

## TENANT TOOLKIT

# EQ Office's Top Tips for Reentry 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

- Review building policies and changes to property operations. This may include new occupancy guidelines in elevators.
- Determine a clear path of travel. Observe posted signage and consider how to avoid crowds as much as possible.



### A CLEAN SLATE

- Consider adopting a "clean-desk" policy by removing clutter and disinfecting your workspace.
- Handling packages and deliveries? Remember to wash your hands with soap and water.
- Please remind your guests of all building policies, which may include physical distancing guidelines.



### COMMON (AREA) SENSE

- You may notice changes to the occupancy and seating arrangements in common areas, subject to local guidance.
- 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.