

Re-Entry Reminders

Use this document to familiarize yourself with Willis Tower's return to the office protocols and procedures.

For the latest updates, subscribe to [The 110](#) at willistower.com and download the [My Willis Tower app](#) from either the Google Play or Apple App stores.

Mask Policy

All building occupants are required to wear a face covering in building common areas, building entrances, elevator lobbies, elevators, multi-tenant corridors & restrooms, and while picking up food and drinks from Catalog and building restaurants.

Entering The Building

The building's entrances will be marked with signs directing tenants to use certain doors for entering and exiting the building. Please follow the traffic pattern as directed by the signage within the building. The pattern will change from morning to evening when the majority of traffic is entering or exiting the building.

Follow The Signs

Signage will be posted throughout the building to promote safe practices for our tenants. Please familiarize yourself with all building signage and adhere to social distancing and path of travel directives.

Elevator Lobbies & Elevators

Occupancy inside the elevators is set to a maximum of 4 people. Floor markers inside the elevators will indicate where to stand to help with spacing inside the elevators.

Beginning Wednesday, June 3, the first-floor elevator lobbies will be reopened.

- Tenants must use the first floor when traveling to floors 10-23, 33 or 66.
- Tenants must use the second floor when traveling to floors 4-10, 23-28, 34 or 67.

Social Distancing

Seating Areas:

In compliance with social distancing norms, all seating within the Wacker lobby, the common areas on the transfer floors and Catalog will remain closed until further notice. Security will monitor these areas for social distancing practices, and we ask that all tenants avoid congregating in these areas.

Dining/ Lunch Options:

Download the My Willis Tower App to skip the line and order ahead at Altitude and Tower House Café. Express pick up and delivery options for Catalog are coming to the My Willis Tower App soon.

Visitors:

If you have a guest planning to visit the tower, please inform them that all visitors and vendors are required to wear face coverings and are expected to follow social distancing guidelines while in the building.

Amenities:

We will announce to all tenants when Tower House Conference Center, Tower House Café, Altitude Café and Tone Fitness Center have confirmed re-opening dates.

Tower House Conference Center will re-open when local & state restrictions on public gatherings are lifted.

Tower House Café and Altitude Café seating areas are closed, however, as tenants return to Willis Tower, carry out food & beverages will be available. Social distancing markers will be placed accordingly directing people to and from the point of sale counter. Download the My Willis Tower App to skip the line and order ahead at Altitude and Tower House Café.

Tone Fitness Center will continue to offer virtual training and classes. Tone members will be sent specific instructions on new policies & procedures for safely visiting Tone when a re-opening date has been confirmed.