



**TEN
BANK
STREET**
WHITE PLAINS

RETURN WITH CONFIDENCE

Be Smart. Be Safe.

EMPIRE STATE
REALTY TRUST

ESRT
LISTED
NYSE



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Receive critical updates.

Do not block PropMgmt@esrtreit.com.

Please tell your employees.

Be Smart. Be Safe.

Welcome back to your Office!

To provide a clear and safe pathway for your return, we have worked hard to ensure Ten Bank Street has the highest standard of Indoor Environmental Quality.

Empire State Realty Trust is the first commercial portfolio in the U.S. to achieve the WELL Health-Safety Rating, an evidence-based, third-party verified rating for all building types, focused on operational policies, maintenance protocols, emergency plans and stakeholder education to address a COVID-19 environment now and broader health and safety-related issues into the future.

Empire State Realty Trust is also now a Fitwel Champion. Fitwel is a third-party healthy building certification system that sets the industry standard for strategies that promote positive health outcomes for tenants and communities. As a leader in health and sustainability, ESRT earned Champion status because of everything that we already consider standard across the portfolio.

In addition, ESRT has earned the highest possible Global Real Estate Sustainability Benchmark (GRESB) 5 Star Rating and score of 88, an achievement that places ESRT in the top 20% of all respondents. GRESB is a rigorous global standard widely recognized as one of the best measures of sustainability performance of real estate companies and funds.

Our approach to Indoor Environmental Quality and sustainability has been verified through the most stringent international standard for health and wellness, to keep you safe in a post COVID-19 environment and to provide a healthy workplace. When you return to an ESRT building, you can return with confidence.

This work includes enhanced cleaning and sanitization procedures, health service resources, and industry leadership in air and water quality management. We have implemented policies, procedures, and technical solutions, and verified them through the most stringent international standard for health and wellness, to keep you safe.

Those who have returned to the office have seen first- hand that mass transit is cleaner than ever and many local businesses are ready to safely welcome you back.

We ask each person working in and visiting our building follow the below protocols for the health and safety of our community. Please be kind and courteous to building employees who are responsible for the enforcement of these protocols.

We are here to support you as you return to your office. If you have any question or issue, relate them to your office manager or to building management.

Thank you for your continued partnership.





Building Entry

- **Dedicated Entrances**
 - o Refer to the attached plan for:
 - Dedicated entrance for tenants and visitors
 - Food deliveries will be picked up outside on sidewalk
 - Contractors and vendors will enter through the loading dock

- **Tenants and Tenant Visitors**
 - o Please use of hand sanitizer upon entry, and social distancing in all common areas when possible.
 - o If you or someone in your home is sick or have been exposed to COVID-19, please do not come to work



Guests

- **All guests must be pre-registered online through Workspeed**
 - o Upon entry, guests are to proceed to the visitor's desk to scan their government-issued ID and receive a visitor's pass.
 - o There will be no opportunity for building staff to phone upstairs to approve visitors.
 - o Unregistered guests will be instructed to reach out to be registered online.
 - o Please advise your guests of our protocols for hand sanitizer and social distancing.
- **Tenants must establish a designated contact for building entry issues**



Safety Precautions For Building Common Areas (Lobby, Elevators, Corridors, Restrooms)

- **Social Distancing and Mitigation**
 - o Please maintain six feet separation from others if you have not reached full vaccination status
 - o Mitigate your risk with frequent hand washing and use of hand sanitizer



- **Cleaning**

- o We have increased the cleaning and disinfection of common areas with special emphasis on high touch areas
- o We offer additional disinfection services for tenant offices. If you are interested, please ask your office manager

- **Do Your Part!**

- o Use hand sanitizers before and after you touch any surface
- o Gel dispensers are located at each lobby level elevator hall
- o Please maintain six feet separation from others when possible
- o Remind your colleagues and office guests to do the same

- **Deliveries**

- o No deliveries will be permitted through the building lobby
 - Tenants must pick up food deliveries at the designated area
- o All deliveries must be made via freight elevator
 - Freight elevators must be arranged via Workspeed request



Be Smart. Be Safe.

- **Take Responsibility**
 - o Please maintain six feet separation from others when possible
 - o Use hand sanitizers before and after you touch any surface
 - o Wash your hands thoroughly, regularly
 - o Remind your colleagues and office guests to do the same
 - o Keep restrooms clean
 - o Cover your mouth when you cough or sneeze
 - o Dispose of gloves and wipes in trash receptacles

- **Stay In/Work From Home If**
 - o You are sick
 - o You believe you have been exposed



- Share With Us Your Plan
 - o NYS Business Safety Plan
 - Each business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. Business owners should refer to the following link to NYS guidance
<https://forward.ny.gov/phase-two-industries>



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Additional Information

We appreciate your tenancy, value our relationship and look forward to your assistance to implement these new guidelines. Look for emails from PropMgmt@esrtreit.com for any change in protocol.

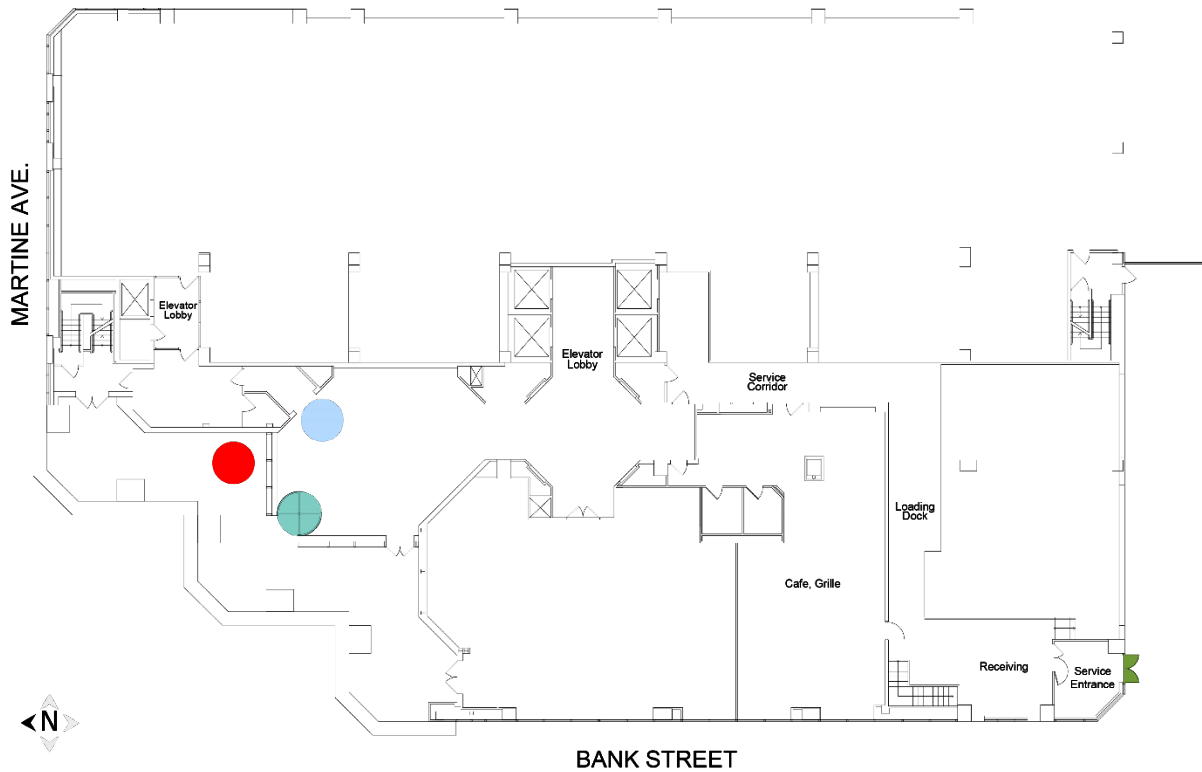
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LOBBY LEVEL ACCESS PLAN



LEGEND

-  MAIN ENTRY / TENANTS AND VISITORS BUILDING ACCESS
-  PARKING ENTRANCE / TENANTS AND VISITORS BUILDING ACCESS
-  FREIGHT ENTRANCE / CONTRACTORS AND VENDORS ACCESS
-  FOOD DELIVERY DESIGNATED PICK-UP

We look forward to seeing you soon!

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