

HAMILTON PARTNERS



HAMILTON PARTNERS GUIDEBOOK FOR REOPENING

AT ONE PIERCE

4/2021

As you make plans for your employees to begin to start re-populating the building more regularly, please understand some of the changes we have implemented to support CDC guidelines for social distancing and to provide for additional measures of safety. Know that your health and safety are very important to us.

We encourage tenants to employ staggered shifts and/or continue to offer work from home for some employees. Within your suite and in our common areas, if populations are staggered we can allow for better social distancing.

We strongly encourage the use of face coverings in public spaces, especially hallways, elevators, stairwells and washrooms. Face coverings are not only for your protection, but to promote ease to other building employees and occupants who are trying to practice social distancing.


We have included for your reference two documents: 1) The Office Guidelines Phase 3 of Restore Illinois Plan; 2) Nightly Contract Cleaning COVID 19 Health and Safety Reopening Plan.


Below are several areas where you will notice changes that we are employing to provide extra tenant support at the building.





HVAC Hamilton Partners Building Ventilation Standards / Water Management


Standards have been modified to be in effect as buildings repopulate from the COVID 19 stay at home order from the State of Illinois. Changes are effect in all buildings as of June 1st, 2020


 **Maximum Outdoor Air Intake** on all HVAC systems serving all tenants spaces and /or common areas have been adjusted to maximize outdoor air intake while operating in either economizer mode (cooling with fresh air) or while in mechanical cooling.


 **Hours of operation** will be extended from a typical start & stop time of 7:00 AM to 6:00 PM as much as possible as weather conditions permit, balance energy savings with the ability to provide additional air changes per day.


 **All HVAC Equipment** is operated and set to maintain indoor air quality standards as set in ASHRAE standards for indoor air quality and thermal comfort for the specific building design.


 **Seasonal Maintenance** for the summer season (including filter changes, coil cleaning, condensate pans, refrigerant charges etc.) have recently been completed for the summer season. All filters at the building have been changed as of January, 2021. We employ high efficiency MERV 15 filters.

 **Water Management Procedures** are being followed by our engineering and day porter staff to run hot and cold water in unoccupied tenant spaces, restrooms and fitness centers weekly to avoid stagnant water and maintain water quality upon tenants return to the building. If coffee/tea/ice machine or similar equipment inside tenant spaces has not been in use, we encourage tenants to contact their vendors prior to re-occupancy. Vendors can provide flushing and cleaning of the equipment prior to use.

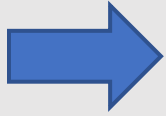
 **Elevator Interior Exhaust fans** are set to be running 24/7 to introduce fresh air from building common areas while elevator doors are open.

 **Washroom Exhaust fans** have been checked by engineering staff and are set to run 24/7 to pull air from the washrooms and exhaust from the roof continually.

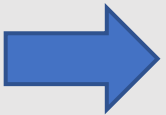
 **Water Fountains** All water fountains, except for touchless water bottle refill stations, will not be available for use, e.g., turned off, covered, or area blocked.

 **ENGINEERING/MANAGEMENT STAFFING** Engineering staff have returned to full-time operations. Management staff will continue to be standard. Please email requests to 1pierce@hpre.com so that your requests can be responded to quickly and efficiently. Engineering staff has performed rounds within the building to catch many lightbulb changes and other minor repairs prior to occupancy. Non-

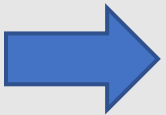
Emergency engineering requests inside tenant spaces can be performed between 6 am and 7am and on Saturdays to minimize contact where possible. Engineering will wear masks when in tenant spaces and inside ceilings. Engineering staff utilize their own tools to avoid cross contamination and utilize hospital grade sanitation wipes to sanitize common and tenant surfaces they come in contact with. Engineering staff utilizes proper personal protective equipment as appropriate including face coverings.



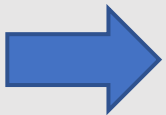
STAIRWELLS The BLUE Stairwell in each building has been designated as the DOWN stairwell and the RED stairwell is the UP stairwell. By making the stairwells one direction, it will allow for social distancing as there will be no need to pass others in the stairwell. Please be aware that entry/exiting on full tenant floors may not be available. Signage is posted at the doors for the stairs regarding availability for exiting stairwells. There are additional notes attached regarding stairwell locations and floors for this building. **IN THE EVENT OF A FIRE ALARM AND/OR BUILDING EVACUATION, PLEASE UTILIZE BOTH STAIRWELLS WHEN EXITING.**



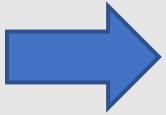
DAY STAFF Additional day staff will be present at the buildings for sanitation of entry doors and common spaces very regularly throughout the day. An additional person has been added to our day staff to concentrate on sanitization of public entry points, elevator buttons in the cars and hall call buttons on the lower level and lobby level entry. Regular day staff will service washrooms and tenant entry door handles and floor call buttons on upper floors throughout the day. We are so thankful for their ongoing efforts!!



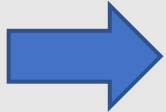
WASHROOMS Trash receptacles are placed outside the washrooms. This will allow for use of hand towels available inside washrooms to be used on exit handles and disposed of in the corridor. Washroom sanitizing touchpoints with Virex solution are completed at least 3 times per day as well as full sanitization nightly. Touchpoint sanitization includes touchpoints inside partition handles and touchpoints within each fixture as well as entry and exit doors.



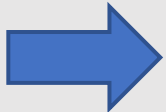
ELEVATORS We ask that you minimize the number of people in an elevator to 2-3 and wear masks in the elevator. You may also consider facing the perimeter of the car. Lighter occupancy in elevator cars will allow those entering and exiting to feel more comfortable minimizing contact. Understand that elevator touch surfaces are wiped down nightly with Virex solution and buttons are done periodically during the day and in the evenings. Feel free to use a clean tissue or an elbow to press the buttons. Dots for queuing for elevators have been added at 6 foot intervals on lower level and lobby level spaces to assist with social distancing.



COMMON AREAS Common area seating has been staged to allow for social distancing. Please practice social distancing in these areas. Additional cleaning materials will be available during the day if you would like to wipe down the table prior to and after your use. Day staff and night staff sanitize these areas as well. Plexiglass partitions are available for use for multi-person tables. Additional seating is provided on outside patio areas. Tables for single and multi-person use are available outside. WIFI is available on patio areas.



NIGHTLY SANITATION We have altered our tenant area disinfecting specification with the cleaning company to provide for nightly disinfecting of touchpoints such as tenant suite entry doors, office door handles and light switches. Please understand that within your suites every workstation, telephone, keyboard and mouse is not sanitized nightly. Please encourage employees to wipe down their equipment daily. In public areas within your suite, consider using touchless devices such as electric staplers in copy rooms, or providing a stylus for use on touch screen copiers.



VENDORS AND VISITORS Please let us know what your visitor policy is. When you schedule vendors or guests, please share with them that we encourage the use of face coverings in public areas. We have placed screens at our security desks for the protection of the security staff. If your company has a no-visitor policy or visitors must be announced policy, please let us know so we can support it. We have asked our vendors to share their COVID policies with us and encourage you do the same with your vendors. Additionally, signage and hand sanitizers are posted in loading dock/delivery entrances to encourage use of face coverings and promote additional sanitation.



FOOD SERVICES We are working with our deli partner to re-open the on site food service at the building as soon as the daily building population can sustain the costs of operation. Farmer's Fridge will be stocked when the building population increases as well.

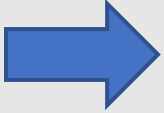
In the interim, FOODSBY, has added additional daily delivery restaurant partners. Foodsby offers service drop off to the main lobby area just to the side of the security desk. Daily delivery fee for FOODSBY is \$1.99, or you may subscribe for monthly rate.

Our on-site sundry shop is open for your needs daily.

Hamilton Partners is working to plan events for some other food service options and will be sharing these shortly.



WORK OUT ROOM -Currently the workout room on the lake level at at One Pierce remains closed. We are working on a re-opening plan to address occupancy and sanitation and hope to release information very shortly. In the interim, please feel free to use the walking paths at Hamilton Lakes. The full service fee for service Hamilton Lakes Athletic Club is open daily.



MEETING SPACE The conference room at One Pierce is available for tenants to use on a daily basis so that full sanitation can be completed in between uses. We have seating plans for social distancing. Hand sanitizer, individual bottled water are available for users.

Please understand that employees will need to follow the protocols of their individual employers. We cannot regulate the actions of every employee, visitor and contractor at the building. We will make our very best efforts to facilitate your safety at the building.