

*June 3, 2020  
Ver. 1*

# ORSID

— NEW YORK —

## *The Way Forward*

*Best Practices Guide For COVID-19 Issues in Residential Buildings*

*Property management that puts people first.*

We continue to hope that you and your families remain safe and healthy.

We are beyond appreciative of your continued support during these trying times. It is wonderful to finally start to look ahead towards the easing of certain restrictions within your buildings. To help navigate the days and weeks ahead we have assembled the attached protocols and guidance.

As new guidance and possible restrictions continue to be rolled out, we will modify this document and make sure the most up to date version is on our **website (<https://orsidny.com/coronavirus>) and is communicated to all of you.**

We look forward to working with you to customizing these documents to meet your building's needs and requirements.

It is important to recognize that “In this together” is not just some catch phrase. It is quite literally the ideology (along with the patience and cooperation of our residents and Boards) that has paved the way to begin the reopening of what has been called “The Greatest City on Earth.”

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# GENERAL GUIDELINES

Due to ongoing concerns about spreading Covid-19 illness, the following guidance should be followed. The purpose of the guidelines is to maintain vigilance with respect to social distancing and to emphasize the importance of maintaining a safe environment as advised by the CDC and the Department of Health.



**Maintain Social Distancing-** Please keep a minimum distance of 6 feet from other residents and building staff members. Please do not linger in the lobby or other common spaces.



**Cover your Mouth and Nose-** The wearing of a mask or face covering is required for every resident and visitor 2 years of age and older in common areas.



**One Family Unit per Elevator-** Allow 6 feet of space when waiting for the elevator and do not overcrowd. Please be patient and considerate of your neighbors.



**Wash and Disinfect Hands -** Hands should be washed for a minimum of 20 seconds. Avoid touching your eyes, nose and mouth with unwashed hands.



**Clean and Disinfect -** All frequently touched surfaces should be cleaned and disinfected daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keys, keyboards, faucets and sinks.



**Laundry Room -** Please be efficient and respect your neighbors while using the Laundry Room. If you see the facility is crowded, please consider returning at a later time.

# ACCOUNT EXECUTIVE PROTOCOLS REGARDING CORONAVIRUS

This memo is to provide the Orsid Account Executives with guidance as to how to respond to the following:

- Confirmed Case within a building
- Sick staff member
- Reduction in staff

## **IN THE EVENT OF A CONFIRMED CASE IN YOUR BUILDING**

1) You should contact the Resident or closest available family member as soon as possible and ask them the following questions:

- A) When did you first start feeling sick?
- B) Where in the building have you been over the past 24-48 hours?
- C) Who among the staff have you been in contact with in the last 24-48 hours?
- D) What amenities or public areas have you accessed within the building?
- E) Are you under the care of a physician and have they notified the Department of Health?
- F) Who else lives in the apartment with you?
- G) Are you and the other occupants of your apartment under self-quarantine?

Please inform the Resident that we are required to notify the Board and Staff Members of a positive indication, including the names, floor and apartment number of the person who tested positive. Make sure they understand that we will not name them to anyone else as the party who is ill, and explain that the staff is only being informed because they may need to enter the apartment in an emergency and need to take appropriate precautions. If they chose to self-identify, that is their right.

2) Notify the Board and Staff Members about the positive indication and about the responses to the questions in previous column.

3) Notify the Resident Manager/Superintendent about the positive indication and follow the Building Cleaning Guidelines (pg. 11) for cleaning and disinfection of any possibly affected spaces from the information learned from the resident.

4) If the Board wants a deep clean by a third-party professional cleaning company, we can arrange it but it is not necessarily recommended by applicable governmental health departments.

# ACCOUNT EXECUTIVE PROTOCOLS REGARDING CORONAVIRUS

## **IF A STAFF MEMBER IS VISIBLY SICK OR REPORTS AS FEELING ILL**

- 1) Resident Manager/Superintendent should immediately send them home or to seek medical treatment.
- 2) If a staff member tests positive, the Account Executive should make sure to inform them that we have to notify the Board of the positive test as well as the rest of the Staff. Let them know that we will not identify them to any building resident.
- 3) The Resident Manager/Superintendent should follow the Orsid guidelines (Exhibit A - pg.13) instructing when and how the employee may be allowed to return to work.
- 4) Staff should follow Building Cleaning Guidelines (pg. 11) cleaning protocols and immediately clean and disinfect any areas or surfaces that the staff member may have come into contact with.
- 5) If the Board wants a deep clean by a third-party professional cleaning company, we can arrange it but it is not necessarily recommended by applicable governmental health departments.

## **REDUCTION IN STAFF**

- 1) Resident Manager/Superintendent should have already made sure that front doors keys are available and provided to residents who need them in case there is no one available to man the door.
- 2) Resident Manager/Superintendent should speak to their account executives in case an additional request for volunteers is needed to cover essential building services temporarily.
- 3) Orsid has third party Security Guard services readily available to help with buildings where the Board indicates they would like the option should door staff become unavailable.
- 4) Resident Manager/Superintendent should think about possible temporary accommodations in the building for use by the staff in case they cannot travel. These temporary accommodations might include air mattresses, bedding and similar comfort items.

# ALTERATION & CONSTRUCTION GUIDELINES-INTRODUCTION

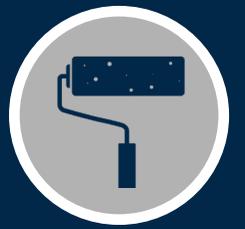


The following are COVID-19 related protocols we have developed for building construction projects and apartment alterations once the City and State permit them to resume. In developing these protocols, we have largely relied on general guidelines that are publicly available (Exhibit B -pgs.14 & 15). 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.



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

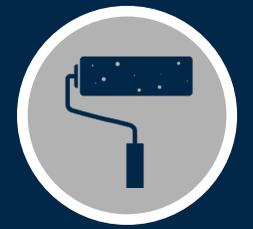
*\*These protocols are in addition to all standard alteration rules and guidelines contained in any alteration agreement and are subject to amendment and additional restrictions/requirements that may be implemented as required by law or as required by evolving circumstances.\**

## **PRIOR TO THE ALTERATION COMMENCING**

- Contracting Company must provide a daily written Attestation (Exhibit C - pg.16) 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 and provide the written Attestation.
- At that time, RM will go outside and ask all construction personnel:
  - o “Are you or has anyone in your home been experiencing a fever, cough and/or shortness of breath?”
  - o “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.
- The RM will confirm that the written certification has been received and 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
  - o 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.
  - o 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.
  - o 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.
  - o 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.



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 while maintaining social distancing. For buildings with no service entrance workers should remain outside the 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:
  - o "Are you or has anyone in your home been experiencing a fever, cough and/or shortness of breath?"
  - o "Have you been directed by a medical professional to self-quarantine for possible exposure to Coronavirus?"
- Contractor foreman must provide a daily written Attestation (Exhibit D - pg.17) 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.

- 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, gloves and coveralls) and escort workers to designated path to exit.
- Building staff should immediately follow behind and clean path of workers.

# APARTMENT MOVE GUIDELINES



Although moving has been considered an Essential Service by NYS Executive Order 202.6, property owners and boards have the final say on whether moves should be allowed and/or can be restricted at any time should they be deemed to pose a risk to building residents or staff.

Should a move be deemed necessary the following protocols, in addition to all standard moving practices currently in place, must be followed:

## **PRIOR TO THE MOVE**

- Moving Company must submit all required insurance documents to Management.

Moving company must provide a daily written Attestation (Exhibit E - pg.18) 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 ARRIVAL AT BUILDING**

- One person, equipped with PPE, from the moving company should enter the building and check in with the Resident Manager (RM).
- ALL moving personnel will be required to wear full PPE gear (masks, gloves and coveralls) at all times. Building staff will not provide such PPE.
- The RM will confirm that the written Attestation (Template included) has been received stating 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 and that all moving personnel are wearing the required PPE.
- If any of these requirements are not met, or if any of the moving personnel are exhibiting symptoms of COVID-19, the movers will be denied access to the building.

# APARTMENT MOVE GUIDELINES



## DURING THE MOVE

- Building staff will provide masonite for the movers to put down in all common corridors being used as protection. Masonite will be sanitized before and after each use.
- No more than 2 movers are allowed on an elevator at the same time.
  - o For manual service cars, moving personnel may not ride in the car with building staff other than the first trip to get to the floor where the move is taking place and at the end of the move to come back down once the move is complete. 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 moving personnel must exit the car and remain in the apartment or on the floor on which they are working for the duration of the move. Loitering in the common hallways while waiting for the elevator is not permitted.
- Movers need to be assigned to specific areas, minimizing personnel traveling through the building.
  - o **Examples:**
    - Driver** – stays on truck or at service level.
    - Movers** – Teams must be assigned to work on the designated floor for the duration of the move.
- Team 1 moves items to/from the truck, to/from the elevator but otherwise remains on the service floor where the elevator lands.
- Team 2 stays in apartment packing and either loads the items to/from the apartment to/from the elevator.
- 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 MOVE

- Movers must notify the RM that they have completed the move.
- RM will coordinate a professional cleaning service the cost of which is to be borne by the person conducting the move in/out.
- Leave no items on site and promptly leave the building.

# BUILDING CLEANING GUIDELINES



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:

**Hot Zones:** Any area at or near a 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.

**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.

# BUILDING CLEANING GUIDELINES



## 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.**

# EXHIBIT A - BUILDING EMPLOYEE CRITERIA FOR RETURNING TO WORK AFTER COVID-19



To: Building Employees

Date: May 29, 2020

Re: Building Employee Criteria for Returning to Work after Covid-19

Orsid is following the CDC recommended guidelines with regards to building staff members returning to work after having a confirmed or suspected case of Covid-19. Please find the criteria to return to work below:

## THE EMPLOYEE MUST:

- Provide a Doctor's note indicating you can return to work on a particular date. Please provide a copy of this note to your supervisor prior to your return.

OR

- Meet the CDC guidelines for stopping "home isolation" listed below AND must have completed the necessary 14-day home quarantine period.

## CDC GUIDELINES:

([https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)):

People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

- 3 days with no fever and
- Symptoms improved and
- 10 days since symptoms first appeared

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

Thank you for your attention to these important matters.

# EXHIBIT B - CONSTRUCTION GUIDELINES FOR EMPLOYERS AND EMPLOYEES







## 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
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance.</li> <li>✓ Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.</li> <li>✓ 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).</li> <li>✓ 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.</li> <li>✓ 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).</li> <li>✓ 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.</li> <li>✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ 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 erect physical barriers (e.g. plastic shielding walls), in accordance with <a href="#">OSHA guidelines</a>, in areas where they would not impair air flow, heating, cooling, or ventilation.</li> <li>✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.</li> <li>✓ Have employees work from home whenever possible.</li> <li>✓ Prohibit non-essential visitors on the site.</li> </ul>
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>✓ 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.</li> </ul>	

STAY HOME.
STOP THE SPREAD.
SAVE LIVES.





## 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
<b>Protective Equipment (cont'd)</b>	<ul style="list-style-type: none"> <li>✓ 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).</li> <li>✓ 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.</li> <li>✓ 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 (triple-appropriate or medical), or, sanitize or wash hands before and after contact.</li> </ul>	
<b>Cleaning and Hygiene</b>	<ul style="list-style-type: none"> <li>✓ Adhere to hygiene and sanitation requirements from the <a href="#">Centers for Disease Control and Prevention (CDC)</a> and <a href="#">Department of Health (DOH)</a> and maintain cleaning logs on site that document date, time, and scope of cleaning.</li> <li>✓ 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.</li> <li>✓ Provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.</li> <li>✓ 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.</li> <li>✓ 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) <a href="#">products</a> identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.</li> <li>✓ Encourage employees to bring lunch from home and reserve adequate space for employees to observe social distancing while eating meals.</li> </ul>

STAY HOME.
STOP THE SPREAD.
SAVE LIVES.

# EXHIBIT B - CONSTRUCTION GUIDELINES FOR EMPLOYERS AND EMPLOYEES (Cont.)







## 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
<b>Cleaning and Hygiene (cont'd)</b>	<ul style="list-style-type: none"> <li>✓ 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 uses and/or be supplied with disposable gloves.</li> <li>✓ Prohibit shared food and beverages (e.g. buffet-style meals).</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</li> <li>✓ 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.</li> <li>✓ Train all personnel on new protocols and frequently communicate safety guidelines.</li> <li>✓ Establish a communication plan for employees, visitors, and clients with a consistent means to provide updated information.</li> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ Conspicuously post completed safety plans on site.</li> </ul>	

STAY HOME.
STOP THE SPREAD.
SAVE LIVES.





## 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
<b>Screening</b>	<ul style="list-style-type: none"> <li>✓ Employees who are sick should stay home or return home, if they become ill at work.</li> <li>✓ 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"> <li>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.</li> <li>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.</li> <li>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.</li> </ul> </li> <li>✓ 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.</li> <li>✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the site, to the extent possible.</li> </ul>

STAY HOME.
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SAVE LIVES.

# EXHIBIT C - ALTERATIONS DAILY ATTESTATION



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 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 \_\_\_\_\_

# EXHIBIT D - CONSTRUCTION DAILY 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 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 \_\_\_\_\_

# EXHIBIT E - APARTMENT MOVE DAILY ATTESTATION



Although moving has been considered an Essential Service by NYS Executive Order 202.6, a property Owner has discretion on whether moves should be allowed and/or can be restricted at any time should they be deemed to pose a risk to building residents or staff.

Accordingly, it is understood that a move is being scheduled at the premises \_\_\_\_\_, for apartment \_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2020; the move is to be conducted by \_\_\_\_\_ (the “moving company”) and a qualified representative who is authorized to sign on behalf of the moving company hereby attests as follows:

Number of employees assigned to the move: \_\_\_\_\_;

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 “Moving Protocols -Coronavirus” requirements, has read the document, understands and agrees that the move will be subject to the procedures outlined therein without exception. Furthermore, the undersigned acknowledges the property Owner’s right to terminate the move 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 move 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 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 “Moving Protocols -Coronavirus” while on the premises will be expelled from the premises.

Signed and

Acknowledged \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_



## Local Government Links

- NYC.gov COVID-19 Citywide Information Portal - <https://www1.nyc.gov/site/coronavirus/index.page>
- NYC.gov Office of Emergency Management (OEM) - <https://www1.nyc.gov/site/em/index.page>
- NYC.gov Department of Health (Coronavirus page) - <https://www1.nyc.gov/site/doh/covid/covid-19-main.page>
- NYC.gov Department of Health (Coronavirus FAQs for Residential Buildings) - <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-residential-buildings-faq.pdf>

## State Government Links

- New York State Department of Health – Coronavirus page - <https://coronavirus.health.ny.gov/home>
- New York Forward - <https://forward.ny.gov/>
- New York Forward Regional Dashboard - <https://forward.ny.gov/regional-unpause-dashboard>

## Federal Government Links

- Center for Disease Control (CDC) – Coronavirus page - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>