

# COVID-19 Infoseries

May 12, 2020

Strategically guiding your real estate portfolio to adjust in these trying times

1

## Review

- Review physical planning, office layouts, and high traffic areas
- Review mitigation and recovery plan as it affects the office space
- Analyze landlord or university's actions in response to COVID protocols
- Review operations, limitations, workplace adjustments, and necessary cleaning

2

## Document

- Reference regulations, mandates and guidelines from government agencies in relation to COVID protocols
- Prepare comprehensive exposure control, mitigation and recovery plans in tandem with key personnel and consultants
- Regular reviews to remain fluid

3

## Implement

- Establish organizational representative(s) or task force to monitor and enforce plan as appropriate
- Procurement for any vendors required, including employee protection including sanitizer stations
- Define policy and procedures for workplace or school visitor's entrance and safety
- Regular monitoring of plan



## Contact

**Dodie L. Williams**

Director  
215.625.8550 ext 148  
dwilliams@watchdogpm.com

**Natalie Malawey-Ednie**

Principal  
215.625.8550 ext 113  
nmalawey@watchdogpm.com

## PLANNING FOR RE-ENTRY?

As organizations look to get back to work, re-entry is a large concern for employees and staff. Does your organization have the necessary tools and resources to safely re-enter the work place?

### Review

Analyze all materials for safe execution and implementation

### Document

Compile all resources to develop the safest re-entry plan for your staff

### Implement

Establish your protocols and parameters. Continue fluid monitoring.

215.625.8550



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