

LIA COVID-19 REOPENING SAFETY PLAN PER ESD GUIDELINES

PEOPLE:

- Initial office reopening will be limited to up 50% of employees.
- President & CEO will continue to allow employees to work remotely and will stagger office hours so no more than 4 employees are present at any one time.
- LIA will ensure 6 ft. distance between personnel. Any time personnel are less than 6ft. apart from one another, personnel will be required to wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual. Conference room will be limited to 4 people, wearing face coverings and seated 6 ft apart. Conference room will be sanitized after each use.
- Social distancing markers will be used to denote 6 ft. of spacing.
- Arrows will be affixed to the carpet showing a one-way direction of foot traffic, will now need to exit through the conference room.
- Any deliveries will have to be left in the office lobby.
- All visitors will be prohibited from entering the office unless they call first.

PLACES:

- LIA will provide employees with disposable face masks at no-cost to the employee. Face masks will be available in the interior reception cubicle. A garbage receptacle will be in the lobby to dispose of masks when exiting the office.
- The kitchen area will be off-limits, use of the appliances will not be allowed. Area will be roped off.
- Cleaning log will be kept in the conference room. LIA will coordinate with the building cleaning company to have them log in cleaning nightly.
- Alcohol hand wipes, paper towels and appropriate cleaning products will be available throughout the office.
- Hand washing signs will be placed in the bathrooms along with hand soap, alcohol hand wipes and disposable hand towels.

- Entrance to the interior office, by the conference room doors, will be roped off blocking the entrance. Visitors must call from the phone in the lobby.
- Signage will be on the glass entrance doors stating masks must be worn if entering our space.
- Signage will be on the interior lobby wall "Protect Yourself" .

PROCESS:

- All employees scheduled to be in the office must email Michelle Byrne prior to arrival and answer the following questions: (1) have you had close contact in the last 14 days with anyone who received a COVID-19 diagnosis or was suspected of having a coronavirus infection? (2) within the last 24 hours have you experienced chills, shortness of breath, or a loss of taste or smell?
- All employees entering the office will need to take their temperature and will not be allowed to enter if temperature is higher than 99.6. Employee will need to wipe the thermometer with an alcohol wipe after usage.
- Visitors will have to their temperature taken and will not be allowed to enter if temperature is higher than 99.6. Disposable masks & alcohol hand wipes will be available for any visitors that enter the office.
- If any worker tests positive for COVID-19, Michelle Byrne must be notified. She will notify all other employees, any visitor possibly affected and any state/local agencies as required.
- Any workspace used by a COVID-19 positive employee will be thoroughly cleaned and disinfected by the building cleaning company.

NOTICE TO TENANTS

RETURNING TO THE WORKPLACE



As New York begins to ease restrictions implemented as a result of the COVID-19 pandemic and more tenants move from working remotely back to the office, the health and safety of all of our tenants is a priority to CLK. Accordingly, we implemented and continue to implement, various new policies and procedures in our buildings to ensure the safe and coordinated transition of tenants and their employees back to the workplace. These policies and procedure are outlined herein.

It is incumbent upon all tenants to adhere to, and require that their employees adhere to, these policies and procedures. A violation of any of these policies and procedures by a tenant and/or their employees or visitors will be considered a violation of building rules and regulations – please consult your lease for more information in this regard. Tenants are responsible for the compliance of your employees and visitors.

It will take 100% cooperation from all tenants, employees and their respective visitors to keep our buildings safe for all and to help prevent the spread of COVID-19. Accordingly, it is the responsibility of each tenant to create and implement policies and procedures within their demised premises in compliance with federal and local guidelines with respect to COVID-19, including those that pertain to Personal Protective Equipment and social distancing. We are confident that, if everyone does their part, we can create a safe and healthy atmosphere for all.

Please feel free to reach out to tenant services at 1-888-715-0008 or by email at TenantServices@clkcm.com with any questions.

BUILDING ENTRY, LOBBY, CORRIDORS

Until further notice, it is mandatory that all tenants, vendors, contractors and visitors wear protective face covering at all times when in the common areas of the buildings, including without limitation, in the lobby areas, restrooms, stairwells, garage and elevators.

Tenant Obligations:

- In addition to wearing a protective face covering while in the common areas as noted above, all employees and visitors are required to strictly follow guidelines for social distancing by maintaining 6 feet spacing in all common areas of the building.
- No one is permitted to congregate in the common areas of the building.
- Everyone must adhere to the "Closed Area" signs with respect to common area conference centers, fitness centers, multi-purpose rooms, seating areas and eating areas.
- While not required, we recommend that all employees and visitors wear disposable gloves in the common areas; however, if using, please make sure they are discarded in the proper garbage receptacles.
- Tenants should only use the bathrooms located on the floor in which the tenant space is located.
- Loitering near the entrances to the buildings is prohibited.

Landlord Actions:

- Landlord will post signs in the building entry, outside the elevator banks and throughout the common areas to reinforce the requirement to maintain social distancing.
- Landlord will install hand sanitizers in all lobby areas near the elevator banks and in the common area bathrooms.
- Landlord will install additional hand sanitizers on each floor near the elevator banks.
- Landlord opened stairwells to two (2) way traffic to allow people to walk up and down the stairs if they choose to do so.
- Landlord closed all common area conference centers, fitness centers, multi-purpose rooms, seating areas and eating areas of the buildings until further notice.
- All common area water fountains are turned off

ELEVATORS

Tenant Obligations:

- Follow guidelines for limiting no more than two (2) people in each elevator cab at one time. Advise employees and visitors that there will most likely be delays in elevator service.
- No one should enter the elevator without wearing a protective face covering.
- Tenants are encouraged to stagger employee start and end times in order to limit elevator and lobby congestion (i.e. start and end times in 30-minute increments between 7:30 am - 9:30 am and 3:00 pm - 5:00 pm).
- Please allow passengers to exit the elevator prior to entering into the elevator and exercise patience.
- In the event you elect to take the stairwell, protective face coverings must be worn within the stairwell and social distancing must be maintained within the stairwell.

Landlord Actions:

- Landlord will be posting signs near the elevator bank in the lobby areas limiting the capacity in each elevator to two (2) people per elevator cab at one time.
- Landlord will post additional signs near the elevator banks on each floor limiting the capacity in each elevator to two (2) people per elevator cab at one time.
- Landlord will continue to ensure ongoing cleaning of high touch areas and surfaces in all common areas of the building, including the bathrooms, stairwells and elevator panels and buttons.

TENANT OCCUPANCY AND SOCIAL DISTANCING

Tenant Obligations:

- Tenants are required to limit occupancy within their demised premises in compliance with governmental requirements. For your reference, please see <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/RealEstateSummaryGuidance.pdf> for more information.
- Tenants are responsible for establishing social distancing guidelines within their demised premises in compliance with governmental requirements.
- Space planning solutions can be used to reduce transmission of COVID-19 among employees at work through social distancing.

CLEANING AND SANITIZING

Tenant Obligations:

- Any requests for additional cleaning, beyond that required per each tenant's lease, should be directed to the cleaning company that performs cleaning on behalf of Landlord.
- Tenants should reach out to tenant services at 1-888-715-0008 or by email at Tenantservices@clkcm.com to obtain contact information for the cleaning company in order to coordinate any additional cleaning/sanitizing within your demised premises.

Landlord Actions:

- Landlord retained an additional porter for more frequent cleaning of all high touch areas in the buildings.
- Landlord will continue to ensure the ongoing cleaning of high touch areas and surfaces in all common areas of the building, including the bathrooms, door handles, handrails, stairwells and elevator panels and buttons.

TENANT COVID-19 SCREENING AND REPORTING

Tenant Obligations:

- Implement mandatory health screenings/assessments for all employees and visitors, asking whether (1) they have had any COVID-19 symptoms in the past 14 days, (2) they tested positive for COVID-19 in past 14 days, and/or (3) they had close contact with a confirmed or suspected COVID-19 case in the past 14 days. Responses must be reviewed and documented daily and if:
 - a person has COVID-19 symptoms and EITHER tests positive for COVID-19 OR did not receive a test, the individual may only return after 14-day self-quarantine;
 - if a person does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the individual may only return after completing a 14-day self-quarantine;
 - if a person has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the individual should follow the above protocol for a positive case; or
 - if a person has had close contact with a person with COVID-19 for a prolonged period of time and is NOT symptomatic, the individual must complete a 14-day self-quarantine.
- In the event an employee tests positive for COVID-19, tenant must advise Landlord immediately by reaching out to tenant services at 1-888-715-0008 or by email at Tenantservices@clkcm.com. If any employees are sick or exhibiting symptoms of COVID-19, they should stay home.

ADDITIONAL LANDLORD ACTIONS

- Landlord replaced all of the filters in HVAC equipment at the buildings and increased the amount of fresh air intake to achieve four (4) air changes per hour.
- Landlord will be increasing the filter in the HVAC equipment to MERV 13 on the next filter change.
- Each café, to the extent they open, will be take out only and all public seating areas are closed. We will send out a separate notice per building as we receive clarity from our café owners.
- Landlord posted exterior signage at all buildings directing all mail, UPS, FedEx, construction and other general deliveries to enter the buildings through designated entry points.
- To the extent applicable, all fitness center memberships in the applicable buildings will automatically be extended for the length of time that the fitness center is closed. Any questions related to the fitness centers can be emailed to Angela Valenti at avalenti@clkcorp.com.

ADDITIONAL TENANT RECOMMENDATIONS

- Require staff to wear face coverings in all common areas (pantries, copy areas, reception areas, etc.)
- Establish 6-foot clearances between employees within your demised premises.
- Limit visitor's trips to your offices as much as possible. Utilize virtual meetings as much as possible.
- Provide adequate supply of hand soap, alcohol-based hand sanitizer and disinfecting wipes containing at least 60% alcohol, disinfectants, and disposable towels for employees to clean their hands and work surface in all workspaces, cafeterias, break rooms, elevator lobbies, high traffic areas and other common areas. Within your demised premises.
- Secure a sufficient stock of PPE (Personal Protective Equipment) for staff - especially gloves and surgical masks.