



# 15 East 26<sup>th</sup> Street TENANT RE-ENTRY PLAN

AUGUST 27, 2020

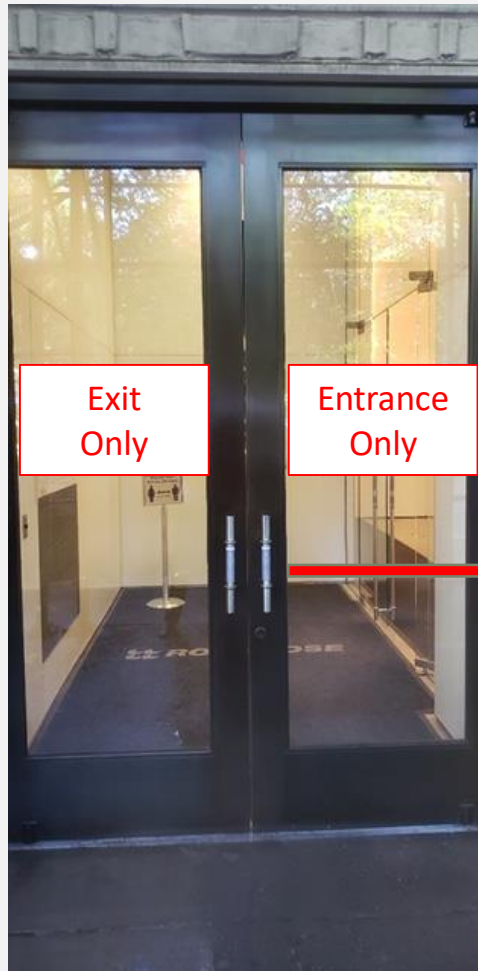
# OVERVIEW

This presentation outlines the ways in which we will make our best efforts to keep tenants at 300 Park Avenue South safe and promote social distancing guidelines within the building. We have focused on the following areas among others to prevent the spread of COVID-19 when tenants return to work in their offices:

- Lobby and front desk areas of both 300 PAS and 290 PAS entrances
- Paths of travel and signage to maintain social distancing
- Temperature and facemask checks for entry
- Elevator occupancy procedures
- Cleaning and high touch surface area disinfecting
- Procedures for deliveries

We look forward to welcoming you back when you are ready!

# BUILDING MAIN ENTRANCE



- The front doors will remain on card reader access until further notice.
- To avoid close contact with other occupants, please use the right door to enter and the left door to exit the building.
- The second set of double doors will remain open to reduce the number of public touch points and to make for an easier path of travel.
- Antimicrobial film has been placed on the front door handles (seen in the picture to the left). The day time porter will also be regularly wiping down the touch points entering and exiting the building.

# BUILDING MAIN ENTRANCE



- Signage has been placed on the right wall of the entrance as a reminder that face coverings **MUST** be worn when entering the building.
- Stanchion signage has been placed at the end of the main entranceway enforcing social distancing guidelines.

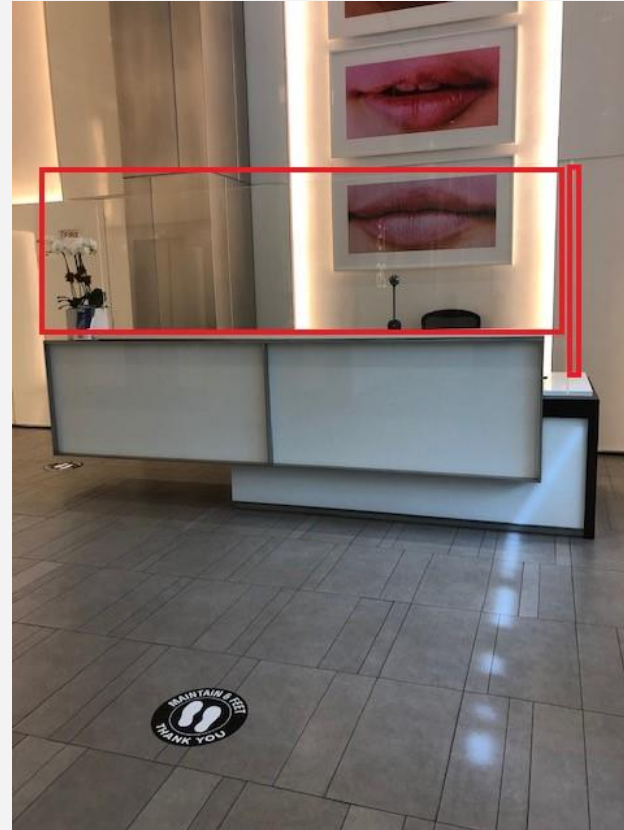


# LOBBY AND SECURITY DESK

Lobby Path of Travel



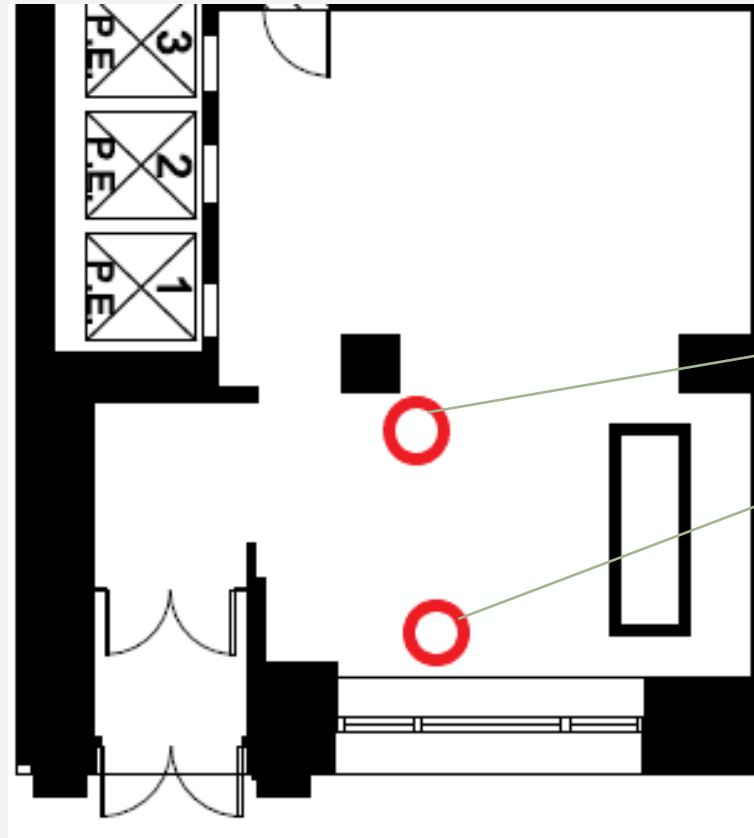
Plexiglass Desk Partition



- Hand sanitizing stations have been placed in the lobby and all occupants are encouraged to sanitize their hands upon arrival.
- To avoid unexpected encounters, please use the path of travel indicated in the picture to the far left.
- Plexiglass partitions have been installed at the front desk as an additional measure to protect our security staff and any visitors or deliveries.

# LOBBY ACCESS – TEMPERATURE AND FACEMASK CHECK

26<sup>th</sup> Street Lobby



Gardera Checkpoint Kiosk



# GARDERA CHECKPOINT KIOSK

***\*\*Face coverings are required 100% of the time to enter the building, in elevators, and when traveling through common areas within the building\*\****

Normal Temperature  
and face mask  
confirmed

Normal Temperature  
but no face mask  
detected

Face mask confirmed  
but above normal  
body temperature



- Gardera Checkpoint Kiosks will be placed at the designated locations in the previous slide.
- Used to ensure everyone entering the building has a “Normal Body Temperature” and is wearing a face mask.
- These will be used for all occupants of the building. Visitors will be asked to sign in before stepping toward the kiosk.
- Building staff will also perform a manual temperature check with a contactless device and do a visual facemask inspection if necessary.
- **GARDERA MACHINES ARE PROGRAMMED NOT TO COLLECT FACIAL RECOGNITION INFORMATION**

# LOBBY

## Distancing Signage for Elevator Line



- The furniture has been removed from the building lobby to create more room for occupants waiting for elevators.
- Floor signage indicating where to stand while waiting for an elevator has been placed throughout the area.
- Please utilize the signage indicated when waiting for the elevators and be sure that people coming off the elevator have enough room to exit comfortably.



# ELEVATORS



- Elevators will be limited to **TWO** people until further notice.
- Should someone request to ride alone, they may do so.
- Social distancing signage has also been placed in the elevators as a reminder to keep a safe distance in this particularly small area.
- Nanoseptic anti-microbial (self-cleaning) elevator button covers have been installed in all elevators.

# SERVICE ENTRANCE AND DELIVERIES



- Building staff will be monitoring the service entrance and administering deliveries.
- Delivery personnel must be wearing face masks as well.
- Delivery personnel will be logged and their temperature will be taken.
- A sanitization station will be set up in the service entrance to wipe down packages before bringing them up to the floors.
- Personal food deliveries must be received in the lobby or outside.

# CLEANING



- High touch surfaces in the common areas of the building such as door handles, switches, elevator buttons, etc. will be wiped down regularly with disinfectant wipes.
- The building has also purchased pressurized disinfectant sprayers to be used in the lobby, elevators, and other common areas of the building.
- All cleaning products and disinfectants are quat based, recommended by the CDC.

# CONCLUSION

As you prepare for your work force to return to the office, please reach out to discuss your occupancy plans with building management. While we have taken steps to address the main concerns around the spread of COVID-19, a collaborative approach between the tenants and building management is essential. Rockrose is committed making the return to work as safe as possible and want to keep everyone's needs in mind.

Contact:

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Please refer to the [Office Summary Guidelines for Re-Opening New York](#), for additional information and a list of mandatory and best practices for opening your own offices.