



New Building Protocols

Preparations & Protocols

atco555.com

A Letter from the ATCO Family

Dear Tenant,

As the COVID-19 situation continues, we hope that you, your families, and loved ones are safe and healthy.

As we await what will hopefully be a smooth reopening of the metropolitan area, the well-being and safety of our tenants and their employees remain our highest priorities. We have been following the guidance issued by the CDC and other authorities and are implementing a range of measures to follow the Governor's reopening plan and to maximize health and safety within our buildings.

We have carefully reconsidered the procedures for people arriving at your building and seek to maintain an efficient flow of guests from the entrance to their respective destinations without compromising their safety or anybody else's. To ensure the highest level of safety we can achieve, we seek to support social distancing and to reduce surface contacts. While these procedures undoubtedly entail some level of inconvenience, we have no doubt that you will agree they are necessary.

Rules we are following and precautions we are in the process of taking include:

- Every building occupant must wear face coverings upon entering the building and while in its public areas.
- Building personnel will be required to wear face coverings and gloves at all times.
- Signs will be installed as you enter the buildings and in the lobby, noting which doors you should be using for entering and exiting, as well as where you should stand while waiting for the elevator.
- We will limit the number of individuals in elevators to four and offer reduced contact solutions for floor selection.
- Hand sanitizer will be available in the lobby.
- Clear signage will be installed throughout the buildings, reminding everyone to maintain best safety practices, including hand washing and using sanitizers.
- We have increased the frequency of cleaning in common areas to every hour, including regular disinfection of entrance doors, restroom door handles, elevator cabs, and elevator lobbies.

A Letter from the ATCO Family (Cont.)

- In buildings with central HVAC plants, HVAC filters are undergoing upgrades. The central plant buildings will utilize MERV 13 filters to improve filtration and biological air cleaning. These buildings will also increase outside airflow to consistently introduce fresh air into the building. In buildings with tenant-controlled HVAC units, we recommend that you contact your HVAC vendor to discuss what procedures should be implemented.
- All toilet exhaust fans have been serviced, balanced and set to run at maximum.

Please note that the science on COVID-19 is changing on a nearly daily basis. Practices that the professionals indicate on one day as preferred are, within days, indicated as discouraged. We can only do our best, but the time taken for implementation of better practices sometimes overlaps the amount of time it takes scientific belief to change as to what actually is better. We therefore encourage you to be proactive, do your own research, and participate in taking measures to ensure your own safety. For your convenience and assistance in that research, we suggest reviewing resources such as these local, federal and international authorities and experts:

Centers for Disease Control and Prevention: <https://wwwnc.cdc.gov>

World Health Organization: <https://www.who.int>

New York State Health: <https://coronavirus.health.ny.gov/home>

New York City Health: <https://www1.nyc.gov/site/doh/index.page>

Phase II Industries: <https://forward.ny.gov/new-york-city-phase-two-industries#offices>

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

Department of Homeland Security: <https://www.cisa.gov/coronavirus>

Please see our 'Resources' section for information pertaining to our ATCO CARES and our Essential Steps Back to the Workplace program to help our tenants, their employees, and visitors return to the workplace in a safe and secure manner.

Stay safe, healthy and please let us know how we may be of assistance.

Warmest Regards,

The ATCO Family

Health & Safety

If you experience any of the following symptoms:



- Fever
- Dry Cough
- Shortness of Breath
- Difficulty Breathing
- Chills
- Muscle Pain
- Sore Throat
- Loss of Taste / Smell

Please stay home.

New Office Protocols



Face Coverings Required For Entry and in Public Spaces*



Practice Proper Social Distancing



Wash Your Hands Regularly



4 Persons Limit Per Elevator



Stagger Your Workforce & Establish Flexible Hours



Limited / Minimal Visitors Until Further Notice



Properly Store and Discard PPE When Necessary

*Public spaces consist of the building lobby, elevators, elevator lobbies, multi-tenant hallways, and restrooms.

Tenant Responsibilities

Abiding by government mandates and performing best-practice safety measures is a team effort. Here are your responsibilities as a tenant:



- **Comply with contact tracing protocols and requirements, including:**
 - Designating a single person responsible for overseeing compliance
 - Maintaining daily health check logs
- **Establish a maximum of 50% occupancy**
- **Screen your own employees for symptoms**
- **Enforce face covering and social distancing**

Tenant Responsibilities (Cont.)

Elaboration on Tenant Responsibilities:

Face Coverings & Social Distancing

- Tenants must ensure that their employees wear face coverings when interacting with one another and/or other individuals within six feet of distance and without a physical barrier.

Workspace Requirements

- Tenants should be encouraged within their spaces to comply with CDC, federal, state and city workplace guidelines.
- Tenants should identify a workplace coordinator who will be responsible for COVID-19 issues and develop a written COVID-19 reopening safety plan, and share that person's contact information with building management.
- Reduce interpersonal contact and congregation within tenant premises, as well as in public areas through various methods (e.g., adjusting workplace hours, limiting in-person presence to necessary staff and temporarily reducing on-site workforce).
- Tenants should place signage throughout their offices reminding employees of CDC guidelines and implement daily health screening assessments for their employees and contractors.
- All sanitization supplies for tenant employees and visitors will be the tenant's responsibility, therefore please notify all persons ahead of time to wear face coverings to enter the building.
- Tenants should create their own personal protection policy. Tenants should:
 - (1) Limit the number of employees in pantries and office common areas.
 - (2) Limit the sharing of technology and office supplies.
 - (3) Limit visitors to minimize building lobby and elevator traffic during the initial return-to-work period.

Food and Beverages

- Tenants must prohibit shared food and beverages (e.g., buffet style meals), encourage bringing lunch from home, and reserve adequate space for employees to observe social distancing while eating their meals.

Tenant Responsibilities (Cont.)

Elaboration on Tenant Responsibilities (Cont.):

Tenant-Landlord Communications

- Back-to-work plans and procedures for individual tenant spaces are the responsibility of each tenant, and tenants are required to share their plans with building management.
- Tenants must notify building management of any changes to assigned person(s) for Fire Warden, Deputy Fire Warden and Male or Female Searchers.
- Please click [here](#) for New York State's Reopening Safety Plan template.

Daily Health Check Practices

- If tenant is unable to perform employee health checks at or near building entrances, tenants are responsible for performing the checks within a space under their control.
- Health checks may be performed remotely (e.g., by telephone or electronic survey), before the employee or visitor reports to the building.
- If an employee does not pass the health check, they should not be allowed to enter the workplace and should be sent home with instructions to contact their healthcare provider for assessment and testing.

Visitors

- We encourage our tenants to limit visitors during the initial re-entry phase and hold meetings virtually as often as possible.
- If guests or visitors are necessary, we encourage arrival during non-peak traffic hours and to pre-register them using Angus.
- Visitors will receive an email from Angus with a barcode and a health check survey screening which must be completed prior to check in.
- Tenants will receive further information regarding the Angus Contactless Guest Entry App under separate cover.

FAQs

1. What has been done to prepare for our tenants' return?

HVAC

- All Heating, Ventilation & Air Conditioning (HVAC) systems, along with our air handler unit cooling coils have been cleaned and sanitized.
- All HVAC air filters have been replaced with MERV 13's high efficiency air filters as per the American Society of Heating and Air Conditioning Engineers (ASHRAE) recommendations.
- All toilet exhaust fans have been serviced, balanced and set to run at maximum.

Elevators

- Elevator systems (including alarms and communications) have been tested for proper operation.
- Elevator maintenance has continued throughout this lockdown period.

Tenant Spaces

- All tenant spaces are being periodically inspected for proper operation.

Building Supplies

- All building supplies are fully stocked.

Water Systems

- All cold and hot water systems have been flushed in accordance to the building's water management plan and the building engineer.

2. What are the new procedures for entering and exiting the building?

- Signs will indicate which door(s) grant access to building entrance and exit.
- Cones in the lobby will guide foot traffic for best social distancing practices for elevator access.
- Lobby attendants will discourage loitering and encourage social distancing.

FAQs (Cont.)

3. Will everyone be required to wear face coverings?

- Yes, everyone entering the building must wear face coverings per the government mandates.
- Access to the building will be prohibited to persons not wearing face coverings.

4. Are you taking the temperature of people entering the building?

- No, the temperature of those entering the building will not be taken unless it becomes a government mandate.

5. How is the building being cleaned?

- All high touch surfaces will be cleaned every hour on the hour.
- Any additional cleaning services should be arranged directly with the building's cleaning company or your service provider.

6. Will there be limitations on the number of people in elevators?

- Yes, we request that elevators be limited to four passengers.
- When exiting elevators one should be respectful of others waiting to enter the elevator and should follow the delineated path for exiting the building.
- Please allow extra time to enter and exit the building, particularly during morning and post-lunch rush times.

7. Can tenants use interior stairs to travel between floors?

- Yes, multi-floored tenants can use the stairs, but need to wear face coverings.

FAQs (Cont.)

8. If one of our employees is diagnosed with COVID-19, do we notify ATCO management?

- Please notify ATCO management if one of your employees or visitors tests positive for COVID-19 and has been in the building in the past 72 hours.
- ATCO will work with you to disinfect your space and the common areas.

9. What are the procedures for contractors working in the building?

- All contractors will follow the strict requirements, including staggered start and end times, PPE worn at all times, and social distancing.

10. How will visitors be managed?

- We encourage our tenants to limit visitors during the initial re-entry phase and hold meetings virtually as often as possible.
- If guests or visitors are necessary, we encourage arrival during non-peak traffic hours and to pre-register them using Angus.
- Visitors will receive an email from Angus with a barcode and a health check survey screening which must be completed prior to check in.
- Tenants will receive further information regarding the Angus Contactless Guest Entry App under a separate cover.

11. What delivery services are allowed in the building?

- USPS / UPS / FedEx / DHL will be allowed to enter the building and access tenant floors.
- Messengers and food delivery will not be allowed up to tenant floors; tenants can meet them in the lobby.

Recommendations

Workspace Management:

- If an employee feels sick, they should stay home.
- Tenants should limit the number of employees coming to the office; offer your employees to work in shifts.
- Employers should stagger the start times of the workforce.
- Encourage social distancing.
- Have hand sanitizer placed throughout your offices or at each employee's desk.
- Take advantage of our [ATCO CARES](#) program and our [Essential Steps Back to the Workplace](#) (see our 'Resources' section) to keep your workplace and employees safe and healthy.

Restroom Management:

- Please be mindful of others when entering the restroom and wait outside if the restroom is fully occupied.
- On multi-tenant floors, please limit restroom occupancy to three persons whenever possible.
- Tenants occupying full floors should establish restroom protocols as they deem necessary.
- Face coverings are required to be worn.

Resources



We are launching **ATCO CARES** to help our tenants and their employees feel comfortable about returning to their offices.

ATCO CARES is a 6-month subscription service which will deliver essential items directly to your office front door. Each box will contain enough supplies for 5 employees for 1 month to help keep the office sanitized.

Box Contents \$200 Per Month (incl tax)



- 5 Bottles of 8 ounce Sanitizers
- 1 Quart of Disinfectant Spray
- 200 Latex-Free Gloves
- 10 Microfiber Cloths
- 50 Face Masks



Please email iris@atco555.com to subscribe

ESSENTIAL RESPONSE is a new consulting effort joining ATCO's Operations, Construction & Design teams to bring almost 100 years of expertise to help you rethink your office space for the "new normal."

Services include:

- Enhanced Cleaning, including Electrostatic, Ionization and Ultraviolet
- Protective Desk and Receptionist Panels
- Office Redesign: naturally socially distancing your workforce
- Furniture Replacement

Please email rhiler@essentialdesignbuild.com

For more info, please go to:
essentialdesignbuild.com/essential-response



Resources (Cont.)

essential
DESIGN + BUILD



Essential Steps Back to the Workplace

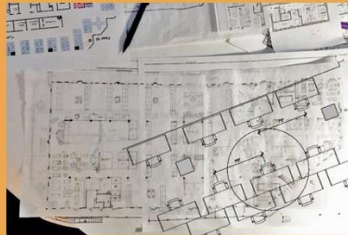
Creating safer and healthier workspaces for our return

We are all anxious to return to the workplace and a healthy office environment is essential! Our team is ready and able to assist.

• Rich Hiller, President, essential design + build



Our team can implement quick upgrades to your offices, designed to prevent the spread of germs and to promote healthy social distancing.



We can redesign your office layout with new desking solutions that separate your employees, while maximizing employee comfort and productivity.



Let us provide peace of mind for you and your employees - by knowing that your offices have been sanitized and cleaned, mitigating the spread of virus and germs throughout your workplace.

Essential Strategy

1. Identify

How can we help you? Are there areas in your workplace that you want to reorganize or replace? Are you looking to contain contamination points of contact? What level of safety will comfort you and your employees in the post-COVID era?

2. Evaluate

We will examine your furniture layout, your density levels and your company contact points to help you review your overall scenario planning.

3. Advise

Our team, comprised of individuals from our Construction, Design and Operations Department will work with you to create a comprehensive plan that responds to all of your safety concerns while supplying you with real solutions to move forward.

4. Deliver

We will roll out the plan immediately, or in phases. Together we will problem solve any and all issues that may have arisen while your team worked from home.

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Resources (Cont.)



Retrofit

Let us help you upgrade your space and make it immediately safer for all. We can furnish and install protective desk and furniture panels.

Reorganize

We will work with you to redesign your space to make sure your team has appropriate "social distance" from each other, while keeping the heart of your company front and center



Revitalize

With a focus on employee safety, we will help you schedule enhanced, high intensity cleaning services. Through our long term relationships, we will work with you to sanitize your space using electrostatic, ionization and ultraviolet machines.

Through our 6 month subscription service, ATCO CARES, we will provide your office with the necessary cleaning supplies to keep your team supplied with the necessary resources to keep your office sanitized.