



New Water Street Corp.  
55 Water Street  
New York, NY 10041



# COVID-19 BUILDING OPERATING PROCEDURES & PROTOCOLS

Version 2  
June 4th, 2020

COVID-19  
Building Operating Procedures & Protocols

TABLE OF CONTENTS

<u>Title</u>	<u>Page</u>
Interim Guidance Issued – New York State Department of Health	3
Notification of Positive COVID-19 Test Results or Symptoms	3
Tenant Responsibilities	3
Safety Plan at 55 Water Street	4
Initial Building Cleaning of Tenant Spaces	4
Cleaning of Common Areas	4
Use of Face Coverings and Gloves	4
Bike Parking	4
Entering the Building	5
HVAC Building Upgrades	6
Visitor Procedures and Protocols	6
Passenger Elevator Use	6
Cafeteria & Martin’s News Shop	7
Messenger Center	7
Exiting the Building	7
Loading Dock Access	7
Freight Elevator Use	8
Construction Procedures & Protocols	8
 <u>Appendix A</u>	
• Temporary Layout of the Main Lobby	9
• Mapping of Elevator Banks to Floors	10
• Cafeteria & Martin’s News Shop Traffic Flow	11
• Messenger Center Traffic Flow	12
 <u>Appendix B</u>	
• Construction Procedures & Protocols	13 – 14
• Loading Dock Entry & Exit Traffic Flow	15

# COVID-19

## Building Operating Procedures & Protocols

**Please note that the following building operating procedures & protocols are subject to change. Additionally, some of these protocols and procedures may be revised as governmental and health authorities continue to issue new requirements and guidance.**

### **Interim Guidance Issued – New York State Department of Health**

On May 28<sup>th</sup>, 2020, the New York State Department of Health (NYSDOH) published interim guidance in connection with the re-opening of businesses in New York City.

- New Water Street Corp. (NWSC) is responsible for adhering to the requirements as outlined in “[Interim Guidance for Commercial Building Management During COVID-19 Public Health Emergency](#)”.
- Tenants and sub-tenants are responsible for adhering to the requirements as outlined in “[Interim Guidance for Office-Based Work During COVID-19 Public Health Emergency](#)”.
- Tenants are responsible for ensuring that their contractors (including construction contractors and sub-contractors) comply with the requirements as outlined in “[Interim Guidance for Construction Activities During COVID-19 Public Health Emergency](#)”.

### **Notification of Positive COVID-19 Test Results or Symptoms**

In accordance with the Interim Guidance issued by the NYSDOH, tenants and sub-tenants are required to advise the building office immediately upon being informed by a tenant’s employee, visitor, or contractor of a positive COVID-19 test.

In the case of a tenant’s employee, contractor, or visitor, showing symptoms while in the workplace, tenants and sub-tenants are required by the NYSDOH guidance to immediately notify the building office with information on where the individual has been throughout the building and subsequently notify the building office if the symptomatic employee, contractor, or visitor tests positive.

Notifications to the building office should be made to via email to [tenantrelations@55water.com](mailto:tenantrelations@55water.com).

### **Tenant Responsibilities**

Tenants and sub-tenants are responsible to ensure compliance with the requirements set forth in “Interim Guidance for Office-Based Work During COVID-19 Public Health Emergency” within each tenant’s leased space.

In addition, tenants will be responsible to arrange for additional cleaning above and beyond base building standards if desired or if required because of future infections within the premises.

**Each tenant will be responsible to perform any, and all, daily health screenings of its employees, visitors and contractors that are desired prior to the individual entering the building.**

# COVID-19

## Building Operating Procedures & Protocols

Tenants and sub-tenants performing medical assessments/interviews on tenant employees, visitors, or contractors must do this at an area outside the building or remotely in accordance with the guidance issued by the NYSDOH.

Tenants and sub-tenants must contact [tenantrelations@55water.com](mailto:tenantrelations@55water.com) as soon as possible to coordinate screening space outside of the building.

### **Safety Plan at 55 Water Street**

NWSC will post the safety plan, as required by the NYSDOH, on bulletin boards throughout the common lobby areas. Inquiries regarding the safety plan should be directed to [tenantrelations@55water.com](mailto:tenantrelations@55water.com).

### **Initial Building Cleaning of Tenant Spaces**

For any tenant that desires to have its premises deep cleaned, NWSC will arrange for a one-time deep clean which includes the use of a Clorox 360 disinfectant machine which the building cleaners have available to clean tenant spaces. The cost of such cleaning supplies and the equipment use will be covered by NWSC.

### **Cleaning of Common Areas**

NWSC will continue to ensure that common areas, including common hallways, lobby elevator banks, and other high-touch common areas are thoroughly disinfected and sanitized.

### **Use of Face Coverings and Gloves**

55 Water Street requires all tenants, tenant employees, contractors, vendors, and visitors to wear a face covering while in all common areas of the building. Common areas include: the main lobbies of the building, elevators, elevator banks, freight elevators, cafeteria, common area restrooms, parking garage areas and loading dock areas. Gloves are recommended but are not required.

**Anyone not wearing a face covering will be denied entrance to / or will be asked to leave the building.**

### **Bike Parking**

55 Water Street will be increasing the bike parking capacity and will add additional capacity if needed.

COVID-19  
Building Operating Procedures & Protocols

## Entering the Building

The main lobby of the building will be divided into three key sections. **1) the Front** side of the lobby which includes the visitor's desks and the security turnstiles **2) the North** side of the lobby which includes the Fire Safety Desk, the messenger center and hallway to the café / cafeteria **3) the South** side of the lobby which is located closest to the Vietnam Veterans Plaza and includes the coffee kiosk, and escalators to the 3<sup>rd</sup> floor.

Tenant personnel who have either lost or forgot their Building ID will be required to enter the building through the visitor entrance.

### Entering from Water Street:

- All tenants and tenant employees entering the building from Water Street will be required to enter via the **Front lobby** area and display their building ID to the security personnel located in front of the building (see **Appendix A**).
- Once past the turnstiles, tenant personnel will be directed by security personnel and/or signage to follow lines and stickers noted on the lobby floor which will further lead to an elevator waiting area for each respective elevator bank.

### Old Slip Entrance:

- The building doors located on Old Slip will be available as an "Exit Only" Monday through Friday from 3pm to 7pm. Upon exiting, Tenant personnel and visitors will be required to re-enter the building via South side of the main lobby.

### Weekend and After Hours:

- All tenants personnel entering the building from Water Street will be required to enter via the **Front lobby** area and "swipe" their building ID to enter the turnstiles on the **South side of the main lobby** which will be activated after hours on weekdays from 7pm to 6am.
- Tenant employees will be required to access the elevator banks on the **South side of the main lobby** (following the same path as used during business hours during the week).
- The revolving doors will be operational for both after-hours and weekend access.

### Parking Garage (Level 4) Entrance:

- If entering the building via level 4 of the parking garage, all tenant personnel who work above-grade will be directed to use the elevators that lead to the lobby (Elevator Bank K) and will be further directed to the south main lobby by security personnel.

### Visitors Entrance:

- Visitors are required to check in via the **North side of the main lobby** (by the metal detectors).

# COVID-19 Building Operating Procedures & Protocols

## Building HVAC Upgrades

- The building has installed MERV-16 hospital -grade filters in all air handling units.
- The building has increased the outside air intake.

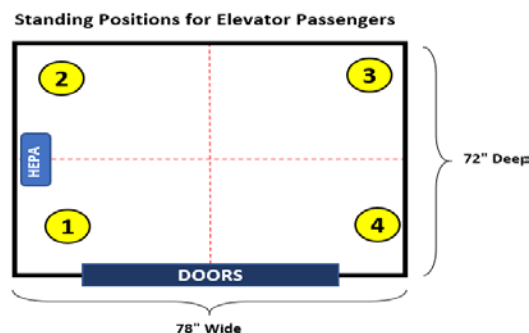
## Visitor Procedures and Protocols

- **Tenants and sub-tenants will be responsible for the performance of medical assessments/interviews with any visitors for their space on day of arrival.**
- Tenants are required to continue scheduling visitors using the AwareManager system. All visitors to the building are required to wear a face covering and maintain social distancing (at least 6 feet apart) in all common areas within the building.
- All visitors (pre-approved and unscheduled) will enter through the visitor entrance.
- Pre-approved visitors will not be required to use the metal detectors and x-ray machine.
- **All visitors are required to wear face coverings in lobbies and common areas.**

## Passenger Elevator Use

Elevator passengers are required to adhere to the following procedures and protocols as well as comply with social distance practices:

- Waiting areas will be established for each respective elevator bank. Tenant personnel and visitors will be required to maintain social distancing (at least 6 feet apart) while waiting for a passenger elevator.
- Security personnel will be controlling the elevator buttons within each elevator bank. A maximum of 4 passengers will be directed by security personnel to enter and ride in an elevator at a time.
- While riding in an elevator, each elevator passenger should avoid contact with other passengers and position themselves in a vacant corner of the elevator car.
- Each elevator will contain an air cleaning unit with a HEPA-grade air filter. Passengers are not permitted to touch the air cleaning unit.
- Tenant personnel and visitors taking the elevator down to either the lobby or to an alternate tenant floor are limited to only 4 people per elevator.
- Upon taking the elevator to the main lobby, all elevator passengers must exit to the **North side** (in the direction of the Fire Safety Desk) of the main lobby or as directed by security personnel (**Refer to Appendix A**).



COVID-19  
Building Operating Procedures & Protocols

### **Cafeteria & Martin's News Shop**

- Both the cafeteria and Martin's News Shop will be re-opening for business.
- Tenant personnel and visitors will be required to wear a face covering to enter the cafeteria or Martin's News Shop.
- Tenant personnel and visitors will enter the cafeteria via the café entrance and will exit via the doors located near Old Slip.
- While patronizing the cafeteria or Martin's News Shop, all customers are required to maintain social distancing (at least 6 feet apart).
- Tenant personnel and visitors returning to tenant spaces will be directed to the South main lobby area by security personnel and/or signage.

### **Messenger Center**

Tenant personnel receiving food deliveries will be required to receive the delivery outside in the messenger hallway located adjacent to the right of the steps leading to the Elevated Acre (**Refer to Appendix A**).

### **Exiting the Building**

- Tenant personnel or visitors who exit the building (i.e. lunch, outside meetings, etc.) by way of the Front main lobby will be required to re-enter via the South side of the main lobby.
- The building doors located on Old Slip will be available as an "Exit Only" Monday through Friday from 3pm to 7pm. Upon exiting, Tenant personnel and visitors will be required to re-enter the building via South side of the main lobby.

### **Loading Dock Access (including Deliveries)**

Tenants are required to continue scheduling use of the loading dock by using the AwareManager system. All contractors and delivery personnel are required to wear a face covering and maintain social distancing (at least 6 feet apart) in all areas of the loading dock and the freight car corridor.

#### *Delivery Access Times*

- Only construction personnel will be allowed to access the loading dock **from 6am to 8am** on weekdays.
- All deliveries will be allowed to access the loading dock **after 8am** on weekdays.
- Weekend deliveries must continue to be scheduled through the AwareManager system.

All construction contractors and sub-contractors must complete a "New Water Street Construction Dock Pass" prior to entering the building.

COVID-19  
Building Operating Procedures & Protocols

### **Freight Elevator Use**

All passengers in the freight elevators must adhere to the following procedures and protocols:

- Waiting areas will be established for freight corridors. Tenant personnel will be required to maintain social distancing (at least 6 feet apart) while waiting for a freight elevator.
- Building personnel will be controlling the elevator buttons within each elevator bank. A maximum of **3 passengers (in addition to the elevator operator)** will be permitted to enter and ride in each freight elevator.
- While riding in a freight elevator, each freight elevator passenger should avoid contact with other passengers and position themselves in a vacant corner of the freight elevator car.
- Each freight elevator will contain an air cleaning unit with a HEPA-grade air filter. Freight elevator passengers are not permitted to touch the air cleaning unit.

### **Construction Procedures & Protocols**

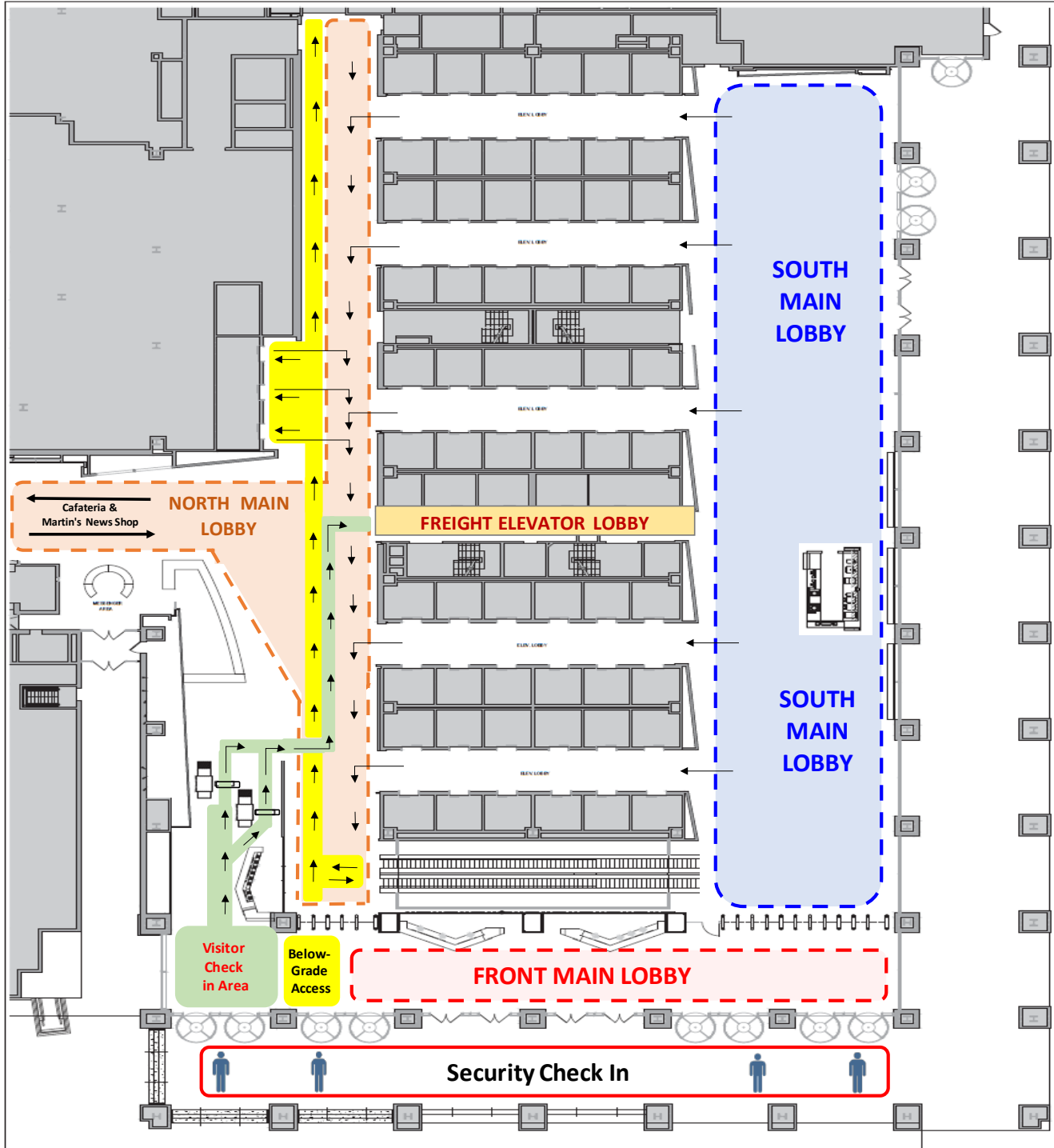
See **Appendix B** for a detailed listing of construction-related procedures and protocols.



COVID-19  
Building Operating Procedures & Protocols

APPENDIX A

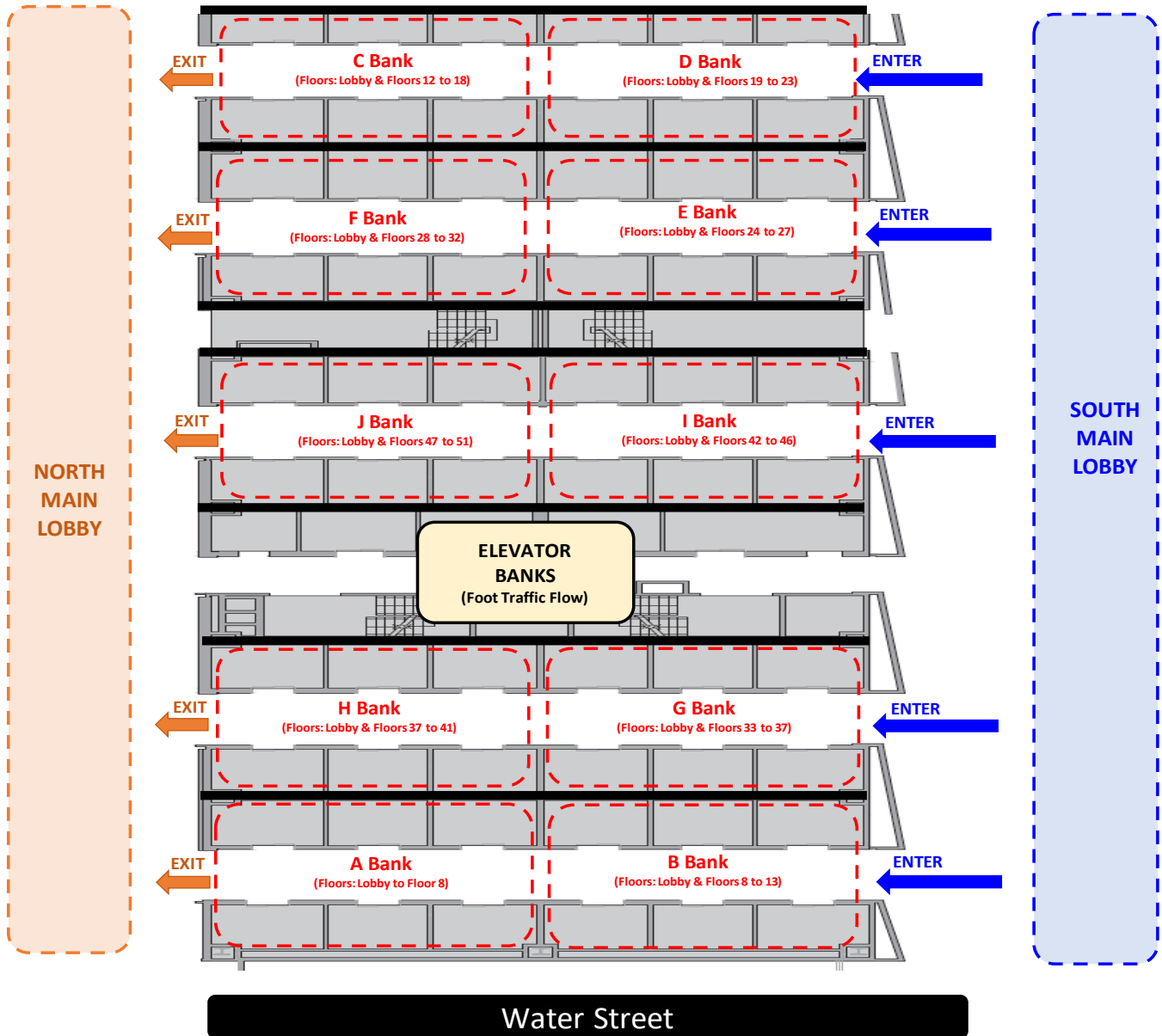
Temporary Layout of the Main Lobby



COVID-19  
Building Operating Procedures & Protocols

APPENDIX A (Cont'd)

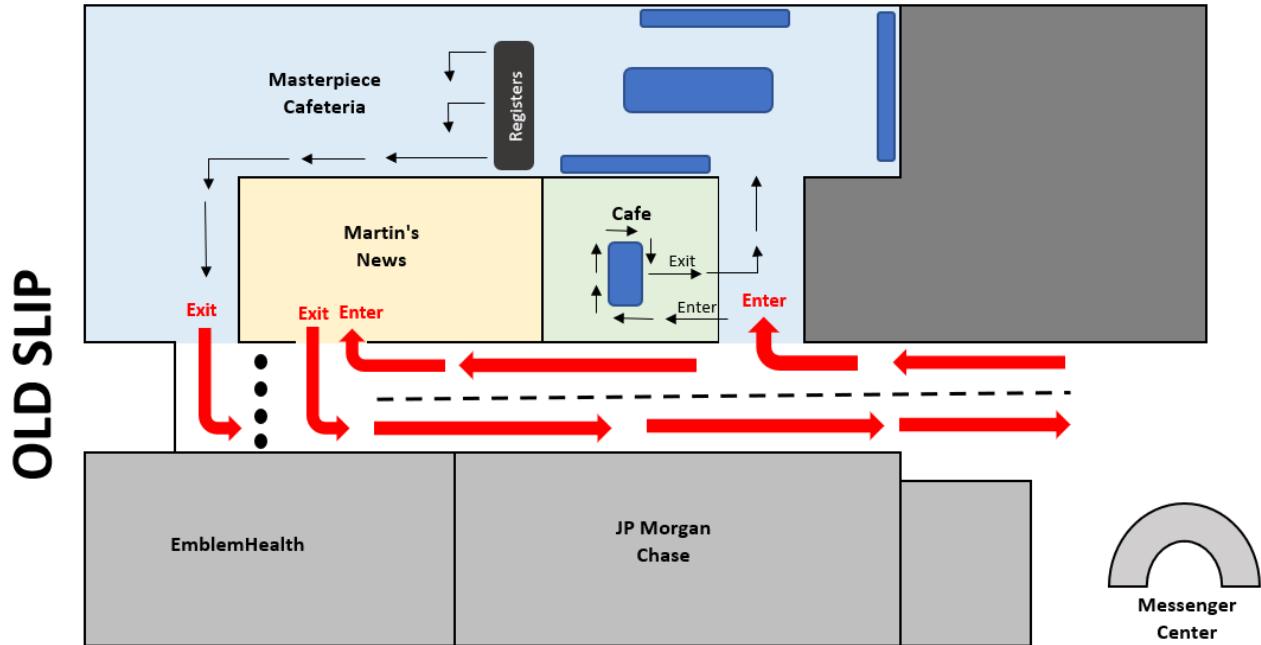
Mapping of Elevator Banks to Floors



COVID-19  
Building Operating Procedures & Protocols

APPENDIX A (Cont'd)

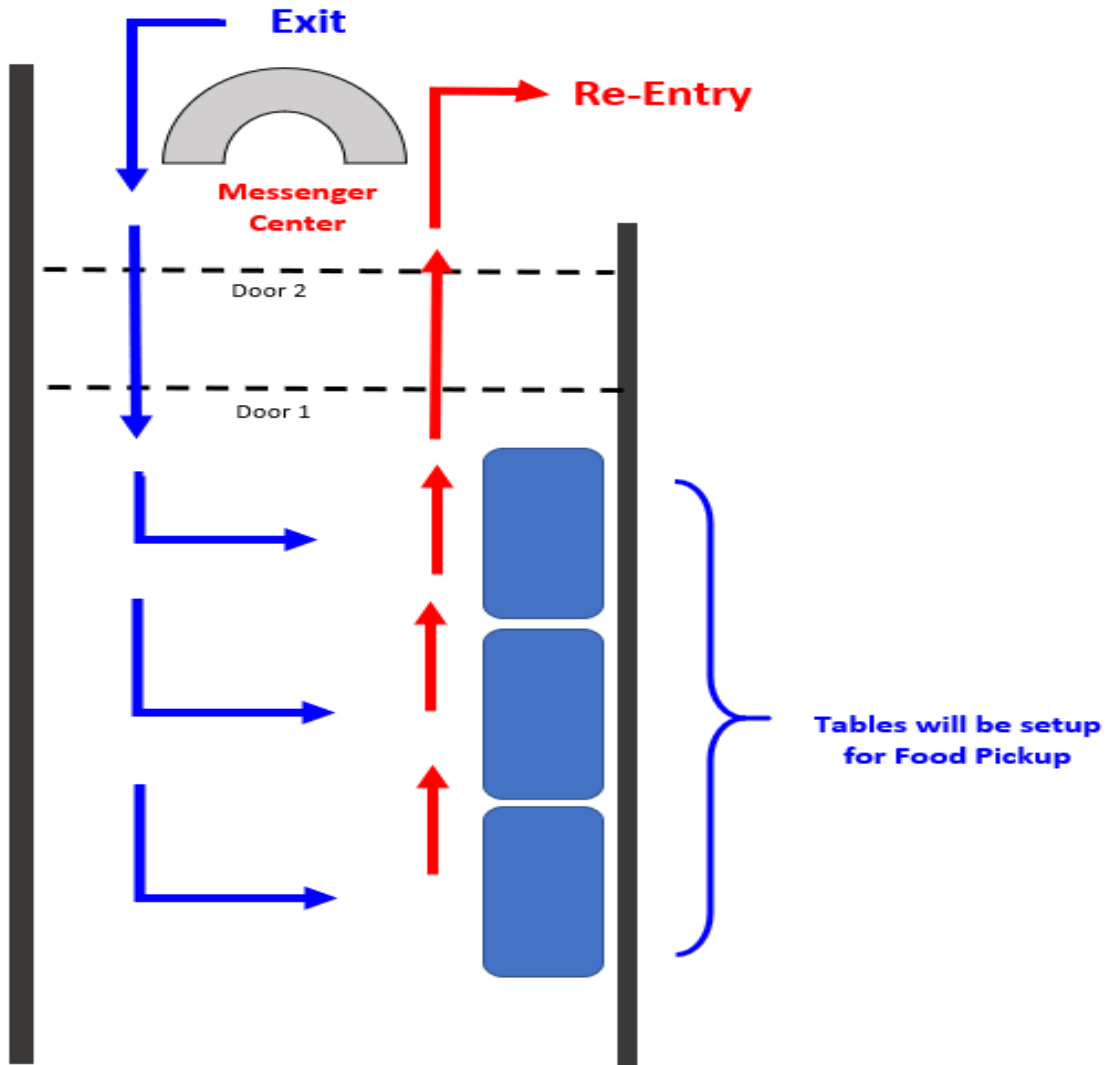
Cafeteria & Martin's News Traffic Flow



COVID-19  
Building Operating Procedures & Protocols

APPENDIX A (Cont'd)

Messenger Center Pickup Traffic Flow



---

**WATER STREET**

---

## APPENDIX B

### Construction Operating Procedures & Protocols

The following additional procedures and protocols apply to tenants that have construction. This document should be distributed to your contractors prior to the start of work. We appreciate your patience and understanding as we all gain experience in dealing with this crisis. These procedures will undoubtedly evolve as construction practices conform to the new realities.

This document supplements the building rules and regulations governing tenant alterations, which remain in full force and effect.

Tenants or their Construction General Contractors (GC's) are required to contact William Paolini directly at [wpaolini@55water.com](mailto:wpaolini@55water.com) to coordinate their return to construction-related activity.

On May 28th, the New York State Department of Health (NYSDOH) issued "Interim Guidance for Construction Activities During COVID-19 Public Health Emergency" which sets forth the requirements for construction-related activities to resume in New York City. New Water Street Corp. (NWSC) requires all construction-related contractors and sub-contractors to follow and abide to these requirements.

It is the responsibility of each tenant to ensure any contractor performing work within the tenant's space follows the requirements set forth by the NYSDOH for construction-related activities.

One of the requirements set forth by the NYSDOH requires a mandatory daily health screening for each contractor and construction worker prior to entering the worksite.

#### **Dock Pass Required for Construction Personnel**

Construction workers MUST have completed a "New Water Street Corp. Dock Pass" (provided as separate attachment) to enter the building. This form MUST be completed by either the contractor or the tenant's authorized representative away from the loading dock area and signed.

Individuals presenting incomplete forms will be denied access to the building. The completed form will be retained by NWSC.

#### **Notification of Positive COVID-19 Test Results**

In accordance with the Interim Guidance issued by the NYSDOH, tenants and sub-tenants are required to advise the building office immediately upon being informed by a tenant's employee, visitor, or contractor of a positive COVID-19 test.

In the case of a tenant's employee, contractor, or visitor, showing symptoms while in the workplace, tenants and sub-tenants are required by the NYSDOH guidance to immediately notify the building office with information on where the individual has been throughout the building and subsequently notify the building office if the symptomatic employee, contractor, or visitor tests positive.

Notifications to the building office should be made to via email to [tenantrelations@55water.com](mailto:tenantrelations@55water.com).

## APPENDIX B

### Construction Operating Procedures & Protocols

#### Tenant Construction-Related Responsibilities

Tenants are responsible for ensuring that their contractors (including construction contractors and sub-contractors) comply with the requirements as outlined in “[Interim Guidance for Construction Activities During COVID-19 Public Health Emergency](#)”.

#### Entering the Building

Upon obtaining a New Water Street Corp. Dock Pass, workers will stage in a marked aisle behind the Guard booth that travels west towards Water Street.

As spacing becomes available in the loading dock staging areas the guard will allow entry. The Guard will collect the completed Dock Pass form and give the lower "Day Pass" (lower portion of the form) back to the worker.

NWSC is putting into effect staging areas in the concourse level for the North building service elevator bank and the South building service elevator bank. Individuals will only be allowed down from the street as staging positions become available in the queue. Guards and signage will guide individuals to the proper areas.

#### Exiting the Building

Contractors will exit via the loading dock as directed. The exit lane will be marked with signage to keep the entry queue distant from the exit lane.

#### Freight Elevator Use

NWSC will be requiring all passengers in the freight elevators to adhere to the following procedures and protocols:

- Waiting areas will be established for freight corridors on the concourse level. Construction personnel will be required to maintain social distancing (at least 6 feet apart) while waiting for a freight elevator.
- Building personnel will be controlling the elevator buttons within each elevator bank. A maximum of **3 passengers (in addition to the elevator operator)** will be permitted to enter and ride in each freight elevator.
- While riding in a freight elevator, each freight elevator passenger should avoid contact with other passengers and position themselves in a vacant corner of the freight elevator car.
- Each freight elevator will contain an air cleaning unit with a HEPA-grade air filter. Freight elevator passengers are not permitted to touch the air cleaning unit.

# APPENDIX B

## Construction Operating Procedures & Protocols

### Loading Dock Entry & Exit Traffic Flow

