

Westpark Corporate Center Covid-19 Policies

Updated January 7, 2022

Mask Policies

Masks are required **in all areas of the buildings**. This includes tenant suites, common areas such as lobby areas, restrooms, elevators, and hallways, Fitness Center and Conference Center, regardless of vaccination status. All visitors, delivery people, Westpark staff, and contractors are also required to wear masks.

Elevator Occupancy

Elevator occupancy will be 3 to a car at any time. If you call an elevator and there are already 3 occupants, please wait for another elevator. Floor stickers have been placed inside each car indicating where riders are to stand.

Fitness Center Policies

- The Fitness Center is scheduled to reopen on Monday, January 10th at 6:00am.
- Fitness Center hours are M-F, 6:00am – 7:00pm.
- **Masks are required at all times in the Fitness Center to include while working out.**
- A maximum of 10 people will be allowed in the Fitness Center at any given time. This includes the workout area as well as the locker rooms.
- A distance of 10 feet between gym guests must be maintained at all times.
- Each user must individually badge into the Fitness Center when using the buddy system.
- Taped off equipment may not be used.
- To use the Fitness Center, you must go through an orientation with Pilar Lorca (pilar@fitness4EB.com) and sign both a liability waiver and COVID waiver prior to first time use.
- You are required to wipe down the equipment prior to working out as well as after.

Conference Center

- The Conference Center will reopen on Monday, January 10th.
- A maximum of 20 people are allowed in the Conference Center for any gathering.
- A distance of 6 feet between guests must be maintained at all times.
- Masks are required at all times.

Persons Experiencing Symptoms

It is critical that those who feel unwell or become symptomatic stay at home to avoid potential exposure to others. Tenants are required to notify the management office of any suspected or confirmed cases of Covid-19 among their employees.

Tenants should follow the CDC's everyday preventative action recommendations which can be found [HERE](#). Those recommendations are:

- Avoiding close contact with people who are sick. *Close contact* is defined as being within 6 feet for at least 15 minutes. However, if an individual known to have Covid-19 is coughing or sneezing on someone, that would be equivalent to *close contact* even if under 15 minutes
- Avoid touching your eyes, nose, and mouth
- Stay at home when you are sick
- Cover your cough and sneeze with a tissue, then dispose of the tissue in the trash
- Frequently wash your hands with soap and water or sanitize them with an alcohol-based sanitizer
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe

Covid-19 Reporting Requirements

If you or any of your employees test positive for Covid-19, you or your office manager must report the case to the Westpark Management office. When reporting the positive case to Westpark Management, you will be asked to provide the following information about you or your employee:

- Last date in the office
- Date of positive test results
- When the individual began displaying symptoms
- Areas of building visited, including lobbies, common spaces, and parking garage if applicable.
- Where they believe the exposure came from.

After a positive test result, tenants should inform their employees. Per CDC guidance found [HERE](#) unvaccinated employees that came in contact with the sick employee should self-quarantine for 14 days from the date of their exposure. Those who are vaccinated do not need to quarantine unless they have symptoms. The CDC recommends that fully vaccinated people should get tested after exposure to the virus, and should wear a mask indoors in public for 14 days following the exposure or until their test result is negative.

Reports can be made via phone at (703)790-3388 or via email to [Beverly Gosling](#).

Covid-19 Disinfecting Requirements

It is Westpark building policy that tenant offices and associated common areas are cleaned and sanitized after you or an employee tests positive for Covid-19. The CDC states that the Covid-19 virus can survive for “up to 72 hours on commonly non-porous surfaces like stainless steel, plastic, and glass.” Which can be found [HERE](#). It is critical that offices and common areas visited by those who have contracted Covid-19 be thoroughly cleaned and disinfected. This reduces the chance of transmission and exposure to other building occupants.

Tenants are billed for this cleaning at a minimum of \$500. The Westpark Management office will coordinate with tenants to schedule the cleaning.

Additional Covid-19 Resources

- Click [HERE](#) to access the CDC’s Community Transmission Level webpage.
- Click [HERE](#) to access the CDC’s data tracker home for helpful information about transmissions, vaccines, and the most up-to-date information about Covid-19.
- Click [HERE](#) to access the Virginia Health Department’s Covid-19 Information webpage.

- If you would like to receive Covid-19 alerts from Fairfax County, please text “FFXCOVID” to 888777.
- Additional information about the virus can be found [HERE](#).