



APRIL 2021

RETURNING TO THE WORKPLACE



As we all continue our return to the workplace, maintaining the highest levels of safety and health remains our top priority. Portman Management continues to diligently follow the guidelines and recommendations from the CDC, local and state health officials to properly prepare Coda for your return. The following information is to inform you of the steps we continue to take for everyone's wellbeing, as well as answer some of your most pressing questions.

Face Coverings

Face masks are required while inside Coda even if you have been vaccinated, per CDC guidelines. Building staff, vendors, contractors and delivery personnel are required to wear face masks while on property.

Cleaning & Disinfecting

Increased cleaning and disinfecting protocols in all common areas, restrooms and high traffic areas remain in effect.

Building Access

All building entrances are now open during normal building hours. The W Peachtree & 4th St double door entrance will remain closed while escalator repairs are underway.

Common Areas

Signage remains throughout the building to remind and encourage safe social distancing, face covering requirements and healthy hygiene. Hand sanitizer stations remain on the 1st and 2nd floors near the lobby security desk and elevator lobbies with additional stations located throughout common areas and The Collective.

Conference Rooms

Conference room reservations will reopen beginning June 1st. Please contact Property Management if you need to book a reservation prior to reopening.

Elevators

Social distancing signage remains in elevator lobbies and cabs with kiosks & buttons on a high frequency cleaning schedule. Stairwell #2 is available for use.

HIGH TRAFFIC AREAS WITH INCREASED CLEANING

Door handles/knobs

Restrooms &
Drinking Fountains

Elevator buttons/kiosks

Stairwells & Handrails

Building Common Areas

High Use Frequency
Surfaces

Please note housekeeping does not
disinfect personal items. Nightly
cleaning staff will only wipe down
fully cleared workstations.

If you or anyone you know has exhibited any symptoms or has tested positive for COVID-19, please contact Property Management immediately. Management will coordinate with housekeeping to disinfect and ensure common areas are safe.

Coda's Property Management office is located on the 2nd floor in Suite 225
and is available Mon-Fri 8:30am - 5:30pm
404.920.2500
propertymanagement@codatechsquare.com

