CORONAVIRUS PREVENTION MEASURES AT COMMERCIAL BUILDINGS
OFFICE OPERATIONS FOR LOBBIES AND COMMON AREAS

Line up 1 meter apart at the office entrance
Hand Sanitizer & QR codes inside the lobby

QR codes from cellular carriers to track locations in past 14 days

QR code from the city to track locations in past 14 days across provinces
OFFICE OPERATIONS FOR LOBBIES AND COMMON AREAS

Protective gear & temperature checking

Use handheld, non-contact thermometers
THERMAL SCANNERS FOR HIGH TRAFFIC ENTRANCES

Used in Shanghai subway stations and some malls
SANITIZE COMMON AREA SURFACES EVERY 2 HOURS

- All lift buttons in and out
- All door handles and surfaces, railings of escalators
- Lobby furniture
- All high traffic surfaces
If any staff or guests are found to have a temperature over 37.3 degrees Celsius, they will be placed in the isolation tent and wait for transfer to a local medical facility.
- All tenants to report staff body temperatures twice per day
- All PM and contractors’ staff to report body temperatures
- All mall workers to report body temperatures
- Statuses of all residential quarantine units
Ramp up cleaning and disinfection routines within building.

Shut off central air conditioning system, especially the return air circulation within floors and within building. Maximize fresh air intake to maintain low CO2 levels – open windows if possible.

Reduce elevator loads per ride to maintain distancing policy. Liaise with tenants to adopt flexible work hours to prevent morning peak traffic. Promote use of stairs for low floor tenants and clean up stairs for it.
Some companies provide lunch boxes to staff to reduce eating out at restaurants. This may create the need for extra temporary space for staff to have lunch while maintaining distance.

More staff choose to drive to work and avoid public transport. Parking areas will feel more pressure and should be prepared.

Some companies split staff into groups that rotate to work at the office. This prevents company-wide quarantine when any staff member is tested positive for Coronavirus. It also reduces the population in the building at any given time.
No couriers are allowed to enter buildings. Set up a drop-off area outside the building for temporary storage and pick up. As a long term alternative, implement a delivery locker system.
Lockdown Stage

- Mostly no sit-in allowed
- Take-out or delivery service is allowed
- For those who offer sit-in service, only 1 person per table with 1m distance between them
- Staff need to clean and sanitize tables after each customer
- All staff must have a Green Code to work and wear masks at all times
- Use disposable utensils if possible
- Some mall operators launch apps or live streams to promote business

Mall Operator

- Reduce entry and exit numbers and set up security to check Green Codes and temperatures of visitors
- Set up a drop-off/pick-up desk outside the mall; couriers are not allowed to enter mall for delivery. This reduces the contact between F&B workers and couriers
- Measure tenant staff temperatures twice a day
Re-open Stage

- Distancing requirements are relaxed
- Staff need to clean and sanitize tables after each customer
- All staff wear masks at all times
- Use disposable utensils if possible
- Some mall operators launch apps or live streams to promote business

Mall Operator

- Malls may choose to stop checking Green Codes and taking temperatures
- Measure tenant staff temperatures twice a day
Thank You