



CITY CENTER  
FORT WORTH

## Transitioning Back to the Workplace COVID-19 Response Plan

Effective May 1, 2020; Updated June 26, 2020

**Please note: The procedures outlined below are subject to change based on the latest developments and guidance from officials.**

### **New Building Procedures:**

- Staggered arrival time process in both towers to help minimize congestion in the elevator lobbies. Procedure as follows:
  - ODD floors arrive before 8:30 am and depart before 5:00 pm.
  - EVEN floors arrive after 8:30 am and depart after 5:00 pm.
- When using the elevators, limit the number of individuals in the cab to 4 people
  - Stand in opposite corners to maintain maximum social distancing
- Social distancing measures will be in place to prevent crowding in the building and elevator lobbies
- Face masks/coverings are mandatory, particularly in common areas of the buildings

### **Additional City Center Management Recommendations to Employers:**

- Initiate a phased re-entry for office staff, for example 25% of staff return X Date, and an additional 25% in the following weeks, etc.
- Offer staggered office hours or days for staff to work in the office
- Limit the number of guests/visitors to the office as the building adjusts to the re-entry of office personnel
- Encourage the use of face masks/coverings for employees
- Deliveries will be directed to use the loading dock at 220 Calhoun Street
  - For lunch deliveries, it is recommended to utilize businesses within City Center, such as 203 Café or City Club, to limit traffic from outside sources
  - If outside restaurants/delivery services are utilized for lunch orders, please meet the delivery person at the building entrance to receive the order

### **Additional City Center Operational Practices:**

- Special procedures have been put in place for all contractors and vendors that enter the buildings to adhere to hygiene and social distancing guidelines
- Building personnel are required to wear masks and practice proper hygiene and social distancing
- Restroom cleaning and disinfecting will be maintained regularly and frequently
  - Signs are posted in the restrooms to advocate proper hygiene
- “After Hours Access” during daytime hours has been lifted, effective May 1, 2020
  - Skybridge doors will be propped open to minimize touching common surfaces



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**Continued City Center Procedures:**

- Enhanced cleaning procedures of the high-touch areas (door handles, escalator handrails, elevator buttons, etc.) will be maintained
- Hand sanitizing stations are available near all building entrances

**Governor Abbott's Recommendations for Employers:**

- Train all employees on enhanced cleaning and disinfecting protocols and proper handwashing techniques
- Have all employees wash or sanitize hands before entering the business
- Self-screen – both individuals and/or employers to take responsibility before entering places of business
- Individuals are encouraged to wear a cloth covering over the mouth and nose
- Continue social distancing of 6 feet or more between individuals
- See the full list of suggested protocols in the *Open Texas* report available at [www.citycenterfw.com/coronavirus-response](http://www.citycenterfw.com/coronavirus-response) under “Resources”

**Self-reporting:**

Notify City Center Management immediately of a positive case within the office:

Carolyn Parnell

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