



(re)entry

A guide for working in the next normal at Power + Light

Portland, OR



(re) _____

To our valued tenants at Power + Light

Heightened caution around the COVID-19 health crisis remains in almost all aspects of daily life around the world.

While we look forward to your employees returning Power + Light in larger numbers, we must keep in mind that re-entry is a complex process. Local government mandates must be adhered to, along with proactive approaches to maintaining social distancing, promoting health and safety, and building confidence among our tenants.

As the property management team of Power + Light our objectives include:

- Ensuring we take every reasonable action to provide a safe and secure building for our employees, tenants and guests
- Following the guidance and orders of authorities having jurisdiction (AHJ)
- Communicating effectively with our tenants, guests and communities - now, and going forward as they resume their business operations
- Applying best re-entry operational practices from our international colleagues

To navigate the next phase of response to COVID-19, and to prepare for greater numbers of people returning to Power + Light we're addressing three key pillars of re-entry:

(re) activate space

(re) spect health & wellness

(re) vitalize property & workplace operations

(re)activate **space**

We're adjusting and communicating expectations around new behaviors that will increase safety, security, productivity and wellness.

Signage

The Property Management team will follow AHJ guidelines for determining maximum occupancy allowed in the property, as applicable. You'll notice new signs promoting safe social distancing and health and safety standards, including traffic flow, queuing recommendations for elevator usage and amenity space availability.

Social distancing

Property Management will promote social distancing practices in certain areas, such as lobbies, elevator lobbies and elevators.

PPE

All employees, tenants and guests will follow AHJ guidelines regarding the use of PPE, such as gloves and/or face coverings and are recommended in all common areas of the building. The JLL engineering and management teams will be wearing face coverings in common areas as well as inside all tenant premises.

Parking

Please contact Reef Parking (formally City Center Parking) for inquiries about valet, self-park, etc. at the Metropolitan Garage; Jeff McAnally, 503-890-2807

(re)spect **health and wellness**

We're creating and monitoring effective guidelines and adjustments to common area space to balance health, safety and visitor-wellbeing.

Janitorial, Maintenance and Security staff safety

All service providers will be required to adhere local AHJ guidelines regarding personal protective equipment (PPE), such as gloves and/or face coverings.

Increased cleaning

Building dayporter will be visible throughout common areas and there will be increased cleaning services. They have been trained to focus on disinfecting high-traffic, high-touch areas such as door handles/knobs, hand rails, elevator buttons, restroom stalls and dispensers.

Restroom frequency of cleaning

The cleaning schedule has been enhanced to increase the frequency of restroom cleaning, per CDC guidelines.

Tenant area enhanced cleaning

JLL can arrange for on-going enhanced cleaning in tenant areas, at tenant cost. Please contact Hannah Knutson if you are interested; Hannah.Knutson@am.jll.com

HVAC equipment checks

Maintenance practices have been enhanced to ensure clean air recommendations are met. MERV-13 filters are in place and were recently all replaced, preventative maintenance completed throughout and water systems have been flushed daily. Fresh air intake has also been increased.

Hand sanitizer stations

Hand sanitizer stations have been ordered to supplement current quantities and will be located at building entry and near the elevators and security desk to encourage safe hygiene practices. Disinfectant wipes will also be placed in the bike room for those commuting to the building by bicycle.

Touch-free interactions

Building ownership has purchased KeySmart tools for tenants and employees of the building. These allow for touchless contact on elevator buttons, touchscreens, door handles, etc. and will be available for pick-up the first week of June.

(re)vitalize **property operations**

The property – including common area spaces and amenity spaces – have undergone operational changes to adhere to new standards including:

Building access & security

Power + Light will continue to operate per standard building hours. Security will remain onsite 24/7 and can assist with access as needed. Please ensure proper social distancing when requesting assistance or making inquiries with security personnel.

Designated entrance(s)

The entry/exit vestibule in the lobby of the building will have a divider during business hours; one side will be used for entry and the other side for exit. The designated entry/exit will have appropriate signage present. Inside the lobby, there will also be stanchions, signage and floor markings identifying 6 ft increments while waiting for elevator service.

New elevator access protocols

Elevator loads are no more than ONE to remain compliant with social distancing guidelines. All elevator surfaces and call buttons will be disinfected frequently. Building security can assist in calling an elevator from behind the desk, as requested.

Access via Stairs

The stairwell doors on the north and south sides of the lobby will be open and available for use. The north stairwell will be used for travelers going up and the south stairwell will be for those coming down. Signage will be placed appropriately on each floor and in the lobby to remind all tenants, employees and visitors. The north stairwell only goes to the 12th floor; for those who need access to floors 13-15 but would like to avoid any lobby congestion, please take the stairs to the 3rd floor and call for an elevator from there. **In the event of an emergency, both stairwells may be used to exit.**

Management Office

The Management Office, located in Suite 375, is open and our team is onsite during business hours, however, visitors will be limited. Please reach out via email and phone when possible. Do not hesitate to contact us should you have any questions or concerns.

(re)vitalize **property operations cont.**

The property – including common area spaces and amenity spaces – have undergone operational changes to adhere to new standards including:

Common area use and social gathering

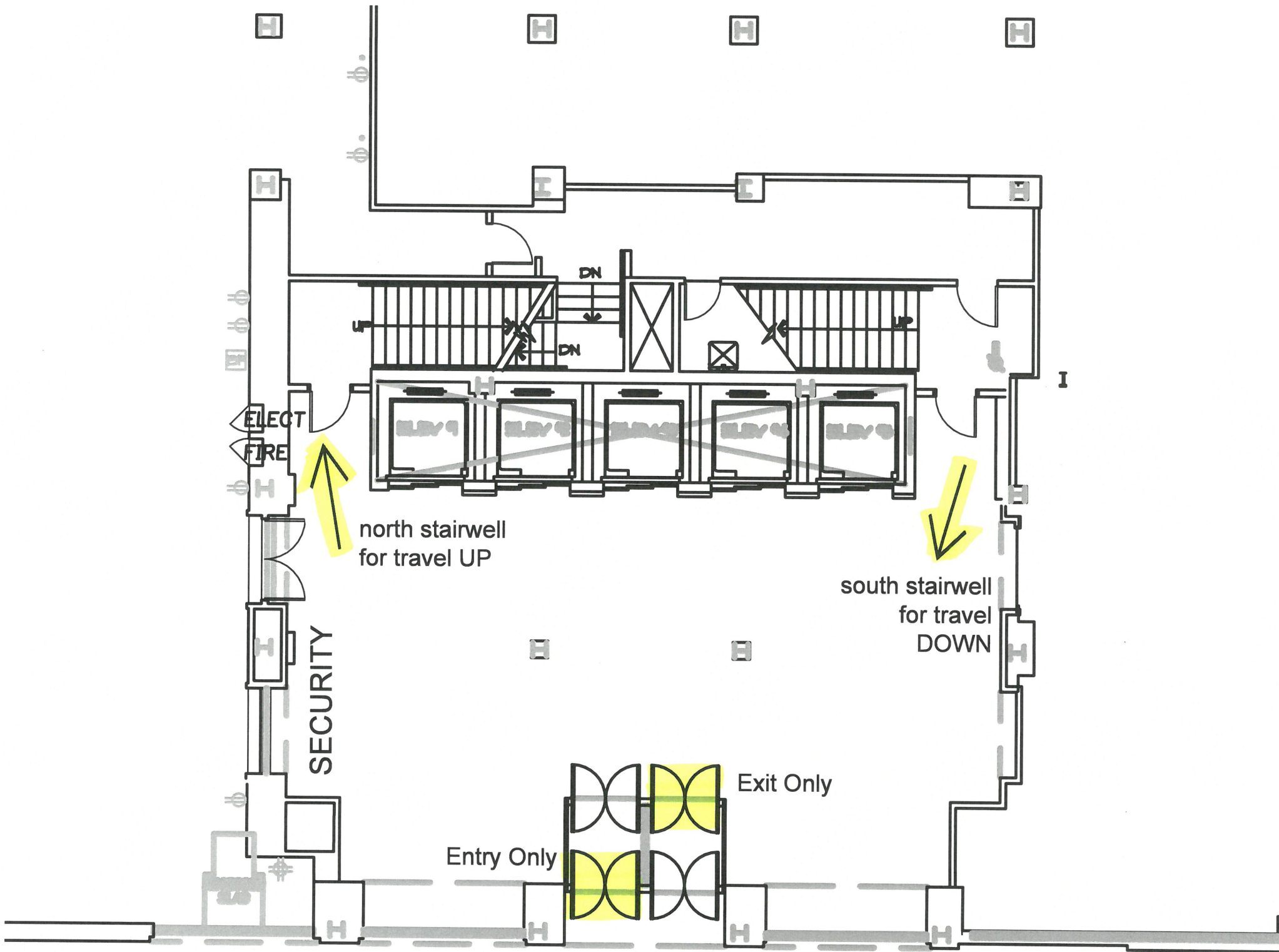
We need to limit congregation in Power + Light's lobby and we encourage tenants to keep these areas open for travel and not gather in groups. Furniture removal throughout the lobby will allow for further social distancing measures to be implemented.

Amenity Center, Conference Space and Fitness Center schedules and hours

The hours and availability of these areas have been restricted to follow social distancing protocols. While we navigate the beginning of our new normal, the fitness center and locker rooms on the basement level will remain closed as well as the 13th floor amenity center and roof deck. The building conference room on 13 will allow one reservation per day, to allow for proper cleaning and disinfectant between uses.

Bike Room

The basement level bike room will remain open to those commuting to the building via bicycle. Additional disinfectant wipes have been placed and social distancing from other bikers will be required at all times. Unfortunately, showers are temporarily unavailable.





Are you ready to bring your employees back to their workplace?

As you bring your employees back to the building, here are four key things to think about:

Prepare your workspace to safely receive your employees

Review and assess whether your workspace is set-up to safely receive your employees on their first day back at work. Before moving into workplace safety preparation, we recommend testing the safety and functionality within your office space to provide peace of mind that your office space itself is prepared for re-entry.

Ensure that your employees feel safe and supported

It's critical that you take enhanced measures to ensure that your workspace is safe before you welcome your people back – but it's just as important that your employees feel safe and supported upon re-entry, too.

Help your remote employees maximize productivity

As workspaces are re-configured to apply social distancing practices, it's highly likely that many of your employees will continue to work from home – and they'll need your ongoing support to help them maximize productivity. Give your employees the tools and support that they need to be successful – even when they're working outside of the office.

Ensure compliance with the guidelines and protocols you've implemented

As social distancing measures are implemented within the workspace, you need to ensure compliance to minimize and prevent exposing your employees to unnecessary risks.

Preparing for (re)entry into what will be the “next normal” at your workplace can be overwhelming. Helping our tenants through challenges and uncertainty is core to our commitment to shaping a better world.

Please reach out to learn more about how we can support you on your (re)entry journey.

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