

**515 CONGRESS**  
a **KBS** property

# A New Look to a Landmark Corner

 515 Congress Avenue, Austin TX 78701

We're taking the extra precautions to keep your health & wellness our top priority. We've implemented new safety items to provide tenants with a safe work environment.

**STREAM**

# Safety Measurements & Protocols

📍 515 Congress Avenue, Austin, Texas 78701



## Communication

Property Management staff will be distributing regular email updates to tenants. Furthermore, signage has been distributed within the building to provide tenants with confidence the social distance program is in place and being observed.

## Trained Staff & Service Partners

Building staff & service partners have proper PPE & training to be safe while working.

## Rules for Service Partners

Building rules & regulations have been updated for contractors and service partners.

## Face Coverings

We are requiring the use of face coverings by every employee, visitor and vendor who enters the building.

## Social Distancing

As a friendly reminder, social distancing is recommended to all common areas. Signage has been placed throughout the building to reinforce this messaging,

Elevators: We encourage limiting elevator capacity to 4 passengers to assist with social distancing.

Building Amenities: The building conference room will remain closed until further notice. With that said, if the need arises for your business to utilize our conference room, please contact the management office directly and we will arrange access for your use.

Management Office: The building management office continues to observe social distancing guidelines as well. We kindly ask that you call or email our staff rather than visit in person until further notice.

## Upgraded Filters

MERV-13 filters that block 98% of pollutants (air capture pollen, fine dust, bacteria, viruses and more) have been installed throughout building in entirety.



## Janitorial Services

Janitorial Services will continue at increased levels with CDC/COVID-19 approved cleaning supplies.

Disinfecting and increased frequency will continue to occur with special attention to high traffic areas.

We have had an additional janitorial day porter weekdays since 5/11/20 specifically designated to disinfect the common area high touch point surfaces several times a day.

Hand sanitizing stations have been placed in the lobby and basement amenity areas as a courtesy for our building tenants and guests.

## Cleaning Common Areas & High Touch Points

Common areas will be frequently cleaned. High-touch surfaces such as handles, bathrooms, touchscreens, door pushes and pulls will be maintained at a higher frequency schedule. Additionally, cleaning partners are on standby to provide advanced cleaning for any COVID-19 related concerns.

## Security

Security officers will be present in the lobby and ready to provide information, a face mask (if needed) and a warm greeting. Clear germ shields have been placed near security desk located in the building lobby,

## Building Access

It is with everyone's safety in mind that the building elevators will continue to be secured until further notice. Elevator access to tenant floors will still be accessible with a tenant key-card.

Daily occupancy is monitored and reported by security officers.

## Visitors & Deliveries

With regard to visitors and delivery services to your offices, in accordance with previous tenant communication, we ask that they are met by someone with your company in the building lobby & escorted to your tenant space.

## Flexibility to Situation

To provide tenants with the best moment-to-moment service, the property management team has positioned itself to be flexible to the day-to-day concerns tenants have. Pivoting and providing clear communications to address the situation

## Use of Conference Rooms

In addition to MERV-13 filters, the conference rooms have air circulation that has been ionized bi-polarly to reduce the spread of pollutants. Conference rooms are limited to a single tenant use per day and sanitized each evening.

## Use of Fitness Center

In addition to MERV-13 filters, the fitness center has air circulation that has been ionized bi-polarly to reduce the spread of pollutants. Fitness center use is limited to allow for social distancing while utilizing equipment. The fitness center is sanitized throughout the day in between use.

