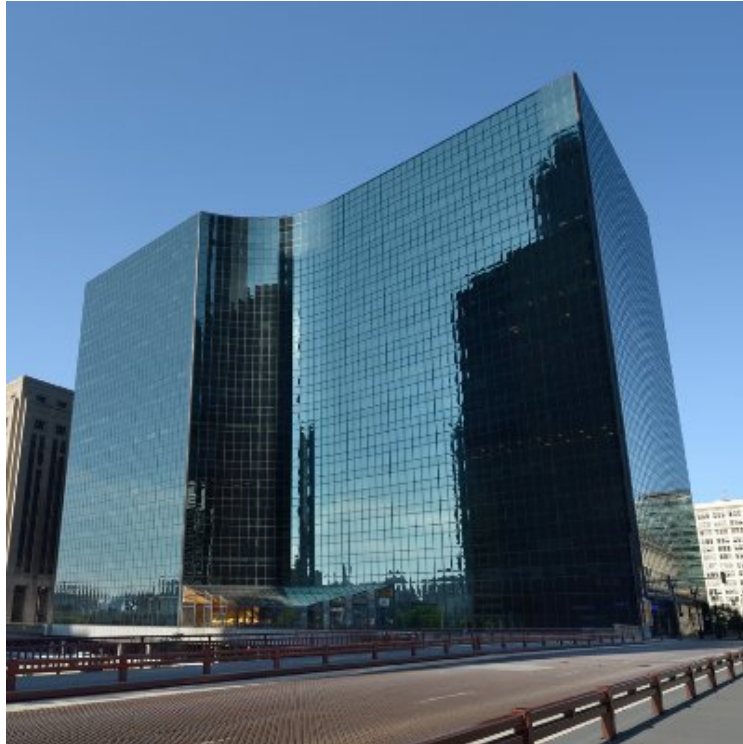


# 300 South Riverside Plaza

## Property Update



- Health awareness and social distancing
- Lobby and social distancing
- Elevators
- Common Area spaces
- Health awareness and social distancing | Tenants
- Janitorial
- HVAC system
- Lobby floor plan

# Health awareness and social distancing

- Be mindful of your own and others' wellbeing.
- Per CDC Guidelines: please stay home if you feel sick or if you have a fever. Individuals are encouraged to monitor at home for symptoms, including fever.
- Cover coughs and sneezes with a tissue or sleeve, do not use your hands.
- Do not touch your eyes, nose and mouth with unwashed hands.
- Wash hands frequently with soap and water for 20 seconds or longer.
- Property management will continue to follow established case reporting and communication protocols.
- Be mindful of social distancing guidelines in common areas, elevators, stairwells and pathways.

State of Illinois  
Illinois Department of Public Health

## COVID-19 General Prevention

Protect yourself from all infectious diseases by using these precautions.

 Stay home when you are sick	 Avoid contact with people who are sick	 Get adequate sleep and eat well-balanced meals
 Wash hands often with soap and water for 20 seconds or longer and dry hands with a clean towel or air dry	 Wear a cloth face cover when going out in public	 Avoid touching your eyes, nose, or mouth with unwashed hands or after touching surfaces
 Cover your mouth with a tissue or sleeve when coughing or sneezing	 Clean and disinfect "high touch" surfaces often	 Call before visiting your doctor

Clean all "high-touch" surfaces every day.

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tables and bedside tables. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product, including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

# Lobby and social distancing



- Per State of Illinois order, face coverings are mandatory in public/common areas.<sup>1</sup> Signage is posted at every entrance requiring face covering in all building public spaces.
- Hand sanitizer stations are strategically placed throughout common areas, building entrances, lobbies, and dock.
- Security team members and building personnel will be wearing personal protective equipment (PPE) for added protection.
- Security officers will visually verify visitor's identification for building access pass.
- Pay attention to signage for important reminders.

<sup>1</sup> Mask Mandate:

<https://www.dph.illinois.gov/covid19/community-guidance/mask-use>



# Elevators

- Elevator bank signs in the lobby will clearly display new guidelines.
- Security officers will observe social distancing measures in elevator banks.
- All riders are required to wear a face covering per Illinois State Order.
- All riders, and those waiting for an elevator, please practice social distancing.
- Turnstiles, elevator handrails and call buttons will be disinfected frequently.
- “Smart Keys” plated in copper, a natural anti-microbial, will be available to press buttons.
- Hand sanitizer stations are available at lobby entrances and lobby elevator banks.
- Full floor tenants with stairwell card readers are able to use stairwells as alternate means of accessing their space.
- Be patient if you experience delays, but know you are supporting better health for all during this period.



“Smart Key”



# Common Area Spaces

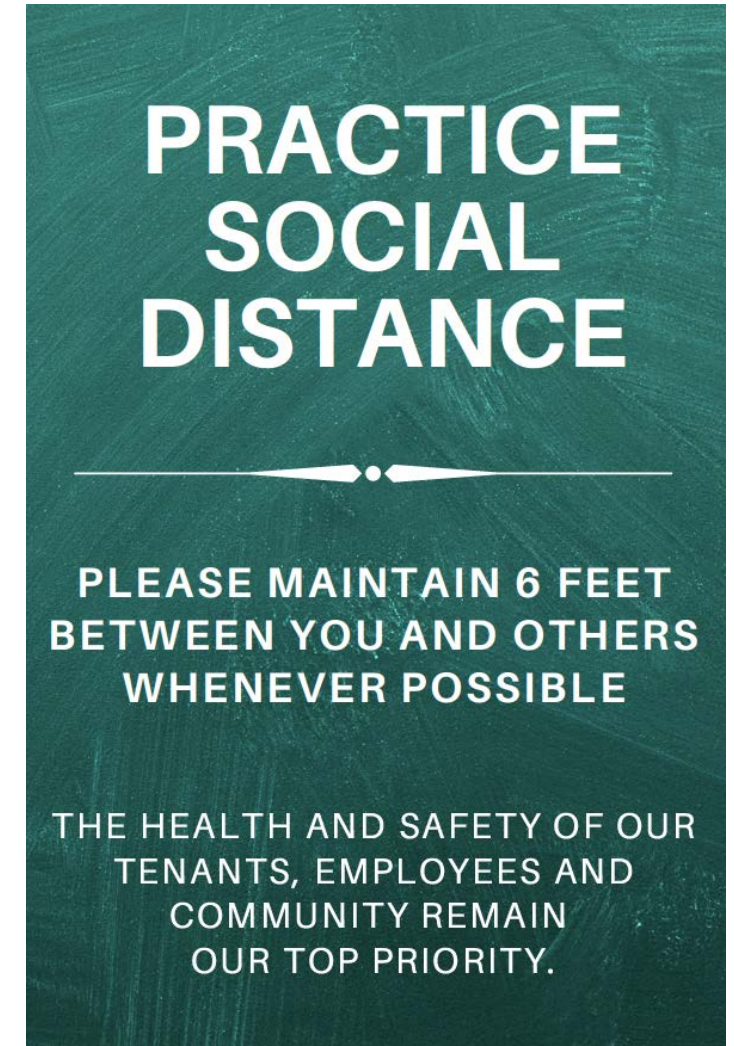


- Lobby space

- Signage and graphics are placed to assist in maintaining physical distance.
- The building will instruct building staff and tenants to advise employees to follow all regulations for social distancing:  
<https://www2.illinois.gov/Pages/Executive-Orders/ExecutiveOrder2020-32.aspx>
- Lobby signage will be placed in the building with Illinois State orders on social distancing/face coverings.
- Traffic flow will follow social distancing guidelines.

- Restrooms

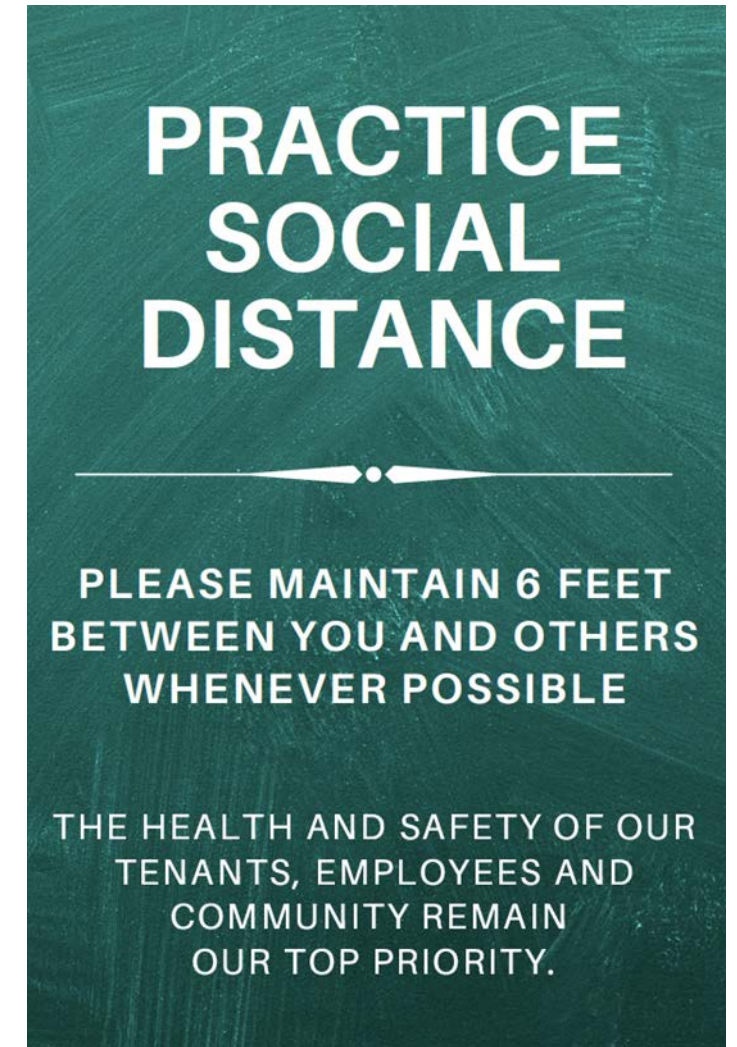
- Common corridor restroom keypads disengaged, reducing touch point
- In coordination with the Janitorial Union and our Janitorial Service Provider additional cleaning and disinfection of common area restrooms.
- Special cleaning can be arranged by contacting the Office of the Building.



# Common Area Spaces:

## Amenity centers, conference centers and fitness centers

- Tenant Lounge, Conference Center, and The Hive
  - Seating and activity will follow social distancing guidelines
- Fitness Center
  - Use of fitness center will follow guidelines
  - Deep cleaning and disinfection will continue



# Health awareness and social distancing | Tenants



- Be mindful of congregating in common areas, kitchens and collaborative spaces.
- Utilize hand sanitizer and face coverings
- Consider new conference room seating limits and disinfect table and equipment before and after every meeting.
- Clean your personal workspace with disinfecting wipes frequently.

# Janitorial



- To follow CDC, City and State guidelines extra cleaning and disinfectant will be coordinated with our janitorial service provider.
- CDC Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Increased frequency of cleaning in all public areas.
- The building will leverage its relationship with JLL, a national real estate service company, for additional supplies of personal protective equipment (PPE) for staff, cleaning products, disinfectant, and sanitizer. In addition, the building added more stock to its supplies.
- An electrostatic sprayer has been purchased to assist in cleaning high-traffic areas. Electrostatic disinfection charges the molecules of a cleaning solution so that the solution wraps around and clings to entire surfaces, providing a 360-degree disinfection where it is applied.

## Enhanced cleaning and disinfect program

Lobbies, entrances, common areas, corridors

Doors, door handles, locks, light switches, kick/push plates and handrails

Security desk areas

Security podiums, lobby directory, and turnstiles

Water fountains

Lobby furniture

ADA buttons

Security stanchions

Dock area – security office and check-in window, dock door openers, door handles, push plates and elevator buttons

Exterior furniture – tables and chairs on West Plaza and East Patio



- Janitorial, cont.



**Enhanced cleaning and disinfect program**

Elevator lobbies and stairwells

Push plates

Elevator cabs including push button stations, handrails, walls and flooring

Elevator hallway push button stations

East River Lounge and retail restrooms

Clean and sanitize restrooms including toilets, toilet seats, urinals, sinks and fixtures

Countertops, dispensers, light switches, partitions and plumbing touchpoints

Entry and exit doors

Spot disinfect retail – clean all doors, door frames, light switches and any glass surfaces

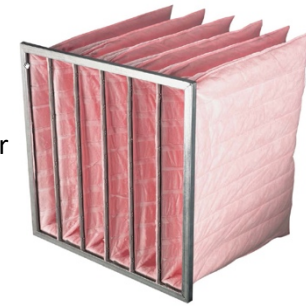
- Tenants who want additional cleaning please contact the Office of the Building for assistance. In conjunction with the janitorial service partner, 300 S. Riverside Plaza will provide proposals.

# HVAC system

## HVAC system:

- The HVAC system consists of a supply and return fan system. Outside air enters the building through three sets of filter media, MERV 10, MERV 8, MERV 15, where it is then ducted to each floor and distributed via VAV (variable air volume) boxes. Air is then returned via the return fans where it is either exhausted or mixes with fresh air, again moving through three layers of filter media before entering tenant space. Air is circulated five to six times per hour per floor during business hours.
- MERV 10 filters are changed out 4 times per year, MERV 8 and 15 filters are changed 2 times per year. Engineering inspects these filters daily during rounds, to ensure no abnormal buildup or debris.

MERV Filter



# Lobby Floor Plan

