

KEEPING YOU AND YOUR BUSINESS SAFE DURING COVID-19

RETURNING TO THE OFFICE: YOUR SAFETY IS OUR PRIORITY

We understand you may have concerns about returning to the office and we want to assure you that we are your partners and are here to help you. Every step we are taking is based on the advice of the CDC and WHO. We know that bringing your employees back to a shared workspace is a big decision, and we hope that all of the safety measures we have put in place will help you feel confident in your choice.

OUR SAFETY PROCEDURES

WE HAVE HIRED ON-SITE, ALL-DAY CLEANING PROFESSIONALS TO CARRY OUT OUR RAMPED-UP CLEANING STANDARDS, WHICH NOW INCLUDE:

- Daily cleaning of high touch areas such as door handles, railings, and countertops
- Sanitizing and monitoring of bathrooms and common areas

IN ALL OF OUR BUILDINGS WE HAVE INSTALLED:

- Hand sanitizer stations in all lobbies
- Signs reminding you to mask up
- Air sanitizing units in common areas

WE HAVE ESTABLISHED THE FOLLOWING POLICIES:

- IA maintenance team is wearing masks and gloves each time they enter a tenant's space
- We are prioritizing urgent repair requests and deferring non-urgent repairs
- The availability of meeting rooms and fitness centers can be found on our tenant portal and we are following the recommendations of state and local officials



READY TO MOVE YOUR BUSINESS BACK INTO THE OFFICE?

N95 MASKS WILL BE PROVIDED TO YOUR TEAM!

We've partnered with the Wisconsin Medical Society to make N95 masks available to all our commercial tenants. From planning to implementation and beyond, we'll work with you to make sure all safety measures are taken, and your transition is smooth.

While this is a fluid situation and the timeline is up to each company, we will help you through the entire process.



BACK TO THE OFFICE ROAD MAP



LET'S GET STARTED

Contact our Director of Commercial Property Management Rich Marvin and let him know you are interested in returning to the office



REARRANGE YOUR SPACE

We will connect you with our partner Fast Office to help plan and rearrange your space to allow for appropriate social distancing

If changes in your business or distancing requirements mean you are left with more or less space than you need, we'll help you relocate to the perfect office within our buildings.



INCREASE YOUR CLEANING SERVICES

If you would like to ramp up the sanitization services in your suites, we will help coordinate that with our cleaning company



PUT UP SIGNAGE

We can provide you with editable IA Management-branded templates for signage such as:

- Occupancy limits for specific rooms
- Elevator signage with information on occupancy limits and where to stand
- Notes around the office to keep social distance and wear a mask
- Notes on revolving doors that there should only be one person in the space at a time



STAY CONNECTED

After you are back in the office, we will provide frequent communication through Building Engines to make sure all is going well



LOOKING FORWARD

As new restrictions and mandates about COVID-19 come into play, we will respond quickly and put them in place immediately. All of our tenants will always be kept up to date, whether they are back in the office or still working remotely. We will communicate any changes via the broadcast messaging portal in Building Engines.

You can report incidents related to cleanliness or other COVID-19 related concerns to Rich Marvin, our Director of Commercial Property Management. Call the main office at 608.422.5665 to speak with Rich.

We are happy to discuss any of our policies and procedures in further detail and look forward to helping your business make a safe and easy transition back to the office.

Sincerely,

