

## APPENDIX E. 55 WEST 125 ST HEALTH & SAFETY PROTOCOLS, CRG MGMT



Date: June 24, 2020

To: All Tenants 55 West 125<sup>th</sup> St

From: Igwe N. Harvey, Property Manager

RE: **COVID-19 Policy**

Below, please find an outline of best practices that are being implemented by building management. These practices will be amended as local, state and national guidelines dictate.

**General:**

1. Signage will be posted at the entrance of the building (Mask Required; Social Distancing Observed – 6' Distance) Additionally, signs will be placed inside the elevators and in all common areas, restrooms and on the ground in the main lobby indicating six feet distance.
2. Visitors will display ID, and security will sign them in without touching the visitor ID. Unscheduled visitors will not be permitted access without tenant approval.
3. Signage will be posted throughout the lobby, inside the elevators, on all tenant floors emphasizing the social distance policy.
4. Visitors will not be permitted to stand or wait in the lobby.
5. Tenants are encouraged to arrive at staggered times during the morning and lunch peak periods.
6. All visitors/tenants will be required to wear a face covering while inside the common areas of the building.
7. Food deliveries will not be allowed inside the building. All pickup must occur outside of the building, and at least 10' from the entrance.
8. Tenant should contact building management if an employee has symptoms or test positive for COVID-19.
9. In accordance with local law recommendations, please provide building management with a copy of your COVID-19 re-opening safety plan and daily employee health certification. See Attached. Completed forms can be emailed to [pburns@cogswellrealty.com](mailto:pburns@cogswellrealty.com)
10. Additional COVID-19 insurance requirements for external vendors may be required.

11. Please submit a list of daily visitors to the assistant manager, Pam burns via email, pburns@cogswellrealty.com
12. Tenant and visitor will have their temperatures checked in the main lobby.
13. All access into and out of the building must occur via the main entrance.

**Elevators/Vertical Transport:**

1. Social distancing will be maintained while waiting for an elevator.
  - a. Allowing passengers to exit first, then security will summon those queuing to board the elevator individually, maintaining social distance.
  - b. Social distancing markers will be on the lobby floor and roped stanchions will be used to guide and direct traffic.
2. Vertical transport will be limited to four occupants per cab. (one occupant per corner, all facing away from each other with the exception of the center occupant, who shall face the rear wall). The security officer will press floor buttons.
3. Occupants are not permitted to talk on mobile phones or have conversations while inside the elevator.
4. Disinfectant will be sprayed inside the elevator in advance of each vertical trip.
5. Staircases will be available for tenants use. However, note that every 4<sup>th</sup> floor is a reentry floor with the exception of the 4<sup>th</sup> and 12<sup>th</sup> floors. Also note that Stair A exits onto 125<sup>th</sup> street and stair B exits into the main lobby.

**Lobby / Dense occupant areas:**

1. All visitor's information should be sent to security in advance to schedule/confirm access.
2. The building security staff will separate visitor and tenants as they enter the building (e.g.) Tenants enter on the left of the desk, and visitors to the right of the desk. Each one-way will be divided into incoming and outgoing traffic. Tenants will be given preferential treatment for access purposes. Unscheduled visitors will queue outside of the building six feet apart until their appointment is verified and vertical transportation is available.
3. Tenants are encouraged to arrive in staggered stages before 8:15am to prevent a bottle neck in the main lobby.
4. A security officer will be stationed at the elevator console to press the elevator main call button as well as the floor call buttons for the tenants and visitors that are queuing in the main lobby at acceptable social distances.

**Cleaning:**

1. The cleaning staff underwent training in March for the proper cleaning of pathogens.

2. The cleaning staff will increase cleaning frequency of high-touch point in the common areas (i.e.) Elevator buttons, Elevator Handrails, Lobby Security check in, Restroom door handles and push plates, Bathroom, Light switches) using CDC approved cleaning solutions.
3. From time to time, and, if necessary, building management will use third-party cleaning company to disinfect/sanitize high-touch points during off-peak hours.
4. An additional day porter will be in the building during peak hours (8am – 2pm) to focus solely on high touch points.

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**HVAC System:**

1. The base building HVAC filters will be changed more frequently and the coils will be cleaned quarterly.

**Building Staff:**

1. All staff members are required to wear face masks and gloves when working inside the building.
2. The three operating engineers will work between 6am and 6pm. They will have a 2 hour overlap of their shifts and practice social distancing at all times. One engineer will respond to house calls on floors 1 - 7, the other engineer will respond to house calls on floors 8 – 14 and the last engineer will maintain a presence in the mechanical rooms and act as a vendor liaison and dispatch for the other two engineers. Repairs & Maintenance that requires more than one engineer will be reviewed on a case by case basis.
3. The 10 evening porters will work between 3pm – 1:30am, these individuals are all assigned to specific floors and normally do not interact with each other when cleaning designated spaces; the sole day porter works alone. The supervisor will maintain radio communication with all the porters and provide cleaning supplies to the porters on an individual basis.

**Parking:**

1. The parking garage will remain open to monthly parkers and limited daily parkers. Please contact the building office with any specific questions.

Feel free to contact the building management office at 646.442.2787 if you have any questions.

Stay safe and vigilant!