



**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.





Personal Protection Equipment

- **Tenants and Tenant Visitors**
 - o Face masks are required in all common areas, regardless of vaccination status. Temperature screening is optional for those that are fully vaccinated
 - Unvaccinated tenants and tenant visitors must wear face masks, use hand sanitizer upon entry, and social distance in all common areas
 - A temperature of <100.4 is needed for entry
 - o Please do not use fever reducing prophylactics to compromise the temperature screening
 - o If you or someone in your home is sick or have been exposed to COVID-19, please do not come to work

- **ESRT Building Staff**
 - o Lobby and visitor desk personnel must wear face masks
 - o Building staff must wear face masks
 - o Unvaccinated employees pass a daily COVID-19 screener and are instructed that if they or someone in their home is sick or have been exposed to COVID-19, they should not come to work



Building Entry

- **Dedicated Entrances**
 - o Building access will be restricted to screen all unvaccinated persons for entry
 - o Face masks are needed for entry regardless of vaccination status
 - 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

- **Temperature Checks**
 - o In the lobby a non-contact body temperature screening kiosk reads every person
 - A temperature of <math><100.4</math> is needed for entry
 - o Please do not use fever reducing prophylactics to compromise the temperature screening

Screening takes less than 15 seconds. However, when there is no open kiosk, we ask you to queue calmly with social distance.



Guests

- [All guests must be pre-registered online through Workspeed](#)
 - o Once guests are temperature screened, they may proceed to the visitor's desk to show ID.
 - o Building Staff will not contact tenants to approve visitors
 - o Unregistered guests will be instructed to contact the tenant they wish to visit
 - o Please advise your guests of our protocols for face masks, hand sanitizer, and temperature checks
- [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 by using a CDC-recommended face mask and with frequent hand washing and use of hand sanitizer
- **Face Masks**
 - o All tenants and visitors regardless of vaccination status are to wear face masks



- **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

- **Deliveries**
 - o No deliveries will be permitted through the building lobby
 - Tenants must pick up food deliveries at the designated area outside of the building
 - Tenant re-entry will be subject to the above safety protocols
 - o All deliveries must be made via loading dock
 - Freight elevators must be arranged via Workspeed request



Be Smart. Be Safe.

- **Take Responsibility**
 - o Please maintain six feet separation from others if you are not fully vaccinated
 - o Wear your face mask
 - o Use hand sanitizers before and after you touch any surface (gel dispensers are located at each lobby level elevator hall)
 - 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 masks/gloves/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.

Receive critical updates.

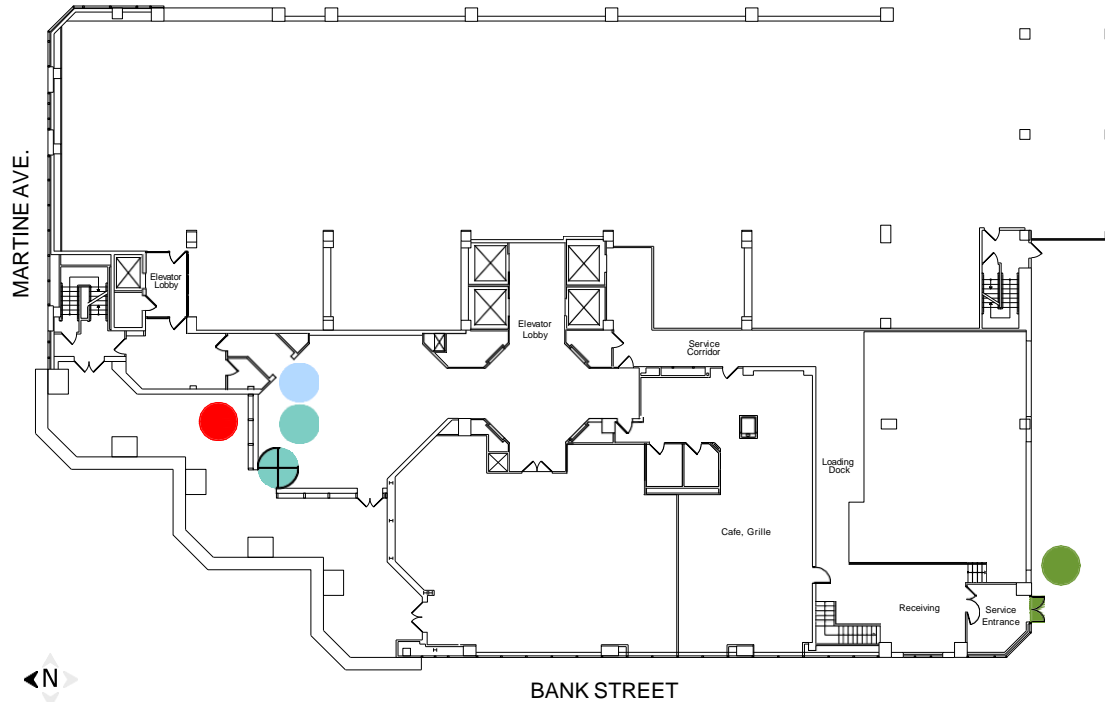
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LOBBY LEVEL ACCESS PLAN



LEGEND

- MAIN ENTRY SCREENING/
TENANTS AND VISITORS BUILDING
ACCESS
- PARKING ENTRANCE SCREENING/
TENANTS AND VISITORS BUILDING
ACCESS
- FREIGHT ENTRANCE/
CONTRACTORS AND VENDORS ACCESS:
OUTSIDE OF LOADING DOCK
- FOOD DELIVERY DESIGNATED PICK-UP

We look forward to seeing you soon!

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