



During this challenging year, your Columbia Property Management team have worked to ensure we provide exceptional service and timely communications to our tenants.

Your Property Management team has deployed extensive protocols at your building to help ensure your safety and peace of mind as you prepare to return to your workplace.

## New Enhancements

### Upgrades to Air Filtration & Purification

At many properties, Bipolar Ionization (BPI) technology is being installed. BPI is an air purification system that restores clean air to indoor spaces, including elevator cars.

Why BPI?

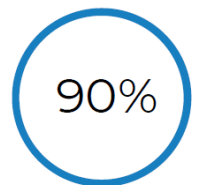
- Reduced dust and mold particles,
- Reduced odors and VOCs (Volatile Organic Compounds),
- Improved energy conservation, and most importantly,
- **Reduced bacteria and viruses.**

A study in June 2020 found that the presence of coronavirus was reduced by **99.2% within 30 minutes** of exposure to BPI technology.



**higher  
concentration  
of pollutants  
indoors**

Source: EPA



**of our time is  
spent indoors**

Source: EPA

## Reminders

Your Property's Re-Entry Protocol brochure includes thorough details on your building's specific procedures and protocols. Below are highlights.

If you have any questions or concerns, contact your Building Management Office.

| Communication   | Caution in Common Areas  | A More "Hands-free" Building   | New Signage  | Safety Protocols  |
|---|--|--|--|---|
| <ul style="list-style-type: none"> <li>• Early and often</li> <li>• Listening to tenants' needs and concerns</li> <li>• Confirmed case response protocol</li> </ul> | <ul style="list-style-type: none"> <li>• Groups discouraged</li> <li>• PPE required in all buildings</li> <li>• Elevator passenger limits</li> <li>• Building amenities closed or used with caution</li> </ul> | <ul style="list-style-type: none"> <li>• Touchless building access and visitor registration</li> <li>• Hand sanitizer available</li> </ul> | <ul style="list-style-type: none"> <li>• Reminders to follow CDC guidelines</li> <li>• Encourage social distancing and use of PPE</li> <li>• Directional guidance for physical distance</li> </ul> | <ul style="list-style-type: none"> <li>• Cleaning enhanced</li> <li>• New delivery protocols to increase social distancing</li> <li>• Enhanced water system and air filtration maintenance</li> </ul> |



ENERGY STAR® Tenant Space is a new EPA recognition for sustainability efforts in your leased office space. Energy efficient office spaces can lead to lower utility bills and fewer greenhouse gas emissions in our atmosphere.

Now is a great time to take advantage of the opportunity to realize energy savings. To learn more about the program, criteria, and tips on how to prepare, [click here >> ENERGY STAR Tenant Space](#).

\*New Legislation will soon require that tenants in New York and Washington, D.C. report benchmarking and energy efficiency grading of their own office spaces. The ENERGY STAR® Tenant Space program is a great first step. Your Property Management team is here to partner with you, provide guidance and answer questions.

## Connect with your Building



### Staying Connected to your Building is easy with the Columbia Gateway app

Coming soon, you will have access to a tenant experience platform that puts content, convenience and community into your hands with on-demand access to building updates and engaging programming.

In addition to the app's useful communication and engagement tools, a feature called *Capacity Manager* provides a scheduling and monitoring tool to help your team get back to the office safely. This tool helps promote social distancing through COVID questionnaires and allows you to manage the day-to-day occupancy of your office space.

Be on the lookout for more details to come from your Property Management team.

