



5301 Buckeystown Pike Pandemic Update- April 27, 2020



Preparing for Maryland's Roadmap to Recovery

At Cross & Company, the Property Manager for the 5301 Buckeystown Pike Office Center, we are dedicated to the health and safety of our tenants, their clients, and guests. Our team is taking steps and precautions to make sure that when we all return to work, you will feel comfortable in your work environment and have peace of mind knowing we're going above and beyond to keep our building clean and safe.

Steps you and your clients already know you should take:



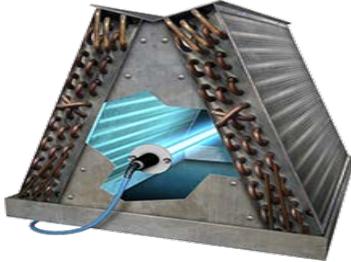
- 1.** Wash hands frequently for at least 20 seconds.
- 2.** Use hand sanitizer when handwashing is not available.
- 3.** Using a face covering when in public places.
- 4.** Refrain from touching your face.



We value each and every one of you and your health matters to us. That's why, prior to the current pandemic, we took steps to improve the overall health of the building:

- All HVAC units have a UV light installed to filter and kill 99% of all impurities of the air circulated into spaces and common areas. These UV lights are checked quarterly for proper function and the bulbs are changed annually or upon any diminishment of service.
- All HVAC units use MERV 8 air filters. The filters are checked and replaced quarterly. If we notice inefficiencies in a unit, we first check the filters and will replace if needed in between quarterly replacements--clean air is our priority!
- All common areas have alcohol based (60%) hand sanitizer stations.
- Our contract janitorial crew uses hospital grade disinfectant on all touch surfaces during their nightly cleaning. This includes all common area surfaces. If tenants receive in suite cleaning, interior touch surfaces are also cleaned.
- Our Building Engineer has continued to disinfect all touch surfaces throughout the building, several times a day.

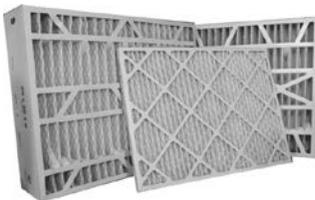
Each HVAC unit has a UV Light installed, which kills 99% of all impurities circulated in the air.



Check your temperature each morning. If you have a temperature above 100.4°, please do not come into the building.



We only use MERV 8 Filters on our HVAC Unit. Filters are changed quarterly and changed more frequently, as needed.



Road to Recovery:

Here are a few things we will implement effective immediately and will continue until further direction from Governor Hogan:

- Everyone must wear a face covering when entering the building and moving through the common areas. Please refrain from passing someone in a corridor.
- If you have a fever above 100.4°, **please do not enter the building.** This request should also be conveyed to clients and visitors.
- All ordered food deliveries must be met outside the building entrance on the South side 2nd floor. This will mitigate additional foot traffic and exposure.
- We will be propping the stairwell door open to eliminate a touch point on the doors and recommend very little touching of the handrail. Our building engineer will continue to disinfect throughout the day, but this is a very common touch point that can be avoided.
- Those utilizing the smoking terrace should be mindful of touching the butt bins and benches. These are also disinfected; however, they are obviously heavily used areas.

Other suggestions? Have you heard of good practices you think would be a good idea? Let us know by sending these ideas or anything you may see needs our attention to Service@CrossAndCompany.com.