In an effort to address the safety and well-being of the research park community, the Virginia Tech Corporate Research Center (VTCRC) continues to evaluate data-informed conditions, feedback, and processes to ensure maintaining the highest standards of cleanliness across all of its buildings.

In conjunction with physical distancing and personal hygiene strategies, VTCRC will employ a consistent, thorough, and deliberate cleaning process. VTCRC recognizes the critical role that janitorial services play in protecting human health by preventing transmission of infectious diseases – and in many instances – the role it plays as the first line of defense against the spread of infectious agents.

VTCRC will manage cleaning of public and common areas in all multi-tenant buildings (lobbies, restrooms, stairwells, elevators, and conference rooms) via third-party providers through a combination of frequent and thorough cleaning. VTCRC provides hand sanitizer stations in the lobbies of all buildings and conference rooms. In addition to the regular scheduled cleaning prior to COVID-19, VTCRC has implemented an additional scheduled cleaning for public and common areas. VTCRC requires all janitorial contractors/external vendors to follow these stringent industry-level guidelines that include:

- Stringent daily cleaning efforts
- Deep cleaning of building public areas
- Increasing inventory of high-grade cleaning disinfectants and hand sanitizer
- Wearing of masks when on research park premises
- Following all recommendations provided by the CDC and ISSA, the cleaning trade association

In addition, VTCRC requires all janitorial contractors/external vendors to use EPA-approved disinfectants against COVID-19 to sanitize frequently touched surfaces in public areas, such as:

- Light switches
- Exterior/interior elevator buttons
- Exterior/interior handrails
- Exterior/interior glass windows on doors
- Exterior/interior doorknobs/levers/push handles
- Sink faucets/toilet fixtures/dispensers
- Tables and chairs
Any tenants desiring additional cleaning of their suite that is above and beyond the standard scope of janitorial service, should contact Jenna Roseberry at jenna.roseberry@vtcrc.com.

In coordination with its mechanical vendor, VTCRC has raised fresh air intake into the buildings where possible by 10 to 15% and is in the process of changing filters to MERV 13 as recommended by CDC. In addition, we have set the start time for the buildings back to 5:00 a.m. to allow more filtration of the air before the buildings become occupied.

**How can you as part of the research park community can help**

- Wear face coverings as required under the Governor’s Executive Order 63.
- Use of restrooms should be limited based on size to ensure physical distancing. Wash your hands thoroughly afterward to reduce the potential transmission of COVID-19.
- When using elevators, please practice physical distancing. This could require single occupancy use depending on size of elevator cab. While in the elevator cab, users should avoid overcrowding, wear a face covering, and avoid leaning on walls. Upon departing the elevator, users should wash their hands with soap and water or use hand sanitizer.
- Practice good hygiene (handwashing and cleanliness within your work setting).
- Review, share, monitor compliance, and adopt guidelines established.
- Reconfigure your suite space to allow for physical distancing.
- Remove and/or clean high-touch shared tools such as break area equipment, computer keyboards, whiteboard markers, remote controls, etc. within your suite.
- Comply with signage guidelines.

All correspondence on COVID-19, plus the VTCRC Ramp Up Guide which outlines procedures for reported cases of Coronavirus in the park, can be found on our research park alerts page at [https://www.vtcrc.com/resources/alert](https://www.vtcrc.com/resources/alert).

Should you have any questions, please contact our Administrative Office at 540-961-3600 Monday-Friday 8:00 a.m. – 4:00 p.m.