Welcome Back.

Return to Office Guide
520 EIGHTH AVENUE

GFP
REAL ESTATE

A message from GFP Real Estate

Dear Tenants,

We hope this letter finds you and your families well.

As people continue to return to our buildings, we wanted to highlight again the 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 trust this plan continues to provide a sense of comfort and security during this unprecedented time, while assisting you in updating 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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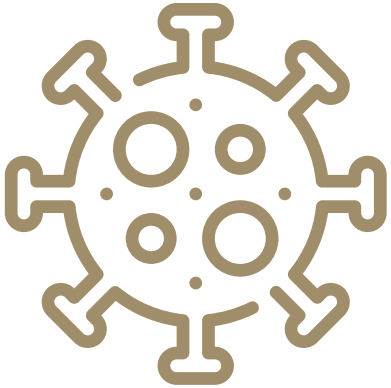
New York State regulations require all reopening businesses to produce a safety plan that details the precautions they are taking to prevent the spread of COVID-19.

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 THE 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 with 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.

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

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

Lobbies

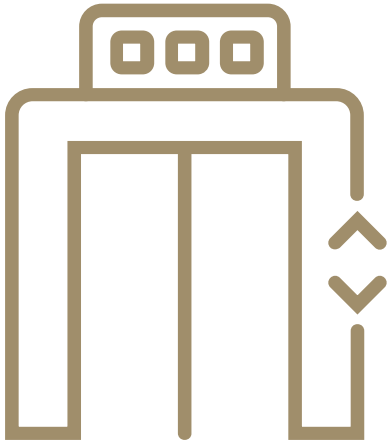
- Congregating in lobbies is discouraged in order to minimize contact.
- Pump hand sanitizer machines have been installed in common areas for the benefit and safety of visitors and staff.
- Plexiglass dividers have been installed at all lobby desks to maintain physical distance.

Common Area Restrooms

- Restrooms are being thoroughly cleaned daily with an EPA-approved disinfectant. Frequently-touched surfaces are given special attention.
- We are installing air purifiers
- Signage indicates appropriate distancing space as well as provide reminders of proper hygiene procedures.
- Some fixtures have been designated as not for use in order to maintain distance in the space. For example, where sinks are too close together to maintain the distancing guidelines, only every other sink is available to use.
- Restroom occupancies are limited based on size to preserve physical distancing.

Common Area Corridors

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



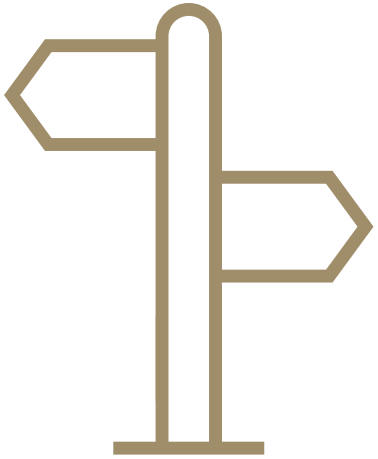
Common Areas

We have posted CDC-approved signage to serve as a tool to maintain appropriate social distance and to provide reminders about updated procedures. We continue to refine 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 are posted to denote 6 feet of space in commonly used areas, including elevator queues, inside elevators, and restrooms.
- Signs indicate changes to occupancy limits for restrooms and elevators.
- Posted signs provide CDC guidance outlining precautions we can take to protect ourselves and others.
- Designated entrance and exit routes are 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 shall remain in frequent communication with tenants and employees as procedures evolve.



Signage and Communication

NEW PRACTICES AND POLICIES HAVE BEEN IMPLEMENTED FOR GUESTS AND DELIVERIES TO REDUCE ELEVATOR TRAFFIC AND MINIMIZE CONTACT.

Guests

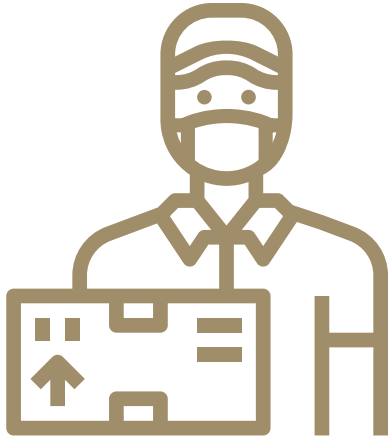
- Every guest is required to wear a mask and practice social distancing while in the building.
- All guests are required to present their ID at the building lobby/ security desk.
- Building staff are checking guest IDs from an appropriate distance and logging all guest entries.

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.



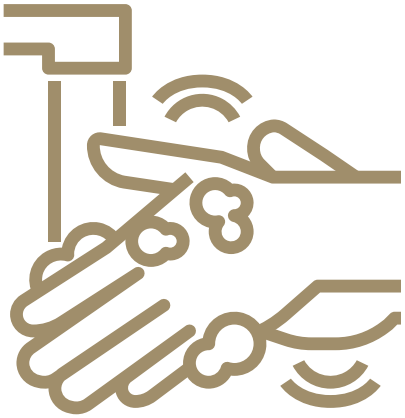
Guests and Deliveries

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

- EPA-registered disinfectant is 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 log cleaning tasks via a logbook which is 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.



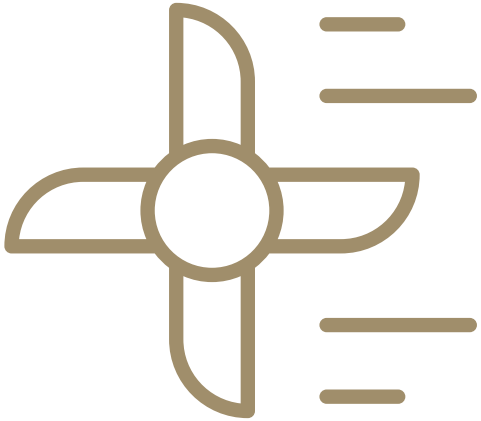
Cleaning and Hygiene

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

AS A RESULT, WE HAVE UPGRADED 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:

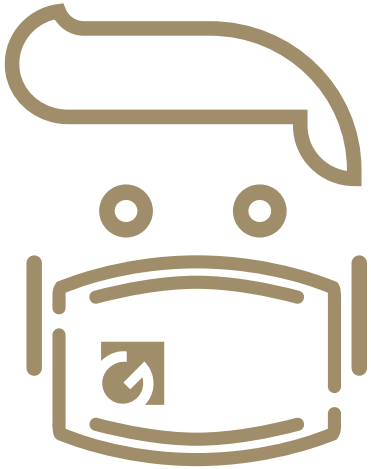
- Consider upgrading air filters to those with a MERV rating of at least 14.
- If possible, consider increasing exhaust and infusion of outside air through your system. Consult with your HVAC contractor.
- All vendors are required to wear PPE while on the premises.
- Please consult the ASHRAE Coronavirus Recommendations website.
- Schedule maintenance with your HVAC vendor if you haven't already; make sure to take steps:
  - To replace filters
  - To 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 have been provided with and are required to wear masks.
- Physical distancing is encouraged whenever possible.
- PPE supplies are kept in locked storage areas and evaluated weekly to ensure adequate stock.
- Any building construction is being completed in accordance with State and CDC guidelines.
- To facilitate contact tracing if necessary, all building employees are logging their tenant and visitor contact, in accordance with CDC guidelines.



Building Employee Protection Measures

IMPLEMENTING THESE NEW GUIDELINES IS 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 520 EIGHTH AVENUE, YOU WILL NOTICE THESE CHANGES:

Elevators

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

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

Visitors

All visitors must register with building security. It is recommended that tenants continue to conduct non-essential meetings remotely.

Staircases

Staircase A and D are designated for entry; staircase B and E are designated for exit.

Deliveries

Large deliveries must be coordinated in advance.

Building Procedures

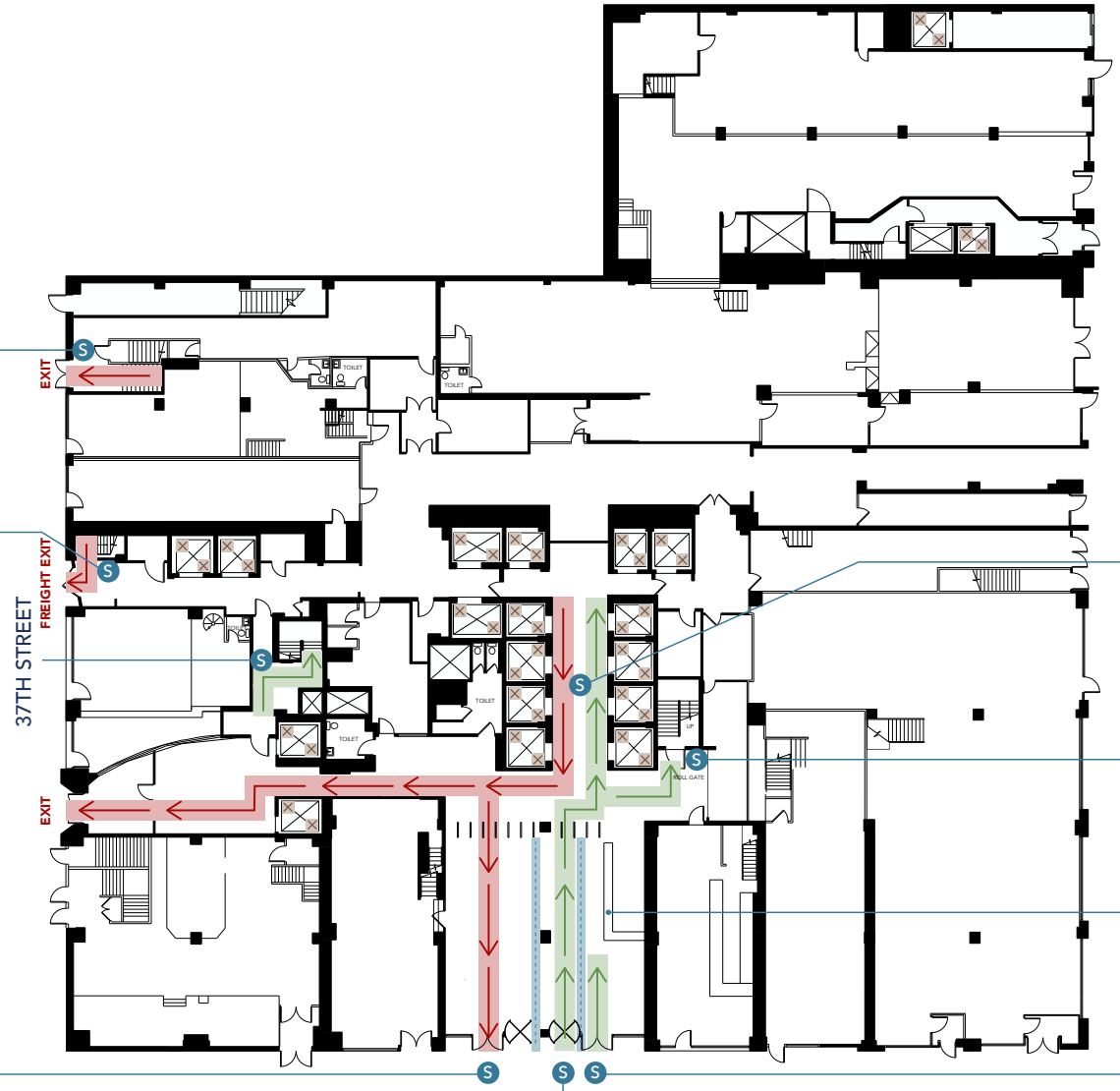
Ingress
Egress
Direction Rope
Elevator Standing Point
Signage

N

520
Staircase B - Walk Down
EXIT ONLY

266
Staircase E - Walk Down
EXIT ONLY

266
Staircase D - Walk Up
ENTRY ONLY



Two Passengers
6ft. Apart Per Elevator

520
Staircase A - Walk Up
ENTRY ONLY

Plexiglass Barriers
at Security Desk

Tenants with Access Cards
Proceed to Left Lane
←

Visitor Check-in Proceed to Right Lane
→

EXIT ONLY DOOR SIGN

ENTRANCE DOOR SIGN

GUEST VISITOR ENTRY

EIGHTH AVENUE

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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