



Summer 2020

The SoHo Prince Building

Memorandum on COVID-19

New Building Management Protocols for a Safe Reopening of 568-578 Broadway

Dear 568 Family, Friends, Visitors, & SoHo Neighbors:

As of today, we are all still inside and operating remotely, but we are working tirelessly as a building management team to develop new protocols for a safe reopening of our beloved, historic loft building in SoHo. Our dedicated, on site building staff like Michael Rivera, our long-time building engineer of nearly two decades, along with our new Fire Safety Director, Max Cleophas, and all of our cleaning porters and other staff have kept the Prince Building's doors open and safe to the public during this difficult time.

Together, we would like to present the following guidelines for reopening the SoHo Prince Building.

We wish you the best and look forward to seeing you again soon.

Sincerely,

Dylan Cecchini
Director of Property Management

Cc: Bonnie Shapiro, Director of Leasing
The SoHo Prince Building Management Team



Reopening Plan

Broadway Core Lobby & Crosby Street Freight Lobby

Additional Cleaning

- A Porter will be stationed every day in the core building lobby on Broadway and the freight elevator lobby at the rear of the building at 108 Crosby Street.
- A Porter will clean and disinfect all elevator call buttons, all elevator cab interiors, all 'Kastle' card reader terminals, all doorknobs and push handle hardware on every egress door, as well as the lobby and freight reception desks with premium disinfectants.

General Safety Protocols

- All building staff, including guard officers at both reception desks as well as all third-party porters will be required to wear masks and gloves at all times.
- An attractive barrier will be erected to separate a visitor checking in from the security guards at the lobby and freight reception desks, in addition to aesthetically-pleasing signage and floor treads to be installed to promote six feet (6') of social distance.
- Masks and gloves will be available at the lobby and freight reception desks to all tenants and visitors on an on-demand basis.
- All base building, common area Kastle card reader terminals will be upgraded to operate via a Smart Phone.
- No more than three (3) individuals will be permitted to occupy a passenger or freight elevator cab at any given time.
- Hand sanitizing stations will be available for use and will be continuously replenished by building staff at both the 568 and 578 elevator banks.
- All building personnel will enter through the 108 Crosby Street freight entrance at the rear of the building and will be subject to daily temperature readings prior to being granted access to the building.
- Tenants with exclusive access to private elevators will direct their staff and service personnel to utilize those elevators in order to lessen core lobby traffic.
- Clear, aesthetically pleasing signage on the lobby doors will direct all deliveries and service vendors to be redirected to 108 Crosby Street for building access.
- Tenants, tenant employees, or any persons wishing to travel the freight elevator for passenger type of use as opposed to strict freight type of use will not be permitted to do so.



AURORA

Shared Common Corridors & Restrooms:
Floors 2-6 at the Multi-Tenanted, 'South' Side of the Building

Additional Cleaning

- Porters will service every floor with a shared common corridor and shared bathrooms.
- Porters will clean and disinfect passenger and freight elevator call buttons, high 'touch points' along the corridor, as well as the common area restrooms with premium disinfectants.

General Safety Protocols

- Building staff such as the building engineer and FSD guard will travel between multi-tenanted floors to ensure no congregating exists in the corridors.
- Aesthetically pleasing signage will be placed in shared common bathrooms limiting usage of bathrooms to one (1) occupant at a time.
- Hand sanitizing stations will be placed at the passenger elevator bank as well as the freight elevator bank.



'Best Practices' Recommendations

- Consider a phased, coordinated return of employees to the office. Alert building management of your scheduled arrival in order to lessen lobby density.
- Your facilities or office manager may take employees' and visitors' temperatures prior to entering your floor.
- Encourage employees to utilize the four (4) building stairwells to travel between floors as opposed to using the elevators.
- Install hand sanitizing stations of your own throughout the workspace; make available masks and gloves for employees and visitors.
- Consider changing workstations and desk arrangements to better distance employees.
- Limit meeting sizes and conference room density.
- Encourage employees to wear masks and gloves when social distancing is not possible.
- Direct your cleaning staff to disinfect and sanitize 'high touch' areas of your floors and internal restrooms.