

## Reduce Respiratory Particle Exposure

WELL Health-Safety Rating™

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### HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a **policy and/or operations schedule** to **implement strategies to reduce human contact with respiratory particles**. It is also intended to serve as guidance for on-site photographs to document this feature.

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented. The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual policies/protocols have been enacted in the project boundary.

This document and similar tools are intended to assist projects in their pursuit of the WELL Health-Safety Rating but use of this document and/or similar tools are in no way a guarantee of achievement of any rating or designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation.

## EXAMPLE DOCUMENT

### Example for Contact reduction cues sections a and b

Distancing and Circulation strategies at [Company]		
Location	Distancing Strategy Description	Circulation Strategy Description
[Lobby]		Separate entry & exit doors
[Elevator lobbies]	Queuing marks for waiting in line for elevators	
[Reception area]	Plexiglass screens are placed at reception desks to provide a barrier between guests and employees	
[List location of strategy]	[Description of strategy]	[Description of strategy]

Include photographs from on-site to confirm compliance

#### PHOTOGRAPHIC GUIDANCE

When taking photographs to document this feature, follow the steps below:

##### General Recommendations

1. Timestamp and geotag the photographs.
  - a. If using a smart phone to take photographs, there are apps that allow geotagging. Search “GPS Map Camera” in the app store and options will appear.
2. Ensure that photos are taken in good light and focus so WELL-relevant details are clearly legible.
3. Consider annotating photographs if WELL-relevant details may not be immediately obvious to the reviewer.

##### Feature Specific Recommendations:

1. Label each of the photographs with their location (e.g. signage on main entrance doors indicating which door should be used for entry and which door should be used to exit)
2. Ensure relevant WELL details such as distances are clearly illustrated in the photographs (e.g. signs start at the elevator and are placed 6' apart in the main lobby and on each floor)
3. If there are identical spaces such as balconies, it is acceptable to take a representative photograph from one space and annotate on the photograph that it is representative of other identical spaces.
4. For Core and Shell projects:
  - a. All tenant spaces need to comply with requirements (even on private balconies and terraces.)

#### Example for Contact reduction policies section a

##### [Company] **Contact reduction policies**

##### **Location:** [project address]

During periods when higher incidence of respiratory disease is likely, the following policies are adopted throughout [project] in an effort to reduce human contact with respiratory particles:

##### Increased distance among occupants

1. There is reduced occupancy in all shared spaces within our project boundary and occupants are encouraged to stay 6-feet apart. Signage indicating the maximum capacity in each space and reminding occupants to keep an appropriate distance is located by the entrance of all shared spaces including all fitness facilities, meeting rooms and communal kitchens.

##### Expectations and requirements for usage of face coverings

2. If there is more than one occupant, all occupants must wear a face mask when they are in a shared space. Signage indicating the requirement to wear a face mask is located at the entrance of all shared spaces including all fitness facilities, meeting rooms and communal kitchens.

Clearly communicated rules for occupancy to reduce respiratory particle exposure and rationale for their use.

3. For meeting rooms, signs noting *[Four people maximum allowed in meeting room at one time.]*. Kitchen and lunchroom tables have a two person capacity.

#### Example for Contact reduction policies section b

The following policy has been adopted to support reduction of respiratory particles throughout *[project]* to reduce the incidence of respiratory diseases:

##### **[Company] Communication Policy**

Monthly communication *[via HR Connect]* to all *[Company]* employees to educate personnel on the practices implemented by the company to reduce respiratory particle exposure.

*[Or]*

The following policy has been adopted to support reduction of respiratory particles throughout *[project]* to reduce the incidence of respiratory diseases:

Signs are displayed at *[Lobby]*, at *[each floor entrance]*, and *[break rooms]* informing occupants about *[mask wearing]* and *[social distancing]*.

#### BETA FEATURE FEEDBACK FORM

This feature is a beta strategy and has an additional documentation requirement ([beta feature feedback form](#)). The feedback form supports IWBI in developing new features that are effective and applicable to projects around the world.

**TIPS FOR MULTIPLE LOCATIONS**

- For organizations participating in WELL Portfolio or the multiple projects pathway, this policy and/or operations schedule is categorized as Shareable. It may be shared across multiple projects, as long as they all meet the strategies that are outlined in the document.