

June 2020

REENTERING THE WORLD'S WORKPLACES

110 WILLIAM STREET

CBRE

THE PATH FORWARD – A SAFE AND HEALTHY PLAN

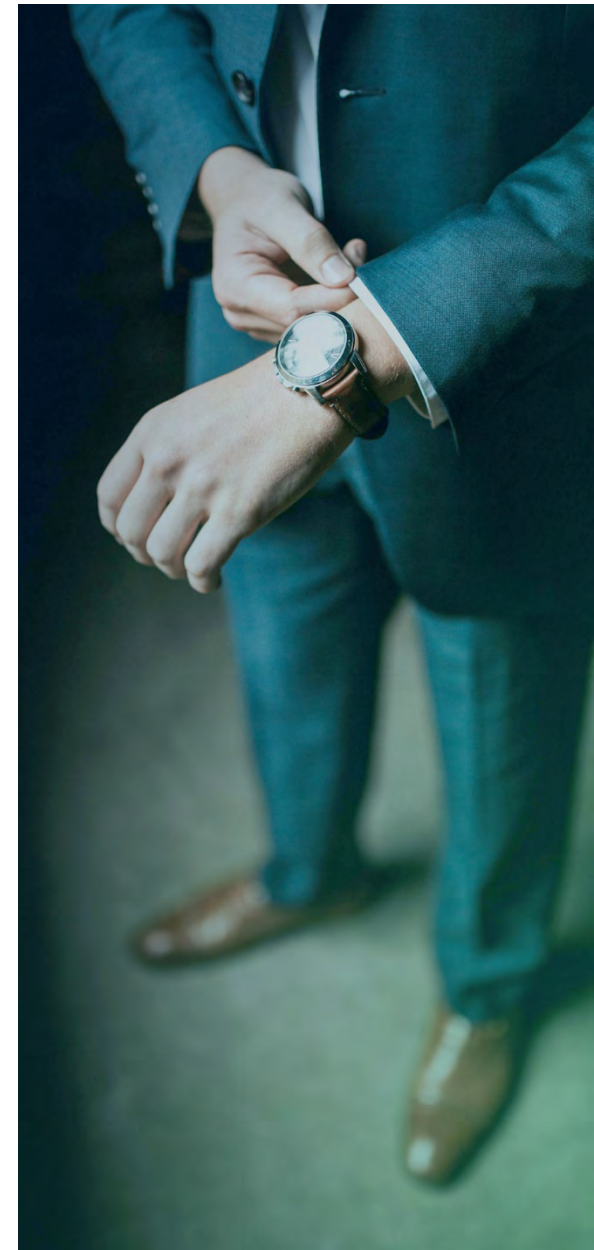
Dear Tenants:

The implications of COVID-19 have been profound and the path to business recovery is evolving and fluid. As you know, NYC has re-opened in phases beginning June 8th. We are very encouraged by this development but realize there will be ongoing requirements to keep the spread of COVID-19 to a minimum by following Public Health Authority guidelines.

As a critical service provider, 110 William Street has remained open with normal operations, many tenants have not occupied their workplaces as a result of stay-at-home jurisdictional orders.

In preparation for your employees re-entering the workplace, we ask that you let us know the date your business will redeploy its workforce and if you will still be observing any reduced operations or any other changes to your normal business practices.

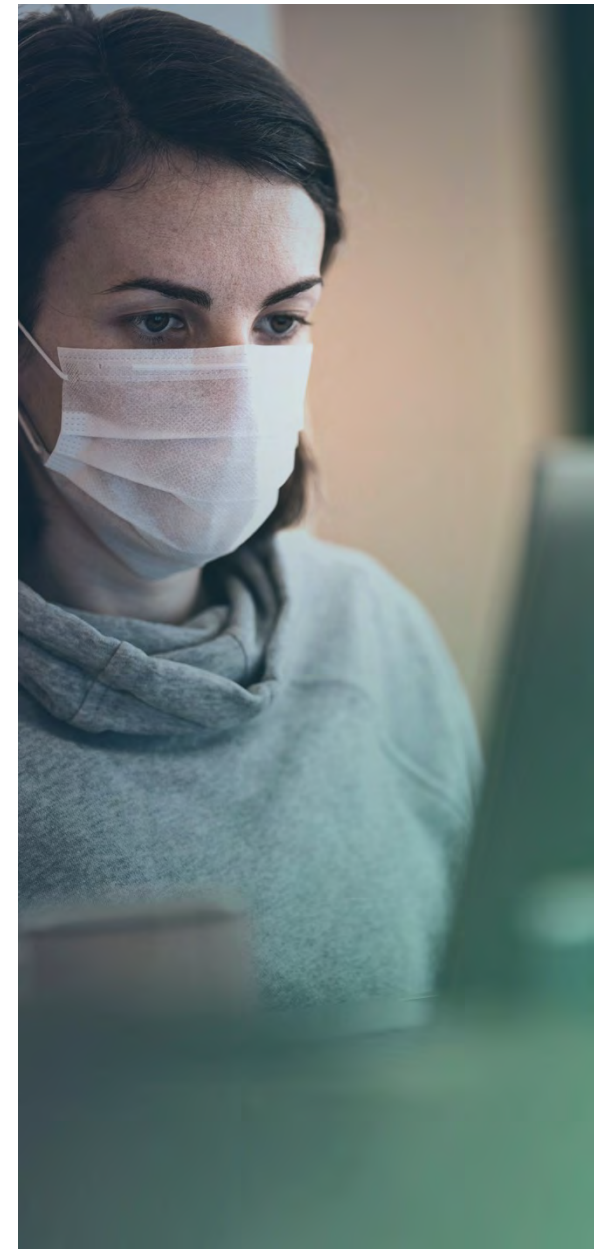
We look forward to working with you in the coming days and weeks to ensure a smooth return to work process for your employees at 110 William Street.



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Tenant Requirements & Recommendations:

- Tenants are required to read and digitally affirm the NYS Guidelines relevant to their business at <https://forward.ny.gov/>
 - Choose the correct Phase and find your business type
 - Most Office-based business can find the guidelines and affirmation document here:
<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/offices-interim-guidance.pdf>
- Daily Health Screenings
 - Tenants are required to record daily health screenings of their employees to retrieve the below information at minimum:
 - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
 - Tested positive for COVID-19 in the past 14 days; and/or
 - Experienced any symptoms of COVID-19 in the past 14 days.
 - These screenings must be retained and available upon request from management or government authority
- Site Safety Plan
 - Tenants are required to compile a site safety plan according to NYS Guidelines and maintain a copy on site
 - Template can be found at
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf



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In preparation for returning to your workplace, we would like to make you aware of the following:

Building Access Changes:

- All parties entering 110 William must be wearing a mask.
- Entry and exit to 110 William St will be separate.
- William St will be designated for **entry only**.
- John St will be designated for **exit only**.

Security Desk:

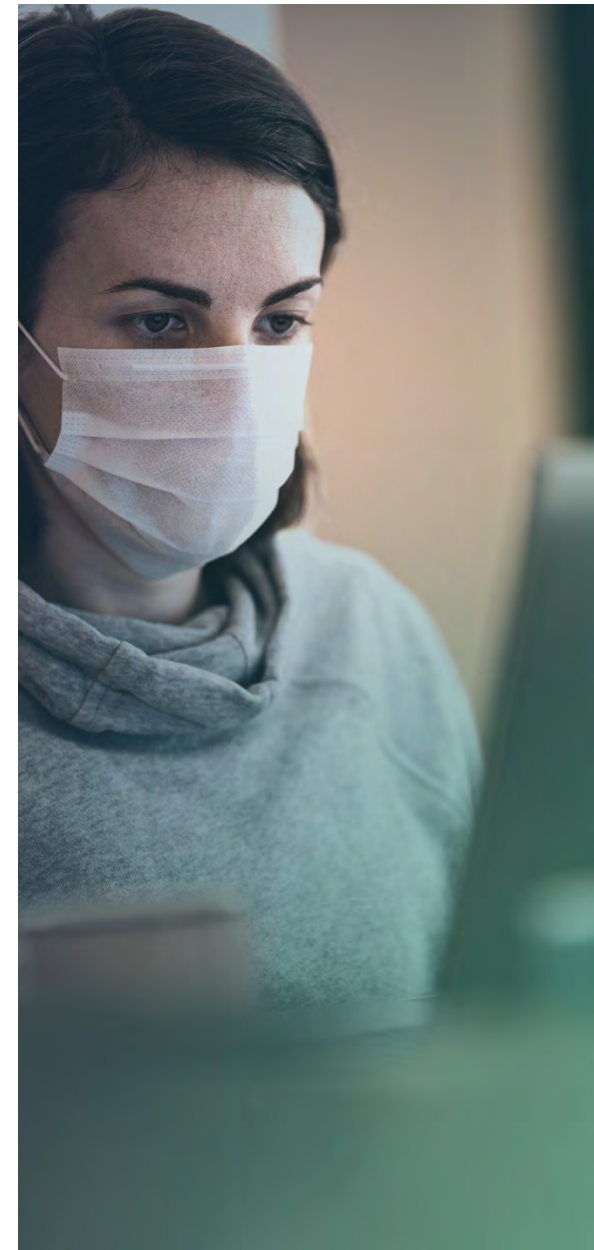
- All visitors will be required to be pre-registered. We have implemented a new barcode scanning system where tenants will need to pre-register their visitors by adding the visitors email.
- Officers are to have no contact with visitor IDs. Visitors to place ID on desk.
- Plexi glass has been installed around Security desk, Officers will have on mask and gloves.
- Markers have been placed in front of security desk for social distancing

Janitorial Services:

- Will continue at their increased level with CDC/COVID-19 approved cleaning supplies.
- Disinfecting and increased frequency will continue to occur with special attention to high traffic areas, elevators and elevator vestibules, stairwells, restrooms, parking garages, lobby and all other common areas.
- Purell stands will continue to be available for use in the lobby.

Social Distancing Changes:

- Maintain 6 ft distance from individuals in common areas of building and office space.
- Elevator markers of max of 4 people per car and markers for waiting.
- Security Desk plexiglass installed and 6ft markers for visitors waiting to check in.



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Masks Changes:

- Mask must be worn to enter building and in all common areas

Signage Changes:

- Elevator markers and signs placed.
- Common Areas and bathrooms reminder signs placed.
- Stairwells-A and B stairwell use only signs placed.

Food Deliveries:

- Management has designated area near (Fed Ex door) in the lobby for food deliveries.
- Delivery person must have a mask on.

Stairwells:

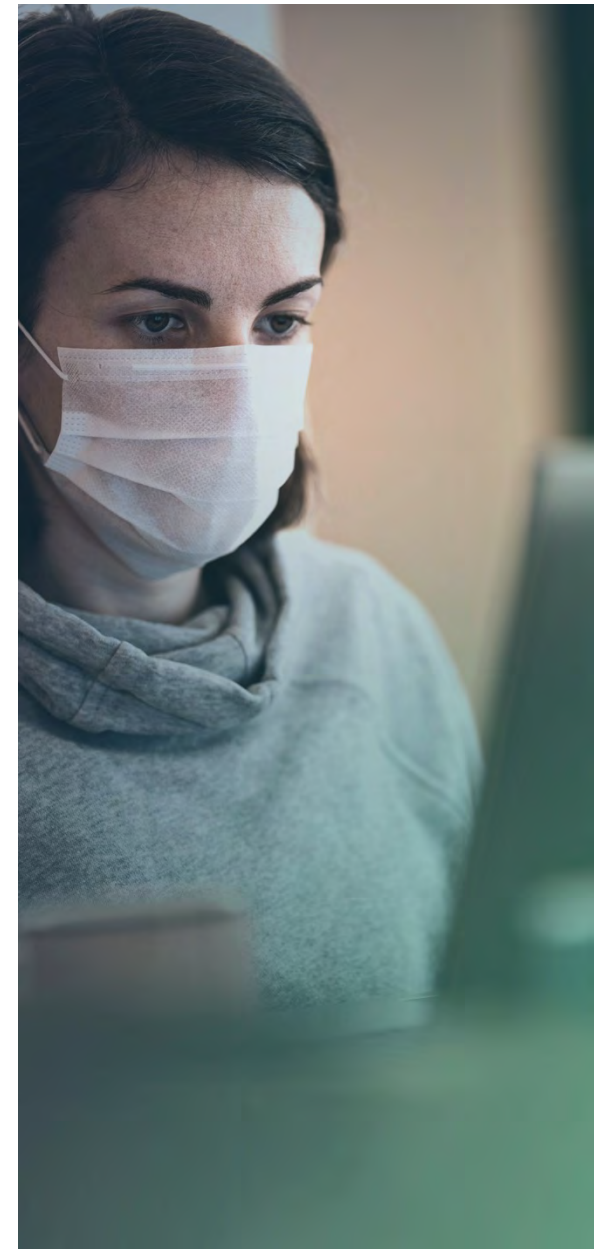
- Stairwell A has been designated for tenants/visitors that want to go up.
- Stairwell B has been designated for tenants/visitors that want to go down.

Bike Storage Room:

- Our bike storage room is located in the loading dock. The bike room is first come first serve. Tenants are required to secure their bikes properly as 110 William Street will not be responsible for loss or theft.

HVAC:

- All filters have been changed.



Building Access Changes:

- Access Procedures for Tenants and Guests
- Hours of Operation
- **Building will be operating 24/7.**
- Elevator Protocols
- **Security officer to enforce FOUR people at a time per elevator.**

COVID-19 Facility Visitor Guidance

COVID-19 is a new disease caused by a novel coronavirus. Please take the following precautions to help protect our facility and community



- People with fever, cough, sore throat or other flu-like symptoms are not permitted to visit unless you are seeking care.
- People who have traveled to a high-risk area for COVID-19 or had contact with a person known to be infected with COVID-19 are not permitted to visit.

As a healthy visitor, please follow these recommendations:



- **Wash your hands** with soap and water or alcohol-based hand rub before and after your visit.
- **Cover your sneeze** with you elbow or a tissue.

These guidelines are to protect our facility and our community.
We appreciate your understanding and cooperation

This is a rapidly evolving situation. Up-to-date information is available online: **www.cdc.gov**

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Janitorial Services:

- High Touch

-entrance/exit doors, elevator buttons, turnstiles, light switches and other high touch point areas.

- Services Being Provided

-Cleaning services as stated in tenant leases will be provided as they normally are.

- Additional Services

-Purell stands will continue to be available for use in the lobby.

What surfaces should you be regularly cleaning?



Toilet Flush
Handles



Bathroom &
Kitchen Faucets



Bathroom &
Kitchen Sinks



Counters
& Tables



Light Switches
& Plates



Doorknobs
& Railings



Stove/
Microwave
Controls



Computers



Phones



Remote Controls



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Social Distancing Changes:

- Common Areas

- Individuals are to maintain 6 feet distance from each other to follow social distancing protocol.

- Elevators

- Security officer to enforce FOUR people at a time per elevator.

- Markers & signs placed per elevator bank to enforce social distancing and wait time.

- Security Desk

- Plexiglass has been installed at security desk for the safety of our guards.

- Security officers to wear mask and gloves.

- Visitor pre-registration is required. New barcode system has been implanted.

- Markers have been placed in front of security desk to advise social distancing.



Thank You For Practicing Social Distancing

Mask Changes:

- Common Areas

-Must be worn in lobby and common areas within the building.

- Elevators

-Mask must be worn while in elevator.

-Delivery personnel must be wearing a mask when delivering food or other items.



Wearing a Mask or Face Covering?

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Signage Changes:

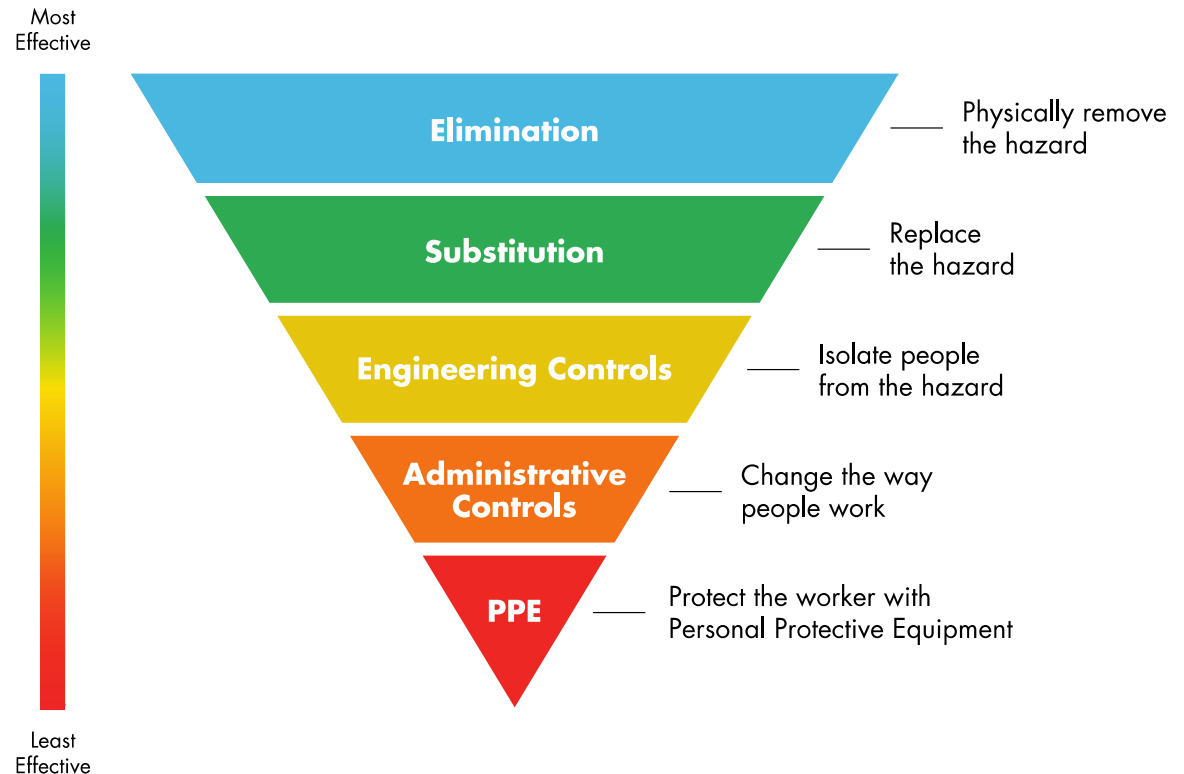
- Common Areas
 - Directional Markers
 - Lobby signs placed on William St and John St. William St.
 - Face covering Policy
- Elevators
 - Markers & signs placed per elevator bank to enforce social distancing and wait time.
- Security
 - Markers placed in front of security desk and to maintain social distancing.
- Stairwells
 - Stairwell signs have been placed in the lobby regarding stairwell use.



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Process Changes:

- Limit In-Person Management Office Visits
 - Security Access Cards will require a picture and credentials to be emailed to management office to avoid employees visiting for pictures. Contactless pickup/drop-off to be arranged
- Maintenance Calls
 - Engineers and janitorial staff will wear proper PPE when responding to maintenance calls
 - Recommend that any non-essential maintenance be performed after business hours when possible to limit exposure
- Vendor Access
 - Proper PPE required to be worn and social distancing observed
 - Access through freight entrance only



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Construction Guidelines

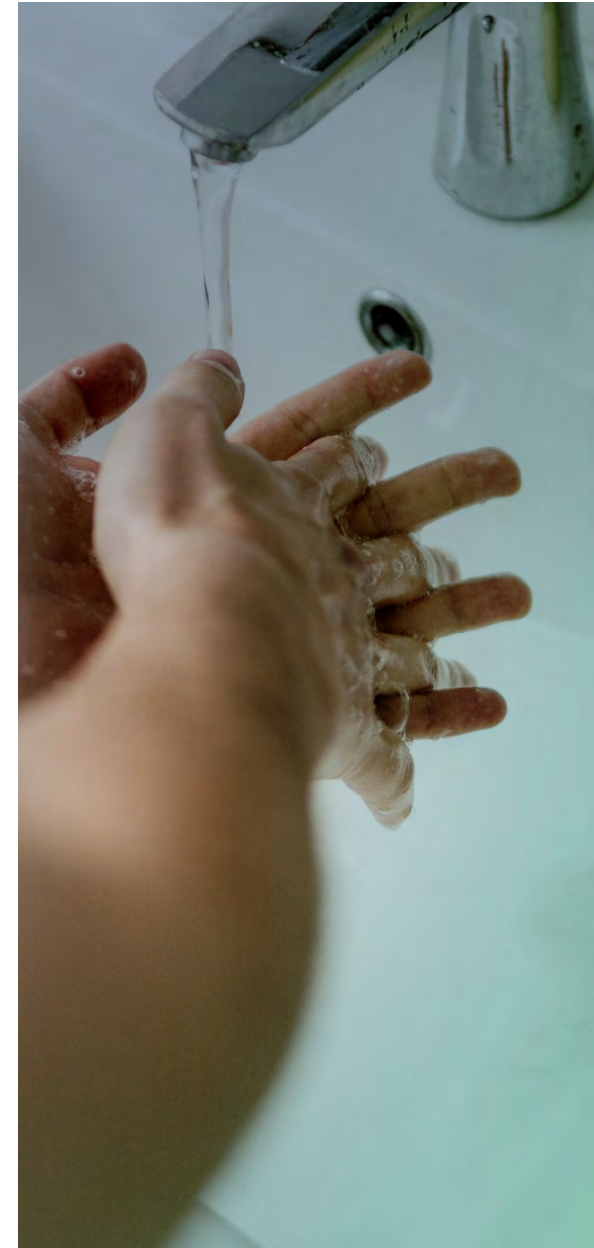
- Contractors performing repairs, maintenance, or interior renovations are expected to follow NYS guidelines regarding Construction:
<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/ConstructionMasterGuidance.pdf>
- In addition to the above guidelines, contractors and their employees shall adhere to building social distancing guidelines and passenger limits in elevators
- Contractors are required to conduct daily health screenings of their employees that shall be furnished upon request
- Tenant can coordinate directly with property management team on additional details



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The CDC recommends everyday preventive actions to help prevent the spread of respiratory viruses, including:

- Washing your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects



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We recommend tenants observe the CDC guidelines including maintaining at least six feet of separation from others, face coverings, hand hygiene, and cough etiquette. The CDC recommends wearing a face covering in public settings where other social distancing measures are difficult to maintain such as in an elevator.



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Our management office will observe social distancing guidelines as well. We ask that you call or email our staff rather than visit personally. We want to hear from you and hope to resume in-person visits as soon as safely possible.



When CBRE personnel make a visit to your suite for maintenance requests, our personnel will be wearing Personal Protective Equipment (PPE) such as masks, gloves, etc., and will practice social distancing.



CDC approved signage for social distancing will be placed near entry points and areas of congregation.



Hand Sanitation Stations and Sanitizer will be provided in the lobby.

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We look forward to your reentry to the workplace. Should you have any questions or concerns, please do not hesitate to email or call our property management office at (212) 964-0100. We thank you for your continued patience and cooperation as we work through the reentry process.

Melissa Pagan | Real Estate Manager
CBRE | Property Management
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[CENTERS FOR DISEASE CONTROL](https://www.cdc.gov)

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[WORLD HEALTH ORGANIZATION \(WHO\)](https://www.who.int)





Reopening New York

Commercial Building Management Guidelines for Employers and Employees



These guidelines apply to all commercial, non-residential buildings in regions of New York that have been permitted to [reopen](#) in Phase 2, as well as to commercial, non-residential building management activities statewide that were previously permitted to operate as essential. See Interim Guidance for Commercial Building Management During the COVID-19 Public Health Emergency for full details.

During the COVID-19 public health emergency, all owners/operators of commercial, non-residential buildings should stay up to date with any changes to state and federal requirements related to commercial, non-residential property management entities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
Physical Distancing	<ul style="list-style-type: none"> Ensure, together with tenants, that, during Phase II, total occupancy is limited to 50% of the maximum occupancy for a particular area as set by the certificate of occupancy. A distance of at least 6 ft. must be maintained amongst all individuals at all times, unless safety of the core activity requires a shorter distance. Any time workers or visitors must come within 6 ft. of another person, acceptable face coverings must be worn (ensuring that mouth and nose are covered). Individuals must be prepared to don a face covering if another person unexpectedly comes within 6 ft. Prohibit the use of confined spaces (e.g. elevators, vehicles) by more than one individual at time, unless all individuals are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity. Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas (e.g. clock in/out stations, health screening stations, restrooms). Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants. Implement practices to maintain adequate social distancing in small areas, such as restrooms and breakrooms, and signage and systems (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas. Close non-essential common areas (e.g. game rooms). Establish designated areas for pickups and deliveries. Shared workstations (e.g. "hot-desks") must be cleaned and disinfected between users. 	<ul style="list-style-type: none"> Restrict/modify the number of workstations and employee seating areas, so that workers are at least six feet apart in all directions (e.g. side-to-side and when facing one another). Work with tenants to establish and enforce capacity limits. Advise tenants to wear face coverings in common areas including elevators, lobbies, and when traveling around the office. Consider closing any common indoor or outdoor seating areas. Remind individuals to wear masks face coverings in shared spaces (e.g. lobby, corridors, elevators, common outdoor space) when a minimum six feet of separation is not possible. Reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. elevator entrances, escalators, lobbies, clock in/out stations, health screening stations, etc.). Close non-essential amenities and communal areas that promote gathering or are high-touch (e.g. vending machines, communal coffee machines). Stagger worker schedules to observe social distancing for any gathering. Limit on-site interactions (e.g. designate an egress for individuals leaving their shifts and separate ingress for individuals starting shifts) and movements (e.g. workers should remain near workstations as often as possible). Limit the numbers of entrances in order to manage the flow of visitors into the building and facilitate health screenings.



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	Mandatory	Recommended Best Practices
Protective Equipment	<ul style="list-style-type: none">✓ Provide workers with an acceptable face covering at no-cost to the employees/contractors and have an adequate supply of coverings in case of need for replacement.✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields.✓ Clean, replace, and prohibit sharing of face coverings. Consult the CDC guidance for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning.✓ Train workers on how to don, doff, clean (as applicable), and discard PPE (training should be extended to contractors if the building managers/owners supply contractors with PPE).✓ Limit the sharing of objects (e.g. touchscreens) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.	<ul style="list-style-type: none">✓ Install physical barriers at reception and security desks (e.g. plexiglass or similar materials) in accordance with the OSHA guidelines.
Building Systems	<ul style="list-style-type: none">✓ Prior to reopening, complete pre-return checks, tasks, and assessments to ensure a healthy and safe environment, including but not limited to, mechanical systems, water systems, elevators, and HVAC systems.✓ Receive verification of suitability for occupancy from building engineers before occupants return to buildings.	

STAY HOME.

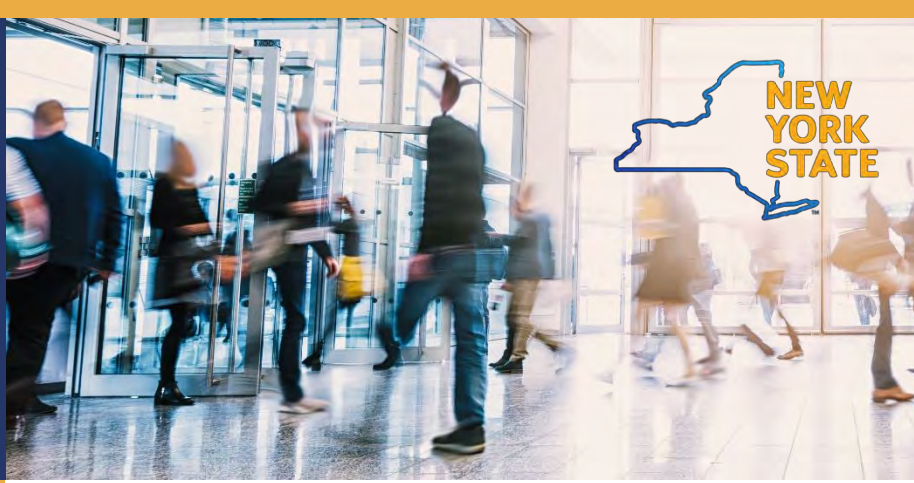
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SAVE LIVES.



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	Mandatory	Recommended Best Practices
Hygiene and Cleaning	<ul style="list-style-type: none">✓ Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.✓ Provide and maintain hand hygiene stations in office, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.✓ Provide and encourage participants to use cleaning/disinfection supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.✓ Ensure that equipment is regularly cleaned and disinfected using registered disinfectants, including at least as often as employees and contractors change workstations.✓ Perform cleaning and disinfecting of facilities, shared surfaces, and other areas, as well as shared objects, at least after each service, using Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.✓ Regularly clean and disinfect the site and more frequently clean and disinfect high risk areas used by many individuals and for frequently touched surfaces.✓ Rigorous cleaning and disinfection must occur at least after each shift, daily, or more frequently as needed.✓ Regularly clean and disinfect the location or facility and conduct more frequent cleaning and disinfection for high risk areas used by many individuals (e.g. restrooms) and for frequently touched surfaces.✓ Prohibit shared food and beverages (e.g. buffet style meals).	<ul style="list-style-type: none">✓ Avoid use of furniture that is not easily cleaned and disinfected (e.g. cloth fabric sofas).✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.



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	Mandatory	Recommended Best Practices
Hygiene and Cleaning (cont'd)	<ul style="list-style-type: none">✓ Provide cleaning and disinfection of exposed areas in the event of an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. elevators, lobbies, building entrances, badge scanners, restrooms handrails, door handles).	
Communication	<ul style="list-style-type: none">✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.✓ Post signage inside and outside of the office location to remind personnel and customers to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.✓ Train all personnel on new protocols and frequently communicate safety guidelines.✓ Establish a communication plan for employees, and visitors with a consistent means to provide updated information.✓ Coordinate with tenants to receive list of essential visitors expected to enter the building.✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding customers and deliveries that are performed with appropriate PPE or through contactless means.✓ If a worker, or visitor was in close contact with others at the office location and tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers, visitors, and/or customers (if known) who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.	<ul style="list-style-type: none">✓ Work with tenants to develop webpages, text and email groups, and social media campaigns to provide information to workers, customers, and visitors that include instructions, training, signage, and information.

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	Mandatory		Recommended Best Practices	
Communication (cont'd)	✓	Conspicuously post completed safety plans on site.		
Screening	✓	Employees who are sick should stay home or return to home, if they become ill at work.	✓	Perform screening remotely (e.g. by telephone or electronic survey), before people arrive, to the extent possible.
	✓	Implement mandatory health screening assessment (e.g. questionnaire, temperature check) for employees and visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Responses must be reviewed and documented daily. <ul style="list-style-type: none"> If a person has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the individual may only return after completing a 14-day self-quarantine. If a person does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the individual may only return after completing a 14-day self-quarantine. If a person has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the individual should follow the above protocol for a positive case. If a person has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the individual must complete a 14 day self-quarantine. 	✓	Prevent employees, contractors or visitors from intermingling in close contact with each other prior to completion of the screening, if on site.
			✓	Daily temperature checks may be conducted per Equal Employment Opportunity Commission or DOH guidelines.
			✓	Screen individuals at or near the building entrance (if space allows) to minimize the impact of a positive individual in case of a suspected or confirmed case of COVID-19.
			✓	Coordinate with tenants to identify individuals who have completed a remote screening.
			✓	Use contactless thermal cameras in building entrances, in coordination with building management, to identify potentially symptomatic visitors and direct them to a secondary screening area to complete a follow-on screening.
			✓	Identify a point-of-contact as the party for workers and visitors to inform if they later are experiencing COVID-19-related symptoms, as noted in the questionnaire.
	✓	Tenants are responsible for screening their own employees and visitors, but tenants and building management should coordinate to facilitate screening.		

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	Mandatory	Recommended Best Practices
Screening (cont'd)	<ul style="list-style-type: none">✓ On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.✓ Allow for adequate social distancing while individuals queue for screening and/or building entry.✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.	