

Memorandum

To: The Tenants of 156 William Street

From: Building Management Office

Date: May 15, 2020

Regarding:
Tenant Announcement
Information for Tenants Returning to the Workplace



Dear Tenants of 156 William Street,

We hope this communication finds you, your families, and co-workers healthy and safe.

Macklowe Management has been reviewing and adhering to all federal, state and NYC guidelines as it relates to COVID-19. The building continues to be open for our tenants and their guests.

We would like to share with you our enhanced building operating strategies and procedures. We believe these measures will continue to provide a safe and healthy building environment for you and your employees.

The regulations and protocols below will require our tenant's partnership to maintain a safe environment for all, and we ask that you assist us in following these procedures as it relates to your employees and visitors. We will continue to monitor and adjust our protocols as conditions warrant.

In accordance with NYS mandates, we will require the use of face masks or coverings by all tenants and their visitors in all public areas of the building.

Common areas:

- We will outline lobby traffic patterns to promote safe distancing and queuing.
- Where possible we will limit the need to physically touch surfaces such as doors.
- We will provide wayfinding signage both digitally and on-site to clearly outline entry and exit protocol.
- Utilizing stairwells where possible to help alleviate elevator congestion.
- Limiting the number of people traveling in each elevator cab to 4 people at a time.

Cleaning:

- Enhanced cleaning and disinfecting protocols for building common areas, tenant spaces and stairwells.
- Increased regularity and rigor in cleaning frequently touched surfaces and high traffic areas.
- Utilization of CDC recommended, EPA-registered anti-viral disinfectant cleaners.
- Hand sanitizer station placed in lobby.

Building personnel:

- Building staff (employees and third-party vendors) will be required to wear face masks or coverings in all public areas of the building.
- Monitoring engineering & property management personnel for indicative symptoms. Not allowing symptomatic personnel to physically return to work until cleared by a medical provider.



Air filtration:

- HVAC systems have been set to maximize outside air intake, as recommended by ASHRAE (The American Society of Heating, Refrigerating and Air-Conditioning Engineers).
- Coils and air inlet chambers for all HVAC units cleaned and disinfected.
- Air filters upgraded to the maximum allowable filtration specifications.
- Condensate pans cleaned

Mail, package and food delivery:

- Strongly suggest tenants limit the frequency of package deliveries.
- Strongly suggest tenants limit personal package delivery.
- Food deliveries will not be sent to tenant spaces. Exterior lobby pick up is required.
- Installing sneeze guard protection placed at security lobby desk.

Recommendations for our tenants:

- Strongly encourage staggering the number of personnel in the office, as well as their arrival, lunch break, and departure times.
- Strongly encourage closing common areas in a tenant's space where personnel are likely to congregate and interact.
- Strongly discourage tenants to use food deliveries to the building and consider bringing meals from home or electing for take-out from restaurants.
- Request that everyone respect new building social distancing protocols in common areas (elevators, restrooms, lobbies, etc.).
- Minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel.
- Monitor personnel for indicative symptoms. Do not allow symptomatic personnel to physically return to work until cleared by a medical provider.
- Discourage external visitors to the extent possible, and if necessary, encourage arrival during off-peak hours. Peak hours are considered between 8AM-10AM, 4PM-6PM.

Macklowe Management

156 William Street
New York, NY 10036

212-554-5900 Tel
212-554-5895 Fax
www.macklowe.com

Macklowe Management will continue to monitor and adjust our building procedures, as necessary.

To help us in that regard, please notify the Building Management Office of your companies plans for resuming office activities. Thank you for being a valued tenant and we look forward to getting through the difficult times together.

Please contact the management office with any questions, comments, or concerns.

Thank you for your attention to this important matter and stay safe.

Macklowe
Management