
161 William Street

Return-To-Work-Plan



Jack Resnick & Sons
Owners & Builders Since 1928

June 2020

Introduction

These are extraordinary times and as we face new challenges in returning to our offices, we want to do so in the safest way possible, and within the requirements and recommendations of local, state and federal governments.

The re-introduction of office occupants, service people, construction operations and routine maintenance to buildings in New York City will require thoughtful preparation, as well as a modified approach to ongoing building operations and occupancy.

The following pages contain protocols that Building management will be implementing in response to the current Coronavirus pandemic, while supporting the health, comfort, and well-being of those who occupy, visit and operate the Building. *

We have prepared these guidelines to communicate to you our actions and plans aimed at making your return to the office as safe and efficient as possible. We also look forward to your input with respect to your own return-to-work plans for maintaining a safe and healthy office environment. In order to be successful in creating such an environment, there must be a partnership between Building management and our Tenants and we ask for your cooperation in all respects.

** This plan may be revised or deactivated by Building management as government regulations or public health guidance evolves over the coming weeks and months.*

General Building Rules and Guidelines

- **RESPONSIBLE SOCIAL DISTANCING** is expected from all persons entering the Building.
- **FACE COVERINGS MUST BE WORN** by all persons entering the Building and in all common areas of the Building, including the lobby, elevators, elevator lobbies, multi-tenant hallways and restrooms.
- **PERSONAL PROTECTIVE EQUIPMENT** (“PPE”), including face coverings, gloves and hand sanitizer, are each person’s individual responsibility. The Building will not be supplying PPE to Tenants, their employees or visitors. It is recommended that Tenants maintain additional PPE for their visitors. All Building staff, contractors and vendors will be required to wear PPE.
- **WASH YOUR HANDS** properly and often.
- **STAY HOME** if you are sick.
- **LET’S WORK TOGETHER TO KEEP EACH OTHER SAFE AND HEALTHY!**

Lobby, Common Areas and Elevator Protocol

- We have attached an entrance and lobby circulation plan to guide Tenants and visitors to their destinations while maintaining recommended social distancing protocols.
- Signage will be present in the lobby and outside of the Building entrance to provide direction, mandate personal protective equipment, proper hygiene, social distancing measures, and delineate recommended paths of ingress and egress.
- Walking paths and waiting areas will be established and clearly marked throughout the Building lobby to encourage social distancing. Please follow all instructions and be mindful of others while entering or exiting the Building, and while waiting for an elevator.
- All Tenants and their visitors are required to wear a face covering at all times while in all common areas of the Building. Gloves are highly recommended but not required. Anyone not wearing a face covering may be denied entrance to the Building.
- Lobby procedures during regular business hours will include the following:
 - The Entrance/Exit ADA door is to be used for entering only. The other single door is to be used for exiting only as shown on circulation plans. See attached circulation plan for queuing locations.

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- Everyone entering the Building will be required to wait at an appropriate social distance from others. Signs and markings in the lobby will be available to guide appropriate distancing. At times, it might be necessary to wait in the main portion of the lobby prior to passing through the turnstiles and into the elevator lobby.
 - Elevator procedures will include the following:
 - Elevators will be limited to a maximum of four persons in either direction. Please do not board an elevator if there are already four persons in the cab.
 - People exiting an elevator should be respectful of others waiting for an elevator and should follow the delineated path for exiting the Building.
 - Elevator cab ceiling exhaust fans will be functional.
 - Any individual using the freight elevator must wear a face covering and observe social distancing protocols. Only the freight elevator operator may touch the elevator buttons.
 - Please allow extra time for entry to the Building during morning and post-lunch rush times.
 - Hand sanitizing stands and products will be available in the lobby, as supplies are available. We are working to procure and maintain adequate supplies.
 - The Building's lobby staff will be available to assist with any questions.
 - The Building management office will be available only by appointment.
 - A plexiglass transaction screen has been installed at the lobby desk to protect Tenants, visitors and lobby staff.
 - Building security will help enforce social distancing recommendations across the Building lobby, common areas and outdoor plaza areas.
 - Unless required by law, the Building will not be instituting temperature screening of Tenant employees or visitors.
 - Please be patient with the Building staff and your fellow Tenants while we all adapt to the new procedures.

Tenant Visitors

- Visitors will experience contact-free Building security check-in and shall be required to present valid ID or other touchless credentials to lobby security.
- Tenants remain required to present ID cards and swipe in for access.
- Tenants shall continue to adhere to visitor access and scheduling procedures through the Workspeed system as provided by Building management.

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- Visitors that arrive at the Building unannounced may be required to wait outside of the Building until clearance can be arranged with the applicable Tenant.
 - All visitors must comply with Building PPE and safety requirements at all times.

Messenger Services and Food Deliveries

- We encourage all Tenants to wipe down or spray packages with disinfectant after accepting delivery of packages.
- Any messenger service and food delivery service shall line up in the queueing area, to the side of the entrance as shown on the attached lobby circulation plan. All Tenants are required to meet service vendors at this location for pick-up. All food catering shall be delivered via freight elevators and coordinated with Building management.
- Tenants are encouraged to limit deliveries to their space (UPS, Fed Ex, Amazon, etc.) in order to reduce freight elevator usage during the initial return-to-work period.
- Fed Ex and UPS delivery procedures will be determined by those companies. We are awaiting more information from these companies.

Restrooms

- Please be mindful of others when entering the restroom and wait outside if the restroom is fully occupied.
- Tenants occupying full floors should establish restroom protocols as they deem necessary.

Cleaning

- Building management is temporarily adding enhanced disinfecting services to our daily janitorial specifications. These enhancements include:
 - The use of EPA registered sanitizers and disinfectants.
 - Increase in daily cleaning and disinfecting of high-touch point (“HTP”) areas, such as entrance doors, revolving doors, lobby turnstiles, door handles, hand rails, elevator call buttons, elevator cabs and security/visitor registration desks.

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- Increase in nightly and weekend cleaning and disinfecting of HTP areas.
 - All cleaning staff is required to wear PPE at all times and practice appropriate hygiene procedures throughout each shift.
 - Tenants should contact Guardian Service (Lyn Bressler, lbressler@guardian-service.com, 646-589-7032 or Natalija Vukelj, nvukelj@guardian-service.com, 646-589-7039) to arrange specific cleaning enhancements for Tenant spaces. Guardian Service offers a variety of disinfecting and cleaning options, including HTP disinfection of office spaces and work surfaces.

Base Building HVAC

- The Building is incorporating certain changes to the base building HVAC system in order to improve the air quality and circulation in the Building. The changes currently being implemented include:
 - Efficiencies of all air filter media will be maximized in the base building system based on air system parameters, configuration, and type.
 - Increasing outdoor air ventilation (as weather permits) and extending operating hours of the main air handling systems to increase the quantity of fresh air in Tenant spaces.
- Tenants that have their own supplemental HVAC systems (such as for conference or IT rooms) should check with their own engineers for proper operation and maintenance of such systems. Any proposed upgrades to Tenant supplemental HVAC systems should be submitted to Building management for review and approval prior to commencing any work.

Reporting

- All Tenants are asked to promptly report any positive cases of COVID-19 among their employees and guests who visit the Building to Building management.
- Please DO NOT tell us the name or any other personal details about the employee.
- Please DO tell us when the employee was last in the Building and any pertinent contact-tracing information within the Building.
- If a potentially sick employee is currently in the Building, please contact Building management for assistance. The freight elevator will be made available to facilitate departure.
- In the event of a positive case, additional cleaning services are strongly recommended. Please contact Guardian Services directly and Building management for recommendations.
- Individuals impacted should follow CDC and NYS guidelines for self-quarantine prior to returning to the Building. Tenants are individually responsible for managing this process for their employees.
- Tenants will be informed of future COVID-19 positive cases within the Building to the extent Building management is made aware.

Information and Suggestions for Tenants

- Back-to-work plans and procedures for individual Tenant spaces are the responsibility of each Tenant. Please share your plans with Building management as soon as possible so there may be an effort to coordinate overall Building occupant arrival times and lessen crowding in lobbies and elevator areas. Consider staggering working hours for employees. **NOTE:** Pursuant to NY State guidelines during Phase II total occupancy is limited to 50% of the maximum occupancy for a particular area as set by the certificate of occupancy. For multi-tenant floors Building management recommends limiting to 50% of your normal occupancy of space.
- Tenants are encouraged within their spaces to comply with CDC guidelines and other federal, state and city workplace guidelines, including the following considerations:

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- Identify a workplace coordinator who will be responsible for COVID-19 issues and develop a written COVID-19 Reopening Safety Plan (See below for a sample provided by New York State).
 - Acquire PPE and sanitization supplies for all employees and visitors.
 - Place signage throughout the office reminding employees of CDC guidelines.
 - Implement daily health screening assessments (e.g., temperature checking and health questionnaires) for employees, contractors and other visitors, asking about (1) COVID19 symptoms in past 14 days, (2) positive COVID-19 tests in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 cases in past 14 days. Note that any screening of employees or visitors must be conducted within the Tenant's space.
 - Reduce interpersonal contact and congregation through various methods (e.g., adjusting workplace hours, limiting in-person presence to necessary staff and temporarily reducing on-site workforce).
 - Review the current layout of your office space and identify what changes you may need to implement to ensure 6 feet of distancing between employees and guests. Consider employee traffic flow and implement one-way paths of travel, if possible.
 - Create a personal protection policy and ask that employees wear face coverings when they are away from their desks or in shared spaces.
 - Implement cleaning protocols for employees to maintain clean workstations.
 - Limit the number of employees in pantries and office common areas.
 - Limit the sharing of technology and office supplies.
 - Obtain additional janitorial services of HTP areas in the office.
 - Limit visitors to minimize Building lobby and elevator traffic during the initial return-to-work period.
 - Tenants shall notify Building management of any changes to assigned person(s) for Deputy Fire Warden and Male/Female Searchers.

The unique and fluid nature of this situation requires this plan to be flexible. Building management will provide notice as policies and practices change. Thank you for your attention to this important information.

Here are links to some helpful resources should you require additional information:

<https://www.rebny.com/content/rebny/en/Coronavirus.html>

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OfficesSummaryGuidelines.pdf>

<https://www1.nyc.gov/site/coronavirus/index.page>

<https://coronavirus.health.ny.gov/home>

<https://www.businessexpress.ny.gov/app/nyforward>

<https://www1.nyc.gov/site/buildings/about/covid-19-response.page>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.epa.gov/coronavirus>

<https://www.osha.gov/SLTC/covid-19/>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Sample COVID-19 Reopening Safety Plan:

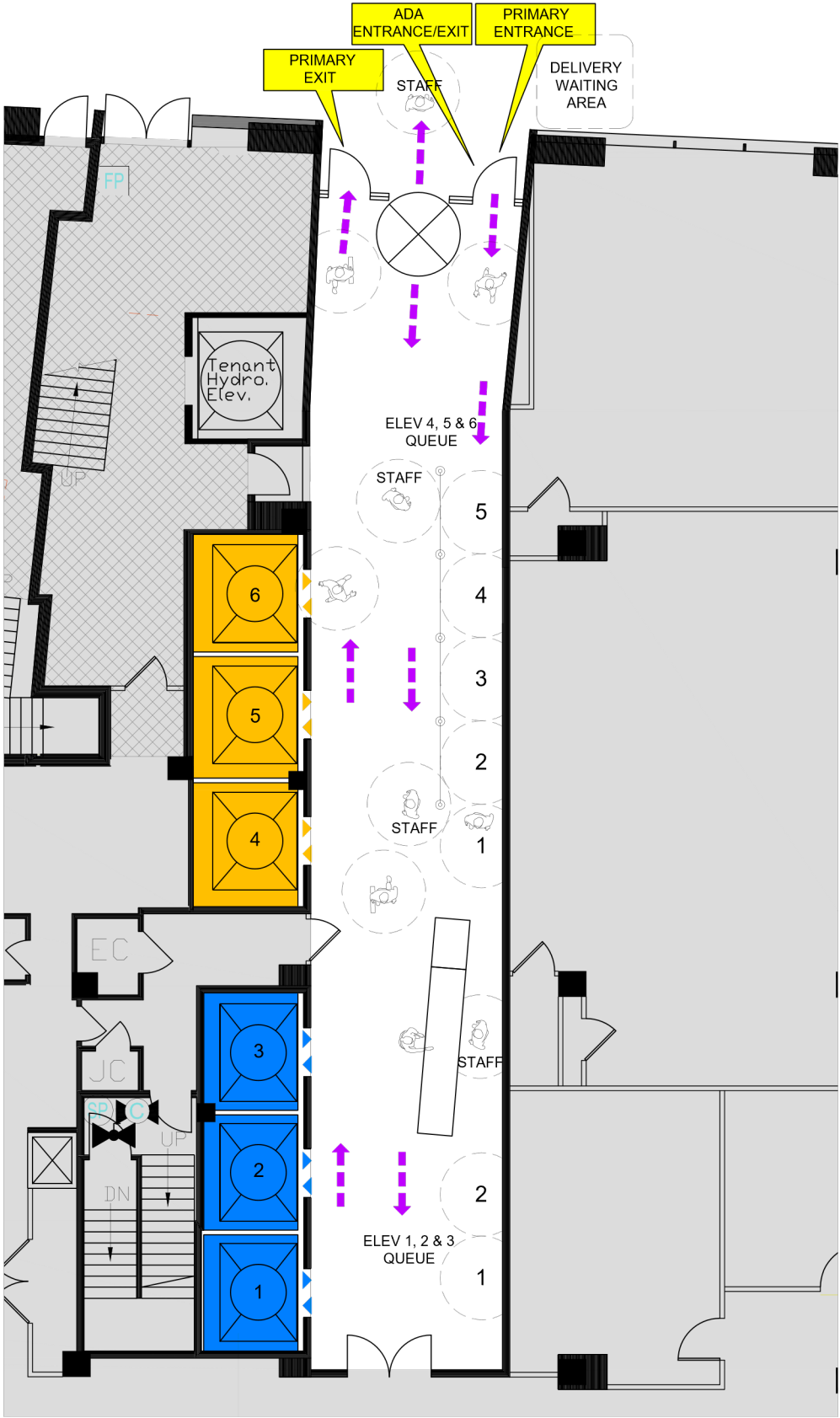
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf



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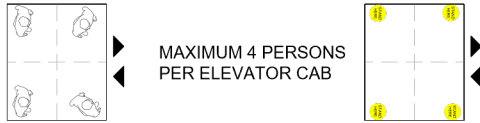
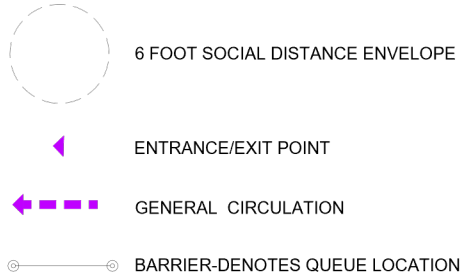
161 William Street
Entrance and Lobby Circulation Plan

CIRCULATION PLAN



161 WILLIAM STREET
CIRCULATION & SIGNAGE PLAN

CIRCULATION LEGEND



ELEVATORS		
BANK	LOW-RISE	HIGH-RISE
FLOORS	2-9	9-22
COLOR	Yellow	Blue

KEY PLAN

