

Reduce Respiratory Particle Exposure

WELL Health-Safety Rating™

HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a project **narrative** to **implement strategies to reduce human contact with respiratory particles**.

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 Sections a, b, c and d

Distancing and Circulation strategies at [Company/Location]		
Location	Distancing Strategy Description	Circulation Strategy Description
[Elevator lobbies]	example - Queuing marks for waiting in line for elevators	
[Reception area]	example - Plexiglass screens are placed at reception desks to provide a barrier between guests and employees	
[Lobby]	example - Installed touchless, self-check-in technology using [example] software	example - Separate entry & exit doors
[Main Hallway]		example – One-way signs indicating direction of travel
[List location of strategy]	[Description of distancing strategy]	[Description of circulation strategy]

Shared Spaces at [Company/Location]		
Location	Distancing Strategy Description	Description of requirements/expectations for face coverings/PPE
[All public spaces]	example - Social distancing is encouraged	example - Face coverings required in accordance with CDC guidelines
[Fitness center]	example - Limited capacity	example - Face coverings required by building management
[Workspaces]	example - Limited capacity	example - Face coverings required by company
[Meeting rooms]	example - Limited capacity	example - Face coverings required by company
[List location of strategy]	[Description of strategy]	example - Face coverings required in accordance with CDC guidelines

Communication at [Company]	
Strategy Description	Strategy Communication
Regular monthly updates with information about changes to policies, procedures, recommendations, guidelines, and activities at the building are sent to all regular occupants	example - Monthly email to all regular occupants
Physical signage at all building entrances and in all public spaces to educate occupants about the strategies implemented to reduce respiratory particle exposure	example - Signage
[Description of strategy]	[How the strategy is communicated]

TIPS FOR MULTIPLE LOCATIONS

- Organizations participating in WELL Portfolio or the multiple projects pathway can submit a Guideline for this feature, as well as a professional narrative for each audited project. The Guideline should outline the feature requirements, at minimum, and it can be shared across multiple locations to provide guidance for compliance.
- If locations (or sets of locations) have different strategies, a distinct guideline document needs to be developed for each set of strategies. Ensure each Guideline identifies which set of locations apply to that implemented set of strategies and include a subset of audited projects to demonstrate compliance with the feature requirements.