

315

West 39th St

GUIDELINES FOR RE-ENTRY
AMID COVID-19

Working Together to Re-open the Workplace

The purpose of this handbook is to:

- Present the new building rules and policies regarding the re-entry to the building in a COVID-19 environment.
- Detail the landlord's current and future initiatives regarding our common areas, intended to maintain the health and safety of our tenants, employees, and guests.
- Establish a foundation of ideas and recommendations for tenant operations and initiatives, upon which we can build – in collaboration with our tenants and vendors – an increasingly useful guide.

What we know about the virus and public policy can change daily, so it is of vital importance that we all monitor operations carefully and communicate consistently as we return to the property... doing so will allow us to modify the rules and regulations as necessary to maintain a healthy environment.

The coming weeks and months will bring new changes and challenges, and we look forward to sharing more ideas and updates as we navigate this new landscape together.

- Handro Management Group LLC

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PART 1

DAY ONE: BUILDING OPERATIONAL CHANGES

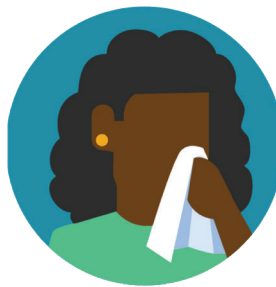


IMPORTANT

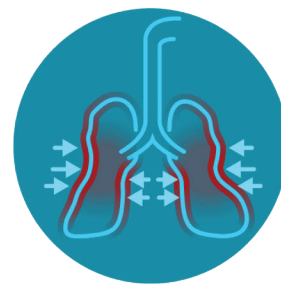
DO NOT ENTER THE BUILDING IF YOU ARE EXPERIENCING:



FEVER



COUGH



SHORTNESS
OF BREATH

OR IF YOU HAVE HAD KNOWN EXPOSURE TO
CONFIRMED OR PROBABLE COVID-19
CASES WITHIN THE PAST 14 DAYS

LOBBY / ENTRANCE PROCEDURES

Personal Protective Equipment (PPE)

- Face masks are **REQUIRED FOR ENTRY** and **MUST BE WORN AT ALL TIMES**.
- Gloves are recommended.

Social Distancing

- 6' social distancing guidelines must be followed while in the lobby and common areas.
- Follow any floor markings / signage in the lobby.
- Follow any instructions from building staff.

Social distancing



ELEVATORS

There is a two (2) person MAXIMUM in passenger elevators.

- Building personnel will enforce this policy in elevators going up to tenants' spaces from the lobby.
- We will rely on tenant compliance (including all employees and guests) regarding the policy when going down to the lobby from tenant floors.

(Those tenants who live in high rise residential buildings can attest to the fact that a vast majority of passengers have been very thoughtful towards this issue and have willingly complied with these new regulations over the past few months.)

- Building staff will supplement the passenger cars with the freight cars as needed to prevent congestion.
- Temporary access to stairways may be allowed in select cases.



GUESTS

- All guests must wear PPE and practice social distancing.
- Guests are required to sign in at the lobby desk; we will have gloves and pens available to reduce transmittal.
- Tenants must come down and greet their guests in the lobby.

DELIVERIES

- Any vendor or delivery employee entering the building **MUST** be wearing PPE and practice social distancing. Any vendor not in compliance will be given a mask and gloves or be turned away.
- Food deliveries must be picked up in person from the lobby.



- PPE MUST BE WORN DURING PICKUP -

PART 2

LANDLORD COVID-19 INITIATIVES



LOBBY / ENTRANCE

- We will sanitize high-touch areas frequently throughout the day (entry door handles, elevator buttons, etc.)
- We are installing sanitizing stations in the lobby, providing hand sanitizer and UV light sanitizers for phones and ID cards.
- We are installing sneeze guards around the lobby desk.
- We are putting up highly visible signage and floor markings to ease confusion and congestion.
- We are installing plastic sheeting on elevator buttons for frequent daily disinfections.
- We will supplement passenger cars with freight cars to alleviate any congestion.



MULTI-TENANT HALLWAYS

- We will sanitize the elevator call buttons on all floors frequently throughout the day.
- We are installing touchless hand sanitizer dispensers near the elevator call buttons on all shared hallways.
- We will frequently sanitize any stairwells temporarily in use.
- We are installing applicable signage throughout multi-tenant hallways.

MULTI-TENANT BATHROOMS

- We will sanitize the multi-tenant bathrooms frequently throughout the day.
- We are installing touchless soap and paper towel dispensers in all multi-tenant bathrooms.
- We are installing touchless hand sanitizer dispensers outside all multi-tenant bathrooms.
- We are investigating the installation of touchless faucets for certain bathroom sinks, but the progress of that will be limited by the availability of fixtures and installation costs.



BUILDING STAFF TRAINING

- All building staff have been trained in the new operational and disinfecting procedures, as well as how to best guide and instruct tenants, guests, and vendors regarding the new policies.

CONSTRUCTION AREAS

- Construction sites and adjoining freight areas will be cordoned off and isolated with plastic sheeting and tape.
- Construction sites will have their own dedicated bathrooms.
- Tenant construction must adhere to the same COVID-19 rules and regulations as any landlord work, as well as any local authority's guidelines.

PROTOCOLS IN THE EVENT OF A CONFIRMED CASE

- Landlord will notify all tenants immediately if there is a confirmed case of COVID-19 infection in the building.
- The floor containing the infection will be isolated and disinfected according to CDC guidelines and practices.
 - Tenant will be responsible for disinfecting their own space per building guidelines and practices.
 - Landlord will disinfect all common spaces affected by the confirmed infection.

PART 3

RECOMMENDATIONS TO OUR TENANT FOR A SAFE RETURN TO OPERATIONS



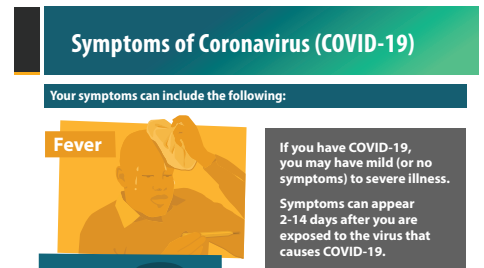
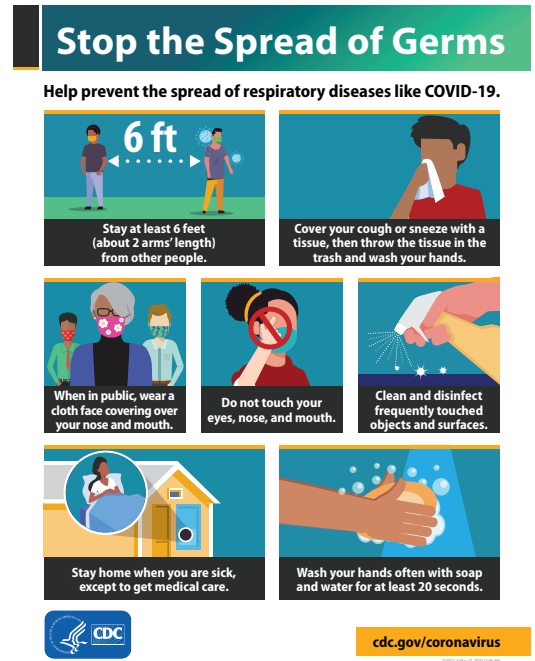
EMPLOYEE TRAINING / AWARENESS

- Employers are responsible for their employee’s adherence to the building’s new guidelines and procedures.
- Employers should require their employees to wear PPE (or at least a face mask) at all times.
- Employers should train employees on CDC hygiene practices; the links below provide all the basic information and instructions:

- » [CDC - How to Protect Yourself and Others](#)
- » [CDC - What You Should Know About COVID-19](#)
- » [CDC - Symptoms of Coronavirus \(COVID-19\)](#)
- » [Cloth Face Covering - Instructions](#)
- » [Cloth Face Covering - Information](#)

- Employers should post the CDC posters below in a visible area:

- » [Stop the Spread of Germs](#)
- » [Stop the Spread of Germs 11x17 Poster](#)
- » [Handwashing Poster](#)
- » [Stay Home From Work Poster](#)



CONGESTION MANAGEMENT

- Employers should consult the [CDC COVID-19 Employer Information for Office Buildings](#) for ideas on how to alleviate employee congestion, including:
 - Staggering arrival times / lunches.
 - Limiting guest and visitors where possible.
 - Allowing for social distancing during multi-person meetings (meetings should be capped at ten (10) individuals).
- If you alternate staffs, do so per week, disinfecting the premises prior to each staff swap if possible.
- Cross-train employees to cover shifts of others.

COVID-19 PRECAUTION

DON'T



CROWDING AT WORKSTATION

DO



SOCIAL DISTANCE AT WORKSTATION

COVID-19 PRECAUTION

DON'T



FREQUENT PHYSICAL MEETINGS

COVID-19 PRECAUTION

DON'T



CROWDING AT MEETING

DO



SOCIAL DISTANCE AT MEETING

DO




ONLINE MEETINGS

SOCIAL DISTANCING WITHIN YOUR SPACE (cont)

- Physical Office Restructuring Recommendations
 - Workplace separators to create isolated workstations.
 - Conference / meeting room de-densification.
 - Virtual collaboration spaces in lieu of traditional meetings.

POST COVID-19



BEFORE

WORKSPACE SEPARATORS

Add vertical separators between workstations to create a barrier or shield from germs – options include acrylic, glass and fabric panels.

POST COVID-19




BEFORE

CONFERENCE ROOM DE-DENSIFICATION

Reduce conference room density by removing excess furniture.

POST COVID-19



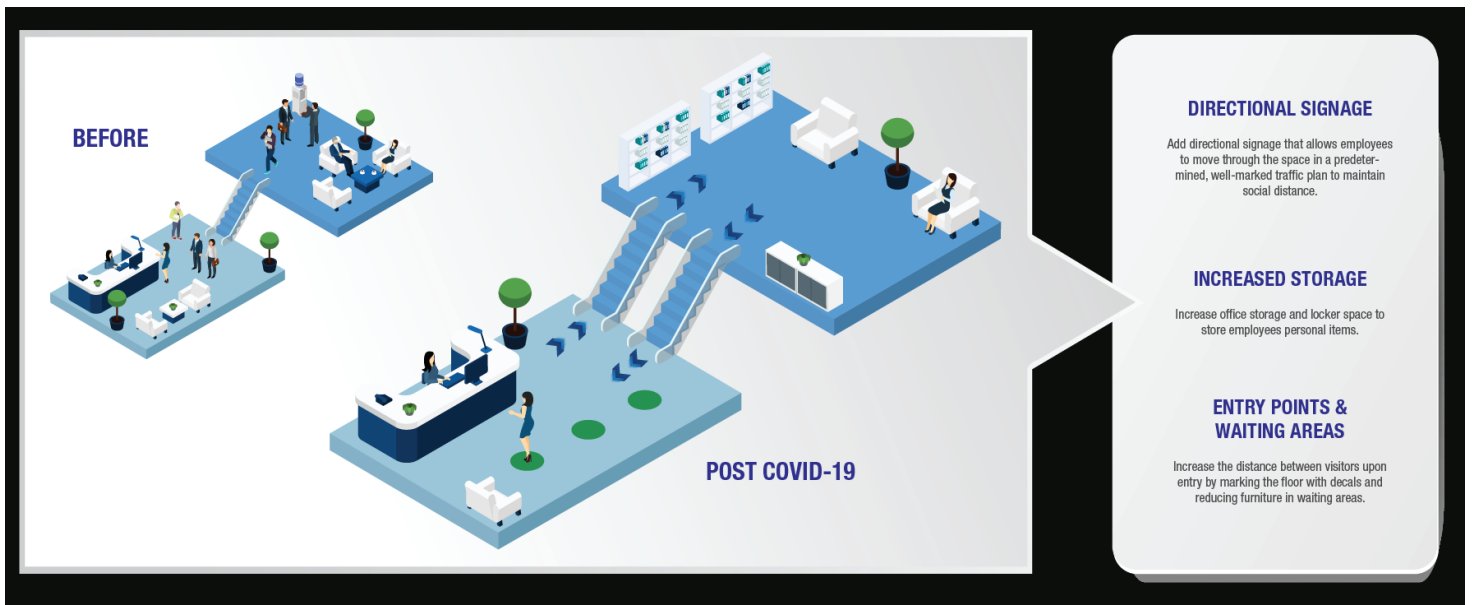
BEFORE

VIRTUAL COLLABORATION SPACES

Convert huddle rooms into virtual collaboration spaces by adding electronics, AV capabilities and window treatments.

SOCIAL DISTANCING WITHIN YOUR SPACE (cont)

- Entry / Guest Seating
 - Increase spacing between common area furniture.
 - Reduce or eliminate common area seating.
 - Place trash receptacles near entrances / exits for PPE.



- Shared Equipment / Amenities
 - Provide a means of disinfecting shared office equipment, including:
 - Copier / fax / phone
 - Coffee machine / microwave
 - Consider removing unnecessary shared equipment.

CLEANING

- Daily Cleaning
 - Increase daily disinfections of high-use surfaces.
 - Work with your cleaning vendor to adjust your cleaning schedule and intensity based on staffing.
- Bathrooms
 - On the first day back, run all faucets and flush all toilets to make sure all are in proper working order.
 - Increase daily cleanings and add frequent disinfectings.
 - Consider touchless faucets and dispensers.
- Pantry
 - Increase cleanings and disinfections of high-touch surfaces / appliances.
 - Coffee machine
 - Refrigerator
 - Microwave
 - Consider touchless fixtures and dispensers.
 - Prop open cabinets and frequently used drawers.
 - Decrease usage or consider temporarily removing appliances.

HVAC MAINTENANCE

- Please consult the [ASHRAE Coronavirus Recommendations](#) website.
- Schedule start-up maintenance for Summer 2020 with your AC vendor; make sure to include:
 - Filter replacement
 - Maximize outdoor air intake
- Maintenance contracts
 - If you have not done so already, contract for yearly maintenance with an approved HVAC vendor.
 - Consider appropriate COVID-19 related revisions to any existing contracts.

NY STATE COVID-19 SAFETY PLAN

- Tenant businesses should comply with the NY State re-opening requirements for their specific business, including development of a written COVID-19 Safety Plan.
 - » [NY Forward - COVID-19 Safety Plan Template](#)

PRE-APPROVED VENDORS

- You are free to use any vendor or supplier you choose, but they will need to provide a Certificate of Insurance to the building before they can deliver or perform any work in the building.
- For your convenience, the following vendors have been pre-approved for work in the building:
 - Initial Disinfecting / Deep Cleaning
 - » [MD Building Services](#)
 - » [Perfect Building Maintenance](#)
 - PPE and Cleaning Supplies
 - » [Weeks Lehrman](#)
 - » [Sterling Sanitary](#)
 - COVID-19 Signage / Poster Printing
 - » [Underground Visuals](#)
 - » [AVS](#)
 - Physical Dividers / Sneeze Guards
 - » [Separation Screen](#)
 - Temporary Phone Booths / Dividers
 - » [IBC Contracting](#)
 - » [Wall2Wall](#) - Custom temporary solutions



EMPLOYEE HEALTH MONITORING

- You are welcome to set up your own illness / temperature monitoring for your own employees within your own space.
 - If you choose to do so, please consult with your HR and labor professionals to determine testing / monitoring procedures that comply with all local and federal guidelines.

COMMUNICATION WITH LANDLORD

- Tenant communication with the landlord will be extremely important during this transition phase, as such **we will rely on tenants to report any confirmed COVID-19 cases immediately.**
 - We will employ non-discriminatory, CDC recommended responses.
- We can provide recommendations for professional consultants, cleaning vendors, contractors for physical alterations, etc., as well as expeditious approval accommodations should your restructuring require it.

We welcome questions and comments about the new procedures and guidelines; please be aware this is new territory for all of us, and we look forward to working with our tenants to employ and adapt these new guidelines as necessary for our efforts to maintain a healthy and comfortable work environment!

QUICK REFERENCE LINKS:

- » [NY State - Dept of Health - Coronavirus](#)
- » [NY Forward - Gov Cuomo Re-Opening Guide](#)
- » [NY State Dept. of Health - NY Forward Safety Plan Template](#)

- » [BOMA International Corona Resource Center](#)
- » [OSHA - Guidance on Preparing Workplaces for COVID-19](#)
- » [CDC COVID-19 Employer Information for Office Buildings](#)

- COVID-19 Information
 - » [How to Protect Yourself and Others](#)
 - » [What You Should Know About COVID-19](#)
 - » [Symptoms of Coronavirus \(COVID-19\)](#)
 - » [Cloth Face Covering - Instructions](#)
 - » [Cloth Face Covering - Information](#)

- CDC - Workplace Posters
 - » [Stop the Spread of Germs](#)
 - » [Stop the Spread of Germs 11x17 Poster](#)
 - » [Handwashing Poster](#)
 - » [Stay Home From Work Poster](#)

- » [EPA - Corona Virus Information](#)
 - » [Cleaning and Disinfecting Public Spaces](#)
 - » [FAQ - Disinfectants and COVID-19](#)

- » [ASHRAE Corona Recommendations](#)
 - » [Restarting Your HVAC System](#)
 - » [Guidance for Building Operations During COVID-19 Pandemic](#)
 - » [Technical Resources](#)

- Additional Resources
 - » [Weeks Lehrman - PPE and Other Supplies](#)
 - » [Separation Screen](#)
 - » [Underground Visuals](#)