



140 BROADWAY

RETURN TO OFFICE TENANT GUIDE

Be Smart. Be Safe.

EMPIRE STATE
REALTY TRUST

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1400 BROADWAY

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Receive critical updates.

Do not block PropMgmt@empirestaterealtytrust.com.

Please tell your employees.

Be Smart. Be Safe.

Welcome Back to the Office! We never closed and look forward to your return.

As our local and state governments begin to introduce a timeline to reopen businesses in New York, ESRT has put into place new safety procedures for our tenants' employees eventual return to our buildings.

We ask each person working in and/or visiting our buildings begin now to follow the below Personal Protocols for the health and safety of our community. When the authorization is given for a return to the workplace for more than Essential Workers, building personnel will begin to implement the below Building Protocols.

Please treat building employees who are responsible for enforcement of the new protocols as though they were First Responders. Please be kind and courteous and if you have any question or issue relate them to your office manager or to building management.

ESRT reserves the right to deactivate the building access card of any tenant employee, and to deny entrance to any tenant guest, who is abusive or intimidates building employees.

Personal Protection Equipment

- **Tenants and Tenant Visitors**

- o All persons who enter our building
 - Tenants and tenant visitors will be temperature screened
 - A temperature of <100.4 is needed for entry
 - o Please do not use fever reduction medicines and compromise the temperature screening
 - o If you or someone in your home is sick or have been exposed to Covid-19, please do not come to work
 - Tenants and tenant visitors will be required to wear facial coverings or masks and carry their own hand sanitizer

- **ESRT Building Staff**

- o Lobby and visitor desk personnel will wear face shields, masks, and gloves
- o Engineers and custodial staff will wear face masks and gloves
- o ESRT personnel will be temperature screened
 - A temperature of <100.4 is needed for entry
 - Employees will be instructed not to use fever reduction medicines and compromise temperature screening
 - Employees have been instructed that if they or someone in their home is sick or have been exposed to Covid-19, they should not come to work

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Building Entry

- **Dedicated Entrances**
 - Access to 1400 Broadway will be restricted to screen all persons for entry
 - The entrance for tenant employees and guests will be 38th Street
 - The entrance for contractors and vendors will be the 39th Street Freight Entrance
- **Temperature Checks**
 - At each designated entrance, ESRT staff will conduct a non-contact body temperature read for every person wishing to enter
 - A temperature of <100.4 is needed for entry
 - Please do not use fever reducing prophylactics to compromise the temperature screening
- **Entrance Queues**
 - From time to time there may be a surge at the building entry, and we ask you to queue calmly with social distance and understand the situation

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Guests

- **All Guests Must Be Pre-Registered Online Through SV3**
 - A list of preregistered guests will be printed out and maintained at the building entry
 - Once cleared, guests are to proceed to the visitor's desk to scan their government-issued ID and receive a visitor's pass
 - There will be no opportunity for building staff to phone upstairs to approve visitors
 - Unregistered guests will be instructed to reach out to be registered online
 - Please advise your guests of our protocols for facial covering, hand sanitizer, and temperature checks
- Tenants to establish a designated contact for building entry issues

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Safety Precautions Inside 1400 Broadway

- **Social Distancing and Mitigation**
 - Please maintain six feet separation from others when possible
 - Mitigate your risk by the use of a facial covering or mask with frequent hand washing and use of hand sanitizer
- **Facial Covering/Masks**
 - Must be worn in all common areas
- **Elevators**
 - We want to limit elevator capacity to maintain social distancing
 - Look for footprint decals on the elevator floors
 - Enter an elevator if there is an available decal
 - If there is not an available decal, please wait for the next elevator
 - When on the elevator, please face towards an elevator wall, rather than towards the middle of the elevator

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- **Cleaning**

- There will be increased cleaning of common areas with special emphasis on hard, flat surfaces
- Do your part!
 - Use hand sanitizers before and after you touch any surface
 - Tenants and their guests must use in the building
 - We will provide gel dispensers at each lobby level elevator hall
 - Please maintain six feet separation from others whenever possible
 - Wear your mask or facial covering
 - Remind your colleagues and office guests to do the same

- **Deliveries**

- No deliveries will be permitted through the building lobby
 - Tenants must pick up food deliveries at the designated area outside of the building
 - Tenant re-entry will be subject the safety protocols outlined above
- All deliveries must be made via freight elevator
 - Freight elevators must be arranged via Workspeed request
 - All delivery personnel will undergo temperature checks and must wear PPE

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Be Smart. Be Safe.

- **Take Responsibility**
 - Please maintain six feet separation from others when possible
 - Wear your mask or facial covering
 - Use hand sanitizers before and after you touch any surface
 - Wash your hands thoroughly, regularly
 - Remind your colleagues and office guests to do the same
 - Keep restrooms clean
 - Cover your mouth when you cough or sneeze
 - Dispose of masks/gloves/wipes in trash receptacles
- **Stay In/Work From Home If**
 - You are a high-risk individual
 - You live with a high-risk family member
 - You are sick
 - You believe you have been exposed

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- **Share With Us Your Plan**

- o NYS Business Safety Plan
 - Each business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. Business owners should refer to the following link to NYS guidance <https://forward.ny.gov/phase-two-industries>
- o Provide a designated contact for entry issues
- o Date of your employee return
- o Number of people that will return to your office
- o Any special program you may have to reenter the workplace

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Additional Information

We appreciate your tenancy, value our relationship and look forward to your assistance to implement of these new guidelines.

Look for emails from PropMgmt@empirestaterealtytrust.com for any change in protocol. We will continue to schedule town halls to address any additional concern.

Receive critical updates.

Do not block PropMgmt@empirestaterealtytrust.com.





Please tell your employees.

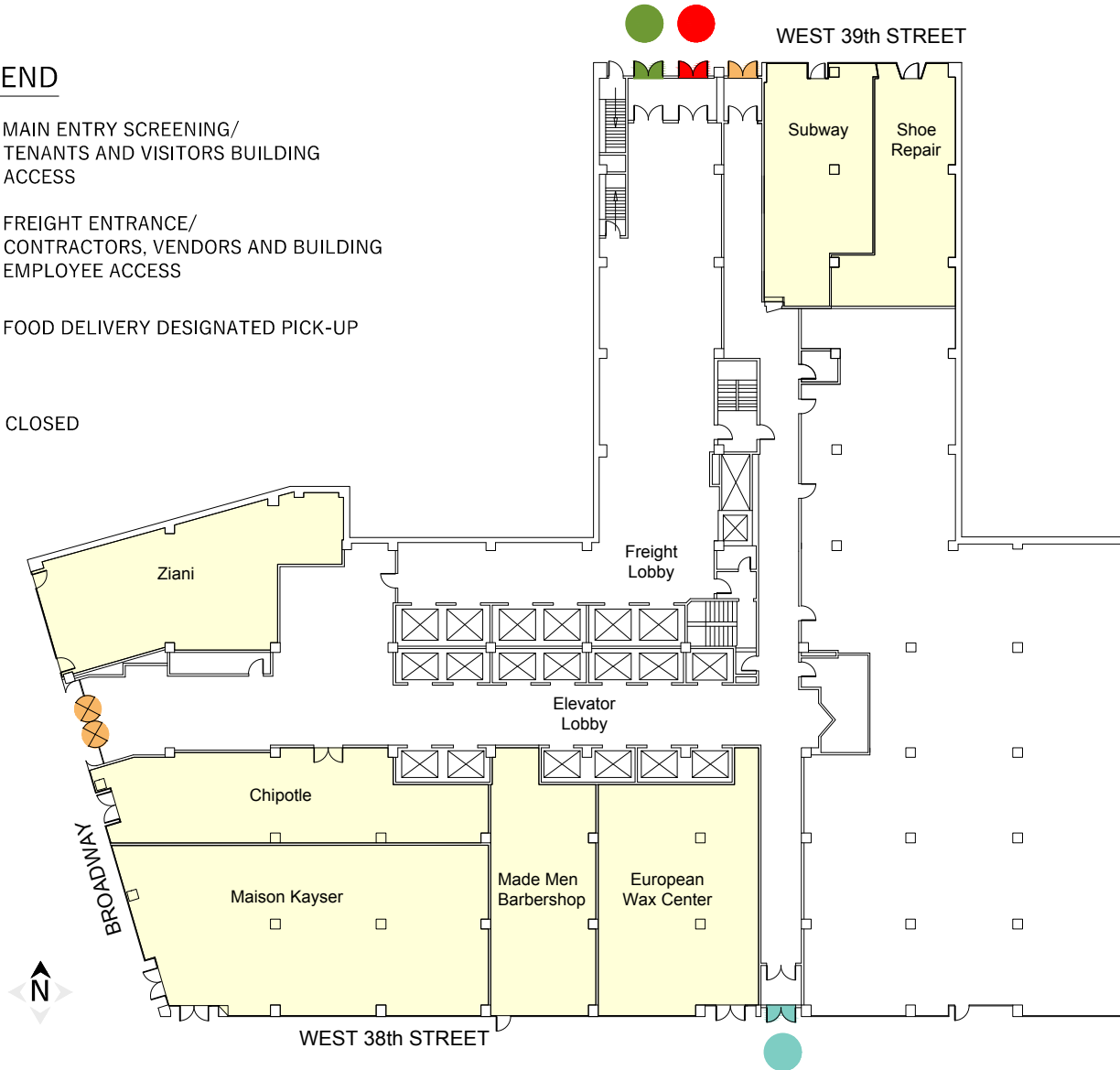
Be Smart. Be Safe.

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LOBBY LEVEL ACCESS PLAN

LEGEND

-  MAIN ENTRY SCREENING/
TENANTS AND VISITORS BUILDING
ACCESS
-  FREIGHT ENTRANCE/
CONTRACTORS, VENDORS AND BUILDING
EMPLOYEE ACCESS
-  FOOD DELIVERY DESIGNATED PICK-UP
-  CLOSED



We look forward to seeing you soon!

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