

# Welcome Back.

Return to Office Guide  
40 EXCHANGE PLACE





## A message from GFP Real Estate

Dear Tenants,

We hope this letter finds you and your families well.

As we prepare to return to our buildings, we wanted to share the new policies and procedures we have put in place to keep our communities safe and healthy. As always, we are committed to building a better New York, and that starts with taking appropriate precautions at all of our properties.

We hope this plan will help provide a sense of comfort and security during this unprecedented time, as well as help you formulate your own safety plans. The plan has been thoughtfully created based on CDC guidelines, New York state guidance, and information from experts in the field.

Below, you will find information about enhanced cleaning procedures, social distancing policies, and other updates to the daily operations of our shared environments, with a custom approach for the unique needs of each building.

Our top priority is the safety of everyone. We have been a part of improving the fabric of New York since 1952, and we remain dedicated to ensuring the health of our communities.

We look forward to seeing you again. *We're all in this together.*

Yours,

Eric Gural  
Co-CEO and Principal

Brian Steinwurtzel  
Co-CEO and Principal

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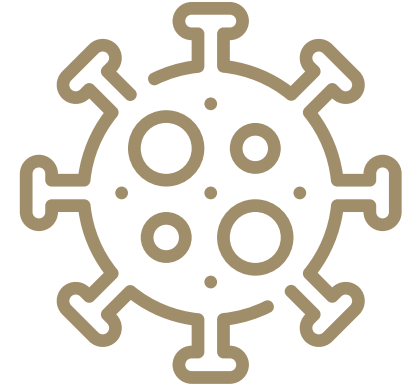
New York State regulations require all reopening businesses to produce a safety plan that details the precautions they are taking to prevent the spread of COVID-19.

These plans do not need to be submitted to the State for approval, but they must be retained on the premises and available to present in the event of an inspection.

**GFP REAL ESTATE HAS ASSEMBLED THIS SAFETY PLAN BASED ON GUIDANCE FROM NEW YORK STATE, THE CDC AND INFORMATION FROM EXPERTS IN THE FIELD.**

We hope this guide provides a sense of security as we all return to work and our new normal.

*Note: We recognize that this is an evolving and complex situation. This plan is subject to change. As we learn more, we will continue to update our safety procedures and make sure to communicate them clearly to our tenants.*



# The New Normal

New York regulations mandate mask usage for anyone in any commercial building as of May 29, 2020.

**ALL EMPLOYEES, TENANTS, AND VISITORS WILL BE REQUIRED TO WEAR MASKS IN COMMON AREAS, INCLUDING ELEVATORS.**

We have also taken the following additional steps to ensure safety:

**Lobbies**

- Congregating in lobbies will be discouraged in order to minimize contact.
- Pump hand sanitizer machines have been installed in common areas for the benefit and safety of visitors and staff.
- Plexiglass dividers have been installed at all lobby desks to maintain physical distance.

**Common Area Restrooms**

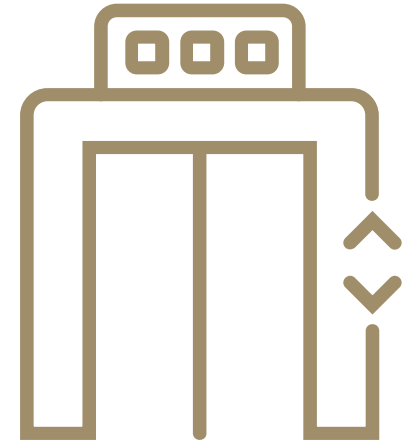
- Restrooms will be thoroughly cleaned daily with an EPA-

approved disinfectant. Frequently-touched surfaces will be given special attention.

- Signage will indicate appropriate distancing space as well as provide reminders of proper hygiene procedures.
- Fixtures may be designated as not for use in order to maintain distance in the space. For example, if sinks are too close together to maintain the distancing guidelines, only every other sink will be available to use.
- Restroom occupancy will be limited based on size to preserve physical distancing.

**Common Area Corridors**

- Elevator call buttons will be frequently sanitized, as will stairwell doors.
- Stairs in use for ingress and egress will also be cleaned.



# Common Areas

We will be posting CDC-approved signage to serve as a tool to maintain appropriate social distance and to provide reminders about updated procedures. We're all learning new ways of doing things in order to work safely together, and signs can help us remember the steps we need to take.

- Social distancing markers will be posted to denote 6 feet of space in commonly used areas, including elevator queues, inside elevators, and restrooms.
- Signs will indicate changes to occupancy limits for restrooms and elevators.

- Posted signs will provide CDC guidance outlining precautions we can take to protect ourselves and others.
- Designated entrance and exit routes will be indicated by signage in order to avoid congestion.

**PLEASE SEE PLAN(S) AT THE END OF THIS BOOKLET FOR MORE DETAILED INFORMATION ABOUT YOUR BUILDING'S NEW WAYFINDING AND TRAFFIC PATTERNS.**

- Building staff will be in frequent communication with tenants and employees as procedures evolve.



# Signage and Communication

**NEW PRACTICES AND POLICIES WILL BE IMPLEMENTED FOR GUESTS AND DELIVERIES TO REDUCE ELEVATOR TRAFFIC AND MINIMIZE CONTACT.**

**Guests**

- Every guest is required to wear a mask and practice social distancing while in the building.
- All guests will be required to present their ID at the building lobby/security desk.
- Building staff will check guest IDs from an appropriate distance and log all guest entries.

**Deliveries**

- Any vendor or delivery personnel are required to wear PPE and practice social distancing while in the building.
- Any vendor or delivery person must comply with PPE regulations.
- Building management will coordinate with tenants for procedures on package pick up and deliveries.

**Food Deliveries**

- Please prepay for all deliveries.
- Please minimize food deliveries to your office by aggregating orders.
- Consider placing daily orders for the entire office to minimize traffic in and out of building during peak lunch hours.



# Guests and Deliveries

**IN PARTNERSHIP WITH OUR JANITORIAL CONTRACTORS, WE HAVE DEVELOPED ENHANCED BUILDING CLEANING PRACTICES AND PROTOCOLS.**

- EPA-registered disinfectant will be used on all common area hard surfaces, with special, frequent attention paid to high-touch areas like handrails, turnstiles, door knobs, elevator buttons, light switches, phones, etc.
- Building employees have been trained to follow recommended coronavirus decontamination procedures, including special attention to disinfectant dwell time per the CDC’s guidance.
- Building employees will log cleaning tasks via a logbook which will be kept in the building’s lobby/security desk.

In addition to enhanced cleaning procedures, tenants and all employees should follow established hygiene procedures. For example:

- Frequently wash hands using soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap isn’t available.
- Cough or sneeze into a tissue or flexed elbow.
- Stay home if you are feeling ill.



# Cleaning and Hygiene

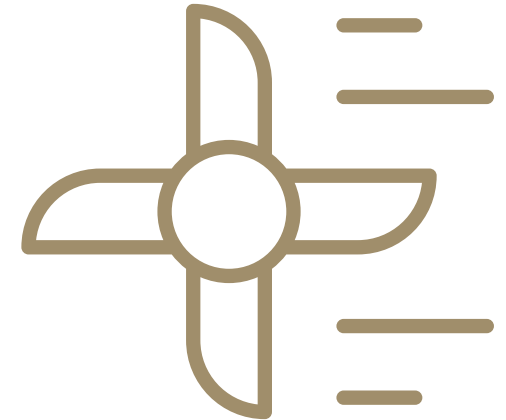


According to the CDC, HVAC systems can play a role in reducing exposure to COVID-19.

**AS A RESULT, WE WILL BE UPGRADING ALL FILTERS IN LANDLORD-CONTROLLED AIR CONDITIONING UNITS.**

Here are some steps tenants may take in order to ensure their individual HVAC systems are operating safely, per the CDC:

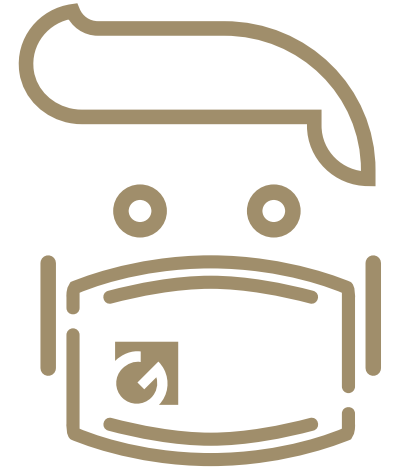
- Consider upgrading air filters to those with a MERV rating of at least 14
  - If possible, consider increasing exhaust and infusion of outside air through your system. Consult with your HVAC contractor.
- All vendors are required to wear PPE while on the premises.
  - Please consult the ASHRAE Coronavirus 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.



# HVAC

**IT IS IMPORTANT TO US TO KEEP OUR TEAM SAFE, COMFORTABLE, AND HEALTHY, SO WE CAN SUPPORT YOU AND ENABLE YOU TO DO THE SAME.**

- All Building employees will be provided with and required to wear masks.
- Physical distancing will be encouraged whenever possible.
- PPE supplies will be kept in locked storage areas and evaluated weekly to ensure adequate stock.
- All building construction will be completed in accordance with State and CDC guidelines.
- To facilitate contact tracing if necessary, all building employees will log their tenant and visitor contact, in accordance with CDC guidelines.



# Building Employee Protection Measures

**IMPLEMENTING THESE NEW GUIDELINES WILL TRULY BE A TEAM EFFORT, AND OUR SUCCESS DEPENDS ON US ALL WORKING TOGETHER.**

We hope that this guide serves as a helpful resource when assembling your own safety plans. Many of the precautions we are implementing in our common areas should be applied to your entire space as well.

Here are some additional considerations and suggestions for keeping your employees safe during this time:

- Return to office in phases.
- Stagger employee start times.
- Encourage your employees to stay home if they are feeling ill.
- Remind your guests to stay home if not feeling well.

- Limit your guests to essential in-person meetings only.
- Advise your employees to maintain social distancing at all times.
- Practice enhanced hygiene.
- Wear masks at all times in the building.
- Use stairwells for inter-floor travel where possible to ease use of elevators.
- In partial return stages, please insure to designate fire warden and searcher personnel to the Fire Safety Director or Building Superintendent in the event your regular team is not returning initially.
- Designate a location within your space for all deliveries to be stored and cleaned prior to distribution.
- Assign delivery management tasks to specific employees only.

If you are responsible for the cleaning of your premises, we encourage you to contact your cleaning vendor to:

- Discuss your specific needs and requirements.
- Ensure you have adequate supplies for tenant cleaning needs, hand sanitizer, wipes, etc.
- Have supplies at each desk to self-clean.
- Provide waste bins specifically for Personal Protection Equipment (PPE).



# Tenant Considerations

**AS YOU RETURN TO  
40 EXCHANGE PLACE,  
YOU WILL NOTICE  
THESE CHANGES:**

**Elevators**

Elevator capacity will be limited to two to ensure social distancing guidelines are met.

Freight elevator capacity will be limited to two.

We will adjust the number of passengers allowed as the relevant governmental guidelines evolve.

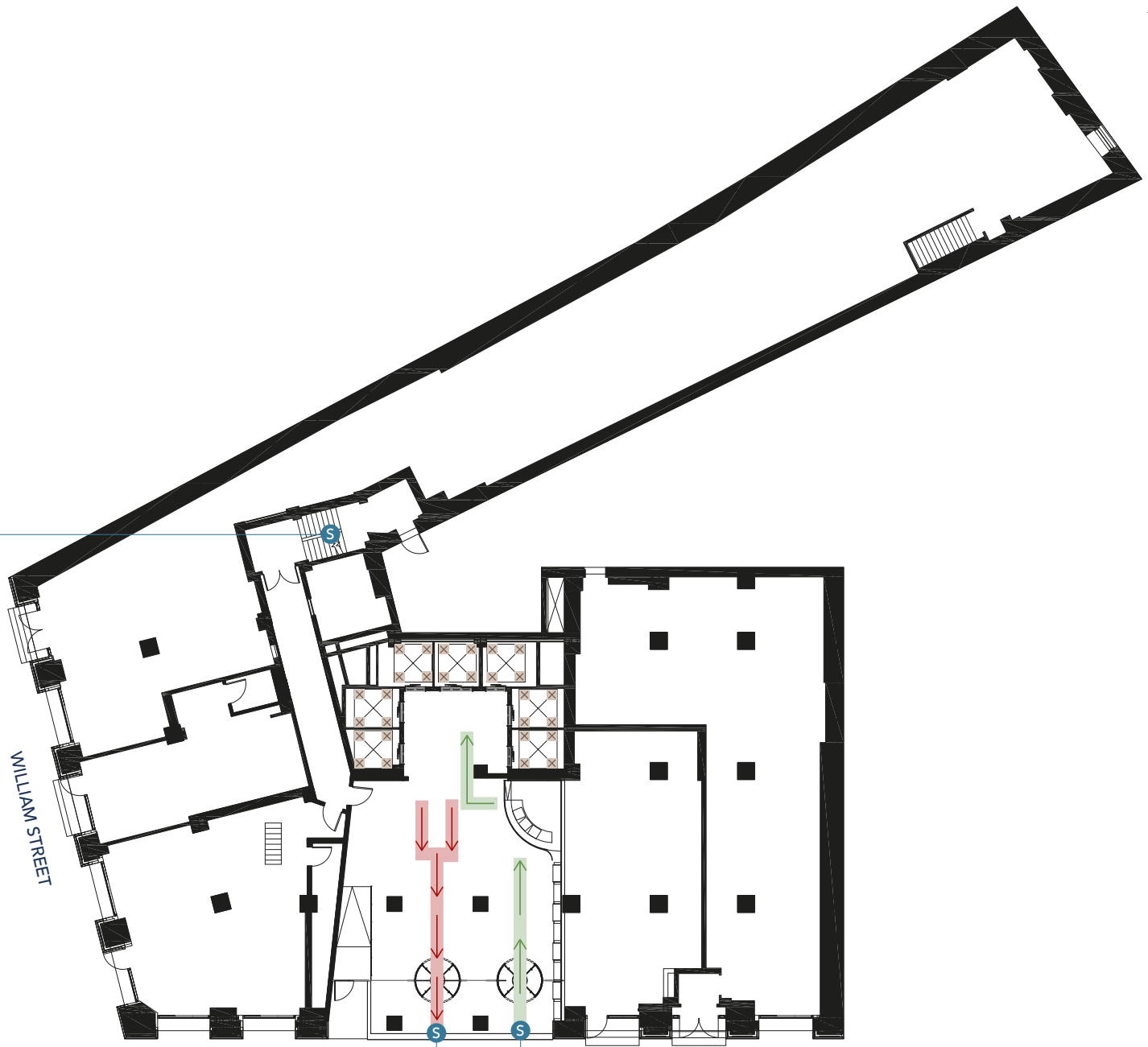


# Building Procedures

-  Ingress
-  Egress
-  Elevator Standing Point
-  Signage



Stair A  
Maintain 6ft. minimum  
social distancing



EXIT ONLY  
DOOR SIGN

ENTRANCE  
DOOR SIGN

EXCHANGE PLACE

**YOUR SAFETY AND COMFORT  
ARE IMPORTANT TO US AS WE  
ALL RETURN TO WORK. PLEASE  
CONTACT US WITH ANY  
QUESTIONS OR CONCERNS.**

**WELCOME BACK.**

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# Contact Us



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