



# OFFICE REOPENING - VANCOUVER

May 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:**

- Monday Sale meetings Monday Sales 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 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

## 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.

## RE-OPENING CONTINUED – HIGHLIGHTS FROM BUILDING RE-OCCUPANCY PLAN

### **333 Seymour Building Re-Occupancy:**

#### **Janitorial:**

- 333 Seymour will continue to initiate high frequency cleaning/sanitizing of all building “touch points”
- Areas considered high touch points within a building include: Doorknobs, Push plates, Elevator buttons, Faucet levers, Paper towel dispensers, Touch screens
- Hand sanitizer units will be provided for as many common areas as possible, depending on availability. According to experts, surface disinfection with 0.1% sodium hypochlorite or 62-71% ethanol significantly reduces coronavirus infectivity on surfaces within 1 min of exposure time.
- Washrooms are considered a high touch point area, and as such, particular attention will be paid to making washroom visits as comfortable and low-touch as possible.

## RE-OPENING CONTINUED – HIGHLIGHTS FROM BUILDING RE-OCCUPANCY PLAN

- **Access Control:**

Directional signage / arrows will be placed throughout 333 Seymour to show specified entry, walkway, and exit routes.

- The main lobby will be accessible for entry via the South side double doors, with exiting via the North side double doors.
- Elevators will be limited a maximum capacity of two (2) individuals per elevator and we request that tenants stage employee start/stop/lunchbreaks to avoid backlog.
- Physical distancing parameters will be followed throughout all common areas
  - o Physical Distancing Signage
  - o Directional Stanchions barriers
- All events in public areas are to be postponed until the Provincial Health Office lifts restrictions on social gatherings.

## RE-OPENING CONTINUED – HIGHLIGHTS FROM BUILDING RE-OCCUPANCY PLAN

- All staff will be provided a copy of the 333 Seymour – Building Reoccupancy Plan (attached as Appendix C) which has valuable information on building procedures.