

360 PARK AVE SOUTH

COVID-19 BUILDING PROCEDURES & PROTOCOLS



PROPERTY MANAGEMENT

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BUILDING ENTRY PROCEDURES & GUIDELINES

360 Park Avenue South will be undergoing a capital program as part of future upgrades for the building. We will continue to evaluate the effects of Covid-19 on building procedures and occupancy and will consider incorporating additional enhancements to our capital program as part of our planning process.

- Initially only limited and essential visitors only will have access to the site. A log of all visitors will be kept, and visitors will be screened with health attestation form.
- All property management building visitors are required to complete a health-related attestation form that are provided at the front security desk.
- Reduce the use of in-person gatherings to the greatest extent possible and conduct meetings remotely whenever possible. When required, participants will be limited, and appropriate social distancing will be maintained. Building managers will require that all persons in their meetings wear face coverings during any in-person meetings.
- Protocol to ensure social distancing is maintained in break and lunchrooms used by employees and that these spaces are routinely cleaned and disinfected.
- Hands free sanitizing stations are placed at the main entrance of the lobby areas.
- Employees are provided with surgical masks, hand sanitizers and cleaning solutions and gloves. The supply available is constantly monitored and replaced as necessary.
- Building employees have been trained on the use of PPE, proper cleaning and disinfection (including the appropriate chemicals for cleaning and disinfecting and the potential hazards associated with such chemicals), and the building's individual safety plan, in accordance with State and Local Guidelines.
- Common area touch points are disinfected multiple times per day in accordance with CDC guidelines. This includes: Entrance ways, Entry door handles, pushes and knobs.
- Management maintains a continuous log of workers and property management visitors, who are required to complete a health-related attestation form that are available at the lobby security desk.



360 PARK AVE SOUTH

BUILDING SYSTEMS

- Operable building windows are maintained to enhance occupants desire for additional outside fresh air.
- All Heating, Ventilation and Air Conditioning (HVAC) systems have been cleaned and are properly maintained and filters have been replaced.
- All building and fire & life safety equipment continues to be monitored and maintained in accordance with NYC requirements.
- Elevators will be programmed as required to reduce lobby wait times.
- Building systems are calibrated to utilize additional outside air to the greatest extent possible.
- Onsite property management engineering staff ensure building systems are properly maintained and safety procedures are monitored.

ADDITIONAL INFORMATION RESOURCES

1

Consult the NY Forward website at forward.ny.gov

2

For new guidance, see Applicable Executive Orders at governor.ny.gov/executiveorders

3

For NYC updates check at nyc.gov/health/coronavirus

BUILDING SIGNAGE & GUARD DESK PROTECTION



ENTRANCE

- Executive Order Notification
- Vinyl cut decal
- Size 18" x 12"



ELEVATORS

- Vinyl cut decals on doors and floor
- Size 18" x 12"



GUARD DESK SHIELDS

- 1/4 in thick clear acrylic guard
- Anodized aluminum feet
- Sizes: 36" x 36", 30" x 36", 24" x 36"