COVID19 Back to Work Preparation for Commercial Buildings

Guangzhou International Finance Center
Guangzhou International Finance Center is a 103-story, 438.6 m (1,439 ft) skyscraper, completed in 2010. Total office floor area is 2,692,000 sq. ft.

Daily occupants 7,000 and 1,800 visitors
Emergency COVID19 taskforce to provide pandemic plan training to all personnel.

- Taskforce will review latest information on COVID19 status and condition, for material and resource allocation.
- All contract personnel must report their travel record and health declaration to their company. The company must provide this report to IFC management office 24 hours in advance for verification.
- All personnel must go through temperature check (max 37.2 C), disinfection procedure and wear proper PPE before each shift.
Any person returned from Wuhan/Hubei must isolate for 14 days, and submit their health declaration and proof of health to IFC management for approval before resume work.

- 7 entrances will be opened and equipped with body temperature scanner
- All people entering the building are required to wear facemask and body temperature check.
7 Entrances to IFC includes parking entrances - 3 main entrances are equipped with infrared temperature scanner to handle higher traffic volume, while other entrances are equipped with handheld temperature scanner for security.
01 Personnel

- All entrances have disinfectant floor mat
① Increase fresh air circulation 2X, and start ventilation system 2 hours early
② Disinfect ventilation system weekly
③ Additional ultraviolet disinfection equipment to ventilation system, and monitor IAQ continuously.
④ Make contingency plans in advance. As soon as there are suspected cases, immediately shut down the air-conditioning air cabinet, fresh air and exhaust valve, retain the toilet exhaust, start the fire exhaust fan, so that the floor can maintain negative pressure, to prevent the spread of viruses and germs. Lock the elevator button to this floor to prevent people from straying in.
03 Environment

Guangzhou IFC uses German import brand Depei wash 3000 multi-functional disinfection liquid, concentration is automatically dispensed through MSDS chemical dispenser.

a. In addition to daily cleaning, building’s public areas, restrooms, parking lots and other locations is disinfected every hour during office hour;

b. Disinfection during peak hours - lobby front desk, security gates, escalator handrails, elevator lobbies and buttons, tearoom, garbage cans, nursing room, floor restrooms and other high-frequency contact points. Also disinfection spray will be applied twice daily in common area.

c. During weekend and holiday, disinfection frequency will be adjusted to once every 2 hours, and the disinfection spray will be once a day.
03 Environment

- Health and safety message posting at front desk, elevator car, public area screen and other locations. Hand sanitizer are placed at the front desk and elevator hall.

- In addition, Guangzhou IFC provides customers with a free spray disinfection service.
03 Environment

- Used facemask disposal container is placed at entrances and elevator lobbies. The containers are disinfected twice daily. Used facemasks are collected and disinfected before disposal.
04 Elevator

- Keep the number of people per elevator to a maximum of 10

05 Food and courier deliveries

- Designated area for food and courier deliveries
IFC ventilation system

- Fresh air and return air are separate vents, there is no return air circulation between floors to avoid cross contamination.

- VAV system filters and sterilizes - The air entering the building through G4 crude filtration, electrostatic dust removal, F7 medium filtration, dehumidification and other multiple processing, effective filtration diameter of about 0.08 microns of the coronavirus, 2.5 micron diameter sprigs of PM2.5 and diameter of more than 5 microns of droplets, and the use of photocatalytic devices to kill more than 90% of the virus and bacteria, before being sent to the customer unit.
In order to better serve the building occupants, IFC implemented online work resumption declaration, personal health declaration, "temporary access card" and other initiatives to ensure safety and orderly operation of buildings.

1. **Tenant declaration**

All tenant must complete the “business resumption" application for resumption of work, complete the company filing procedures required by authority.
2. Personnel Health Control

- Guangzhou IFC asked tenant to urge all staff to provide 14 days of personal trajectory record, health declaration and daily body temperature check, the establishment of staff “one person one file” system.

- Employee will be issued a temporary access card to the building upon review of the trajectory and health declaration.

- For employees who are asymptomatic after 14-day home isolation, IFC requires approval and consent to resume work by the tenant company, at least one day in advance before returning to the building to resume work.
3、Visitor Control

IFC strongly recommend the use of video conferencing, remote collaboration to reduce visitor traffic to the building. If necessary, visitors are required to provide health declaration and personal trajectory proof one day in advance, and to show to the front desk, check and register before entering the building.
07 Communication

- Personal protection during an outbreak
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- **Personal protection during an outbreak**
How to wash your hands?
Thank you

Building Owners and Managers Association China
国际建筑业主与管理者协会（中国）
Tel: (86-10) 6566 3220
E-mail: info@bomachina.org
Website: www.bomachina.org