

May15, 2020

## COVID-19 GUIDELINES & UPDATES TO RULES AND REGULATIONS

Dear Tenant:

In light of the current COVID-19 pandemic and related issues that have either precluded or significantly curtailed the abilities of persons to report to their offices, we are sending this notification (hereinafter, this “Notice”) to all tenants/occupants of **111 and 115 Broadway** (together, the “Building”).

Landlord desires to ensure that the Building is operated and maintained in a manner that is safe and secure for all occupants and the public at-large. Accordingly, in an effort to address the National Public Health Emergency caused by the COVID-19 pandemic, and to comply with the applicable federal, state, and local orders, recommendations, and guidelines (the “COVID19 Guidelines”), Landlord is instituting measures at the Building to adhere to the COVID19 Guidelines on a going forward basis. Such measures may include, without limitation, some or all of the measures set forth or referenced in **Exhibit A** to this Notice, entitled “Social Distancing, Sanitization, Signage Protocols.” Additionally, Landlord is planning to implement and follow the attached traffic flow in the lobby to maintain social distancing. Landlord will also be screening its employees and will request from its vendors and contractors to perform their own screening prior to entering the Building.

To that end, and in furtherance of the foregoing, this Notice shall also serve as an update to the existing Rules and Regulations to Tenant’s lease with Landlord at the Building by adding the following *new* Rules and Regulations:

1. Tenant will operate from its demised premises and at the Building in a manner consistent with the COVID19 Guidelines, which will include without limitation the measures set forth or referenced in **Exhibit A**, attached hereto. Specifically, Tenant will promptly and continually take steps to comply with COVID19 Guidelines and to monitor and promptly comply with changes to same.

2. Tenant will reasonably cooperate with Landlord’s efforts to ensure a reasonable coordination of efforts to ensure Tenant’s demised premises, and the Building of which it is a part, comply with the COVID19 Guidelines. Notwithstanding, Tenant is responsible for its own obligations to comply with the COVID19 Guidelines, including equipment, training, distancing, posting, contact tracing, etc. Please take note of the following links:

- New York State Industry reopening by Phase <https://forward.ny.gov/industries-reopening-phase>
- New York State Forward Business Re-Opening Safety Plan Template: [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS\\_BusinessReopeningSafetyPlanTemplate.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf).

3. Reasonable safeguards will be implemented by the parties to protect any and all personal information in any format accessed, collected, created, processed, and/or disclosed in connection with compliance with the COVID19 Guidelines. Tenant will not disclose information related to COVID19 status of any individual who had been present at the Building or in Tenant’s demised premises at any time, including Tenant’s employees, except as required by law and without first alerting Landlord at least 24 hours in advance of such disclosure.

4. Any third-party service provider Tenant engages to assist with compliance with the COVID19 Guidelines shall be subject to Landlord's prior written approval, which shall not be unreasonably delayed or denied. Tenant will ensure that any such service provider agrees in writing to the same restrictions and conditions set forth in this Notice. Tenant shall provide Landlord with a copy of any such agreement, upon request.

5. Tenant will provide commercially reasonable assistance to enable Landlord to respond to and comply with requests concerning COVID19 issues pertaining to Tenant's demised premises or the Building, including media inquiries. In connection with responding to such requests, Tenant shall provide Landlord with reasonably requested information within ten (10) days of receipt from Landlord.

6. Tenant will cooperate with Landlord in connection with any investigation concerning the COVID19 status of an individual that is, was, or may be present at Tenant's demised premises or the Building.

7. Any notice which is to be given by one party to the other under this Notice will be given in accordance with the instructions provided in the Lease.

*[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; EXHIBIT A TO FOLLOW]*

## **Exhibit A**

### **Social Distancing, Sanitization, Signage Protocols (hereinafter, the “Protocols”)**

**Facility Address:** Trinity Centre, 111-115 Broadway, New York, New York

**New York State Mandates:** All tenants/occupants of the Building are to comply with all applicable New York State mandates and COVID19 Guidelines.

#### **Signage:**

- Signage to be placed inside each tenant’s demised premises to inform all employees, vendors, tenants, and visitors that they should: avoid entering the facility if they have COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one’s elbow; wear face coverings, as appropriate; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Protocols will be placed inside each tenant’s demised premises

#### **Measures To Protect Employee Health:**

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick or exhibit signs of illness.
- Symptom checks are being conducted before employees may enter the workspace.
- Employees are required to wear face coverings, as appropriate.
- All desks or individual workstations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently
- Disinfectant and related supplies are available to all employees
- Hand sanitizer effective against COVID-19 is available to all employees
- Soap and water are available to all employees
- Instruct employees on requirement to wash hands at appropriate places
- Copies of the Protocols are to be distributed to all employees in each tenant’s demised premises.

#### **Measures To Prevent Crowds From Gathering:**

- Maintain at least six-foot distance from one another at all practicable times.
- Stagger employee shifts where possible.
- Hold meetings and conferences virtually where possible.

#### **Measures To Keep People At Least Six Feet Apart:**

- Placing tape or other markings at least six feet apart inside each tenant’s demised premises with signs directing employees to use the markings to maintain distance.
- Deliver intangible services remotely where possible.
- All employees have been instructed to maintain at least six feet distance from each other and avoid grouping, except employees may momentarily come closer as otherwise necessary.
- Where appropriate, permit employees to take breaks or lunch outside, in their personal or office space, or other areas where distancing can be maintained.

#### **Measures To Prevent Unnecessary Contact:**

- Prohibit handshaking or other unnecessary contact.
- Prohibit employees from using other employees’ workstations, equipment, phones, etc.
- Preventing people from self-serving any items that are food-related, including, specifically, the following measures:
  - Lids for cups and food-bar type items are provided by staff; not for individuals to grab.
  - Bulk-item food bins are not available for self-service use.
- Not permitting employees to bring their own bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.