guests or clients must sign waiver in advance of their visit. Waiver to be provided on the week of May 25<sup>th</sup>, 2020.

### **Communication:**

- The Safe Business Practices poster must be displayed in the office
- A teams group will be populated for all employees to provide feedback, in real time, and shared among the office

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## REOPENING CONTINUED – SICK = STAY HOME

- IF SICK, STAY HOME. If you feel ill for any reason, not just because of COVID-19, please stay home. We want you healthy and we will support your work while you are remote and recovering.

## ENBRIDGE CENTRE – RETURN TO OCCUPANCY PLAN

- See Appendix C
- All rules and regulations outlined in the Enbridge Centre occupancy plan shall be provided to all employees.