

Keeping You Safe



11 West 25th Street

Safely Getting Back to Work

Kew has been preparing to welcome all our tenants back to their offices in 11 West 25th Street. We'd like to share with you our plans to keep you safe and the steps we would ask you to take to ensure that the entire Kew community stays healthy.

We want to thank our tenants for your cooperation over the past few months and look forward to your understanding, patience and flexibility as we all adjust to these changes. There is still much to learn as we all return to work, so we will continue to stay on top of developments and adjust these policies as needed.

Together, we can all do our part to stay safe and healthy.

Kew Management

Changes to the Building and Our Policies

Cleaning High-touch Surfaces and Physical Changes to Minimize Risk

The maintenance staff will be cleaning surfaces in common areas with increased frequency, including the lobby, elevators, and stairways. The focus will be on all high-touch surfaces, such as door handles, elevator buttons, and hand sanitizing stations.

All of these surfaces will be disinfected and sanitized frequently with EPA approved virucidal disinfectant, which quickly eliminates novel corona virus (COVID-19), other viruses, and bacteria on all surfaces using special sprayers.

Signage with safety messages are posted to help everyone remember key safety procedures.

Main Lobby, Elevators and Elevator Lobbies

Face masks are required in all public areas in Kew buildings.

Our staff has installed hand sanitizer dispensers in the lobby so people can sanitize their hands when entering and exiting the elevators.

To ensure physical distancing, we have placed queuing marks in the lobby.

We will be observing reduced elevator occupancy as recommended by the CDC. There will be markings on the floor of each elevator to indicate the reasonable physical distance required while riding the elevator.

Recognizing that the passenger elevators are a high-touch point used by people throughout the day, we will be frequently disinfecting them with alcohol-based sanitizer.

Everyone Has a Part to Play

We all have a part to play in keeping each other healthy and safe from the COVID-19 virus, so we count on all tenants and their visitors to be mindful of their social responsibility. We ask for everyone to observe the new policies of the building and to respect the directions of the security guards.

It is mandatory that everyone wear a face mask that covers the nose and mouth in all public areas of the building.

Everyone is required to maintain a distance of at least six feet away from another person. Please observe the distance markings that have been placed in the lobby and on the elevators.

The other CDC general guidelines should also be followed, including:

- Monitor your personal health and stay home if you have signs of COVID-19 until you are tested and cleared to come back to work.
- Cover your cough or sneeze with a tissue, throw the tissue in the trash immediately, and wash or sanitize your hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place; after blowing your nose, coughing, or sneezing; and after using shared equipment or equipment that belongs to someone else. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Tenants are encouraged to avoid in-person meetings unless absolutely necessary, and if in-person meetings cannot be avoided, please limit the number of people to ensure that at least a six feet distance can be maintained. It should be easy to meet with people who are outside your office by using one of the numerous online virtual meeting options now available.

In order to ease elevator traffic and wait time during rush hours and lunch time, we encourage the lower-floor tenants to consider the use of the interior stairwells when possible.

Helpful Suggestions for Kew's Business Owners

The CDC has published a helpful guideline for small business owners to prepare their workplace and staff for returning to work. You will find these guidelines [here](#). The CDC has also produced a very helpful [booklet](#) that provides a great reminder poster you can print out for staff and helpful Readiness Checklists covering the actions you should take as an employer to:

- Prevent and reduce transmission among employees.
- Maintain healthy business operations.
- Maintain a healthy work environment.

The CDC's website has many posters available. General Posters can be found [here](#) and ones on handwashing are [here](#).

CDC Guidelines for Employers to Consider

All tenants are required to follow CDC guidelines and to provide their own cleaning protocol for their offices. Here are only some highlights of the CDC document:

SEND SICK EMPLOYEES HOME AND ACTIVELY ENCOURAGE THEM TO STAY THERE

If an employee becomes sick while at work, they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas the sick employee visited. Develop policies that encourage sick employees to stay at home without fear of reprisals and ensure that employees are aware of these policies.

PERFORM ROUTINE ENVIRONMENTAL CLEANING

Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs.

DISCOURAGE WORKERS FROM SHARING OFFICE EQUIPMENT

If sharing of office equipment is necessary, then make sure to disinfect and thoroughly clean the equipment after each use.

Helpful Suggestions for Kew's Business Owners (Cont.)

PRIORITIZE SANITATION

Sanitizer should be available throughout the office, but especially near shared equipment.

SNEEZE GUARDS

If at all possible, consider the use of sneeze and cough guards to protect your staff.

LAYOUT ACCOMMODATIONS

Reconsider desk layouts to provide appropriate distancing.

TRANSPORTATION

Encourage the use of safe means of transportation to and from the office.

OFFICE COMMON AREAS

Reconsider snack bins, communal coffee makers, water coolers, and the like.

- **Before employees return, employers should make sure that air-conditioning units be cleaned and filters changed,** using a quality filter recommended for COVID-19 and their specific unit type.
- **Open windows and good air circulation are the CDC's preference for office climate control.** This is a piece of good news for Kew tenants with their large windows that can be opened.
- **Please consider establishing staggered work hours and flexible work schedules** to avoid unnecessary gathering at the entrance and inside the lobby of the buildings as well as to afford greater distances between staff members within your office space.
- **We would like to ask employers to emphasize to their staffs the need to be patient in accessing the office by elevator.** Delays at peak times are unavoidable if we want to keep everyone safe.

Resources

US CHAMBER OF COMMERCE CUSTOMIZABLE COVID-19 FLYER

This is a useful tool for small business owners who are required to post their COVID-19 policies. This customizable online form is easy to complete and print—no guesswork needed.

<https://www.uschamber.com/app/covid-19-flyer/>

CENTERS FOR DISEASE CONTROL AND PREVENTION

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations-businesses-employers.html>

NEW YORK STATE DEPARTMENT OF HEALTH

<https://coronavirus.health.ny.gov/home>

NYSDOH RE-OPENING CHECKLIST

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

NEW YORK CITY DEPARTMENT OF HEALTH

<https://www1.nyc.gov/site/doh/index.page>
