

Dear Tenant:

We hope this letter finds you and your loved ones safe and healthy. As New York begins to implement a re-opening plan for businesses, Jeffrey Management Corp, as managing agent for French Partners, LLC, has implemented an action plan to assist our tenants in their process of safely returning to their office environments. To maintain safe and proper social distancing, we ask that you review the procedures and recommendations noted below and ensure that your employees adhere to them.

BUILDING ACCESS AND SOCIAL DISTANCING:

- Masks: Tenants, visitors and vendors will be required to wear face masks/covering in the lobbies, elevator cabs and common areas at all times as per the Governor's Executive order.
- Social Distancing Protocols: Lines and floor markings will be used to direct people to the proper elevator and maintain social distancing. We anticipate longer waiting times and request you plan accordingly.
- Elevators: A maximum of 4 people will be permitted in each elevator. Each person will be required to stand in the corner of an elevator and wear a mask/facial covering at all times while in the elevator.
- Fire Staircases: Staircases may be used to access and exit from the building. Please always practice social distancing in the staircase. All staircases will be used as exits from the building in the event of an emergency.
- Security: Guards will be present to assist with crowd control and social distancing.
- Signage: Signs will be placed at the building entrance, lobbies, elevators, bathrooms, and stairwells to assist with social distancing and cleaning protocols.
- Hand Sanitizers: Hand sanitizer will be placed in the main lobby.
- Food Deliveries: Food delivery vendors will not be permitted inside the building. Tenants may pick up food deliveries in the 45th Street lobby vestibule.

TENANT RE-OPENING PLANS:

- Staggered Work Shift: Consider staggered work shifts to encourage social distancing during the morning and evening commute to assist in maintaining social distancing in common areas.
- Supplies: Please order personal protection supplies for your staff before they return. Example: hand sanitizer, masks, disinfecting wipes, etc.; this way, the supplies will be available and there will not be an over-abundance of third party deliveries to the building when tenants' employees return.
- HVAC System: If you are responsible for maintaining your HVAC system, please contact your HVAC vendor to replace the filters and properly clean the unit before your employees return to work.
- Staff Thermometer: Consider ordering a non-touch thermometer to check staff temperatures.

BUILDING CLEANING EFFORTS:

- High Touch Areas: The building cleaning staff will continue to use CDC approved products to clean and disinfect high touch point areas in common areas and bathrooms frequently throughout the day i.e., door handles, elevator buttons, faucets, etc.

FRENCH PARTNERS LLC.

Seven Penn Plaza
Suite 1100
New York, NY 10001
212.563.6557
212.563.6657 Fax

- Evening Cleaning: The building janitorial staff will continue to clean your office as per the lease requirements. The cleaning staff will not be permitted to clean office spaces while the tenant has staff present. Please ensure your staff leave at a reasonable hour to allow us to clean within a timely manner.
- Cleaning Survey: Please see the attached survey requesting your company's anticipated staffing upon returning to the office following the lifting of the NYS Executive Order. Please take a moment to fill out the few, brief questions and return to our cleaning supervisor Hiram Salgado. Thank you for your attention to this matter.
- Extra Cleaning: Specialized COVID19 or electrostatic cleaning is considered a tenant expense. Please contact the management office, who can recommend a third-party cleaning company.

To best serve the buildings cleaning needs and to maintain operational cost efficiencies upon return, we request you fill out and return the attached Tenant Survey form by June 4, 2020.

We anticipate that these social distancing and cleaning protocols may change from time to time as we receive additional guidelines from the local, state and federal authorities. We appreciate your cooperation in helping us maintain a safe and clean environment.

Respectfully Yours,



Barry Zimmerman
Jeffrey Management Corp.
bzimmerman@feilorg.com

BUILDING RE-OCCUPANCY PLAN FOR POST COVID-19 WORKPLACE RE-ENTRY

FOR: 551 Fifth Avenue

RE-OCCUPANCY DATE: [DATE]

The following outlines the new procedures that are being put into effect upon the re-occupancy of the Building for daily business. Note that this memo is subject to change and may be updated in response to applicable Federal, State, and local laws as well as guidance and recommendations from the Real Estate Board of New York.

BUILDING AND LOBBY ACCESS

- Lobby Entrance/Security Desk – Crowd control stanchions will be installed at the lobby desk to maintain social distancing between the desk attendant and building occupants and visitors.
- Hand sanitizer – Dispensers will be installed in the lobby area.
- Masks/Facial Coverings – Tenants, visitors and vendors will be required to wear face masks/coverings in the lobbies, elevator cabs and common areas always, as per state and city mandates.
- Social Distancing – Stanchions, signage and floor markings will be used to create waiting lines that maintain social distancing and control the flow of traffic into the elevators and stairwells.
- Guard Service – Guards will be stationed inside the lobby to assist with social distancing, health, and safety measures.
- We will NOT be taking tenant and/or visitor temperatures as a condition of admission to the building.
- Visitors – To the extent possible, please limit the number of visitors and deliveries, particularly during the first two weeks after re-opening.
- Food Deliveries – Will not be permitted upstairs and you will be required to come down to the 45th Street Entrance to pick up your order.
- Final procedures are pending state and city guidelines.

USE OF ELEVATORS

- A maximum of 4 people will be permitted in each elevator. Each person will be required to stand in the corner of the elevator cab.
 - Masks or facial coverings will be required to be worn at all times while in the elevator, as per state and city requirements.
 - Signs will be posted inside each elevator cab which will note the number of people permitted in an elevator at a time.
 - Utilize egress stairs to ease congestion in elevators. Always practice social distancing when inside a stairwell.
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USE OF RESTROOMS

- Signs will be installed on the common area restroom doors instructing people to practice social distancing.
 - Masks or face coverings must always be worn when inside a common area restroom.
 - The amount of people permitted to enter a restroom at the same time will be limited to 50% of the fixture count for that restroom. Signage will be placed on the entry door to the common area restrooms indicating the number of persons permitted to enter at one time.
 - Tenants and their visitors will be expected to self-police in order to abide by the access limit on persons – example: if a person enters a restroom and sees that they exceeded the limit they must step back out and wait for a person to leave before re-entering.
 - Signs will be put in place inside the common area restrooms encouraging people to wash their hands before leaving.
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BUILDING PERSONNEL & CONTRACTORS

- Building employees are being regularly screened for temperature checks to ensure safety of our tenants prior to entering their suites.
 - Face-to-face interactions between Building Staff, Tenants and contractors will be and non-emergency maintenance requests will be handled either before or after normal business hours.
 - Contractors and vendors will be required to wear mask/facial covering as per state and city requirements.
 - All vendors and contractors are required to supply and have their employees wear masks/protective gear as per state and city requirements.
 - General contractors will be required to perform temperature checks of all employees and sub-contractors working at a job site.
 - All contractors and vendors seeking to work on the premises will be required to sign a waiver of liability document waiving their right to accuse the building should a person contract COVID-19.
 - Any employee of any third-party vendor or contractor who refuses to comply with these requirements or any other building rules and regulations will be asked to leave the premises immediately.
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CLEANING PROCEDURES – COMMON AREAS

- The building cleaning staff will use CDC approved products to clean and disinfect high touch point areas in common areas frequently throughout the day i.e., door handles, elevator buttons, faucets, etc...
- Building staff to be equipped with protective gear, which will always be worn when on duty.

- Elevator cabs will be disinfected nightly and wiped down at regular intervals throughout the workday.

CLEANING PROCEDURES – TENANT SUITES

- Evening Cleaning: The building janitorial staff will continue to clean your office as per the lease requirements. The cleaning staff are required to maintain social distancing. The staff will not clean an area where a tenant is present and proper social distancing is not achievable.
 - We request tenants provide a schedule for their plans to stagger shifts among their own personnel so the evening cleaning crew's schedule can be adjusted accordingly.
 - Cleaning staff to be always equipped with personal protective gear.
 - Usual nightly cleaning and specially contracted services to continue as usual.
 - Extra Cleaning: Specialized COVID19 or electrostatic cleaning is considered a tenant expense. Please contact the management office, who can recommend a third-party cleaning company.
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TENANT MECHANICAL SYSTEMS

- Tenants who are required to maintain their own HVAC equipment must contact their HVAC contractor in advance to ensure filters are replaced and the equipment is properly cleaned before re-opening their office.
 - Condensate drip pans should be inspected to insure they are free from obstructions.
 - Condenser coils should be cleaned with disinfectant prior to re-occupying your suite and with increased frequency moving forward.
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BUILDING MECHANICAL SYSTEMS

- HEPA filtrated air recirculating units (similar to move-in-cool-type machines) have been ordered for the building lobby.
 - All mechanical systems have been inspected to ensure that no unsafe or unsanitary conditions have developed.
 - Necessary preventive maintenance work has been performed in preparation for re-occupancy of the Building to ensure that all equipment is operating at optimal performance levels.
 - Air filters have been replaced on building maintained HVAC units prior to re-occupancy of the Building.
 - Restroom Exhaust fans have been checked to ensure proper operation.
 - Coil cleaning with disinfectant have been completed prior to tenants re-occupying the building and with increased frequency moving forward.
 - Condensate drip pans have been inspected to insure they are free from obstructions.
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TENANT NOTIFICATION/HEALTH & SAFETY

- Email notifications will be sent to tenants with updates and safety reminders moving forward. Tenant should contact the Building Office with any additional people they would like included on the email distribution list.
 - Please contact the management office with your phasing plan to return your staff to work. This will help us properly plan for staffing requirements to maintain social distancing and minimize congestion in common areas of the building (especially lobby and elevators).
 - We expect each tenant will develop comprehensive re-opening plans and protocols for their employees to follow in their individual spaces.
 - Please order hand sanitizer, masks, and disinfecting wipes for your staff before they return to work.
 - It is recommended that you order signage for your offices to assist with maintaining proper social distancing for employees and visitors.
 - Consider ordering a non-touch thermometer to check staff/visitors temperatures upon entry to your office or asking staff to check temperatures before coming to work and stay home if their temperature is above 100.4 degrees.
 - Notify building management in the event of a positive COVID-19 case.
 - Please install hand sanitizer dispensers in your reception area for use by your visitors.
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