

# Working Together for a Healthy Workplace

**2LP**  
TWO LIBERTY PLACE  
PHILADELPHIA



June 2021



# Welcome Back!

**The health of our building community is our top priority.**

Your 2LP Building Management team has been active in response to the COVID-19 crisis and governmental orders. All departments – Engineering, Security and Housekeeping – have been working throughout the shutdown to maintain and clean the Building and have now turned their focus to preparing for the return to work of many of our tenants.

Building protocols and procedures have been modified to promote the safety and well-being of our customers by upgrading and adjusting building mechanical systems, creating social distancing standards in all common areas and devising deep cleaning measures for high-touch points in the Building.

**Our success depends on everyone doing their part** in practicing recommended social distancing guidelines and hygiene provided by public health and government authorities. With your help, we can all get back to the office and enjoy a healthy work environment.

Our plans are a work-in-progress and may require adjustment based upon tenants' return to work plans or other factors.

**The Building is requiring tenants and visitors to wear face coverings in common areas (Lobby/Conference & Community Center/Elevators/Freight Areas). Tenants may make their own determination of face coverings following any new government mandates.**

# Our Focus as We Prepare for Your Return to the Workplace

1. Communication
2. Signage
3. Cleaning
4. Professional Cleaning Audit
5. State-of-the-art UBTECH Robot
6. Air Quality and Ventilation
7. UL's Healthy Building Verification
8. Elevator Upgrades and Use
9. Fujitec's IONFUL® from Sharp Corporation
10. Common Areas and Amenity Spaces
11. Access and Visitors





# Communication

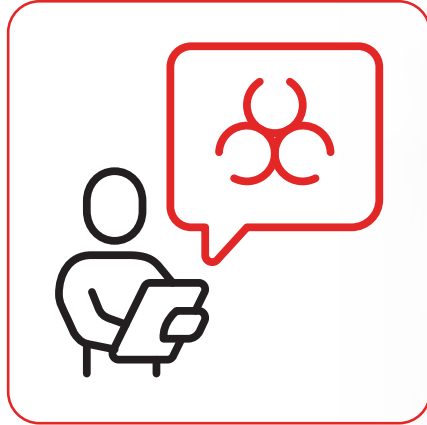
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We remain committed to providing you with open and timely communication as we navigate this pandemic together.

We will continue to notify you of confirmed cases of COVID-19 in the building as soon as we are made aware.

Please immediately notify 2LP Property Management team if you are made aware that one of your employees or visitors is suspected or confirmed to have COVID-19.

Please do not hesitate to contact the 2LP Property Management team and let us know if you require assistance.





# Signage

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Upon return to the Building, you will notice that we have placed new signage throughout the property common areas, including at locations noted below, that provide important information and reminders regarding distancing and hygiene.

- **Main entrance of the building elevator lobbies**
- **Elevator cars**
- **Tenant elevator lobbies**
- **Common areas**
- **Digital screens**





# Cleaning

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Since the March 17th work from home Order, our Housekeeping team has remained on-site and fully deployed.

Working according to CDC guidelines and industry best practices, we have implemented regular cleaning protocols for high-touch areas such as doors, door handles, elevator keypads and restrooms throughout the Building. These high-touch areas will be cleaned at regular intervals throughout the day.

2LP is fortunate to already have touch-free fixtures in place in the restrooms.





# Professional Cleaning Audit of 2LP

Three Accredited Auditing Professionals (AAP) from Allyn Solutions, a company specializing in creating clean, safe, and healthy interior environments conducted an audit inspection of 2LP in December 2020.

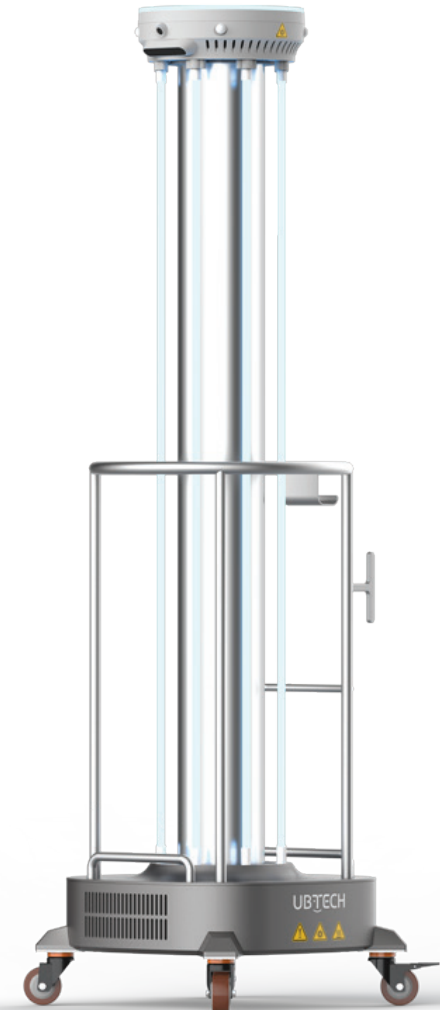
2LP received an excellent audit score, confirming that the buildings are appropriately cleaned and sanitized.



# UBTECH Disinfecting Robot – ADIBOT-S

**2LP is pleased to soon feature a state-of-the-art UBTECH Robot – ADIBOT-S.**

The ADIBOT-S robot inactivates harmful pathogens without the use of harmful chemicals by providing a 360-degree radiant light coverage, powerful UV-C disinfection and intelligent safety features including “risk mitigation” cameras, PIR sensors, sensor enabled safety signage and an emergency remote control.



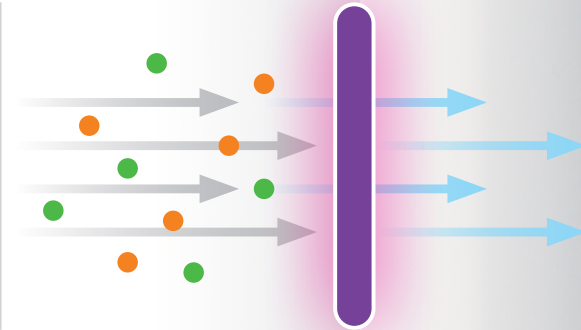


# Air Quality and Ventilation

Our Engineering team has identified system improvements and control revisions that respond to the need for COVID-19 enhancement. Following are system changes implemented or in process:

- **UVGI (Ultraviolet Germicidal Irradiation)**  
An in-duct air purification system will be installed inside HVAC supply air ductwork on each floor mid September 2020
- **Installation of upgraded Merv 15 air supply filters, enhancing air quality by capturing a larger percentage of contaminants**
- **Improved building ventilation via increased outside air delivery to each floor**

Harmful pathogenic microbes pass through high-powered UVC and are neutralized, reducing the spread of airborne infection.



# UL's Healthy Building Verification

**2LP is proud to have achieved UL's Healthy Building Verification for Indoor Air and Water Quality - Tier 2.**

## Air Quality

The UL Indoor Air Quality Certification awarded to 2LP recognizes superior indoor air quality and ensures proper maintenance programs are in place to support tenant health and well-being.

## Water Quality

2LP was awarded an ASHRAE Standard 188 Certificate of Compliance and has a documented Risk Assessment and Management Plan for the deterrence of Legionellosis associated with the building's water systems.

Coretrust Management, LP has adopted this program to ensure that building systems are maintained at the highest levels in the interests of occupant well-being, safety, and comfort.”

– excerpt from the ASHRAE Standard 188  
Certificate of Compliance





# Elevator Upgrades and Use

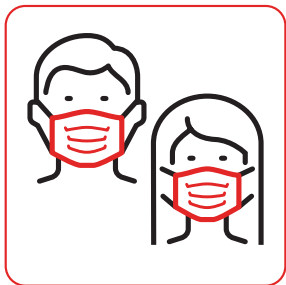
Upon your return, we ask that you please observe the following etiquette when using building elevators:

- **Enter/Exit elevator car one person at a time**
- **Limit 4 passengers per elevator cab**
- **Maintain social distancing within the car**
- **Wear a face mask for protection**
- **Minimize contact of surfaces by continuing to utilize hands-free Destination Dispatch**

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***All Passenger and Freight Elevator cars have been outfitted with a Plasmacluster Ionization system designed to improve air quality and deactivate airborne allergens and viruses. The design and engineering of this system has been completed.***

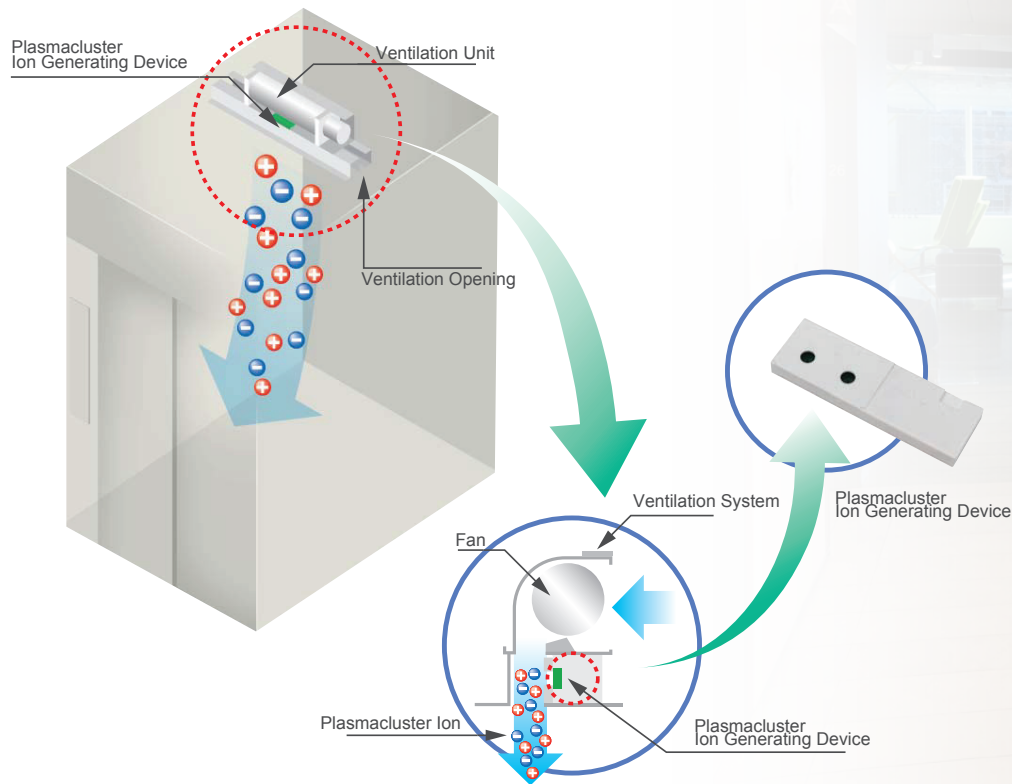
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# Fujitec's IONFUL® from Sharp Corporation

**2LP is pleased to provide the newest technology in elevator car purification.**

Fujitec's IONFUL® from Sharp Corporation, with Plasmacluster™ technology, releases dual-charged ions that surround, attach-to and break down airborne contaminants, which are then exhausted through the elevator cab ventilation system.





# Common Areas and Amenity Spaces

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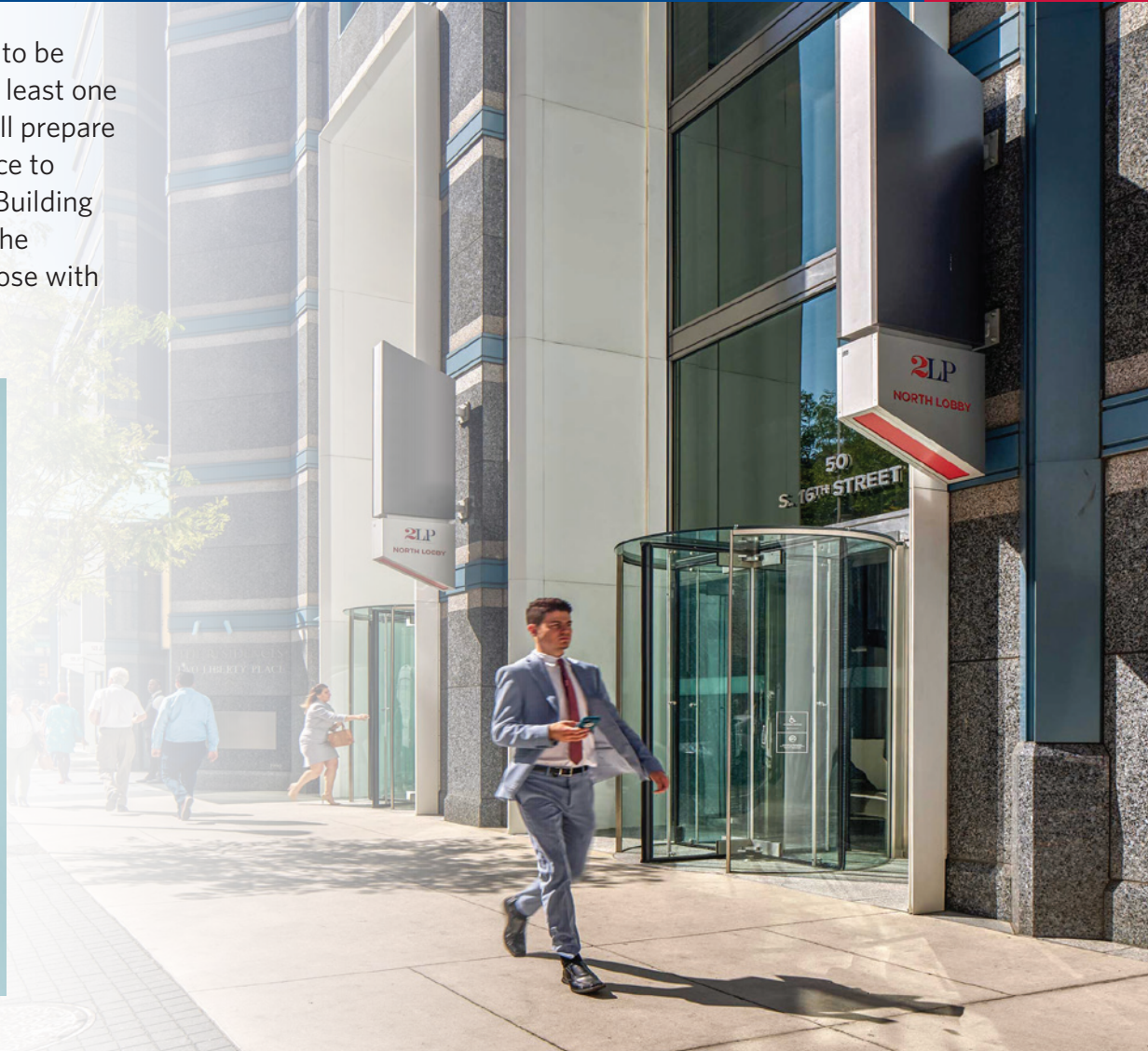
The 2LP Conference and Community Center is open on a limited reservation-only basis. Please maintain social distancing within conference rooms.

- **Face coverings are required in all common areas**
- **Please remember to properly distance at all times while in any common area space**
- **Hand sanitizer will be provided in main building lobbies and common areas**
- **As we learn of each tenant's re-occupancy plans, the Café offerings will be better tailored and communicated.**



# Access and Visitors

All visitors, contractors and delivery personnel are required to be pre-registered with 2LP Security by the applicable tenant at least one business day before arriving at the Building. 2LP Security will prepare the appropriate security credential for each visitor in advance to avoid congestion around the Security consoles in the Main Building Lobbies. Thermal scanning for contractors is performed at the Security checkpoint adjacent to the freight elevators and those with a temperature above 100.4F will be denied entry.





# Summary Guidelines for a Healthy Building



Stay home if feeling sick or if someone at home is sick



Refer to the CDC website for updates on COVID-19 guidelines moving forward.

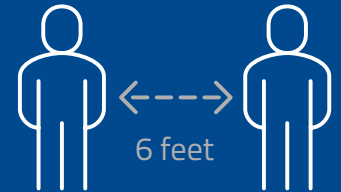
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>



Self-monitor for symptoms of COVID-19



Cover coughs and sneezes



Practice proper distancing and respect new protocols while at work



Wash hands often for at least 20 seconds



Use face masks or face coverings when moving throughout the building



Use hand sanitizer and disinfectant wipes frequently throughout the day



Please limit 4 passengers per elevator car



Pick up all food deliveries in the building lobby

**THANK YOU!**

We look forward to  
welcoming you back!

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