

# VORNADO New A&D Building Policies

*6.15.20 Information for Guests regarding New A&D Building Policies*

## Signage

Signage has been posted to promote social distancing in building common areas including plazas, entrances, lobbies and elevator banks. They include:

- Markings to illustrate appropriate social distancing.
- Directional signage for entry queues and exit pathways.

## Access Control & Elevators

- All employees and guests must wear approved face coverings while in the building lobby, elevators and any other common areas of the building.
- To maintain proper distancing, Vornado is limiting the # of passengers in an elevator. All elevator cabs will be marked with signage indicating the maximum occupancy and where to stand.
- Lobbies are organized in anticipation that social distancing in elevators may result in queuing. Vornado has appropriate floor markings and staff will be available to ensure proper social distancing is maintained.

## Cleaning

Vornado will provide tenants and guests with a clean and healthy environment, and will continue to follow all City, State & CDC cleaning guidelines for lobbies and shared spaces.

- Hand sanitizer stands have been installed in the main building lobbies.
- Waste baskets for disposal of used PPE items are in common areas.

## Building Systems

Implemented HVAC enhancements to improve indoor air quality and air filtration.

- Increased the amount of fresh air circulated.
- Flushing the building with 100% outside air each day for 2 hours before or 2 hours after the building hours.