

## **SAFETY GUIDE - SOUTH OXFORD SPACE - 2020**

*New York State regulations require all reopening businesses to produce a safety plan that details the precautions they are taking to prevent the spread of COVID-19. These plans do not need to be submitted to the State for approval, but they must be retained on the premises and available to present in the event of an inspection.*

*We hope this guide provides a sense of security as we all return to work and our new normal. Note: We recognize that this is an evolving and complex situation. This plan is subject to change. As we learn more, we will continue to update our safety procedures.*

New York regulations mandate mask usage for anyone in any commercial building as of May 29, 2020.

### **What we need from you:**

ALL EMPLOYEES AND VISITORS WILL BE REQUIRED TO WEAR MASKS IN COMMON AREAS, INCLUDING ENTRY, LOBBIES, MAILROOM, PANTRY, STAIRWELLS AND ELEVATOR.

OFFICE MUST BE CONFIGURED AND NUMBER OF STAFF WORKING ON SITE MUST BE LIMITED SO THAT SOCIAL DISTANCING MAY BE MAINTAINED.

#### Additional protocols:

- Frequently wash hands using soap and water for at least 20 seconds.
- Cough or sneeze into a tissue or flexed elbow.
- Stay home if you are feeling ill.
- Return to office in phases.
- Stagger employee start times.
- Advise your staff and guests to stay home if not feeling well.
- Limit your guests to essential in-person meetings only.
- Remind your employees to maintain social distancing at all times.
- Practice enhanced hygiene.
- Use stairwells for inter-floor travel where possible to ease use of elevator.
- Frequent cleaning of high touch areas within your office.

### **Management has taken the following steps to ensure safety:**

#### Lobbies/Common Areas

- Congregating in lobbies will be discouraged in order to minimize contact.
- Hand sanitizer will be provided at entry.
- Elevator call buttons, light switches door knobs, railings and other high touch items will be frequently sanitized.

#### Restrooms

- Restrooms will be thoroughly cleaned daily with disinfectant. Frequently touched surfaces will be given special attention.
- Occupancy will be limited to one person at a time per restroom.

In addition to enhanced cleaning procedures, tenants and all employees should follow established hygiene procedures.

### **Signage:**

Signage serve as reminders about updated procedures. We're all learning new ways of doing things in order to work safely together, and signs can help us remember the steps we need to take.

- Signs will indicate changes to occupancy limits for restrooms and elevators.
- Posted signs will provide CDC guidance outlining precautions we can take to protect ourselves and others.

**Package Deliveries** - Any vendor or delivery personnel are required to wear PPE and practice social distancing while in the building. Large deliveries must be coordinated in advance

**Food Deliveries** - Please arrange to receive food deliveries outside the building on the sidewalk to minimize traffic in the lobby.

**HVAC** - Open windows to circulate fresh air and use fans instead of AC.

**IMPLEMENTING THESE NEW GUIDELINES WILL TRULY BE A TEAM EFFORT, AND OUR SUCCESS DEPENDS ON US ALL WORKING TOGETHER.**

**We hope that this guide serves as a helpful resource when assembling your own safety plans.**