

# Let's return with care and confidence



**CENTERVIEW**

1920 & 2010 Main Street  
Irvine, CA 92614

**EMMES®**  
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# RE-ENTRY TO CENTERVIEW

## Health and Safety Measures

There is no higher priority than the safety and health of our customers, employees and guests. We want you to feel confident coming to work and would like to communicate the following recent measures taken at the property to ensure your health and safety as you return to work at Centerview.

We have established the following re-entry plan using guidance from the Center for Disease Control (CDC), the Orange County Health Care Agency (OCHCA), and other responding health and governmental agencies. As COVID-19 is an ever changing and rapidly evolving situation, we will continue to adjust these protocols as needed.

With this, and any other virus, it is equally if not more important, for individuals to take responsibility for their actions and also follow the guidelines and directives of the CDC and other responding health and governmental agencies. While we have created a re-entry plan for Centerview, we ask that you also remind your employees to continue to follow recommendations issued by the CDC and the governing authorities, especially as they relate to personal hygiene (hand-washing, staying home when sick) and the spread/containment of germs.



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## BUILDING ACCESS

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- Entrance points to the building will remain the same - **however, the 2nd floor skybridge will only be available for exiting.** Appropriate signage will be added for paths of travel.
- Building personnel will not be physically screening people upon entry, unless otherwise directed by government authorities. However, appropriate signage has been placed at all building entrances to allow for all persons entering the building to follow CDC guidelines.

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## ELEVATOR USE

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- We recommend that customers stagger their opening and closing times to avoid crowds in the lobby and elevators.
- Floor markers have been placed near elevators to remind people to follow appropriate social distancing of 6 feet.
- **Passenger elevators will be limited to a maximum of four (4) people per cab.**
- All floors will continue to be secured so the use of access cards/fob will be needed for floor access.



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## VISITOR & VENDOR ACCESS

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- To ensure protection of building security personnel, tenants will be required to meet visitors at lobby level to escort them to their floor (until further notice).
- To minimize interactions with others and to track access, we encourage tenants to implement their own visitor management system.
- All vendors (i.e. contractors, deliveries, etc.) must continue to be submitted to management at (managementcv@eamc.com) for approval. Once approved, the vendor will be added to the pass down.
- The freight elevator will be accessible during normal business hours for package deliveries to your suite. Please remind any persons using the freight elevator to complete the sign-in sheet located on the basement and 1st floor.

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## WORK ORDERS & SUITE ACCESS

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- Workspeed continues to be available for any customer service needs. Should you have a preference for time of service, please include in request and we will try to meet the specific need.
- Engineers continue to service maintenance requests for customer suites using enhanced safety practices.
- All tools, parts and service carts will be regularly disinfected.



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## PERSONAL PROTECTIVE EQUIPMENT

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- Face coverings will be required per local government jurisdiction for all persons at the building.
- Tenants are responsible in enforcing these requirements with their employees, visitors and vendors. If needed, reusable facial coverings will be available through Security at (949) 456-5139.
- Tenants are asked to report anyone outside their own employees seen not following CDC guidelines to the Building Management Office at (949) 253-3428.
- All building staff including engineers, day porters and security will be equipped with face coverings, gloves and cleaning supplies to ensure that they are able to work as safely as possible.
- Engineers have been trained on proper use of PPE; proper work practices & tool cleaning after working in a space and on social distancing.



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## RESTROOMS

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- Handwashing reminders have been placed in the restrooms.
- Building restrooms have touch-free toilets, faucets and soap dispensers.

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## HVAC MECHANICAL SYSTEMS

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- In an effort to save energy and ensure the building is running efficiently, all HVAC services (business hours & after hours) will need to be requested through Genea. Please note there will be no charges for air conditioning during normal business hours.
- We will continue to run fresh air fans constantly to maximize fresh air and increase ventilation.
- We will continue to use MERV 13 filters as our prior and ongoing standard.

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## COMMON AREA SEATING

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- All furniture in the plaza has been repositioned to better allow for social distancing. Please refrain from moving the furniture around.
- Signage has been added to follow CDC guidelines on tables and in seating areas.



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## CONFERENCE CENTER

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- We will be re-opening the Conference Center, however, the following implementations will be made:
  - ~ Limit use to one customer per day on a first come first serve basis.
  - Limit number of seats available so social distancing is enforced.
  - After each use, there will be a thorough sanitation of the room and this service will be included in the standard fee of \$55.00/hour.

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## BIKE ROOM

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- The Bike Room will be available however, showers and lockers will remain closed until deemed appropriate to open by the local jurisdiction.



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## CLEANING SERVICES - COMMON AREAS, RESTROOMS & PARKING STRUCTURE

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- Enhanced cleaning procedures continue at the property and include increased frequency and hospital grade disinfectant on high touch items within common areas and paths of travel at the property. This includes, but is not limited to door handles, elevators call buttons, handrails, restroom partition doors, faucets and sink handles.
- Disposable paper products are being used for cleaning of high touch areas.
- To promote social distancing and protect day porter and customers, the restrooms will now be closed during daily cleanings which should take no longer than 15 minutes.
- Parking garage equipment including but not limited to card readers, call button, screens will be cleaned with hospital grade disinfectant. Parking garage gates have new anti-microbial screen protectors.





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## CLEANING SERVICES - TENANT SPACES

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- The following temporary modifications have been made to the nightly janitorial scope of work in tenant spaces (Sunday - Thursday). We will send notification at the time this service ends.
  - ~ Nightly disinfection of high-touch areas such as lobby, reception, kitchen and counter tops conference rooms, copy rooms, doorknobs and switch plates.
  - ~ Spot vacuuming will be completed 2 days per week / full suite vacuuming will be completed 1 day per week.
- As a reminder, our janitorial company can provide additional cleaning services. Costs may vary depending on requests. Please call the building management office if you are interested in these services.



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## EMERGENCY RESPONSE PLAN

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- In the event someone within your office is diagnosed with COVID-19, please notify the property management office immediately so that we can follow the recommendations of the appropriate agencies.

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## CONTACT INFORMATION

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**Our property management team will remain available via phone or email. We ask that you please respect social distancing and refrain from visiting the Property Management Office until further notice. In-person meetings are available upon request. Please feel free to contact any of the following building management team at (949) 253-3428 or [managementcv@eamc.com](mailto:managementcv@eamc.com). Direct email addresses are listed below:**

*Mariellen Ignelzi-Smith*  
Senior Property Manager  
[mai@eamc.com](mailto:mai@eamc.com)

*Aaron Tashiro*  
Assistant Property Manager  
[ant@eamc.com](mailto:ant@eamc.com)

*David Gekchyan*  
Property Manager  
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*Nicole Hefner*  
Property Coordinator  
[nlh@eamc.com](mailto:nlh@eamc.com)

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**We thank you for your cooperation as we work to maintain a safe environment for our customers, staff and guests.**

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