



The Edna Lucille Goodrich Building is currently operating under the guidelines mandated by Governor Jay Inslee for phased re-opening. The following COVID 19 information is for tenants, visitors, contractors and vendors who plan to enter the building. Please read this information prior to arriving at the building.

SECURITY ACCESS LEVEL

The Edna Lucille Goodrich Building is operating in a Public Access Restricted Security Level.

PUBLIC ACCESS RESTRICTED SECURITY LEVEL: ALL DOORS AT ELGB REQUIRE AN ACCESS CARD TO ENTER. The building will remain in Public Access Restricted Security Level until further notice. You may enter the building only if you have an access level that allows you in the door you scan and your ID must be visible at all times. Each person must scan their own individual access card to gain entry at every exterior door. Please do not hold the door or allow others to enter behind you. If your access card does not grant you access you must inform your supervisor who will follow procedures for changing your access level.

Managed Access For All Vendors And Customers

Visitors, customers, contractors, and vendors must have a pre-arranged appointment with a specific person to conduct business at ELGB. Access will not be granted without a pre-arranged appointment. Visitors are restricted to business related purposes until further notice.

If you have a pre-arranged appointment, wait in your vehicle until your scheduled appointment and arrange for your agency contact to escort you into the building. You will be required to cooperate with agency screening protocols.

COVID 19 Pre-Screening Checklist

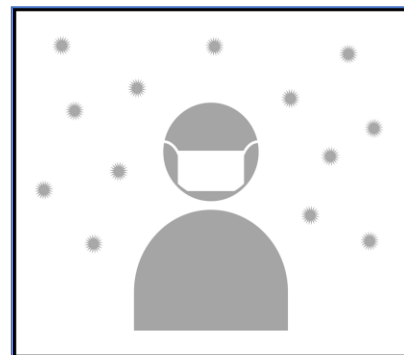
Prior to arriving at ELGB all tenants, visitors, contractors, and vendors must be able to answer NO to each question below as recommended by the Department of Health.

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>

If you answer YES to any of the symptoms below you will not be granted access into the building.

In the last 14 days have you had any of these symptoms that you cannot attribute to another condition?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion
- Nausea or vomiting
- Diarrhea



In the last 14 days have you been in close contact with anyone that has tested positive for COVID 19 or is currently being tested for COVID 19 or is experiencing any of the above symptoms from an unexplained or undiagnosed condition or illness?

If you answered YES to any of the above, you should not attempt to enter the building. Please follow your agency directions for reporting illness or exposure to illness. Visitors, contractors and vendors should cancel their appointment until they can answer NO to all the above.

If you answered NO to all on the Pre-Screening Checklist you are ready to move forward with your plans to arrive at ELGB.

FOR ASSISTANCE PLEASE CONTACT THE CORRECT CORRESPONDING AGENCY

NOTE TO TENANTS: There are some areas and departments in the building that provide services for your customers and some vendors that need to complete work. All customers and vendors will require a pre-arranged appointment. You will need to arrive onsite to meet, screen and escort the person into the building. All customers and vendors are still required to check in with Security. If a guard is not present at the Security Desk, you must ensure your customer or vendor signs in on the form for your agency and completes all sections including WHERE they are going in the building. Floors and room numbers or cubicle areas are required so please have this ready and available at check in.

Department of Corrections www.doc.wa.gov

Department of Transportations:

Help Desk 360-705-7755 or hqfacilitieshelpdesk@wsdot.wa.gov
WSDOT Front Desk 360-705-7000

Collision Records Contact <https://www.wsp.wa.gov/>
To request a Collision Report: <https://fortress.wa.gov/wsp/wrecre/WSPCRS/>
To email Collision Records staff collisionrecords.wsp.wa
To call Collision Records main line 360-570-2355



WSDOT Commercial Vehicles – cvspermits@wsdot.wa.gov – (360)-704-6340 (8-4:30 M-F)

Wright Runstad & Company

All visitors and vendors please call your individual contact or the Property Management office at 360-528-4020 to make an appointment.

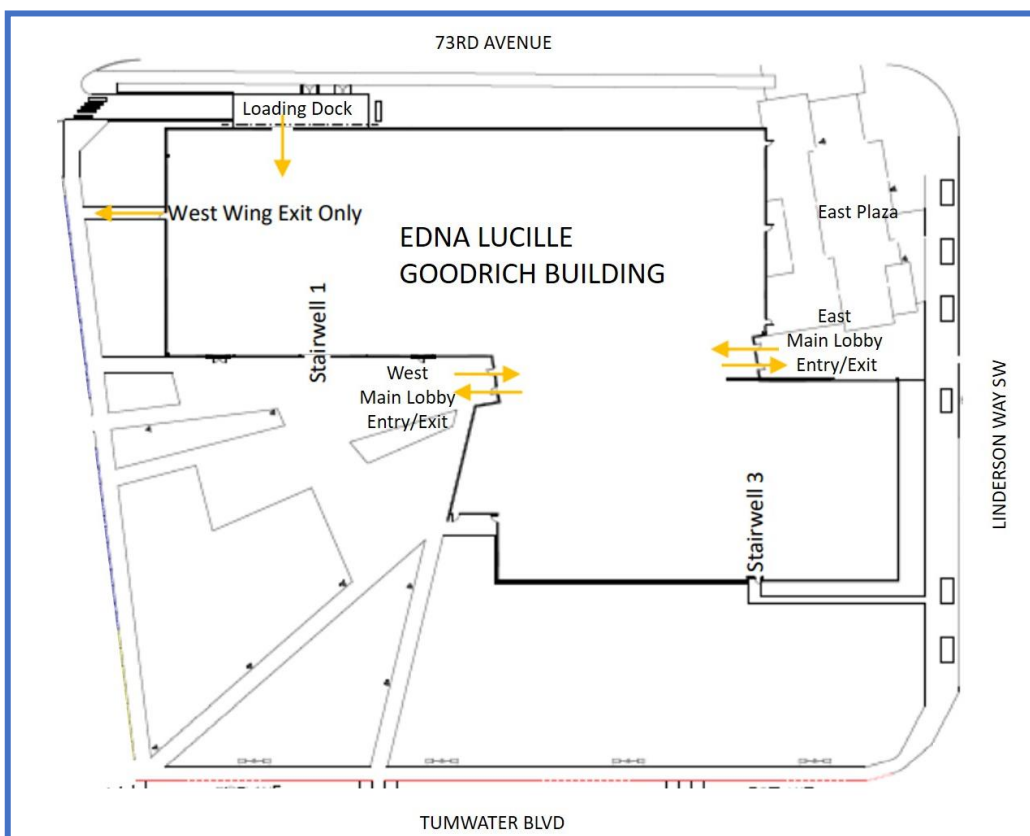
Department of Corrections

Currently all DOC staff and visitors are required to enter through the ENTER only door located at the West Main Lobby Entrance to be screened and have your temperature taken. If you do not have access you must make arrangements to have an escort prior to your arrival. Once you are screened you can access the 3rd and 4th floor by either entering the main lobby elevators or exiting the West Lobby Exit to enter Stairwell 1 or Stairwell 3. If you do not have access you will need to make arrangements through your agency.



ENTRY ON ARRIVAL

The West Main Lobby Entry is the preferred point of entry. Only those requiring ADA access may enter through the Exit Only door. Please see map below of other entry and exit doors.



FREQUENTLY ASKED QUESTIONS



1. Why does the lobby have so many changes?

Answer: The Governor requires that steps be taken to prevent cross traffic and maintain social distancing. The requirement is that we attempt to ensure everyone is at least six feet apart.

2. Why are we not allowed to go up the stairs (Stairwell 2) in the main lobby?

Answer: The answer is much the same as question number 1. This stairwell feeds directly to the West Main Lobby Exit door and therefore has become an Exit Only to prevent cross traffic. Stairwell 1 or Stairwell 3 can be used for entrances if you are trying to prevent using the elevators. Remember to keep social distances in the stairwells, stay to your right and yield at the landings to those coming down.

3. Why am I not allowed to enter the West Wing Entry anymore?

Answer: This hallway serves all agencies, visitors making deliveries, and access for those assigned to that wing for their work area. The hallway is only four feet wide making it impossible to maintain required social distances for the volume of both entering and exiting traffic flow. To limit the chances of cross traffic this door has become an Exit Only door. The loading dock or Stairwell 1 can be used to enter the west wing instead.

4. Why do I no longer have access to the Cargo/Freight Elevator?

Answer: You are probably a DOC employee that your agency determined did not require access and it has been turned off. All DOC Employees are required to enter through the West Main Lobby Entrance and be screened. The Cargo Elevator is intended to provide service to those delivering mail, packages, furniture, carts, hand trucks, recycle bins and other large items to the different floors. Only those transporting such items should use the cargo elevator leaving it available for those that need to use it.

5. Are masks required to enter ELGB?

Answer: Yes. Here is the response from the State of Washington following web page: <https://coronavirus.wa.gov/information-for/you-and-your-family/face-masks-or-cloth-face-covering>

There are three face cover orders in place:

- A requirement for employers to provide appropriate face coverings or masks to all employees who don't work alone.
- A Department of Health statewide order directing all individuals to wear a face covering in any indoor public setting or when outdoors and unable to maintain 6 feet of physical distance from others. (effective June 26).
- A governor's order directing businesses to require and enforce the use of face coverings by all customers or visitors. (Guidance for businesses is here in English (Updated July 20) and Spanish).

6. Why am I unable to reserve a conference room?

Answer: The conference rooms are currently closed for COVID 19 related Emergency Operations. As agencies communicate their plans to return to the building and business needs for the conference rooms increase, we will be providing new set ups, new maximum occupancies, and arrange for additional cleaning to be done during the day.

If you have a need for a conference room in the near future, please let your respective Tenant Representative know and they will authorize your request and forward it on to Property Management for review.

Sincerely,

Wright Runstad & Company
Property Management
360-528-4020