

SC5 - Reduce Respiratory Particle Exposure

Policy and/or Operations Schedule

WELL Health-Safety Rating™ Q1-Q2 2024

WHAT IS 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, certification or other designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation, and IWII shall have no liability resulting from the use or content of this document or similar tools or resources or from any action taken or inaction occurring in reliance on this document or similar tools or resources.

Note: The below document is based on the Q1 - Q2 2024 addenda of the WELL Health-Safety Rating™. Project teams are required to implement the feature requirements from the addenda version assigned to their project or any more recent addenda version.

HOW TO USE THIS DOCUMENT:

- ☐  Read the [below feature requirements](#) (or the feature requirements from the [addenda version assigned to your project](#), as relevant) and determine how your project addresses each requirement.
 - a. If your project is a WELL Core project, read through and ensure that your project follows the “WELL Core Guidance.”
 - b. Make sure to apply the feature requirements appropriate to your project’s space types. For example, if your project has both dwelling units and other space types, ensure your project is applying the requirements under “For Dwelling Units” to the dwelling unit spaces and applying the requirements under “For All Spaces except Dwelling Units” to the other space types. Check out the [WELL Health-Safety Rating™ digital standard](#) for the exact language on your project’s space types.
- ☐  Refer to the [below example document](#) to get an idea of how to set up your documentation.
- ☐  Collaborate with your stakeholders to gather the [relevant documentation](#) that demonstrates the project’s compliance with the feature. Some examples of relevant documentation include:
 - a. a letter from a hired professional outlining services provided
 - b. the project’s floor plans
 - c. a modeling report
- ☐  Create a technical document using existing documentation where relevant, annotating it to clarify where feature requirements are met. Some examples of annotating include:
 - a. highlight the sections relevant to WELL requirements
 - b. circle or add boxes around particular data
 - c. add notes to confirm WELL requirements
 - d. add labels to draw attention to particular sections
 - e. provide an explanation of the connection to WELL requirements using a different colored font
 - f. check out the [WELL Documentation Annotation Guide](#) for more
- ☐  Name the document so that it is easily identifiable. Some examples for naming include:
 - a. name the document using the WELL feature code
 - b. name the document using the WELL feature name
 - c. name the document using the WELL document type

- ☐ 🔍 Review the document you've created and ensure that all the necessary WELL requirements are fully and clearly addressed.
 - a. Note: the level of detail is up to the discretion of the project team, but the document must include specific details demonstrating that the actual requirements have been enacted in the project boundary. Features cannot be demonstrated solely through a written confirmation that the WELL requirements have been or will be implemented.
- ☐ ⬆️ Upload the document to the scorecard in the WELL digital platform, after you've confirmed that the document fully and clearly addresses all the necessary WELL requirements.

■ **Feature Part Requirements**

For All Spaces Except Dwelling Units

1. Contact reduction cues

The following requirements are implemented during periods when higher incidence of respiratory disease is likely:

- a. *At least one of the following distancing strategies:*
 - 1. *Queuing marks to increase distance between people while waiting in line (e.g., in elevator lobbies, at check-out counters) and while using moving sidewalks and escalators, as applicable.*
 - 2. *Screens, protective furnishings or other engineering controls to reduce particle exchange at security check-ins, reception areas, check-out counters and other places with frequent interaction between occupants and a stationary worker.*
 - 3. *Self-service systems to control ingress or egress to the project (e.g., at reception desks or checkout counters).*
- b. *At least one of the following circulation strategies:*
 - 1. *One-way hallways and corridors.*
 - 2. *Separate entry and exit doors at pedestrian building entrances.*
 - 3. *Separate entry and exit for restrooms except single-user bathrooms.*

Certification note: Interior projects may count base building elevators, entries and exits towards feature requirements, even if outside of the project boundary.

AND

2. Contact reduction policies

The following requirements are implemented during periods when higher incidence of respiratory disease is likely:

- a. *All of the following in any shared spaces (e.g., meeting rooms, workspaces, communal kitchens):*
 - 1. *Strategies to increase distance among occupants.*
 - 2. *Expectations and requirements for usage of face coverings or personal protective equipment.*
 - 3. *Clearly communicated rules for occupancy to reduce respiratory particle exposure and rationale for their use.*
- b. *The project or organization implements at least one of the follow communication strategies to educate occupants about the practices implemented by the project to reduce respiratory particle exposure:*
 - 1. *Monthly communication (e.g., email, webcast) to all regular occupants.*
 - 2. *Prominent signage (physical or digital) at all building entrances and in shared spaces.*

Note: 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.

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 at scale should indicate which locations are pursuing this feature, and then submit the specific details for the locations selected for an audit.