



# 101 N WACKER RE-ENTRY PLAN

*Revised 02.23.2022*

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# Introduction

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The 101 N Wacker Re-Entry Plan has been developed in an effort to provide the tenants of 101 N Wacker a framework for safely navigating their workplace throughout the COVID-19 Pandemic. While we continue to monitor this unprecedented situation, the requirements, recommendations, and procedures included herein will elevate the safety environment at the property.

This version of 101 N Wacker’s Re-Entry Plan has been updated to coincide with the most recent City and State guidelines. As such, it includes revisions to previously-enacted requirements. Due to the evolving nature of the ongoing pandemic, *this plan is subject to change as necessary and updated versions will be provided to tenants if / when changes are made. Building Management takes myriad considerations into account when making these revisions, including the latest City of Chicago, State of Illinois, and CDC recommendations and requirements.*

Our overall goal is the safety of tenants, visitors, building personnel, and vendors. This plan was crafted with this goal in mind. By ensuring the even, consistent application of these measures, we can deliver a positive experience for everyone at 101 N Wacker.

Sincerely,

Building Management





# STANDARD OPERATING PROCEDURES

# Building Protocols

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## Social Distancing:

All individuals are encouraged to adhere to social distancing guidelines, when possible, out of an abundance of caution.

Individuals are encouraged to continue following hand washing and hand sanitizing procedures to minimize the spreading of germs.

Seating areas, such as those present in the Lobby and on the building exterior, are open and available for use.

## Face Coverings:

On February 28<sup>th</sup>, 2022, the State of Illinois and the City of Chicago relaxed indoor mask requirements for most industries. **As a result of this change, individuals are not required to wear face coverings when in common areas of 101 N Wacker.**

This update applies to the lobby, bike room, elevators, restrooms, common corridors, fitness center, tenant lounge, and the Loading Dock.

In keeping with the recent City of Chicago recommendation as well as updated CDC guidelines, face coverings / masks are no longer required for contractors, vendors, or delivery personnel entering the property. In the event tenants wish to require face coverings within their space, building personnel and vendors / contractors will adhere to this requirement.

## Health Screening:

Prior to entering the 101 North Wacker building, employees and guests are required to self-screen for symptoms related to COVID-19. Per the City of Chicago, self-screening questions should include:

- ✓ Have you had a body temperature over 100-degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- ✓ Do you have a new cough that you cannot attribute to another health condition?
- ✓ Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- ✓ Do you have new shortness of breath that you cannot attribute to another health condition?
- ✓ Have you recently developed a complete loss of smell or taste?
- ✓ Have you recently been in contact with someone who has tested positive for COVID-19 or is suspected to have COVID-19?
- ✓ Have you traveled to a state included on Chicago's Emergency Travel Order and have not quarantined for a 10-day period from the time of last contact within the identified state or obtained a pre-arrival negative test result?

Individuals who answer yes to any of the previous questions should not enter the 101 North Wacker Drive building and should follow CDC Guidelines for individuals with COVID-19 symptoms.

# Bike Room

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Bike Room access will operate under normal conditions. The social distancing, face coverings, and health screening recommendations above all apply to the Bike Room.

# Contractor / Dock Access

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Contractor access and tenant deliveries will continue to follow normal procedures, with personnel entering through the Dock and proceeding up to tenant spaces to perform work or deliver materials. As discussed in the face coverings section, vendor employees are not required to wear a face covering or mask.

## Contractor Check-in:

Contractors and delivery personnel should enter via the Dock and check in with the Security Officer in the Dock Office. Once at the office, contractors will declare who they are onsite to see (including their name, their company name, and the tenant name).

Contractors will be required to provide a government-issued photo ID in exchange for a contractor access card. Security will carefully take the ID and provide the vendor with a contractor access card. Security personnel and vendor employees are encouraged to sanitize their hands after this interaction.

The same procedures listed above should be used when contractors return access cards in order to obtain their ID.



# Elevators

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Occupancy limits inside elevators have been removed.

# Janitorial Services

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Upon building re-entry, the Janitorial Team will continue to follow modified cleaning procedures to provide a safe environment for building occupants.

Prior to re-entry, all tenant spaces and common areas of the building were deep-cleaned. As previously communicated, all common area surfaces and high touch points will continue to be disinfected frequently. This includes elevator call and floor buttons, door knobs, turnstiles, and countertops. Additionally, restrooms throughout the building will be cleaned more frequently moving forward.

The property's janitorial services provider will continue to disinfect using products approved by the U.S. Environmental Protection Agency (EPA) for use against viral pathogens, including coronavirus.

Deep cleaning of tenant spaces will continue to be available upon request. Tenants should contact the Office of the Building requesting this service, at which point a proposal can be provided. Additionally, the onsite Janitorial Team is able to provide disinfecting services of tenant spaces following a confirmed COVID-19 case. Tenants are asked to contact the Office of the Building immediately upon learning of a confirmed case. The Building Management Team will then work with the tenant to provide a proposal and arrange for disinfecting.

# HVAC / Engineering Services

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The Property's Engineering Team continues to follow maintenance protocols aimed at prioritizing the health and safety of tenants and property teams while also allowing for the safe and efficient operation of the building. With this in mind, several protocols have been established with regards to indoor air quality.

All air handling unit distribution systems and cooling towers have been properly inspected, sanitized, and functionally tested for normal building operations. Additionally, outside air exceeding a level of 20% is being introduced to tenant air terminal distribution units. This exceeds ASHRAE standards for indoor air quality.

The property's main building filters were replaced with the highest efficiency, ASHRAE approved filters available. The building will continue to bring in 100% outside air on days when temperatures are below 64 degrees and above temperatures that require indoor heating. Continuous dilution of building air streams helps maintain positive air pressures within the building envelope. The team will also work with retail tenants to sync centralized air handling units.

The Engineering Team will continue to maintain healthy indoor air quality levels by continuously bringing in at least the required amount of air per ASHRAE standards.

All water fixtures have been thoroughly flushed and appropriate chlorine levels were verified to ensure compliance with ASHRAE standards of domestic potable water systems. Further, toilet exhaust ventilation (public and private) is operated in conjunction with the building air distribution systems to maintain proper ventilation exhaust requirements between the common area and washrooms.

# Tenant Lounge

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The Tenant Lounge is reopen at 100% occupancy.

Out of an abundance of caution, all occupants are encouraged to maintain a distance of at least six feet (when possible). Prior to entering the lounge, occupants should complete self-screening as outlined in the Health Screening section.

The lounge is available for rental and for special events. Please reach out to the Management Office with inquiries.

# Conferencing Center

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The Conferencing Center is now available for reservations up to 100% capacity.

Out of an abundance of caution, all occupants are encouraged to maintain a distance of at least six feet (when possible). Prior to entering the lounge, occupants should complete self-screening as outlined in the Health Screening section.

Reservations will be necessary at least 48 hours in advance and will require the execution of the revised [Conference Center Use Agreement](#) before reservation confirmation will be granted.

# Fitness Center

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The Fitness Center (Fit 101) is reopen at 100% occupancy.

Out of an abundance of caution, all occupants are encouraged to maintain a distance of at least six feet (when possible). Prior to entering Fit 101, occupants should complete self-screening as outlined in the Health Screening section.

## Equipment Use:

All users are required to disinfect all equipment before and after each use. Disinfecting wipe stations have been strategically placed throughout the Fitness Center for use by occupants throughout their time in the space.

## Reservations:

Reservations are no longer necessary to use Fit 101. Reservations are still required for Peloton use, as this is the normal procedure for these pieces of equipment.

## Hours & Access:

Fit 101 hours have returned to normal. Occupants can access the Fitness Center throughout the week and on weekends by using their keycard. In order to gain keycard access, the Management Office must have a *new* Fitness Center Waiver on file for the user. A copy of the new waiver can be found on the 101 N Wacker [website](#).

Signed waivers can be submitted either physically at the Lobby Reception Desk or via email to the Director of Security. Once signed waivers are submitted, access will be added to the user's keycard within 24 hours. If users have questions regarding access, please contact [101NWackerSecurity@am.jll.com](mailto:101NWackerSecurity@am.jll.com).

## Locker Rooms:

Fit 101 Locker Rooms are reopen for use. Out of an abundance of caution, all occupants are encouraged to maintain a distance of at least six feet (when possible).

# Market Creations

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Market Creations is now open!

The Building Team is working closely with Market Creations Management in order to support their plan and to communicate options and menu information. This information is being shared with building tenants via tenant notices and building website.

For information regarding Market Creations' COVID-19 restrictions, visit their website at [www.market-creations.com](http://www.market-creations.com).





# 101 NORTH WACKER

CHICAGO, IL 60606