

NJSBA

PANDEMIC TASK FORCE

Multi-Tenanted Facilities Guidance



NJSBA: HERE FOR

YOU

Lawyers with offices in multi-tenanted buildings must consider the safety of all who enter their shared space as they reopen. Worker safety is impacted by the maintenance and operations of the entire building. To provide a fuller measure of workplace safety, law firm leadership must consider many factors in evaluating a building's preparedness and in reopening discussions with landlords, building management teams and fellow tenants.

BUILDING ACCESS

- In buildings with multiple entrances one entrance should be designated for entrance and manned during normal business hours to ensure compliance with building rules.
- Entrance doors should be left open during normal business hours to maximize outdoor air flow.
- If multiple doors are present in the main entrance they should be designated for entry and exit and marked accordingly to maximize ability to social distance in entering and exiting the building.
- Revolving doors located at the main entrance should be disabled and collapsed open to allow touch-free entrance.
- Signs should be posted in the parking lots and main entrance lobby providing guidance on required building rules, social distancing, face coverings, sanitation, Covid-19 symptoms and cough and sneeze etiquette. Provide appropriately placed signage in languages appropriate to the workers and clientele of the facility.
- Masks are to be required for all those entering the building and in all common areas throughout the building.
- Hand sanitizer stations should be placed at the main entrance and by each elevator.

CONTRACTOR/VENDOR POLICIES

- Tenants should be required to notify building management in advance of any contractors/vendors coming to the building to insure their awareness of building rules.
- Contractors/vendors who tenants hire should not be permitted free access past

the lobby. Rather, they must be accompanied by a tenant representative to insure compliance with building rules.

- All contractors/vendors must wear personal protective equipment (PPE) at all times.

SANITATION

- Increase cleaning schedule in all common areas and amenity spaces.
- Disinfect all high touchpoint areas in common areas and amenity spaces frequently during the day and on a nightly basis.
- Use U.S. Centers for Disease Control (CDC) approved cleaning and disinfecting products and follow all CDC guidelines for sanitation.
[cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html](https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html)
- Place paper towel dispensers and waste receptacles near restroom exits to allow use of paper towels in opening doors.
- Restrooms should be equipped with touchless technology. Restroom air dryers which allow water droplets to be expelled into the air should be disabled or removed.
- Restrooms with multiple fixtures should disable appropriate fixtures to promote social distancing.
- Cleaning staff must be trained in approved cleaning procedures and use of PPE.

PHYSICAL CHANGES TO BUILDING

- Reception or other common seating areas should be spaced to insure social distancing.
- Food service seating areas should be closed.
- Food service should be limited to pre-packaged items.
- Conference centers, fitness centers and other building amenities should be closed until guidance is offered by the New Jersey Department of Health regarding the safe use of those amenities and the building is able to comply with such regulations.

BUILDING SYSTEMS

- HVAC filters should be upgraded to the highest MERV grade (13 or 14 recommended) consistent with the HVAC equipment. [ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74_ieq_schoen.pdf](https://www.ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74_ieq_schoen.pdf)
- Elevator occupancy must be limited—depending on elevator size—to insure social distancing. Signage should be placed outside elevators and markings placed inside, on elevator floors, for appropriate distancing. Talking should be discouraged while in the elevator and elevator buttons should not be pressed with bare fingers.
- To the extent possible stairwells should be differentiated between up and down pathways and social distancing guidelines enforced with appropriate signage.
- Fresh air intake should be increased and the outside air mixing amount should meet American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) and CDC guidelines.
- Systems should be inspected more frequently for high performance operations.
- In all instances follow Occupational Safety and Health Administration guidance for workplace safety. [osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)
- Buildings should comply with ASHRAE recommendations for Covid-19 reopening. [ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance](https://www.ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance)