

TENANT TOOLKIT

Top Tips for Re-entry Success



KNOW BEFORE YOU GO

- Revisit your company protocols. What new COVID-19 guidelines are in place?
- Think through your daily schedule. Options such as transportation may have changed.
- Consider work-from-home a few days/week, or staggering commute times with your colleagues.



ARRIVE IN STYLE

- Determine a clear path of travel. Observe directional signage to avoid crowds as much as possible.
- Be courteous of elevator capacity. Make sure to follow new occupancy guidelines.
- Adopt a “touchless” philosophy. Are there other alternatives for opening doors or pushing buttons?



A CLEAN SLATE

- The average desk is germ central. Consider a “clean-desk” policy.
- Handling packages and deliveries? Remember to wash your hands with soap and water.
- Physical distancing also applies to guests. Make sure to limit the number of office visitors to ensure safety.



COMMON (AREA) SENSE

- Make sure to maintain physical distancing in common areas, including conference rooms, restaurants and fitness centers.
- Identify which washroom(s) you’ll be frequenting. Make sure to follow the CDC guidelines.
- Enjoying time out of the office? Make sure to familiarize yourself with local guidelines around face mask requirements.



EXIT STRATEGY

- Keep it light. To halt the spread of germs, carry little home and leave as much as you can in the office.
- Keep it clean. Remember to disinfect your laptop at the beginning and end of each day.
- Keep it efficient. Think through your schedule, including quitting time, transportation and path of exit.



WORK IN PROGRESS

- EQ is committed to keeping our tenants healthy and safe. Using disinfectant recommended by the Environmental Protection Agency, our staff performs daily enhanced cleaning and sanitation of all frequently touched objects and surfaces throughout the workplace.