



# RETURNING TO coda

A Safe Journey Back to the Workplace





# While You Were Away

**BUILDING STAFF** All building staff members are equipped with personal protective equipment (PPE). Management, engineering, housekeeping and security are required to wear PPE in all building common areas and inside tenant spaces.

**INDOOR AIR QUALITY** 100% of Coda's air supply is outdoor air, exceeds current ASHRAE standards, and incorporates MERV 13 filters.

**INCREASED CLEANING FREQUENCY** Increased cleaning and disinfecting of all common and high traffic areas has been implemented throughout the building. High frequency surfaces include:

- Door Handles/Knobs
- Restrooms & Drinking Fountains
- Shower Facilities
- Elevator Buttons/Kiosks
- Stairwells & Handrails
- Building Common Areas
- Other High Frequency Surfaces



# As You Return

**FACE COVERINGS** Per the Mandatory Face Mask Ordinance signed by Mayor Keisha Lance Bottoms, face coverings are required in all building common areas and spaces open to the public.

(\*Those exempt from wearing face coverings include people with medical disabilities or conditions that prohibit them from covering their face, children under the age of 10, and persons eating or drinking.)

**ENTRY & EXIT** Building entrances have been designated "entrance only" or "exit only" to better aid in traffic circulation and reduce touch points. Signage has been placed to encourage best practices for minimizing surface contact. Please utilize the North West Peachtree Street ADA door and the Spring Street Collective Entrance. Property Management will notify tenants when all other entrances are unsecured as the tenant population returns.

**VENDOR MANAGEMENT** All vendors, contractors and delivery persons are required to wear PPE when entering the building. Signage has been installed in the loading dock communicating the requirement of face coverings, but please also communicate with your vendors/deliveries prior to their arrival.



**WORK ORDER REQUESTS** Management, engineering and housekeeping will continue to handle all requests. All building staff is required to wear PPE when entering tenant spaces. For everyone's safety, we may ask if we can return when the space is less occupied to service non-emergencies.

**SIGNAGE** Signs have been placed throughout the building to remind and encourage safe social distancing practices, required face coverings in all common areas and healthy hygiene.

**HAND SANITIZER STATIONS** Hand sanitizer stations will remain in place on the 1st and 2nd floors near the security desk and elevator lobbies. Additional stations are placed throughout building common areas and The Collective.

**COLLABORATIVE CORE** All games and activities have been removed from the core and the coffee services have been powered down to better limit surface contact. Property Management will notify tenants of the return of these amenities as soon as possible.

**CONFERENCE ROOMS** Reopening of the conference rooms will be determined based on the return of Coda's tenant population. Tables and chairs will be removed from each room to better accommodate social distancing.

**ELEVATORS** Signage has been placed in elevator lobbies and cabs to encourage proper elevator etiquette. All buttons and kiosks are on a high frequency cleaning schedule. In Parking Garage Elevators, please limit each trip to no more than (2) persons. In Building Passenger Elevators, please limit each trip to no more than (4) persons. Stairwell #2 is available for use and is being cleaned on a high frequency schedule.

**THE COLLECTIVE** Aviva by Kameel is open Mon-Tues from 11am - 3pm, Wed-Thur 11am - 8pm & Fri-Sat 11am - 9pm. Property Management will continue to update tenants on The Collective restaurants as they reopen. Face coverings are required while inside The Collective unless engaged in eating or drinking.



**We are sure you have already started implementing new policies and procedures to ensure your employees' safety as you return. Here are some additional details and recommendations to consider.**

Know increased cleaning protocols have been activated on your floor, including restrooms.

Remind employees that face coverings are required in all building common areas and to follow social distancing guidelines.

Consider employee health screens, self-disclosure questionnaires and temperature checks.

Limit visitors and guests, if possible.

Utilize virtual meeting resources when possible and limit the amount of people in meeting spaces. Disinfect meeting rooms after each meeting.

Consider the elimination of community food/coffee stations and closing areas like kitchens & break rooms.

Make hand sanitizer available at entrances, exits and common areas.

Install sneeze guards and new protocol signage in lobbies and reception areas.

Implement one-way traffic flow protocol within your space.



If you are someone you know has exhibited any symptoms or has tested positive for COVID-19, please contact Property Management *immediately*. We will coordinate with housekeeping to initiate disinfecting steps and ensure building common areas are safe. Property Management will notify all building tenants of any confirmed cases of COVID-19 on property. Anyone infected should follow the guidelines from the CDC.

Coda's Property Management Office is located on the 2nd floor in suite 225. Office hours are  
Mon - Fri 8:30am - 5:30pm.

The management office can be reached at 404.920.2500. All after hours call are directed to lobby security.

Please contact us at  
[propertymanagement@codatechsquare.com](mailto:propertymanagement@codatechsquare.com)  
for any questions or concerns.

Sincerely,



# Working Together

