

Welcome Back

A Focus on Coming Back Well

VORNADO
REALTY TRUST

Our Focus

We trust that you, your family and your community are doing everything possible to stay safe through this difficult time. We at Vornado are doing the same and we continue to monitor the COVID-19 situation while attempting to follow the guidance and mandates issued by the CDC and city and state authorities.

We are working with our infectious disease specialists at Special Pathogens Laboratories as well as our colleagues at the Real Estate Board of New York (REBNY) and the Building Owners and Managers Association (BOMA) to adopt best practices for a safe and organized return to work policy, which will incorporate the developing guidelines set by the city and state on how to safely and effectively do so.

[As best practices and Government guidance is adapted to meet changing pandemic conditions, updates to this guide will be posted.](#)

Responsibilities of Tenants per Government Directives

Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- Social distancing and protective equipment
- Temperature checks
- Sanitation
- Use and disinfection of common and high-traffic areas
- Business travel

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.

The White House, together with the CDC, developed these guidelines for employers. These guidelines can only be effective if every person in each building participates. This is the founding principle of our return to work policy. If you need assistance in implementing these directives within your space, we encourage you to reach out to qualified specialists for help. whitehouse.gov/openingamerica



In these challenging times, we strive to provide you with the same level of service you previously experienced in our buildings. At this time, we are pleased to deliver our proprietary LIVE.WORK.DO. App. This platform was created exclusively for our tenants to provide real time building information, security and transportation alerts, mobile turnstile access, exclusive deals, special events, and more. During this global pandemic, the LIVE.WORK.DO. App will also feature tips for working from home and advice on maintaining physical and mental health.

To stay up to date with the most relevant information regarding our return to work policy, we recommend that you download the LIVE.WORK.DO. App. To download, go to your App store, search for the Vornado App and create an account. Note, you must use your company email address for account access.

Signage

We will provide guidance as reported by the CDC through the Live.Work.Do. App, our elevator information screens, and signage in building lobbies on topics including:

- Stay home when sick
- Proper hand washing
- Wearing a face mask in public
- Stop the spread of germs
- Prevent the spread of COVID-19



We will facilitate social distancing in common areas of the building including plazas, entrances, lobbies and elevator banks. The following signage will be posted:

- Markings to illustrate appropriate social distances
- Directional signage for entry queues and exit pathways

Because our lobby queuing program may change over time, make sure you read the directional signage as you arrive at the building each day.

Signage & Building Materials

WELCOME

THIS DOOR IS INTENDED FOR ENTRY ONLY.

Please Remember to Facilitate the Following:

Practice Social Distancing
Wear A Face Mask In Public
Avoid Touching Your Face
Cover Your Cough & Sneeze

Building Entry Signage

EXIT ONLY

Building Exit Signage

ATTENTION

All Delivery Personnel Must Wait Here for Building Entry

Please Remember to Facilitate the Following:

Practice Social Distancing
Wear A Face Mask In Public
Avoid Touching Your Face
Cover Your Cough & Sneeze

Exterior Building Signage

ENTER

Entrance Signage

Portable Hand Sanitizers Available Upon Request

Hand Sanitizer Signage

EXIT

Exit Signage

888 7TH AVENUE

Please Follow the Directional Signs on the Floor and within the Elevator

Effective Immediately:
Only 3 Passengers per Elevator

Elevator Signage

ATTENTION

All Contractors and Delivery Personnel Should Adhere to CDC and Vornado Resumption of Work Guidelines

Please Remember to Facilitate the Following:

Wash Hands Frequently
Wear A Face Mask In Public
Avoid Touching Your Face
Cover Your Cough & Sneeze

Contractor & Delivery Signage

Signage & Building Materials, Continued

Wash Hands Frequently
Wear A Face Mask In Public
Avoid Touching Your Face
Cover Your Cough & Sneeze

Bathroom Door Decal

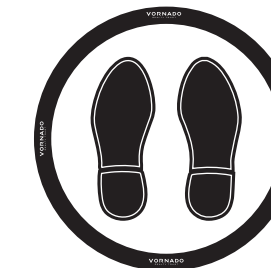
1. Wet hands with water
2. Apply enough soap to cover all hand surfaces
3. Rub hands palm to palm
4. Right palm over left dorsum with interlocked fingers and vice versa
5. Palm to palm with fingers interlaced
6. Backs of fingers to opposing palms with fingers interlaced
7. Rotational rubbing of left thumb clasped in right palm and vice versa
8. Rotational rubbing, backwards and forward with clasped fingers of right hand in left palm and vice versa
9. Rub hands with water
10. Wrist
11. Repeat often throughout the day

Hand Washing Decal

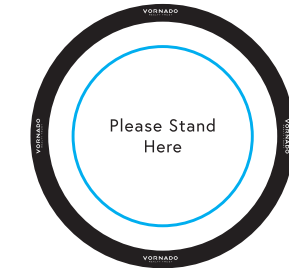
PREVENT THE SPREAD OF GERMS

Avoid close contact with people who are sick.
Cover your cough & sneeze with a tissue then properly dispose of the tissue.
Avoid touching your eyes, nose, and mouth.
Clean and disinfect frequently touched objects and surfaces.
Stay home when you are sick, except to get medical care.
Wash your hands often with soap and water for at least 20 seconds.

Captivate Ad [ation: cdc.gov/COVID19](https://www.cdc.gov/COVID19)



Elevator Decal



Floor Decal



PPE Disposal Decal



Masks



No Touch Tools

Access Control & Elevators

Prior to this pandemic, we began implementing frictionless access to our buildings in the form of facial recognition technology and mobile credentials. The installation of these systems has been accelerated in properties where this technology does not yet exist, it will be installed within 90 days. Please note, these enhancements listed below are applicable to properties with access control systems and/or turnstiles.

- To eliminate the need to retrieve an ID badge, tenants are encouraged to enroll in Mobile Access, which allows entry through the turnstiles with the use of a mobile phone. Mobile Access is powered by Proxy via the LIVE.WORK.DO. App.
- For an entirely frictionless experience at the turnstiles, tenants may also choose to enroll in facial recognition. Instructions for enrollment are also found on the LIVE.WORK.DO. App or through the Building Management Office.
- We are exploring innovative ways to bridge access control, destination dispatch, and the LIVE.WORK.DO. App for a touchless elevator experience where applicable. In the meantime, tenants will be provided with no touch tools to call the elevator.

Access Control & Elevators, Continued

- To maintain proper distancing we are limiting the number of passengers in an elevator. All elevator cabs will be marked with signage indicating the maximum occupancy and where to stand.
- We have organized our lobbies in anticipation that social distancing in elevators may result in queuing. We will have appropriate floor markings and staff will be available to ensure proper social distancing is maintained by all.

Tenant employees and guests must wear approved face coverings while in the building lobby, elevators and any other common areas of the building, and building management staff has been directed to refuse admission to any person attempting to enter the building lobby without an approved face covering.

Thermal Scanners

- CDC guidelines for employers include administering temperature checks for employees.
- Vornado building staff have been scanned since March 2020. This practice will continue for the duration of this health emergency.
- Contractors currently performing essential work in our portfolio are undergoing temperature checks before entering job sites. This practice will extend to all vendors and will also continue for the duration of this health emergency.
- Subject to government authorization, we are prepared to deploy thermal scanners in our lobbies to temperature check our tenants and visitors. These no-contact cameras can quickly identify an individual with a fever of 100.4 degrees or higher. At such time as the government authorizes building management to use thermal scanners, we will provide additional information on related procedures and protocols.



Cleaning

We are committed to providing our tenants with a clean and healthy environment, and will continue to follow all City, State, and CDC cleaning guidelines for lobbies and shared spaces.

- Vornado will continue to maintain our enhanced and aggressive cleaning protocols for all common areas of our buildings using products and protocols approved by our public health agencies.
- We are providing our staff with appropriate personal protective equipment and training them on safe and healthy use of the cleaning chemicals in accordance with OSHA's Hazard Communication standards.
- BMS, the building's cleaning service provider, is available to provide tenants disinfecting services in their premises utilizing products approved by the EPA in accordance with CDC guidelines.
- As directed by the Governor's order all building management employees are required to wear masks in common areas and whenever social distancing is not possible.

Cleaning, Continued

- Hand sanitizer stands have been installed in all main building lobbies and in multi-tenant elevator banks. Individualized hand sanitizers are available and can be retrieved from the lobby security desk or by calling the building management office.
- Waste baskets for the disposal of used PPE items will be placed in common areas, including elevator banks.

Building Systems

All of our buildings have remained open and continuously maintained.

We have implemented guidance from the latest statement released by ASHRAE on April 20, 2020 and have worked with our infectious disease specialists and mechanical engineers to implement the recommendations listed below for our HVAC systems for improved indoor air quality and air filtration.

- We have increased the amount of fresh air that is being circulated in all our properties. We are also flushing all of our buildings with 100% outside air each day two hours before or two hours after building hours.
- We utilize the highest rated Merv filters ratings that are compatible with our mechanical systems.
- All common area plumbing equipment is serviced and maintained. We encourage our tenants to check internal systems within their premises.

Vendor Management

All contractors performing work at any property are required to follow guidance from the Department of Labor and must submit job site protocols for compliance.

- Contractor documentation will be reviewed by our field operations team. If a plan is found deficient, contractors will not be permitted to resume work until it is correctly resubmitted and approved. Building Management staff will monitor sites for compliance.
- To limit interaction with delivery personnel, we have established a cooperative mailroom policy. All delivery services (UPS, USPS, FedEx) must be processed by SBM messenger centers.
- We will not dedicate space in our lobbies for individual lunch deliveries but will make accommodations for designated delivery areas outside of the building. We will continue to allow catering deliveries to be made via the freight elevator.

Guidelines for Tenants

- Vornado will remain in close communication with our tenants about health protocols throughout the return to work process.
- We encourage our tenants to stagger work hours and return of workforce during the initial re-entry phase in accordance with state guidance.
- We encourage our tenants to post throughout their space reminders of social distancing and other recommendations from the CDC in their workplace.
- We encourage our tenants to limit visitors during the initial re-entry phase and hold meetings virtually as often as possible. If guests/visitors are necessary, we encourage arrival during non-peak traffic hours and to pre-register them using mobile visitor management access.
- We encourage our tenants to request their employees bring lunch from home or organize a lunch order for all employees from a single vendor.
- Tenants should continue to notify Building Management of confirmed or suspected cases.

Helpful Resources

REBNY: rebny.com/content/rebny/en/Coronavirus.html

BOMA: bomany.org/

CDC: cdc.gov/coronavirus/2019-nCoV/index.html

OSHA: osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200.

EPA: epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Department of Labor: dol.gov/coronavirus

ASHRAE: ashrae.org/technical-resources/resources

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