



1350 BROADWAY

RETURN WITH CONFIDENCE

Be Smart. Be Safe.

EMPIRE STATE
REALTY TRUST

ESRT
LISTED
NYSE

1350 BROADWAY

Table of Contents

1. Welcome Back to the Office!	<u>Page 1</u>
2. Personal Protection Equipment	<u>Page 4</u>
3. Building Entry	<u>Page 5</u>
4. Guests	<u>Page 6</u>
5. Safety Precautions While Inside	<u>Page 7</u>
6. Be Smart. Be Safe.	<u>Page 9</u>
7. Additional Information	<u>Page 11</u>
8. Lobby Level Access Plan	<u>Page 12</u>

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 1350 Broadway 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 NYC and return to your office. Should you have any question, please call the **Building Management Office** at **(212) 244-3125**.

Thank you for your continued partnership.



1350 BROADWAY

Personal Protection Equipment

- **Tenants and Tenant Visitors**
 - Face masks are no longer required in all common areas
 - All tenants and tenant visitors may use hand sanitizer upon entry
 - 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**
 - ESRT staff, engineers, contractors and custodians
 - Lobby and visitor desk personnel will continue to wear face masks
 - Building staff will continue to wear face masks

1350 BROADWAY

NYC Vaccine Mandate

As per NYC mandate, effective December 27th, employees in New York City who perform in-person work or interact with the public in the course of business must show proof they have received at least one dose of a COVID-19 vaccine. Individuals will then have 45 days to show proof of their second dose (for Pfizer or Moderna vaccines).

Businesses may not allow any unvaccinated employee to come to their workplace.

A workplace is considered any location — including a vehicle — where you work in the presence of at least one other person.

In accordance with the New York City mandate, employers are required to complete and post an Affirmation of Compliance With Workplace Vaccination Requirements prior to December 27th, 2021.

Please click [here](#) for the link to the affirmation certificate.

This affirmation (and no other substitute) must be posted in a public-facing location within the office, such as a reception area. You are not required to submit the affirmation to building management.

1350 BROADWAY

Guests

- **All guests must be pre-registered online through Kastle Systems**
 - 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 building protocols.
- **Tenants must establish a designated contact for building entry issues**

1350 BROADWAY

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

- **Social Distancing and Mitigation**
 - Please maintain six feet separation from others if you have not reached full vaccination status
 - Mitigate your risk with frequent hand washing and use of hand sanitizer
- **Face Masks**
 - All tenants and visitors are no longer required to wear face masks

1350 BROADWAY

- **Cleaning**

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

- **Do Your Part!**

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

- **Deliveries**

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

1350 BROADWAY

Be Smart. Be Safe.

- **Take Responsibility**
 - Please maintain six feet of separation from others when possible
 - Use hand sanitizers before and after you touch any surface
 - Wash your hands thoroughly, regularly
 - Remind your colleagues and office guests to do the same
 - Keep restrooms clean
 - Cover your mouth when you cough or sneeze
 - Dispose of gloves and wipes in trash receptacles
- **Stay In/Work From Home If**
 - You are sick
 - You believe you have been exposed

1350 BROADWAY

- **Share With Us Your Plan**
 - 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>
 - Key to NYC
 - Tenants are required to complete and post an Affirmation of Compliance With Workplace Vaccination Requirements. Business owners should refer to the following link: <https://www1.nyc.gov/site/doh/covid/covid-19-vaccine-workplace-requirement.page>

1350 BROADWAY

Additional Information

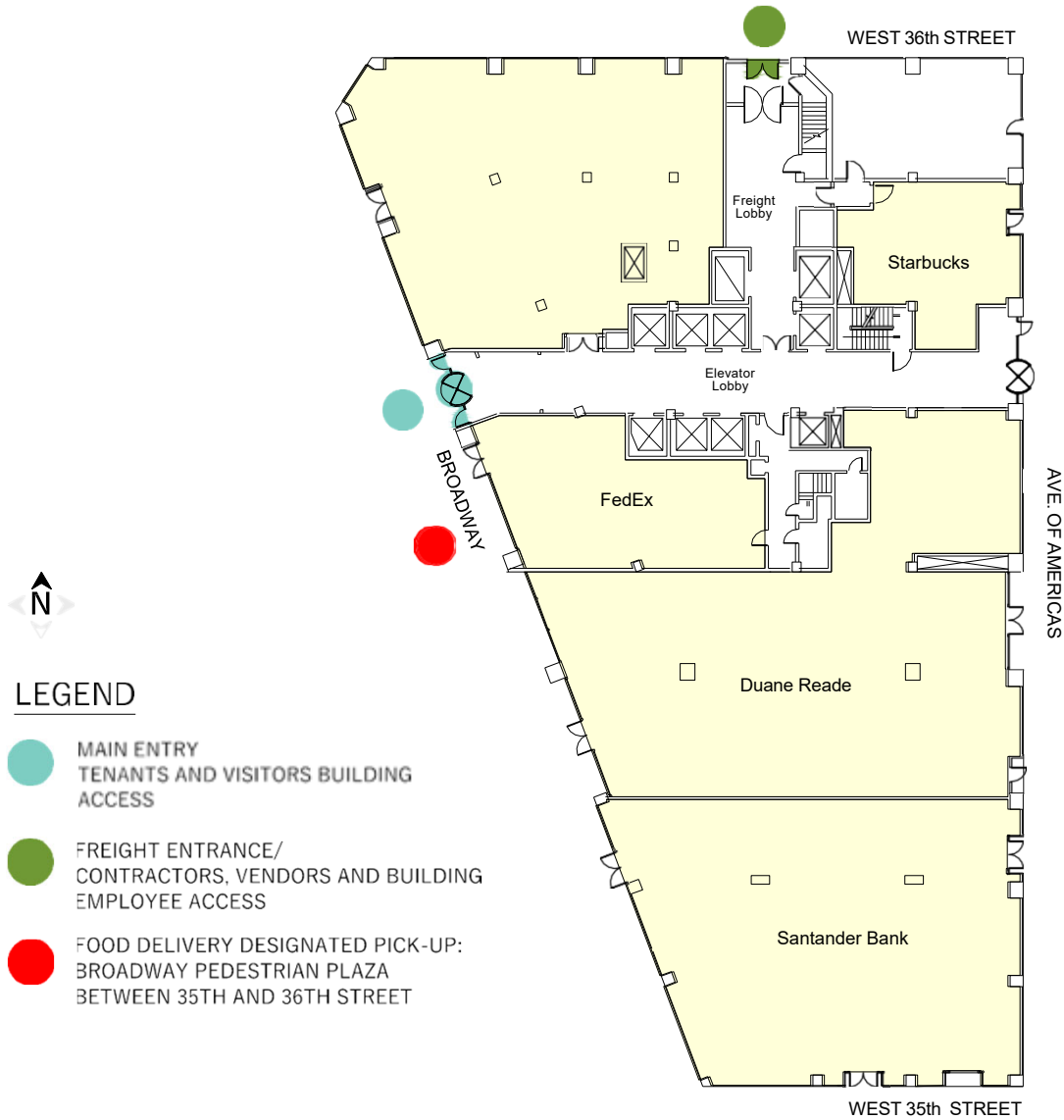
We appreciate your tenancy, value our relationship and look forward to your assistance to implement these guidelines. Look for emails from [**PropMgmt@esrtreit.com**](mailto:PropMgmt@esrtreit.com) for any change in protocol.

To receive critical updates, do not block [PropMgmt@esrtreit.com**](mailto:PropMgmt@esrtreit.com).
Please tell your employees.**

Be Smart. Be Safe.

1350 BROADWAY

LOBBY LEVEL ACCESS PLAN



We look forward to seeing you soon!

EMPIRE STATE
REALTY TRUST

ESRT
LISTED
NYSE
Member
REBNY