



5301 Buckeystown Pike Pandemic Update- August 6, 2020



What are we doing to continue to do our part towards recovery:

Our team here at Cross & Company has continued to take steps and precautions to make sure that when you and your staff come to work, you have peace of mind knowing we're going above and beyond to keep our building clean and safe. We all need to continue to do our part by wearing our masks when in the building. This is a requirement from the State of Maryland and we are enforcing this at the 5301 Buckeystown Pike Office Center.

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.

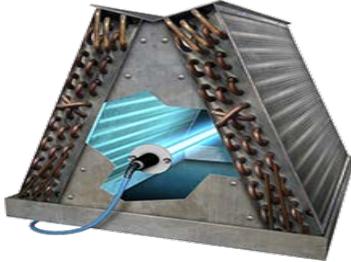


We value each and every one of you and your health matters to us. That's why we have and continue to investigate the following steps and precautions:

- 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 now changed semi-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.
- We are researching the installation of a thermal temperature reading machine station for each entrance of the building. This will ensure anyone coming into the building they are fever free.



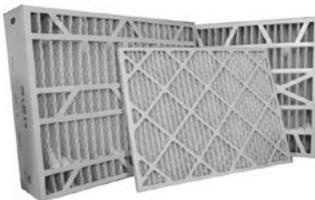
Each HVAC unit has a UV Light installed, which kills 99% of all impurities circulated in the air.



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.



- We are researching the use of UV-C lamp systems to neutralize micro-organisms, reducing the risk of contracting or spreading viruses and bacteria.
- We are researching a dongle type of device that Cross & Company would provide to each employee in the building. The dongle is smaller than a badge and will vibrate to alert you that you are standing within 6 feet of another person. This will promote healthy social distancing.

Continuing to do our part

Here are a few things we 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.
- The stairwell doors are now 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.