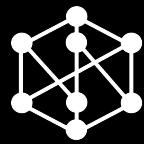


Bell Works

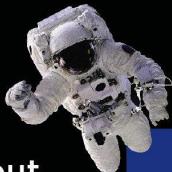
Bell Works
“Stop The Spread”
Initiatives
June 2020



House Rules

house rules

We are doing what we can to protect the community and have put together a list of house rules to keep you healthy.



Face masks are required for entry to Bell Works and in common areas.

Wash hand frequently using soap and water - 20 seconds please!

Use hand sanitizer.

We encourage you to wear gloves, however, after touching potential contaminated surfaces, do not touch your eyes, nose, or mouth. Change gloves frequently.

If you feel sick, please stay home!

Sanitize laptops, cell phones, bags, etc.

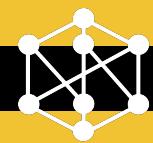
Use "touch" devices when opening doors and pushing elevator buttons.

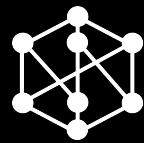
Do not handle coins or paper money.

Please practice social distancing.

Wipe down surfaces at personal workstations and in private offices.

No furry friends allowed at this time!





Site Map + Flow

- Bell Works will remain closed to the general public until the restriction is lifted by the Governor.



We wish you could stay, but
Bell Works is temporarily
closed to general public.

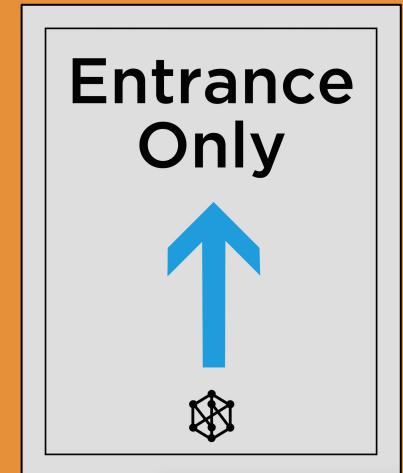
Stay healthy. Stay inspired.

Bell Works

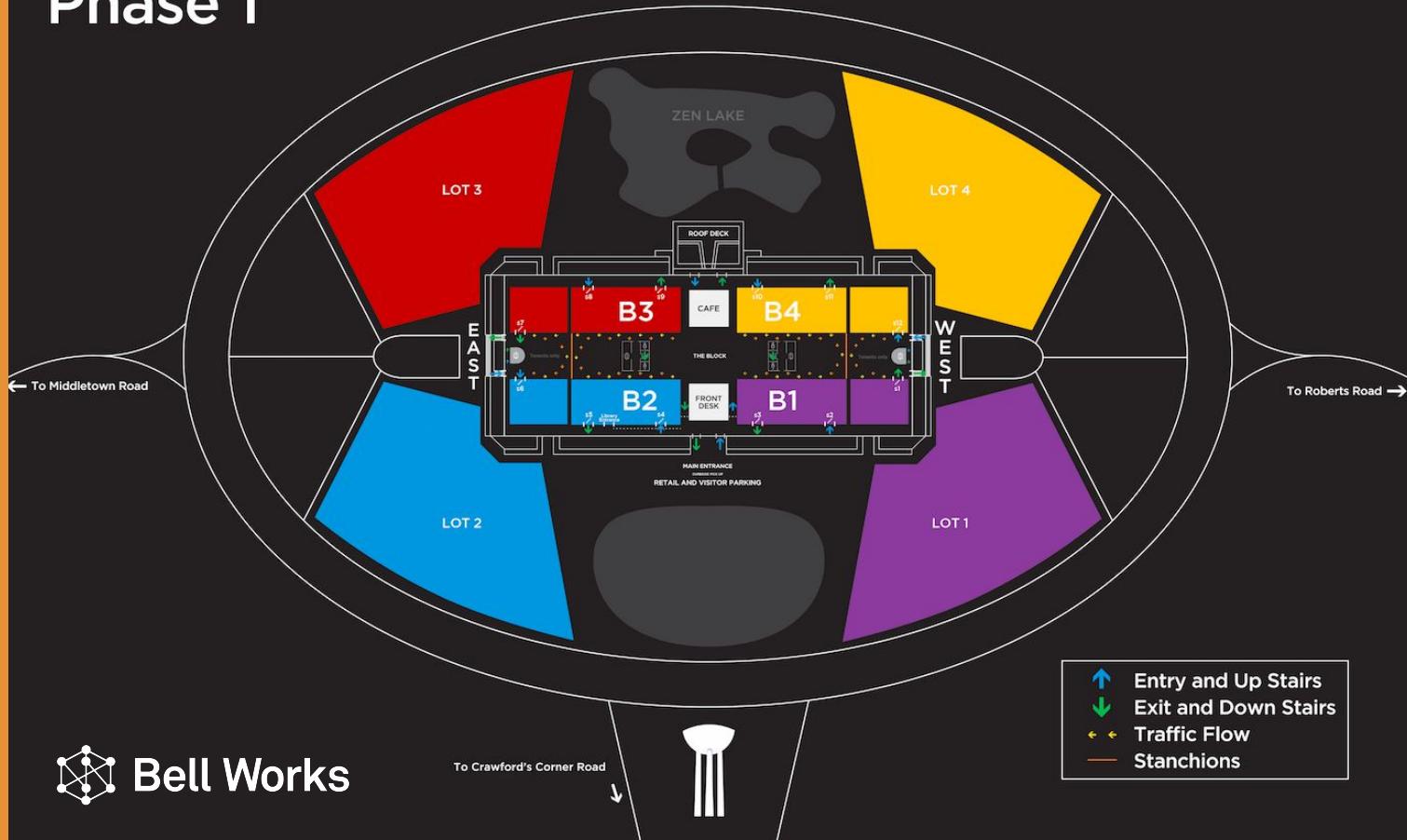


Entering + Exiting Bell Works

- Tenants will enter Bell Works using the East and West entrances and park in their respective parking lots (see Map A).
- Visitors will enter Bell Works using the front entrance.
- When restrictions are lifted, retail customers will enter Bell Works using the front entrance.
- All tenants/ visitors/ building staff/ security/contractors/FedEx, UPS, USPS, delivery personnel will be required to wear a mask when entering Bell works and when in common areas.
- All tenants/ visitors/ building staff/ security/contractors/FedEx, UPS, USPS, delivery personnel will be required to comply with social distancing guidelines.
- Thermal scanning units will be located at each entrance and the loading dock. All tenants/ visitors/ building staff/ security/ contractors/ FedEx, UPS, USPS, delivery personnel will be scanned as they enter Bell Works (protocol to follow).



Phase 1



Bell Works

Map A

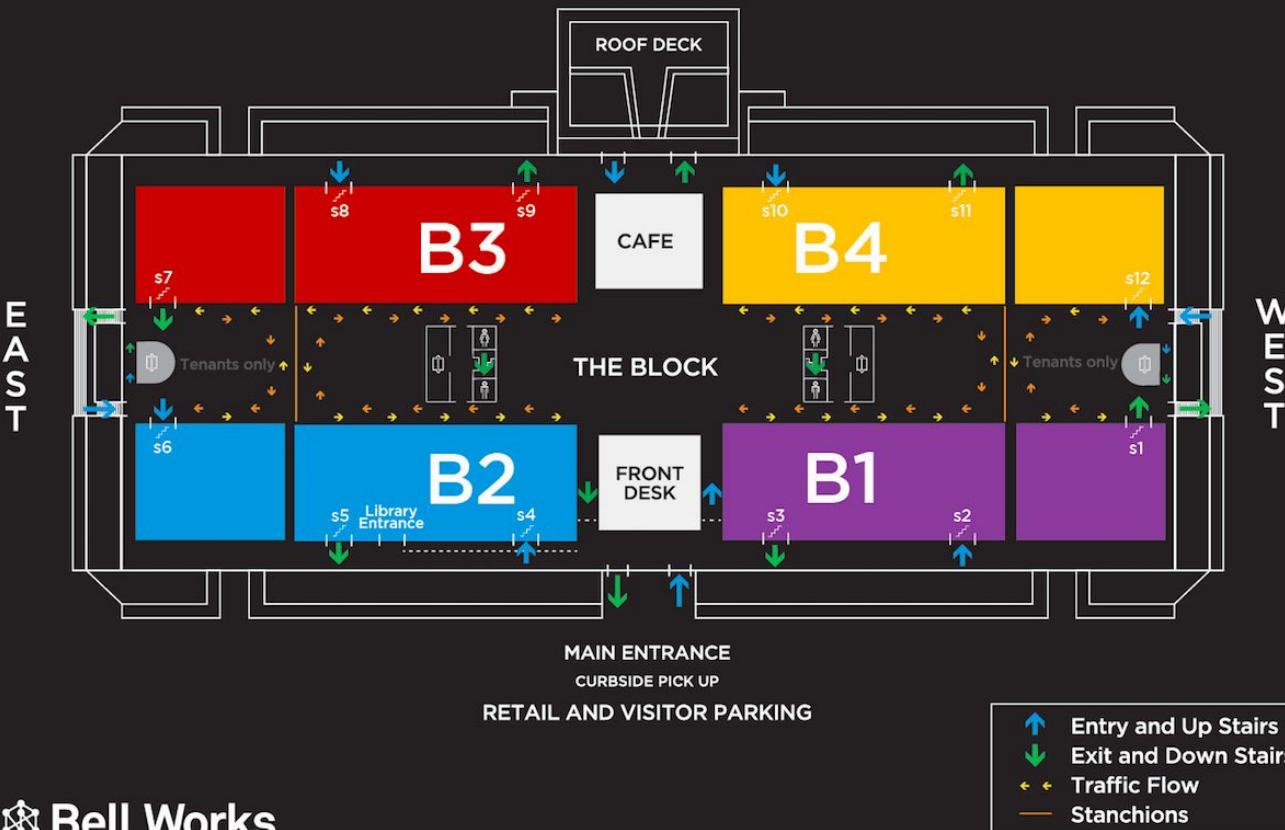


Internal Walking Traffic Flow (see Map B)

- Enter / Exit only doors have been established.
- Stairwells have been designated for “Up Only” and “Down Only” traffic.
- Elevator occupancy will be limited to two per car per ride.
- Walking traffic flow and social distancing decals will be placed on atrium floor and upper walkways as a reminder for all to follow CDC social distancing guidelines.
- “Tenant Only” areas have been established at the atrium level for those who desire not to mingle with the general public in common areas.
- Atrium seating has been redesigned to comply with social distancing guidelines.
- Social distancing signage will be placed in all bathrooms.



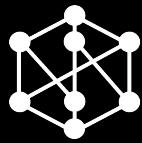
Phase 1



 **Bell Works**

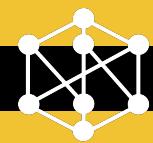
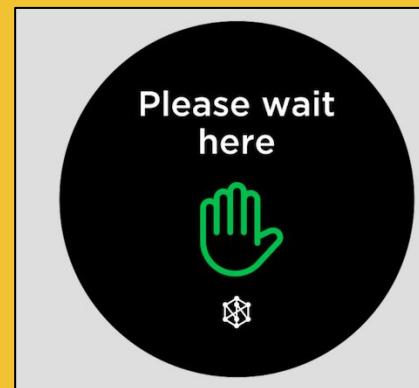
Map B

- ↑ Entry and Up Stairs
- ↓ Exit and Down Stairs
- ↔ Traffic Flow
- Stanchions



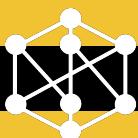
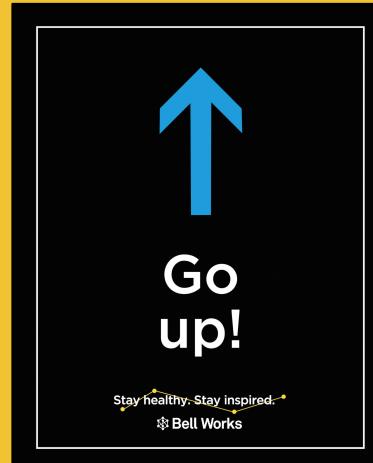
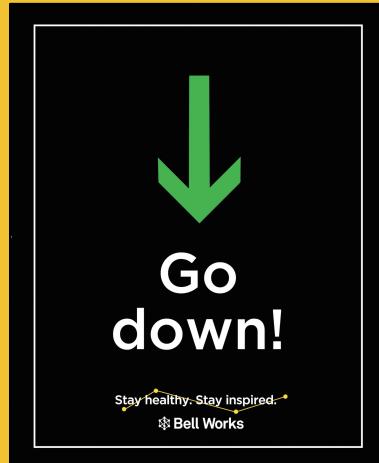
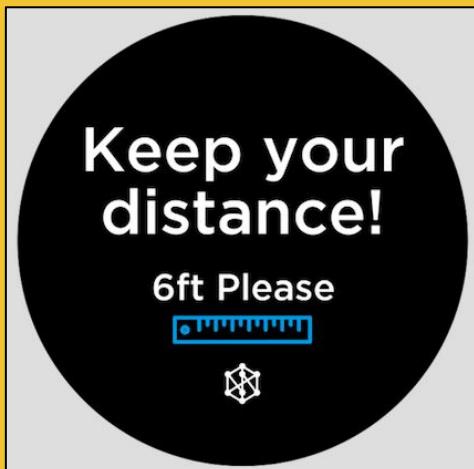
Environmental Signage

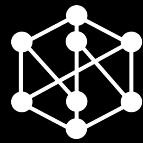
Signage + Environmental Graphics



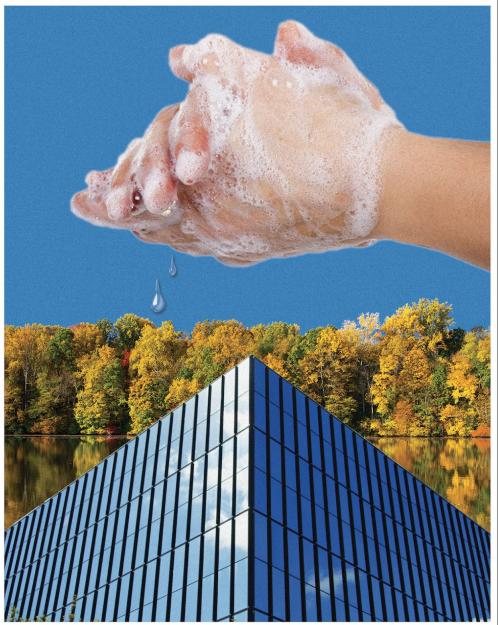
Signage + Environmental Graphics

Practice social distancing





Sanitizing Efforts



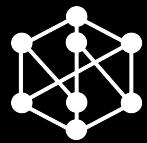
Wash Your Hands For 20 Seconds

Stay healthy. Stay inspired.

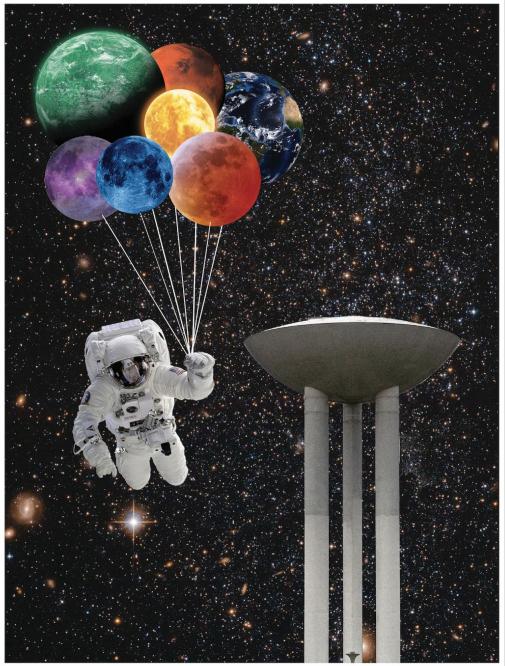
 Bell Works

- Deep cleaning of all bathrooms and common areas.
- Sanitizing stations have been installed at Atrium entrances, elevator lobbies, bathrooms and loading dock.
- Bell Works will provide all Bell Works tenants with “door hook” that will allow for touchless opening of office doors, bathroom stalls and pushing elevator call and floor buttons.
- Additional porters/matrons added to cleaning staff focused on wiping down “high touch” in common areas with Virex, a hospital grade disinfectant. Areas to include, door handles, chairs, tables, turnstiles and railings.
- Janitorial company will continue to disinfect hard surfaces, using Virex, as part of their nightly cleaning routine.
- Perimeter entrance doors and bathroom doors will be equipped with “wave to open” sensors.
- Bathrooms will be checked and sanitized more frequently.
- Installation of Sanoseptic sanitizer in elevators and door handles.





Face Masks + More



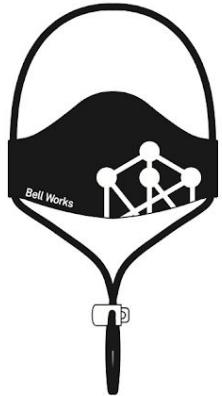
**Face masks are required
to enter Bell Works.**

Stay healthy. Stay inspired.

 **Bell Works**

- All tenants/visitors/building staff/security/contractors/FedEx, UPS, USPS, delivery personnel will be required to wear a mask when entering Bell Works and when in common areas
- All tenants/visitors/building staff/security/contractors/FedEx, UPS, USPS, delivery personnel will be required to comply with social distancing guidelines.
- Thermal scanning units will be located at each entrance and at loading dock. All tenants/visitors/ building staff/security/ contractors/ FedEx, UPS, USPS, delivery personnel will be scanned as they enter Bell Works (protocol to follow).





1



2



3



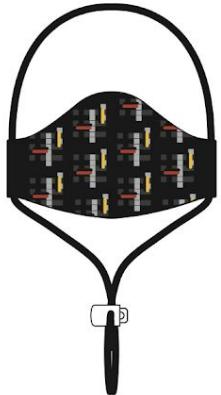
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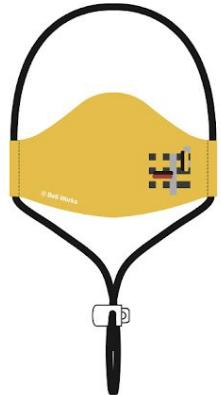
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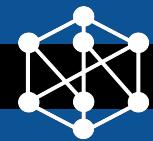
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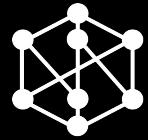
7



8







You've got mail

- To limit possible exposure to COVID-19 all USPS, FedEx, UPS and other commercial deliver services will drop packages in the relocated mail room.
- The mail room will be relocated to the Atrium level (next to The Gathering Shops).
- Regular mail will still be delivered by Bell Works mail services.
- Tenants will be notified that deliveries are available for pickup. Assistance and carts will be available.

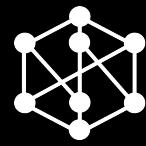


You've got mail.

Please wait here to retrieve your mail, while maintaining social distance from your neighbor.

Stay healthy. Stay inspired.
 Bell Works





Building Management



Remember that keeping plants in your space provides fresh air and increases productivity, so

BRING THE OUTSIDE IN!

Stay healthy. Stay inspired.

 Bell Works

- HVAC/Ventilation functions continue to operate 24/7.
- Fresh air intake has been increased to 25%.
- Building wide filter change project complete. Filters upgraded to MERV 13 filters where possible.
- Outdoor fresh air intakes and drains cleaned around building perimeter.





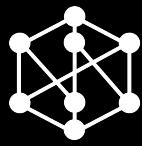
**Two passenger
limit per car.**

Stay healthy. Stay inspired.

 Bell Works

- Elevator occupancy will be limited to two per car per ride.





Public Spaces Upgrades

Building Upgrades

Painting of common area walls and doors.

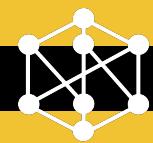
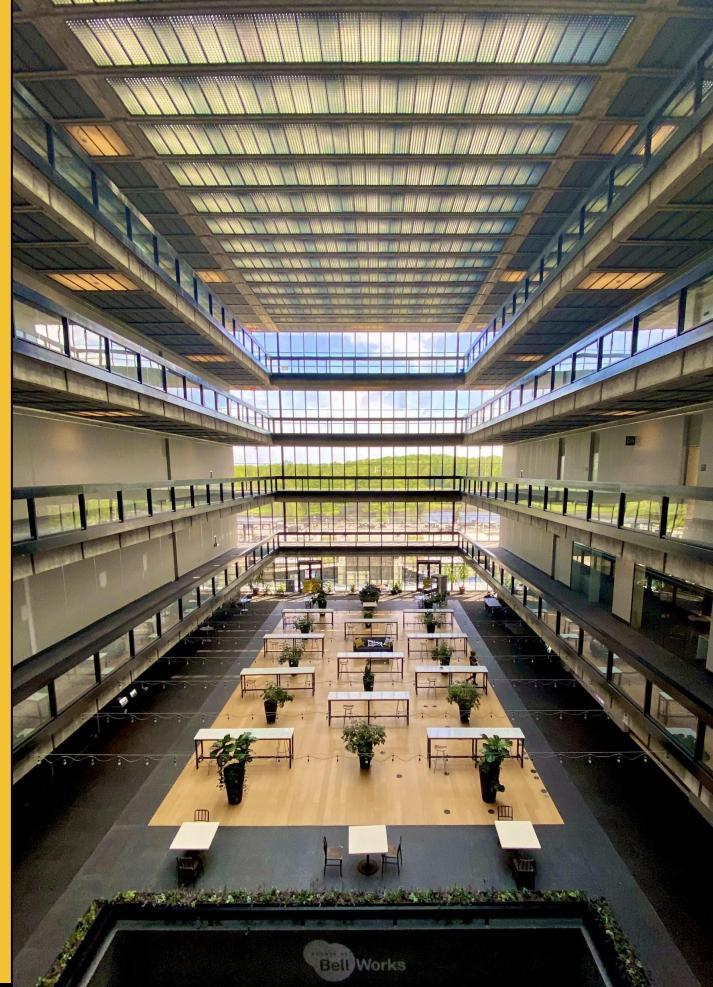
Creation of a COVID-19 “Stop the Spread” art collage wall.

Purchased new café tables to add to atrium and patio seating to comply with social distancing guidelines.

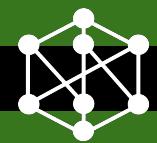
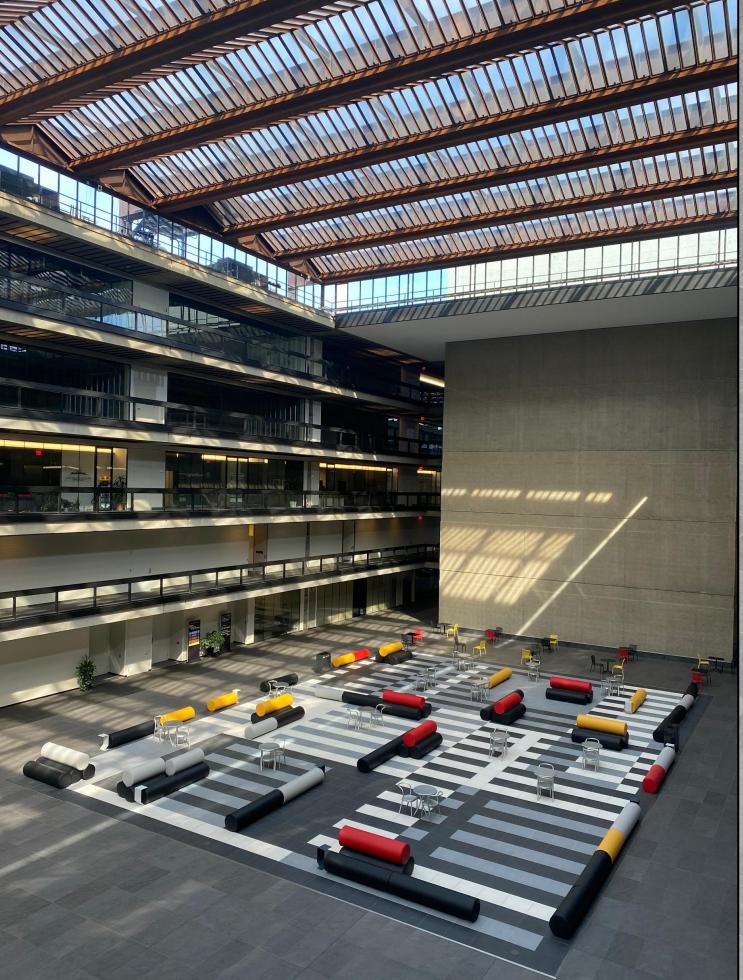
New decorative planters and plant arrangements at the front entrance.

Repaired broken atrium floor tile.

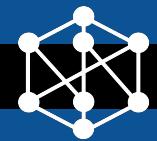
Blacked out “2 Hour Parking” in all parking lots to making parking spaces available to all tenants.



New layout //
Atriums



New layout // Atriums



New layout // Roof Deck

