

160 WATER STREET

Dear Tenants:

We wanted to take a moment to thank the many essential workers who operated every day from 160 Water Street. The COVID-19 virus transformed our everyday lives, literally overnight. However, it has also presented us with opportunities to reimagine certain aspects of our property operations; including evaluation of all available information from industry, and government health officials, allowing us to assess how to better serve our tenants, post COVID-19.

We look forward to being a trusted resource, and partner as we update building operations to promote a healthier environment.

Malek Hajar, Property Manager



CLEANING

- **Enhanced Cleaning**

Since the onset of COVID-19, the Building's cleaning vendor, QBS, has followed an enhanced cleaning program of the base building common areas, including: Main Lobby, Elevator Cabs, Security Desk, Freight/Loading Dock, and Restrooms. QBS immediately ensured all personnel were re-trained on enhanced cleaning work practices, and the use of specialty cleaning products; including EPA-registered disinfectants. Additionally, QBS ensured all personnel were issued the proper personal protective equipment (PPE), including masks and gloves.

- **Re-Occupancy Action Plan**

Property Management has been working with its environmental consultant, Hillmann Consulting, to develop a **Re-Occupancy Control Program**. Such Re-Occupancy Control Program will focus on Best Practices, and recommendations to minimize exposure to COVID-19. Additionally, the Program will be a shared resource, allowing Tenants to improve their own cleaning to a standard that can be followed, and most importantly documented, to meet the concerns of all parties.

In addition to the above, Property Management will maintain the presence of hand sanitizer receptacles in key locations throughout the building.



MECHANICAL SYSTEMS

▪ **Maintenance**

The Building currently performs routine maintenance on Building Air Handlers which already use a highly-rated, minimum efficient value Merv-13, Pre- Filters, and Bag-Filter; which filter out 95% of particulate from 3.0 to 10.0 microns, and 85% of particulates from 1.0 to 3.0 microns. HVAC coils are cleaned annually, and the Building brings in a healthy amount of fresh air, which is at minimum 25%.

▪ **Re-Occupancy Action Plan**

The Building is currently examining the benefits of alternate filtration systems, including: Disinfecting Filtration Systems (DFS) that apply an energy field to a Merv 15 Filter to promote particle agglomeration. DFS can disinfect and kill 94-100% of whatever the filter captures. We are exploring Ultraviolet Germicidal Irradiation (UVGI) which is a strategy supported by ASHRE. UVGI essentially penetrates submicron microbes, and damages the structure of nucleic acids and proteins, leaving them unable to perform vital cellular functions, like spread disease. UVGI technology also cleans coils, improving their performance, and thus saves energy. As a complement to the aforementioned DFS, and UVGI technologies, which occur at the air handling unit/ductwork; we are also reviewing Bi-Polar Ionization which focus on air disinfection in all occupied space. Portable filtration air cleaners are available for individual tenant use.

FIRE & LIFE SAFETY

▪ **Re-Occupancy Action Plan**

The Building will be increasing tenant communications, to ensure that Tenant Fire Wardens, Deputy Fire Wardens, and Searchers have sufficient training that they can share with all occupants on their floors. Additionally, Croker Fire Drill will be supplementing life safety training with Zoom Meetings to meet FDNY live training requirements for Fire/EAP Drills.

BUILDING ACCESS

▪ **Re-Occupancy Action Plan - Main Entrance**

The main entrance for the Building is on Water Street, however, Tenant's currently enjoy access from an automatic swing door on Pear Street as well. To encourage social distancing, the Building will designate the Pearl Street entrance as the main entry for the Building, and designate Egress through the Water Street Doors. The Building is also evaluating the installation of a self-cleaning, protective surfaces on lobby door handles to provide additional defense for this high-touch surface. Proper signage will be installed at both entrance locations, and once in the Lobby, tenants will be guided by new social distancing signage throughout.

▪ **Re-Occupancy Action Plan - Privately Owned Public Space(P.O.P.S.)**

Proper signage shall be placed to encourage social distancing in the POPS Space, and in accordance with New York City Executive Order 108.

▪ **Re-Occupancy Action Plan - Elevator Access**



To maintain Social Distancing, the Building will recommend that no more than three (3) people ride a passenger elevator at one time. Re-occupancy strategies include implementation of a signage program that will provides instructional content to indicate where riders should stand while waiting for the elevator, and where they should stand in the elevator to maintain social distancing. Additionally, we will work with our tenants to ensure their respective elevator lobbies are signed to promote social distancing. The Building is also evaluating the installation of a self-cleaning, protective surface over the elevator buttons to provide additional defense for this high-touch surface.

▪ **Re-Occupancy Action Plan - Stairwell/Emergency Egress**

The Building currently has one (1) stairwell at each elevator bank. Stairwell re-entry floors are: 22, 18, 15, 11, 8, 6, 2 and the Lobby. The Building is currently evaluating whether use of the stairs, in addition to the elevators is feasible? Once a determination is made, a proper signage program will follow to provide additional guidance as required.

▪ **Re-Occupancy Action Plan Loading Dock/Freight Access**

All vendors/delivery people who access the Loading Dock and Freight Area will be expected to wear face coverings in accordance with the New York State Governor's Executive Order 202.16. The Freight Operator will ensure compliance with this mandate. Any persons not wearing the proper PPE, will not be allowed to enter the Building.

Property Management will require Tenants to schedule all deliveries, and requests for Freight Access in Building Engines, in advance, in order to ensure proper social distancing measures are followed. Signage will posted to provide guidance to persons who use this area.

A hand sanitizer dispenser will be placed at the loading dock landing/freight area. Signage will be installed to direct vendor/delivery people to use upon entry and exit.

▪ **Re-Occupancy Action Plan Lobby Deliveries**

Food delivery protocols will be changed. Delivery Personnel will be directed to a marked out area by the entrance on Water Street, where there is ample space to maintain a social distance. Tenants will be required to pick-up their food deliveries in the Lobby.

BUILDING HEALTH BENCHMARKS

▪ **Re-Occupancy Action Plan**

The Building is exploring FitWel designation. FitWel was developed by the CDC and the GSA, and includes 7 Health Impact Categories:



7 Impact Health Categories

- Impact Surrounding Community Health
- Reduces Morbidity and Absenteeism
- Supports Social Equity for Vulnerable Populations
- Instills Feelings of Well Being
- Enhances Access to Healthy Foods
- Promotes Occupant Safety
- Increases Physical Activity



FitWel's evidence-based design, and policy strategies enhance building environments by addressing a broad range of health behaviors and risks, to promote wellness. Accordingly, we look forward to integrating the best strategies that science has to offer to optimize health within the Building.



OTHER RE-OCCUPANCY ACTIONS

- **Building Staff PPE**
The Building will procure and ensure adequate stock of PPE (masks and gloves) for all Building personnel.
- **Tenant Interactions**
Property Management will maintain social distancing by conducting tenant monthly meetings through Zoom video-conferencing. Additionally, all request to property management will be made via phone or email.

NYC ASSISTANCE

- If you need help finding a doctor, the City recommends you call (844) 692-4692, or 311
- CityMD has more than 100 Urgent Care locations in the 5-Boroughs. To locate visit www.citymd.com/urgent-care-locations
- New York State Department of Health has a Coronavirus hotline that can be reached by dialing (888) 364-3065
- Mass Transit (Subways, Buses, LIRR, and Metro-North) are currently running modified schedules. For Service updates call 511, or www.mta.info/nyct
- The City has suspended alternate-side parking through April 28, 2020; however, parking meters remain in effect. You can sign-up for parking info email updates from DOT at www1.nyc.gov/html/dot/html/contact/email_signup.shtml
- New Yorkers can sign up for the latest updates on the City's response to coronavirus by texting COVID to 692 692.

