



COVID-19 Building Protocol

Melvin Mark is dedicated to the health and safety of our tenants, clients, employees, and community. We are following guidelines issued by Governor Brown as well as the CDC, the World Health Organization, and the Oregon Health Authority. Below are the steps we're taking to ensure safe interactions between our staff members and other individuals.

Building Tours

- With at least 24 hours' notice from the Listing Broker, the Property Manager will coordinate an inspection & preparation of the building
- Interior-locking doors will be propped open prior to tour
- A minimum of six (6) feet will be maintained by all Melvin Mark employees. We respectfully ask that all visitors abide by the same physical distancing practice.
- Masks will be worn by all Melvin Mark employees
- Building flyers and other paper materials will be shared electronically prior to tour. No hard-copy materials will be provided.
- Each property has its own unique plan. For questions or more information, please reach out to the Broker associated with the property.

Property Management Practices

- Service & support will be completed in a timely manner
- A minimum of six (6) feet will be maintained by all Melvin Mark employees. We respectfully ask that all visitors abide by the same physical distancing practice.
- Increased sanitation is in effect including special attention to high-touch surface areas such as:
 - Door pulls
 - Elevator buttons
 - Reception areas
 - Security desks
- Masks will be worn by all Melvin Mark employees
- Restrooms are well-stocked with soap and paper products
- All Melvin Mark employees are to follow CDC-recommended hygiene practices
- For questions or more information, please reach out to the Property Manager associated with the property.

