



MEMORANDUM

DATE: May 29, 2020
TO: All Orsid New York Board Members
FROM: Neil B. Davidowitz, President
RE: Covid-19 Update

We continue to hope that you and your families remain safe and healthy. The following is another industry update on the important topics we are monitoring and preparing for as the city moves toward reopening in the coming weeks. Included are protocols and procedures that we are implementing to help keep your properties operating as best as possible despite the circumstances:

1- New York Forward:

Earlier this month, Governor Cuomo announced New York Forward (which can be found at <https://forward.ny.gov/ny-forward>), the State's plan to gradually reopen New York State (NYS) by tracking various health and safety metrics in 10 different regions of the State. We have been tracking the metrics for New York City (NYC) and the other regions on a daily basis. As of today's date, 9 of the 10 regions are in the first phase of reopening under the plan. New York City, which was impacted the hardest by the Covid-19 pandemic, is the only region that has not yet met all of the metrics required to enter phase 1. However, we believe that we are just a few weeks, if not days away from beginning to reopen. The first phase of reopening is primarily the industries of Construction, limited Retail (pickup or drop off), Manufacturing and Wholesale Trade. After two weeks, state and regional officials will evaluate the outcome of reopening during the phase and decide whether the region can move onto the next phase. The second phase under the plan expands reopening to Professional Services, full Retail, Administrative Support and Real Estate /Rental and Leasing. The third phase includes an expansion of Restaurants and Food Services and the fourth and final phase includes Arts/Entertainment/Recreation and Education. We have developed recommended protocols for all of our buildings to adopt prior to entering into phase one which will expand on the Construction and Alterations allowable in NYC. These protocols (attached hereto) can be modified by Boards for the specific needs of the building. The protocols are intended to be on top of and in addition to the NYS & NYC mandates and guidelines (some of which are referenced and included with our protocols) for Construction Employers to implement for the protection of their workers and the general public.

2- Annual Meetings:

Our previous industry update recommended that any buildings which typically schedule annual meetings for the months of April through June postpone their meetings in light of the ban by Executive Order of any "non-essential gatherings of individuals of any size for any reason." We are continuing with this recommendation until at least such time as larger gatherings are allowable and "social distancing" guidelines are relaxed. We are consulting with many NYC



Cooperative and Condominium attorneys on conducting virtual or hybrid “in person/virtual” annual meetings and elections. By working with counsel who has reviewed the By-laws and applicable state laws and restrictions, we will come up with a recommended course of action for every building that wishes to conduct their annual meeting over the next 6 months.

3- Cleaning Protocols:

Throughout this crisis, we have worked with building staff to be sure that not only are all buildings properly equipped with the necessary sanitation supplies and Personal Protective Equipment (PPE), but that everyone is properly trained for its use as well. Working with major suppliers and commercial cleaning companies, we have developed a simple cleaning protocol (attached hereto) which can be used as a training tool on the different cleaning methods for the sanitation supplies that already exist onsite. This is currently being utilized by our Account Executives, building Resident Managers (RMs), Superintendents and janitorial staff for training sessions on a weekly basis. We are also working directly with local 32BJ, the Realty Advisory Board (RAB) and the Real Estate Board of New York (REBNY) to implement additional training sessions for existing and new sanitization methods and staff safety measures. These formalized training sessions with the union are expected to begin mid to late June.

4- Board Packager:

As indicated in previous correspondence, we have been rolling out Board Packager to many of our clients. The purpose of implementing this new software platform for our clients is not only to minimize the need for personal interaction to submit application for transfers and refinancing applications (and thus minimizing the risk of virus spread), but also to comply with the NYS "Stop Hacks and Improve Electronic Data Security" (SHIELD) Act. The SHIELD Act requires any business (including Cooperatives and Condominiums) that receive personal identifiable information to put reasonable measures in place to protect that information and be sure that it remains “cyber secure.” Personal identifiable information under the Act is defined broadly and includes not only social security numbers but also driver's license numbers, credit or debit card numbers, financial account numbers and more. The law not only requires that the information be safeguarded but also that any breaches be timely reported to any affected NYS resident. By outsourcing the electronic collection and storage of personal identifiable information to a third party with state of the art, bank protocol security who is constantly updating their website to meet current threats, we are able to managing this new legal risk for our clients in a cost-effective manner.

5- ClickPay and AvidXChange:

In recent years, we have taken a number of steps to upgrade our paperless technology to meet a new digital world. This has enabled us to operate remotely as seamlessly as possible. Two examples of this are ClickPay and AvidXChange.

By offering all residents the ability to pay monthly charges online and digitally through ClickPay, we are able to minimize the amount of paperwork, US mail and paper check submission to your bank accounts. We have had significant difficulties with the US mail during the pandemic and many checks mailed by residents are not received by our offices or the



bank's lockboxes for four to six weeks! This has resulted in cash shortages for many of our properties despite the resident's best efforts to pay on time. We are currently encouraging many residents who still pay by paper check to switch to ClickPay's secure digital payment platform which can be done without any additional expense. Secure online payments are processed in a matter of hours instead of weeks and residents can always verify their account status online at any time of day or day of the week.

In recent months, we implemented AvidXChange which is an online accounts payable management system. This system is also digitally secure, paperless and has enhanced our ability to make payments to vendors much quicker than we have ever been able to in the past. All invoices can be reviewed and approved for payment by RMs, Superintendents, Account Executives and Board Members online without ever having to print a single document. When vendors sign on to AvidXChange's digital payment service, they can also receive payments electronically much faster than ever before when they had to wait for checks in the mail and for those checks to clear.

6- Residential and Commercial Arrears:

Throughout the crisis, we have been closely tracking payment of monthly charges by residents, commercial and professional tenants. Other than the mail delays as previously noted, we are pleased to report that our clients have largely not yet experienced significant residential arrearages that were forecast by many in the industry. We have been working closely with your attorneys to provide advice on arrearages in light of the NYS moratorium on eviction and foreclosure proceedings. As a result of many businesses closing under the NYS Pause Orders, retail, professional and garage tenant rental payments have not been nearly as consistent. We recommend working with tenants that have had bona fide business losses as a result of the pandemic and verifying that they have applied for all possible governmental assistance available to them before making any decisions on rent deferrals or abatements. The first step in any discussion should be obtaining a full lease abstract from counsel for the building, including descriptions of security accounts, letters of credit, default notice provisions, guaranties and possible "good guy" clauses within any guaranties. Please keep in mind that while there are moratoriums on eviction proceedings and personal rent guaranties, these are scheduled to expire in August and there should be a wide array of collection methods available after they do expire. Of course, any modification of a rent payment schedule should be codified in a lease amendment prepared by counsel.

7- CARES Act and newly proposed legislation:

Last week, U.S. Senator Charles Schumer addressed many of us in the NYC Cooperative and Condominium industry and discussed currently pending legislation he called "Covid-4." This legislation, if passed in its current form would make Cooperative Housing Corporations eligible for the Paycheck Protection Program (PPP) which provides forgivable loans to businesses that keep employees on the payroll during the pandemic. In addition to providing new Federal funding for the program, the application deadline would be extended to the end of the calendar year, caps on the amount of loans would be up to 24 weeks of payroll expenses (it was 8 weeks under the previous PPP programs) and the cap on use of funds for non-payroll expenses



(previously was 25%) would be removed entirely. The bill would also provide a new \$75 Billion for “homeowner relief” including condominium owners to pay mortgage, taxes and other homeowner bills for those who have been impacted by Covid-19. While the bill faces an uphill battle with the Republican party and President, it could provide much needed relief for our many clients impacted by the pandemic.

Please reach out to your Account Executive or any member of our Executive Team if you would like to discuss or if you need further advice on, any of these topics. We are very hopeful that NYC is very close to entering phase 1 of the New York Forward reopening plan and we are making sure your buildings are prepared so that all residents remain safe during this process. Please stay safe and healthy!



MEMORANDUM

DATE: May 18, 2020
TO: All Orsid New York Board Members
FROM: Dennis P. DePaola, Executive Vice President
RE: Interim Protocols for Resumption of Capital Projects and Alterations

The following are COVID-19 related protocols we have developed for building construction projects and apartment alterations once the City and State permit them to resume. These follow previous protocols that we have distributed in regards to move-in/outs and curtailment of building services and procedures for building staff to follow in the event of Covid related illnesses within the building. In developing these protocols, we have largely relied on general guidelines that are publicly available. We may modify these protocols at a later date based on evolving circumstances, guidelines or legal requirements.

Please keep in mind that the protocols are general suggestions and should be further tailored by Boards with the assistance of your Account Executive to meet the needs of their specific buildings. Most importantly, protocols will only be effective to the extent they are administered and enforced diligently by buildings' superintendents or resident managers. Orsid will be offering all superintendents and resident managers appropriate training and will be following up with them, but, as is the case with all services it provides under its management agreement, Orsid will not be providing on-site supervision unless we are already contracted to provide on-site management services. Boards should take all steps they consider appropriate to ensure that all protocols they adopt are enforced appropriately by the building's on-site employees. As agent, we will continue to train and supervise the staff in order to provide guidance on how to enforce the guidelines and we will forward notice of any non-compliance that we are advised of.

We ask that you consider adopting these or similar protocols as interim building rules to be followed during the coming months of the Governor's New York Forward Reopening Plan and until such time as the Covid-19 crisis is over. As indicated, these protocols are in addition to, and not in lieu of all other applicable rules, guidelines, codes and regulations. Once adopted, we will implement these additional protocols as modifications to the building's alteration and work rules.

We hope that each of you remains healthy and safe. Thank you for your consideration.

Initial Covid-19 Protocols for Resuming Construction Work – [as of May 18, 2020](#)

The following are our recommended initial protocols to implement when construction work is allowed to resume within a building under applicable New York State and City regulations.

These protocols are in addition to all work rules and guidelines contained in any applicable contract, local codes and regulations and are subject to amendment and additional restrictions/requirements that may be implemented as required by law or as required by evolving circumstances.

UPON ARRIVAL AT BUILDING:

- All contractor employees shall remain outside the building at the service entrance will maintaining social distancing. For buildings with no service entrance workers should remain outside main entrance out of residents way until further direction from RM is provided. For buildings with the space to do so, a portable toilet is encouraged in lieu of allowing workers to use building restrooms.
- Contractor shall phone RM to confirm all workers have arrived and are prepared to check in at which time RM will meet workers at designated entrance. RM will confirm that all workers are wearing the required Personal Protective Equipment (“PPE” - including masks and gloves) which are to be worn by workers whenever they are in the building. RM will ask each worker the following Covid 19 Exposure Questions:
 - “Are you or has anyone in your home been experiencing a fever, cough and/or shortness of breath?”
 - “Have you been directed by a medical professional to self-quarantine for possible exposure to Coronavirus?”
- Contractor foreman must provide a written Attestation (enclosed) that as of the date of access, no worker they are sending to the property has knowingly been exposed to or has shown symptoms of the COVID-19 illness.
- If any of these requirements are not met, or if any of the workers are exhibiting symptoms of COVID-19, the workers will be denied access to the building.
- RM will escort workers to designated path to entry to the worksite.
- Building staff should immediately follow behind and disinfect the path of workers within the

building.

DURING THE WORK :

- Workers are to remain in the area of work for the duration of the day including lunch breaks. If this is not possible, workers movement throughout building should be limited and a safe space for breaks nearby should be found. PPE must be worn at all times.
- Buildings without space for a portable toilet should designate a restroom to be used by workers and all workers should be escorted to and from the restroom by building staff who should disinfect behind them.
- RM should control all worker movement throughout building.
- Building staff should immediately follow behind and clean path of workers.

ACCESS TO UNITS

- Only RM and necessary workers (i.e. architect, project manager) should access individual residences.
- All workers must remain in PPE during visits to individual residences.
- Occupants should be asked to move to a separate room or vacate the residence during the inspection.
- Building staff should immediately follow behind and clean path of workers. (excluding individual residences)

COMPLETION OF WORK

- Contractor to confirm with RM when all workers are prepared to depart building.
- RM will confirm all workers in PPE (including masks and gloves) and escort workers to designated path to exit.
- Building staff should immediately follow behind and clean path of workers.

ATTESTATION

It is understood that work is being done at the premises:

_____, starting on the day ____ of _____, 2020; the work is to be conducted by _____ (the “Contractor”) and a qualified representative who is authorized to sign on behalf of the Contractor hereby attests as follows:

Number of employees assigned to the work: _____; Name of Project Manager _____
Telephone No: _____

The undersigned, and all members of the assigned team have been provided with a copy of the Orsid New York “Capex & Construction-Coronavirus” requirements, has read the document, understands and agrees that the work will be subject to the procedures outlined therein without exception. Furthermore, the undersigned acknowledges the property Owner’s right to stop the work should there be, at the sole discretion of the Owner, any deviation from the published requirements which have been established to protect the Owner’s employees and residents. By signing below, the undersigned is representing that each staff member assigned to the work meets the following criteria:

1. He/she has not, to their knowledge, been exposed to another individual who was infected with the Coronavirus in the past 14 days; **AND**
2. He/she has not tested positive for, nor exhibited any symptoms of the COVID-19 illness in the past 14 days.
OR
3. He/she has exhibited symptoms related to the COVID-19 illness but has recovered and is qualified to return to work pursuant to the following CDC guideline:
 - a. At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - b. At least 7 days have passed since symptoms first appeared; or
 - c. He/she has been cleared by a medical professional to return to work and is not currently under order to self-quarantine.

Please note, any worker who appears to be exhibiting symptoms of the COVID-19 illness will not be permitted access to the building. Any worker who refuses to wear the required PPE, is observed without the required PPE or refuses to adhere to the protocols outlined in the Orsid New York “Capex & Construction –Coronavirus” while on the premises will be expelled from the premises.

Signed and
Acknowledged _____

Print Name _____ Title _____ Date _____



Reopening New York

Construction Guidelines for Employers and Employees

These guidelines apply to all construction businesses in regions of New York that have been permitted to [re-open](#), as well as to construction businesses statewide that were previously permitted to operate as essential.

During the COVID-19 public health emergency, all construction businesses should stay up to date with any changes to state and federal requirements related to construction activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
Physical Distancing	<ul style="list-style-type: none"> ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. ✓ Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings. ✓ For any work occurring indoors, limit workforce presence to no more than 1 worker per 250 sq. ft. on site, excluding supervisors in this calculation, unless additional personal protective measures are implemented (e.g. face coverings at all times). ✓ Tightly confined spaces (e.g. elevators, hoists) should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity. ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations). ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants. ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible. 	<ul style="list-style-type: none"> ✓ Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting workplace hours, staggering arrival/departure times, creating A/B teams, and/or scheduling only one team in an area at a time. ✓ Modify alignment of workstations to maintain 6 ft. distance and avoid multiple crews and/or teams working in one area. If not feasible, provide and require face coverings or enact physical barriers (e.g. plastic shielding walls), in accordance with OSHA guidelines, in areas where they would not impair air flow, heating, cooling, or ventilation. ✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces. ✓ Have employees work from home whenever possible. ✓ Prohibit non-essential visitors on the site.
Protective Equipment	<ul style="list-style-type: none"> ✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. 	

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	Mandatory	Recommended Best Practices
Protective Equipment (cont'd)	<ul style="list-style-type: none"> ✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield). ✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. ✓ Limit the sharing of objects (e.g. tools, machinery, materials, vehicles) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact. 	
Cleaning and Hygiene	<ul style="list-style-type: none"> ✓ Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. ✓ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. ✓ Provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene. ✓ Conduct regular cleaning and disinfection at least every day, and more frequent cleaning and disinfection of shared objects (e.g. tools) and surfaces, as well as high transit areas, such as restrooms and common areas. ✓ Cleaning and disinfecting of the site, shared surfaces, and other areas, as well as equipment and tools, should be performed using Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. 	<ul style="list-style-type: none"> ✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions. ✓ Encourage employees to bring lunch from home and reserve adequate space for employees to observe social distancing while eating meals.

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	Mandatory	Recommended Best Practices
Cleaning and Hygiene (cont'd)	<ul style="list-style-type: none"> ✓ If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves. ✓ Prohibit shared food and beverages (e.g. buffet-style meals). 	
Communication	<ul style="list-style-type: none"> ✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them. ✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols. ✓ Train all personnel on new protocols and frequently communicate safety guidelines. ✓ Establish a communication plan for employees, visitors, and clients with a consistent means to provide updated information. ✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means. ✓ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. ✓ Conspicuously post completed safety plans on site. 	

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	Mandatory	Recommended Best Practices
Screening	<ul style="list-style-type: none"> ✓ Employees who are sick should stay home or return home, if they become ill at work. ✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented. <ul style="list-style-type: none"> Employees who present with COVID-19 symptoms should be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return completing a 14-day quarantine. Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine. Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others. ✓ On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering. ✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case. 	<ul style="list-style-type: none"> ✓ Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the site, to the extent possible.

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Initial Covid-19 Protocols for Resuming Alteration Work – [as of May 18, 2020](#)

The following are our recommended initial protocols to implement when apartment alterations are allowed to resume under applicable New York State and City regulations.

These protocols are in addition to all standard alteration rules and guidelines contained in any alteration agreement and are subject to amendment and additional restrictions/requirements that may be implemented as required by law or as required by evolving circumstances.

PRIOR TO THE ALTERATION COMMENCING:

- Contracting Company must provide a daily written daily Attestation (Template included) that no employee or worker that is to access the building has knowingly been exposed to, tested positive for, or has shown symptoms of the COVID-19 illness.

UPON DAILY ARRIVAL AT BUILDING:

- The on-site foreman of the construction company, wearing full Personal Protective Equipment (PPE), including masks and gloves should enter the building and check in with the Resident Manager (RM) daily.
- At that time, RM will go outside and ask all construction personnel:
 - “Are you or has anyone in your home been experiencing a fever, cough and/or shortness of breath?”
 - “Have you been directed by a medical professional to self-quarantine for possible exposure to Coronavirus?”
- ALL construction personnel will be required to wear full PPE gear (masks and gloves) at all times. Building staff **will not** provide such PPE. (please refer to Attestation)
- The RM will confirm that all construction personnel are wearing the required PPE.
- If any of these requirements are not met, or if any of the personnel are exhibiting symptoms of COVID-19, the contractors will be denied access to the building

DURING THE DAILY ALTERATION:

- Building staff will provide masonite for the construction workers to put down in all common corridors being used as protection. Masonite will be sanitized before and after each use.

- Elevator Usage
 - No more than 2 construction personnel will be allowed on an elevator at the same time and all should practice social distancing as best as possible.
 - For manual elevator cars, construction personnel may not ride in the car with building staff other than the first trip to get to the floor where the alteration is taking place and at the end of the day to come back down. For movement of materials: Building staff should remain outside the car, at an appropriate distance, until the car is loaded. Once the car is loaded and ready to move, the construction personnel must exit the car and remain in the apartment or on the floor on which they are working for the duration of that day. Loitering in the common hallways while waiting for the elevator will not be permitted.
- RM will coordinate building staff to clean common areas including the elevator after each usage.
- Construction personnel must stay in the apartment that they are working on for the entirety of each working day.
 - Lunch & Other Breaks: All breaks must be taken within the apartment. All personnel should bring their meals with them. Food deliveries to the apartment will not be permitted.
 - Restroom: A working sink and toilet should be available within the apartment, as the building restrooms will not be available for contractor's use.
- Loading and unloading debris and material to and from the apartment must be coordinated in advance with the RM and will only be permitted with his/her consent.
- Apartment doors must remain closed at all times other than when physically moving an item in or out of the apartment.
- Items cannot be loaded or left in in the hallway while waiting for the elevator or at any other time.

COMPLETION OF DAILY WORK

- Construction personnel must notify the RM that they have completed their work for the day.
- RM will coordinate staff to clean common areas including the elevator after usage for that day.

It is understood that an alteration is being scheduled at the premises:

_____, for apartment _____ on the _____ day of _____, 2020;
the alteration is to be conducted by _____ (the “contracting
company”) and a qualified representative who is authorized to sign on behalf of the construction
company hereby attests as follows:

Number of employees assigned to the project: _____

Name of Foreman _____

Telephone No: _____

The undersigned, and all members of the assigned team have been provided with a copy of the Orsid New York “Alteration Protocols -Coronavirus” requirements, has read the document, understands and agrees that the project will be subject to the procedures outlined therein without exception. Furthermore, the undersigned acknowledges the property Owner’s right to terminate the project should there be, at the sole discretion of the Owner, any deviation from the published requirements which have been established to protect the Owner’s employees and residents. By signing below, the undersigned is representing that each staff member assigned to this project meets the following criteria:

1. He/she has not, to their knowledge, been exposed to another individual who was infected with the Coronavirus in the past 14 days; **AND**
2. He/she has not tested positive for, nor exhibited any symptoms of the COVID-19 illness in the past 14 days, **OR**
3. He/she has exhibited symptoms related to the COVID-19 illness but has recovered and is qualified to return to work pursuant to the following CDC guideline:
 - a. At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - b. At least 7 days have passed since symptoms first appeared; or
 - c. He/she has been cleared by a medical professional to return to work and is not currently under order to self-quarantine.

Please note, any staff member who appears to be exhibiting symptoms of the COVID-19 illness will not be permitted access to the building. Any staff member who refuses to wear the required PPE, is observed without the required PPE or refuses to adhere to the protocols outlined in the Orsid New York “Alteration Protocols -Coronavirus” while on the premises will be expelled from the premises.

Signed and Acknowledged _____

Print Name _____ Title _____

Date _____



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	Mandatory	Recommended Best Practices
Physical Distancing	<ul style="list-style-type: none"> ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. ✓ Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings. ✓ For any work occurring indoors, limit workforce presence to no more than 1 worker per 250 sq. ft. on site, excluding supervisors in this calculation, unless additional personal protective measures are implemented (e.g. face coverings at all times). ✓ Tightly confined spaces (e.g. elevators, hoists) should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity. ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations). ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants. ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible. 	<ul style="list-style-type: none"> ✓ Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting workplace hours, staggering arrival/departure times, creating A/B teams, and/or scheduling only one team in an area at a time. ✓ Modify alignment of workstations to maintain 6 ft. distance and avoid multiple crews and/or teams working in one area. If not feasible, provide and require face coverings or enact physical barriers (e.g. plastic shielding walls), in accordance with OSHA guidelines, in areas where they would not impair air flow, heating, cooling, or ventilation. ✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces. ✓ Have employees work from home whenever possible. ✓ Prohibit non-essential visitors on the site.
Protective Equipment	<ul style="list-style-type: none"> ✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. 	

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Reopening New York

Construction Guidelines for Employers and Employees

These guidelines apply to all construction businesses in regions of New York that have been permitted to [re-open](#), as well as to construction businesses statewide that were previously permitted to operate as essential.

During the COVID-19 public health emergency, all construction businesses should stay up to date with any changes to state and federal requirements related to construction activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
Protective Equipment (cont'd)	<ul style="list-style-type: none"> ✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield). ✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. ✓ Limit the sharing of objects (e.g. tools, machinery, materials, vehicles) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact. 	
Cleaning and Hygiene	<ul style="list-style-type: none"> ✓ Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. ✓ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. ✓ Provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene. ✓ Conduct regular cleaning and disinfection at least every day, and more frequent cleaning and disinfection of shared objects (e.g. tools) and surfaces, as well as high transit areas, such as restrooms and common areas. ✓ Cleaning and disinfecting of the site, shared surfaces, and other areas, as well as equipment and tools, should be performed using Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. 	<ul style="list-style-type: none"> ✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions. ✓ Encourage employees to bring lunch from home and reserve adequate space for employees to observe social distancing while eating meals.

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	Mandatory	Recommended Best Practices
Cleaning and Hygiene (cont'd)	<ul style="list-style-type: none"> ✓ If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves. ✓ Prohibit shared food and beverages (e.g. buffet-style meals). 	
Communication	<ul style="list-style-type: none"> ✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them. ✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols. ✓ Train all personnel on new protocols and frequently communicate safety guidelines. ✓ Establish a communication plan for employees, visitors, and clients with a consistent means to provide updated information. ✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means. ✓ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. ✓ Conspicuously post completed safety plans on site. 	

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	Mandatory	Recommended Best Practices
Screening	<ul style="list-style-type: none"> ✓ Employees who are sick should stay home or return home, if they become ill at work. ✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented. <ul style="list-style-type: none"> Employees who present with COVID-19 symptoms should be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return completing a 14-day quarantine. Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine. Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others. ✓ On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering. ✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case. 	<ul style="list-style-type: none"> ✓ Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the site, to the extent possible.

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SUMMARY OF BUILDING CLEANING PROTOCOLS

THE FOLLOWING PROTOCOLS ARE RECOMMENDED TO ENSURE PROPER SANITARY STANDARDS IN THE COMMON AREAS. SOCIAL DISTANCING SHOULD BE FOLLOWED AND APPROPRIATE PPE SHOULD BE WORN AT ALL TIMES WHEN CLEANING/SANITIZING COMMON AREAS.

COMMON AREAS SHOULD BE LOOKED UPON IN TERMS OF ZONES.

Zones are identified by the potential impact of contamination as follows:

The Hot Zones: Any area at or near or point of entry into the building from the outside, including vestibules, lobbies, service entrances, garage entrances, front desk or podiums and any other high traffic areas as well as all building elevators.

The Warm Zones: Any areas frequently occupied or used by multiple people, including package and mail rooms, employee shops, break rooms and locker rooms, common bathrooms and any resident amenity spaces (gyms, laundry rooms, roof decks).

Cool Zones: Any area more interior to the building where traffic is reduced such as common hallways away from lobbies, mechanical rooms, common service areas, utility areas and stairwells.

Cold Zones: Individual apartments (that do not have known infected occupants). Staff should not enter **Cold Zones** without appropriate PPE. For **Cold Zones** where a known infection exists, staff should only enter in the event of an actual emergency after the infected person is sequestered away from the work area.

RECOMMENDED CLEANING PROTOCOLS FOR EACH ZONE

Hot Zone Cleaning – Door handles and knobs in hot zones should be disinfected at least hourly, and more frequently if necessary. Passenger and Service elevators used by residents/visitors should have their interior walls and call buttons (both inside and out) sanitized at least once an hour as well. Service elevators not used by residents should be sanitized at least daily, but more frequently if utilized by delivery people/movers. Surfaces in hot zones where residents place personal items, such as bags and coats, should be sanitized after their departure. Mopping and sanitizing of hot zone floors and walls should be done daily. Special attention should be paid to front desks and lobby podiums, including computers, phones and intercom equipment, where sanitizing should be done on a constant basis, especially after interaction with a resident or visitor to the building.

Warm Zone Cleaning - Mail and package rooms should be sanitized daily. A thorough deep cleaning should be scheduled at least twice a day to open amenity spaces such as laundry rooms, fitness rooms and children's play spaces. Hourly areas used exclusively by the staff (break rooms, locker rooms, handyman's shop, etc.) areas should be sanitized and disinfected at least once per day and the floor should be mopped daily.

Cool Zone Cleaning - Common hallways not in hot zones will require less frequent sanitization but lobby and common hallway elevator waiting areas should be mopped/vacuumed daily and the walls should be sanitized. Hard surfaces including ledges and countertops in common hallways should be disinfected daily. Building mechanical spaces should be kept clean and free of standing water, and should be sanitized as needed after work is done in these spaces by the staff or outside vendors.

THE THREE LEVELS OF CLEANING

Product labels will identify the proper use of the product to achieve the desired level of cleaning.

Cleaning a surface simply removes visible debris, dirt and dust.

Sanitizing a surface makes that surface sanitary or free of visible dirt contaminants that could affect your health. Sanitizing is meant to reduce, not kill, the occurrence and growth of bacteria, viruses and fungi.

Disinfecting a surface will “kill” the microscopic organisms as claimed on the label of a particular product when the directions are followed.

UNDERSTANDING EACH TYPE OF CLEANING

Using a sample product (Lysol Disinfecting Wipes) as an example, please note the following from the label:

To clean:

Use fresh wipe on surface
Repeat for stubborn stains

To sanitize:

Allow to remain wet for 10 seconds

To disinfect:

Allow to remain wet for 4 minutes
Allow surface to air dry; toss dirty wipe away

**ALWAYS READ THE LABEL OF EACH PRODUCT TO
BE ASSURED OF PROPER APPLICATION FOR EACH
LEVEL OF CLEANING.**