

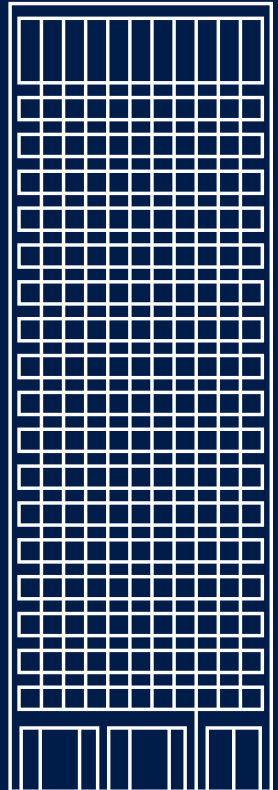
# Office Building Update

41 MADISON

Preparations  
& Protocols

June 15, 2020

[rudin.com](http://rudin.com)



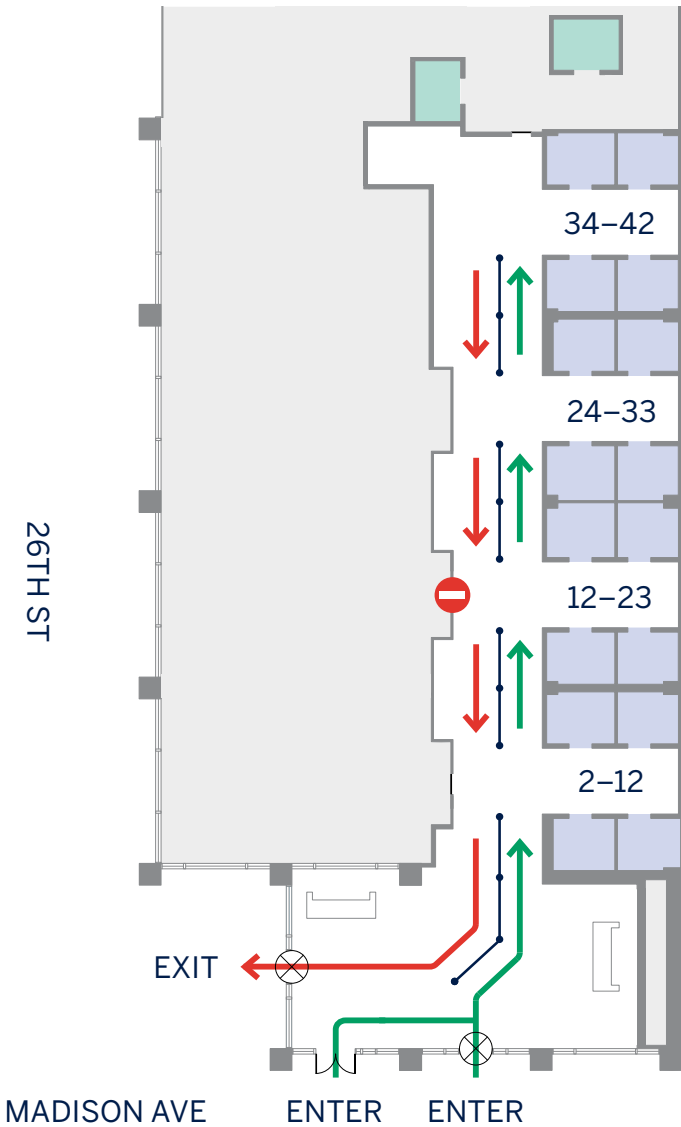
# Entering and Exiting 41 Madison Avenue

On the following page, please find a diagram outlining the new flow of foot traffic in and out of the lobby. To prepare for your re-entry, please review the diagram and note the new entrances and exits.

Per public health guidance from the Centers for Disease Control and Prevention and the New York State Department of Health, please note that face masks or cloth face coverings are required for entry into the building and in all public spaces.

# Entering and Exiting 41 Madison Avenue

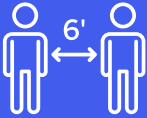
- Incoming Traffic
- Outgoing Traffic
- ⊘ No Entrance/No Exit
- Stanchion/Barrier
- Area Out of Use
- Active Elevators
- Service Elevators
- ☐ Reception Desk



# Re-Entry Protocols



**NO MASK, NO ENTRY**



**Observe Social Distancing**



**Wash Hands with Soap and Water or Sanitizer Frequently**



**Limited Number of Passengers on Elevators**



**Stagger Your Workforce and Establish Flexible Hours**

# Re-Entry Protocols



**No Visitors During Initial Re-Entry**



**Packages Delivered by the Messenger Center will be Sanitized Prior to Delivery**



**Please Store and Dispose of Personal Protective Equipment (PPE) Safely**



**Those with Elevated Temperature or Any Other COVID-19 Related Symptoms Should Stay Home**

If you think you may have been exposed to COVID-19, contact your healthcare provider

# FAQ's

## 1. What has been done to date to prepare the building for occupancy?

### HVAC

- All Heating, Ventilation and Air Conditioning (HVAC) units have been cleaned and sanitized.
- All HVAC air filters have been replaced. We are using high efficiency air filters per American Society of Heating and Air Conditioning Engineers (ASHRAE) recommendations.
- All mechanical systems have been checked and tested to make sure they are operating properly.

### PLUMBING

- Hot water at plumbing fixtures flushed on a weekly basis.

### FIRE SAFETY

- A full test of the Fire Alarm and Communication System, and all connected devices, has been performed.

# FAQ's

*(Continued from previous page)*

- As tenants start to come back, we will check and update for Floor Warden changes, and conduct training if necessary.

## **ELEVATORS**

- Elevator systems, including alarms and communications, have been tested for proper operation.
- Elevator maintenance operations have continued throughout the lockdown period.

## **TENANT SPACES**

- All tenant spaces are periodically inspected to make sure there are no issues.

## **BUILDING SUPPLIES**

- Inventory of supplies is fully stocked (i.e. toilet tissue, paper towels, hand soap).

# FAQ's

## 2. What will be done on a daily basis to keep the building clean and safe?

- Hand sanitizing stations are available in the lobby for tenant use.
- Frequent sanitizing will continue to be performed on all high touch surfaces in public areas of the building. Sanitizing of tenant space will continue to be arranged directly between the tenant and the building janitorial contractor.

## 3. What operational changes will be implemented?

- Building entrance swing doors will be left open during business hours, weather permitting, to reduce touch points. Lobby attendants will discourage loitering in the lobby and encourage social distancing.



# FAQ's

*(Continued from previous page)*

- Signage will be posted for wayfinding, directional guidance and protocol advisories. More details will come as we near returning to the office, including building lobby floor diagrams with traffic flow patterns.
- HVAC systems will be operated to deliver increased levels of outside air into the building, and all buildings will be operational by 7am.

## 4. How will you manage Elevators?

- Initially, lobby attendants will place lobby elevator calls and monitor the four passenger limit in the passenger elevators. Signage will be posted advising occupants of the same.

# FAQ's

## 5. How will you manage and route lobby traffic?

- We will observe the social distancing mandate and will assist occupants in maintaining separation when entering or leaving the building. Separation/directional lanes will be established where necessary.

## 6. How will visitors be managed?

- Visitors by appointment only. Notification must be sent 24 hours in advance. Please contact Bernadette Anderson at [banderso@rudin.com](mailto:banderso@rudin.com) or 212 686 1203.

- All visitors must follow building protocols to gain entry.

# FAQ's

## 7. Will there be Sneeze Guards at the lobby desks?

- Yes, shields will be placed at lobby desks.

## 8. Will everyone be required to wear a mask?

- Yes, we will be observing the government mandate; no one will be permitted to enter the building without wearing a mask.

# FAQ's

## 9. Do you have recommendations for employers?

• If you display any symptoms of COVID-19 please stay home. Symptoms may include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

• Initially, the incoming workforce should be limited to those who are essential to be in the office and whose ability to efficiently work from home is limited.

• Employers should stagger the start times of the workforce.

• Encourage social distancing.

• Please require hand and respiratory hygiene in the workplace. Hand sanitizer should be placed at strategic locations around the office and at each employee's desk.

# FAQ's

## 10. Do you have recommendations we can relay to our employees?

- Those with elevated temperature or any other COVID-19 related symptoms should stay home.
- Please take your temperature before heading to work. Those with an elevated temperature or any other symptoms should stay home.
- Masks are required in all building common areas. Within tenant spaces, per government guidance, masks are recommended if social distancing measures cannot be observed.
- Promote social distancing.
- Wash hands with soap and water or use hand sanitizer frequently.

For the latest guidelines and recommendations, please visit the official New York State website at [coronavirus.health.ny.gov](https://coronavirus.health.ny.gov).

# A Letter from Our Chairmen

We hope you are staying healthy and well during these challenging times. Throughout this public health crisis, our top priority has been the safety and wellness of our customers, employees and building communities.

As we strategically plan for re-entry of our workplaces and buildings, we want to provide an update of our preparations and the protocols we will implement. Our initial guidelines have been developed based on public health guidance from the Centers for Disease Control and Prevention and the New York State Department of Health, and in consultation with an infectious disease medical professional. We will continue to closely monitor public health guidance as the COVID-19 pandemic evolves and adjust our protocols accordingly.

Our continued partnership and collective responsibility will be critical to a successful re-entry. We look forward to joining you in shared action to return to a safe and healthy building community.



Eric Rudin  
Co-Chairman  
& President



William Rudin  
Co-Chairman  
& Chief Executive Officer

# Rudin

For questions and more information, please feel free to contact the building management team.

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