

our commitment to workplace wellness

From pristine workplaces to innovative building systems to proactive Workplace Success Teams, Irvine Company is uniquely positioned to help your team navigate these unprecedented times.



pristine common spaces

Our enhanced sanitization program exceeds CDC guidelines and includes cleaning high-touch surfaces using EPA-registered disinfectants four to six times per day. High-touch surfaces include door handles, elevator buttons and restrooms. Parking garages are cleaned up to six times per day. Parking garage elevators and stairwells are fogged overnight, three times per week.



enhanced customer suite cleaning

Our standard cleaning specifications have been enhanced to focus on hard surfaces and high-touch points, including sanitization of door handles, galley countertops and tables, and conference room tables and chairs. Above-standard cleaning and sanitation options are available for customer suites overnight, including electrostatic disinfecting.



healthier air filtration

Our mechanical systems use high-efficiency MERV (minimum efficiency reporting value) rated air filters based on the latest industry guidance. Filters are disinfected as part of the replacement process and coils/unit interiors are sanitized to maximize air quality.



increased fresh air exchange

We've maximized ventilation rates with regular fresh air exchange, and flush and replace the air in our workplaces at regular intervals based on system design. Automatic, alarmed sensors and handheld humidity meters help optimize humidity levels.



system testing

Our engineering teams proactively monitor our HVAC systems, filtration, ventilation rates and water systems to optimize air and water quality.



touch-free solutions

From contactless entry to touchless restroom fixtures, we're proactively minimizing shared surface contact throughout the workplace.



together safely

We've implemented new protocols, like redirecting foot traffic and adding directional signage, to maintain 6-foot physical distancing in our community spaces. We're reducing elevator occupancy to keep everyone safe.

return to the workplace: checklist

Drawing on the latest best practice guidance, the following checklist is a starting point for developing your company's return to work plans.

workspace preparation

- **“Welcome Back Cleaning and Sanitization” prior to return.** Irvine Company will provide an enhanced suite cleaning prior to your company's return-to-work date using EPA-registered disinfectants. Janitorial teams will wipe down high touch surfaces such as office door handles, appliance handles and flat surfaces like galley countertops and conference tables. These surfaces must be clear of any office supplies or papers prior to cleaning. Notify the Customer Resource Team of your intended re-occupancy date. *This re-occupancy cleaning is available for customers who currently receive suite cleaning services through Irvine Company.*
- **Consider enhanced deep cleaning options.** Our Level 1 standard overnight cleaning protocols have been enhanced to focus on hard surfaces and high-touch points. This includes sanitizing door handles, galley countertops and tables, and conference room tables and chairs. A Level 2 option is also available. The Level 2 option will include additional hard surfaces such as desktops and credenzas. All papers and items must be removed from flat surfaces prior to sanitization. The Level 2 option must be contracted directly through the janitorial service.
- **Support employee health.** Add disinfectant wipes and hand sanitizer stations to shared spaces within your suite. Post hand washing guidance near sinks in your workspace, such as your break room or kitchen. Irvine Company has added hand sanitizer stations to common spaces and is working to add more.
- **Check suite water.** If no one has used kitchen sinks, dishwashers or water dispensers for an extended period, flush all hot and cold water prior to reuse, including faucets, ice makers and coffee makers. Water heaters should also be flushed by running hot water for the time it takes to completely replace the existing tank capacity with fresh water. Our engineering team can answer questions or assist as needed.

stakeholder alignment

- **Coordinate phased return plans.** Current guidance recommends a gradual, phased return, such as staggering work days for different teams to minimize on-site headcounts. In conjunction with key stakeholders from your company's executive leadership, Human Resources and Legal/Compliance departments, identify the workplace resources required to support your company's return plans. Please share your employee return plans with your Customer Resource Team.
- **Communicate the plan.** Hold a virtual meeting with employees before they are scheduled to return to ensure everyone understands re-entry expectations. Resources to aid plan communication, including employee notification templates, are available [here](#).
- **Communicate employee health screening protocols.** Depending on your location, current guidelines may recommend or mandate the use of cloth face coverings while indoors. Your business may also wish to add health screening requirements for entry, such as temperature checks, or require employees who have recently traveled to work from home. *Irvine Company will not be performing temperature checks for general workplace admission.*
- **Notify clients and vendors of visitor or delivery guidelines.** Consider limiting non-essential on-site meetings with partners, clients and vendors, and consider desired protocol for receiving packages or large deliveries. *Suite access guidelines are at your company's discretion.*

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