

REOPENING

92Y

REV. AUGUST 10, 2020

CBRE

# Introduction

The novel coronavirus, COVID-19, is extremely contagious and has been declared a worldwide pandemic by the World Health Organization. 92Y has put in place the preventative measures described in this document, which are consistent with orders, regulations and guidance issued to date by national, state and local authorities, as well as with recommendations to 92Y by independent third parties regarding “best practices”, to prevent or reduce the spread of COVID-19. Such orders, regulations and guidance are subject to change at any time and without notice to or the knowledge of 92Y.

92Y CANNOT AND DOES NOT REPRESENT OR GUARANTEE THAT ALL INDIVIDUALS ENTERING 92Y’S PREMISES ARE FREE OF COVID-19; THAT ALL SUCH INDIVIDUALS WILL AT ALL TIMES ADHERE TO THE PREVENTATIVE MEASURES 92Y HAS PUT INTO PLACE; THAT 92Y WILL BE ABLE TO ENFORCE, OR WILL IMPLEMENT, EACH OR ALL SUCH MEASURES AT ANY GIVEN TIME; OR THAT 92Y’S IMPLEMENTATION OF SUCH MEASURES WILL IN FACT PREVENT EXPOSURE TO OR INFECTION WITH COVID-19. NOR, BY IDENTIFYING OR IMPLEMENTING THESE MEASURES, DOES ANY OMISSION OR ERROR BY 92Y WITH RESPECT TO THEIR IMPLEMENTATION CONSTITUTE NEGLIGENCE BY 92Y.

# Table of Contents

<b><u>01</u></b>	Program Plans
<b><u>02</u></b>	Distance Diagrams
<b><u>03</u></b>	Occupancy Plans
<b><u>04</u></b>	Circulation Diagrams and Signage Package
<b><u>05</u></b>	General Guidelines
<b><u>06</u></b>	Environmental Systems





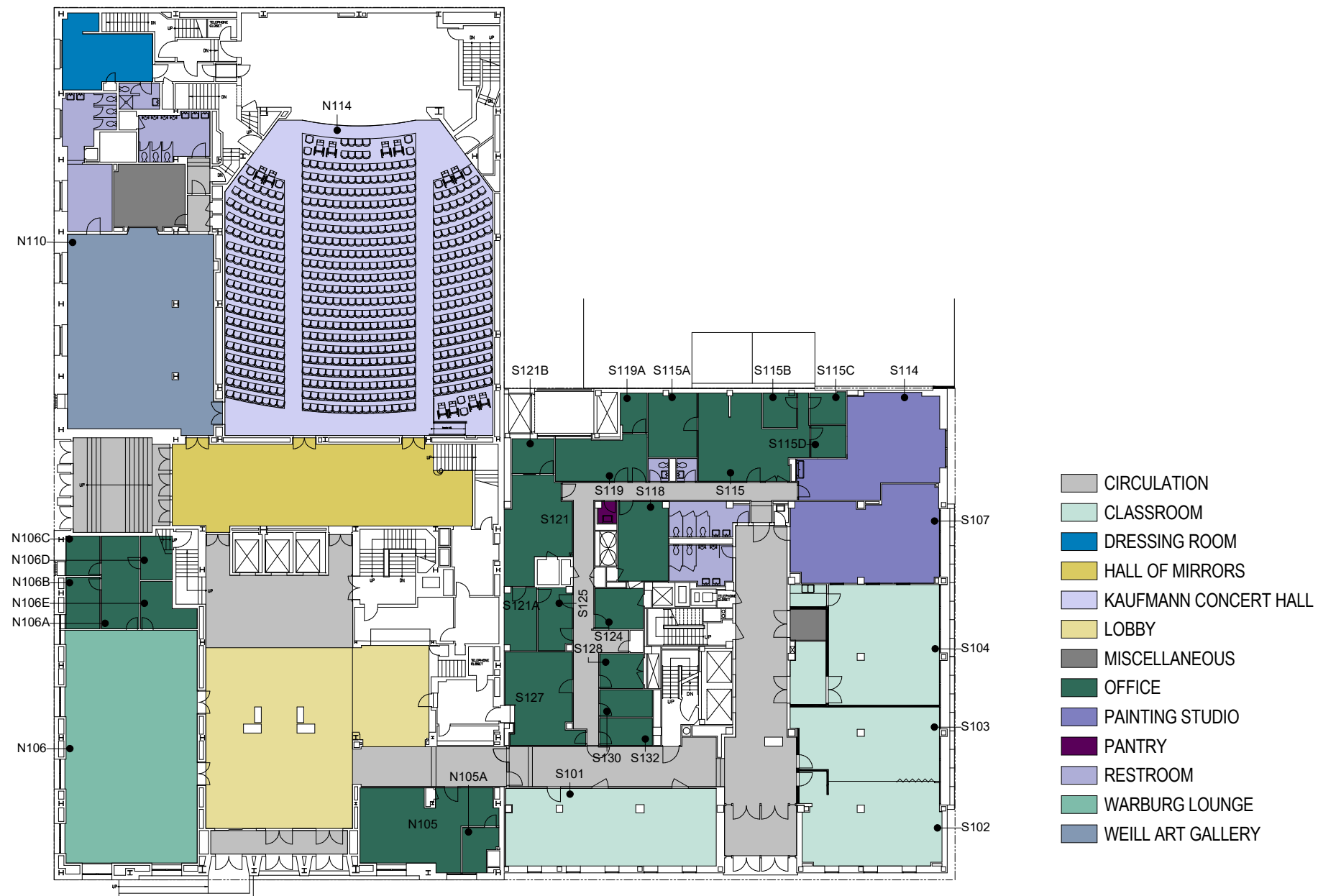
# 1. Program Plans



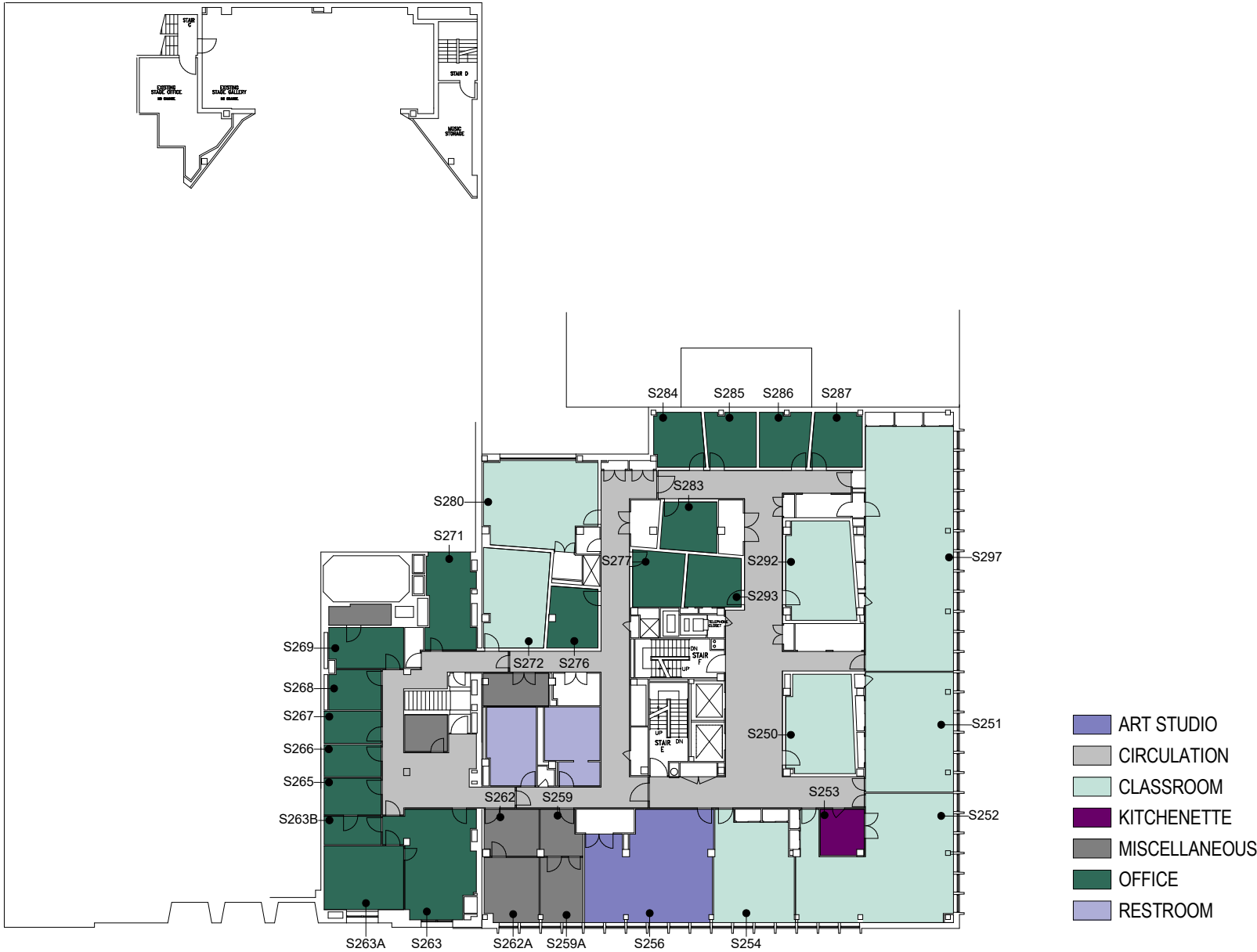
# BASEMENT | EXISTING PLAN



# LEVEL 1 | EXISTING PLAN

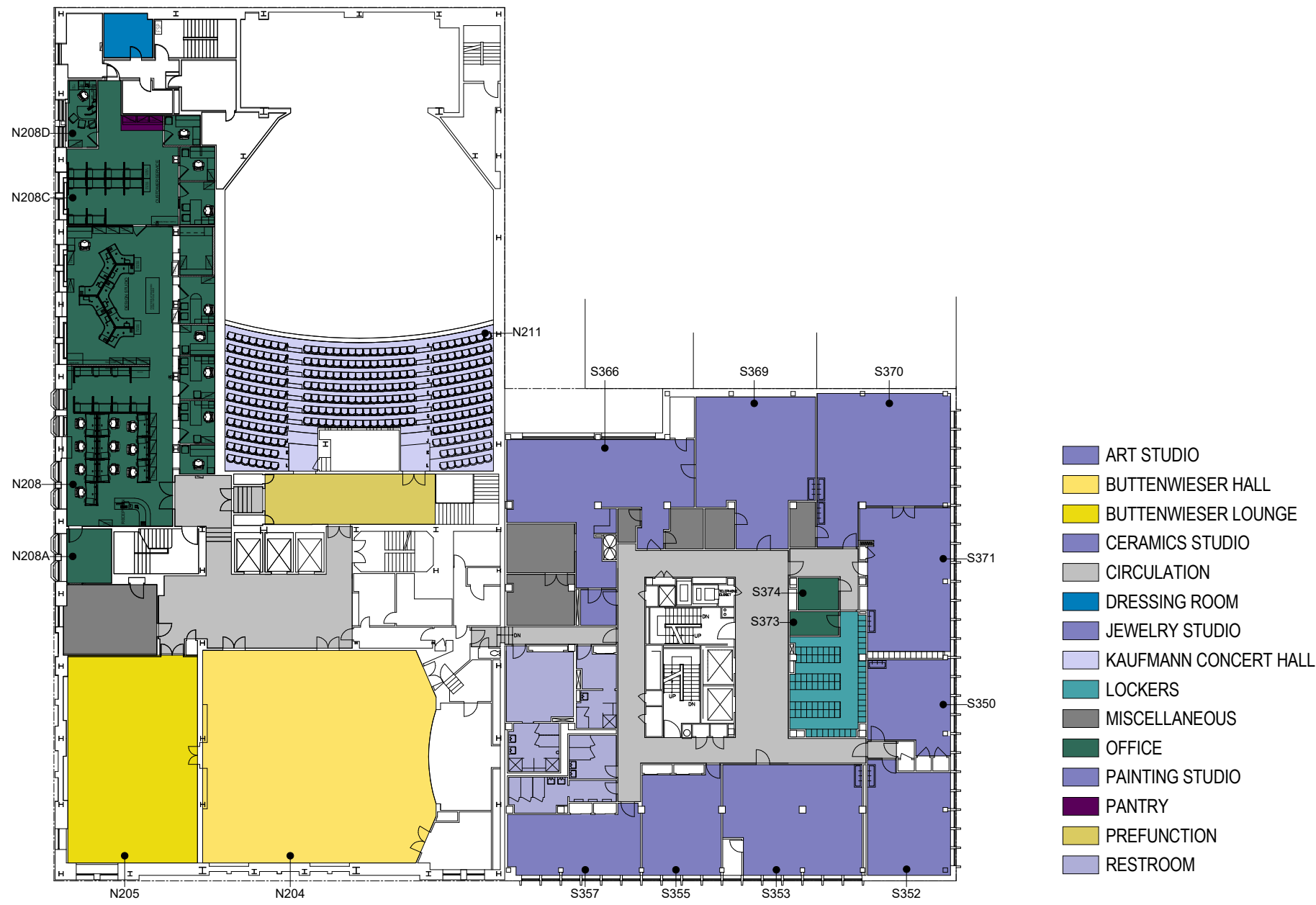


# LEVEL 2 SOUTH | EXISTING PLAN

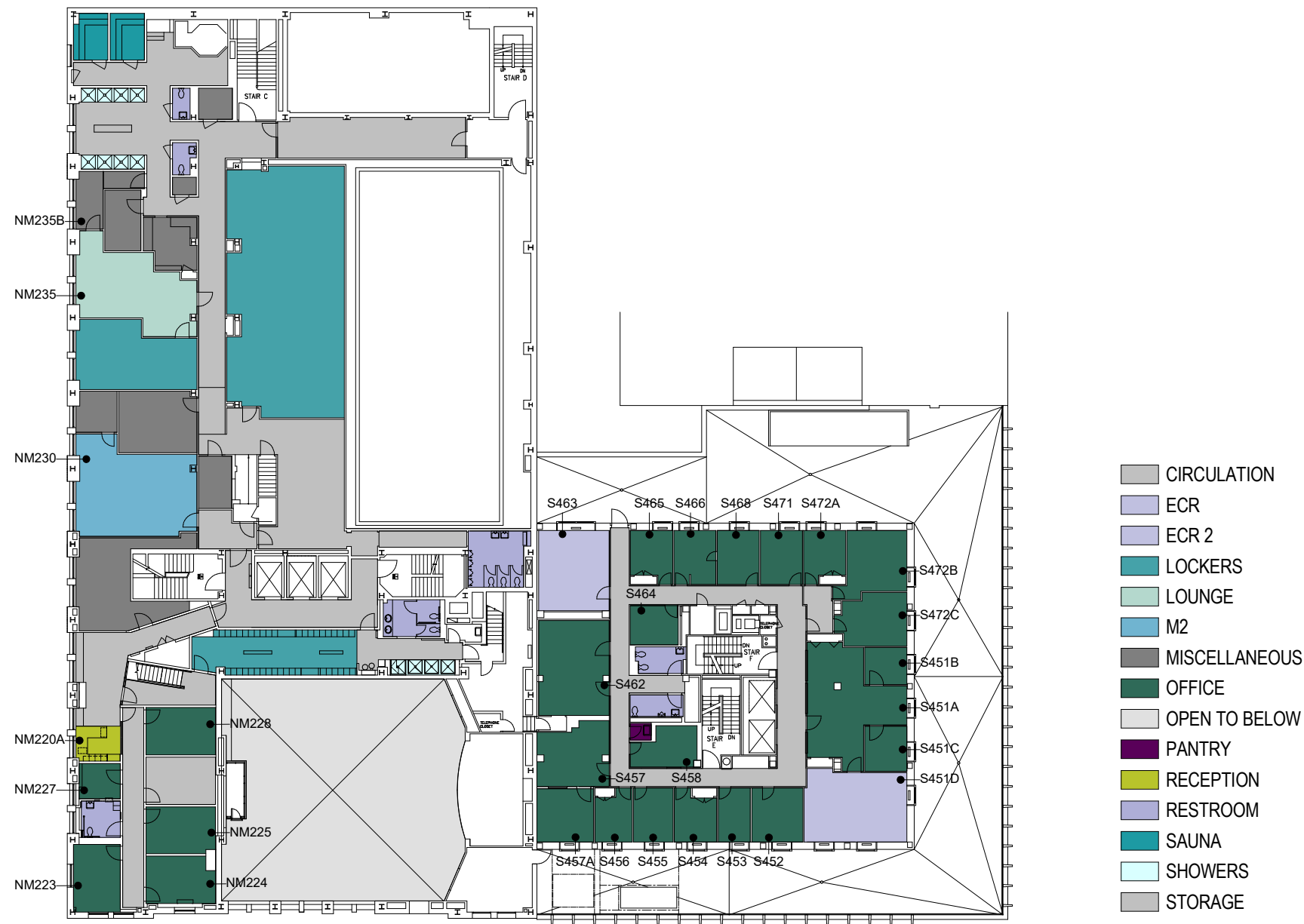




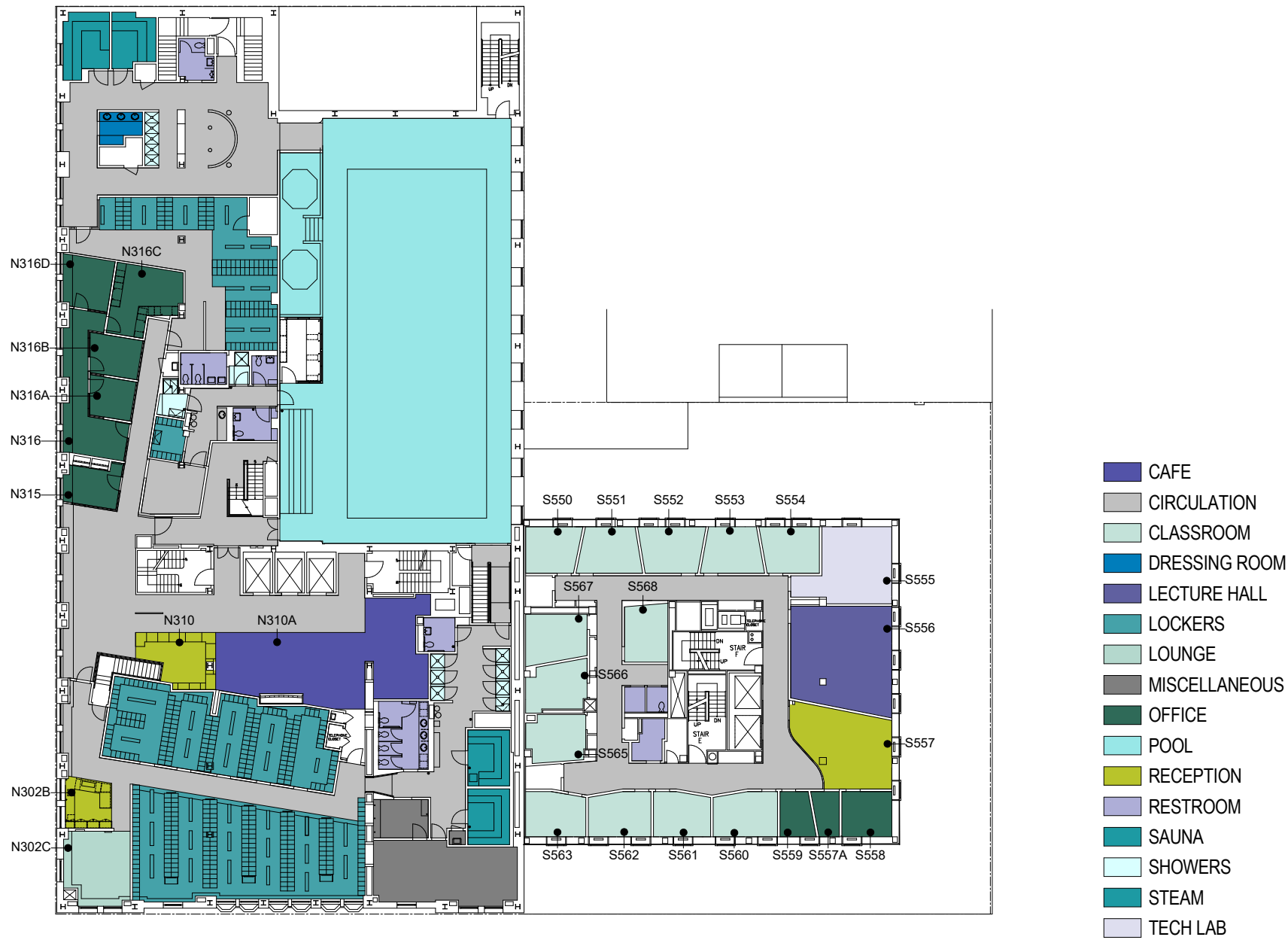
# LEVEL 2 NORTH / LEVEL 3 SOUTH | EXISTING PLAN



# LEVEL 2 MEZZ NORTH / LEVEL 4 SOUTH | EXISTING PLAN

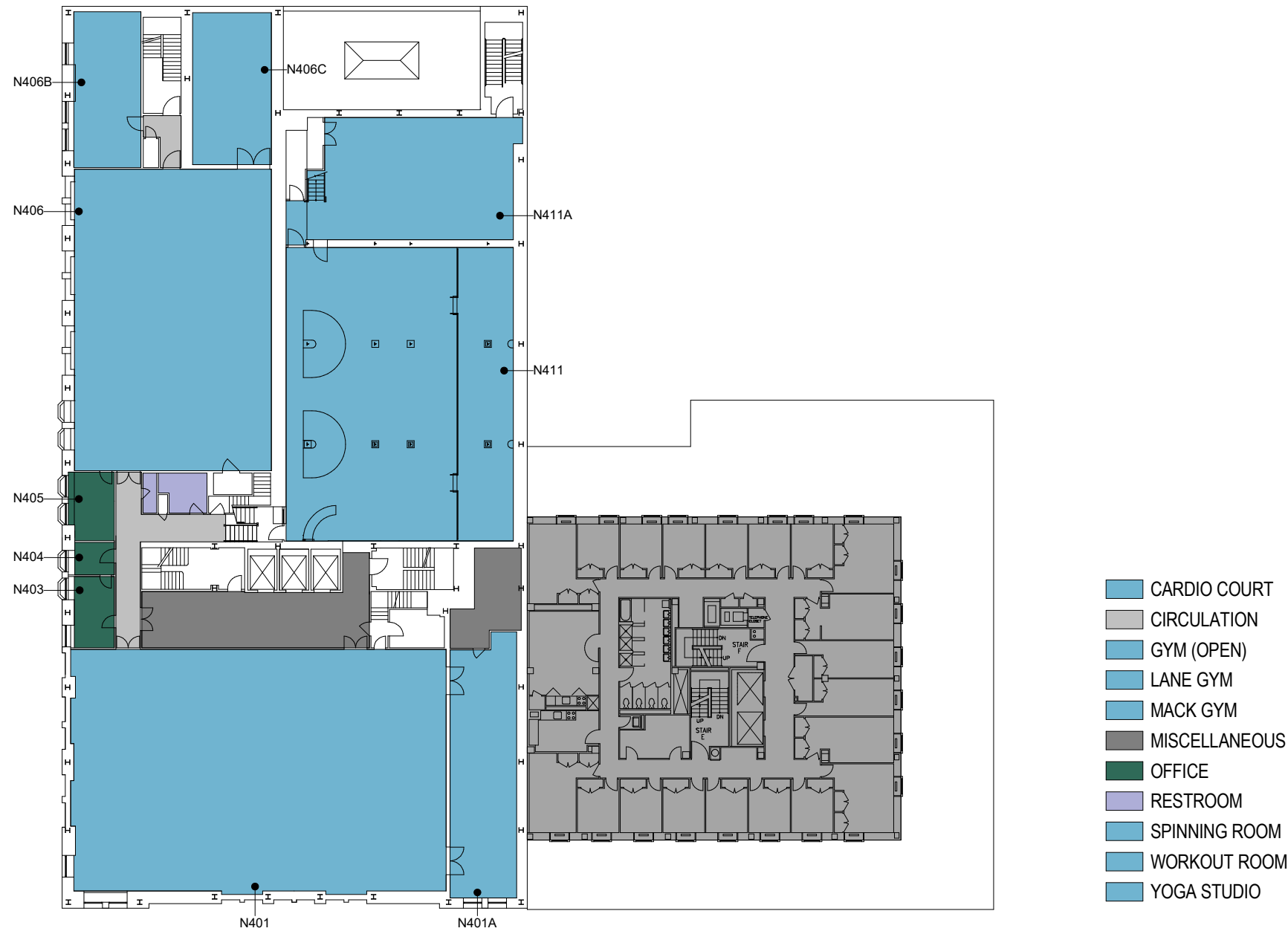


# LEVEL 3 NORTH / LEVEL 5 SOUTH | EXISTING PLAN

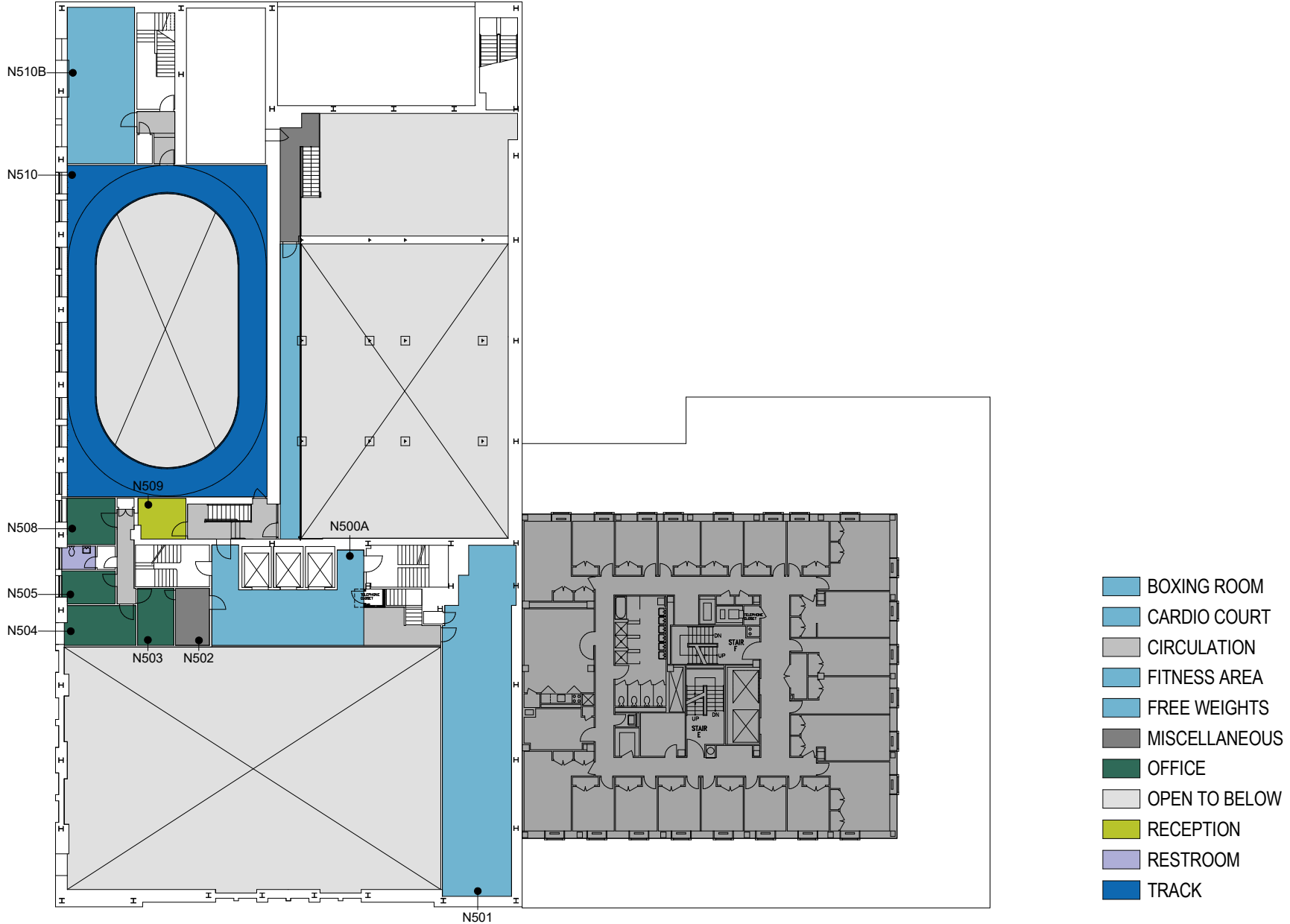




# LEVEL 4 NORTH | EXISTING PLAN



## LEVEL 5 NORTH | EXISTING PLAN

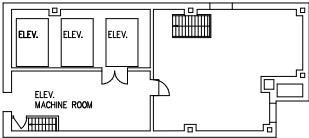
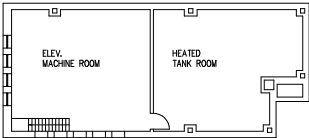
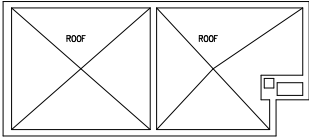
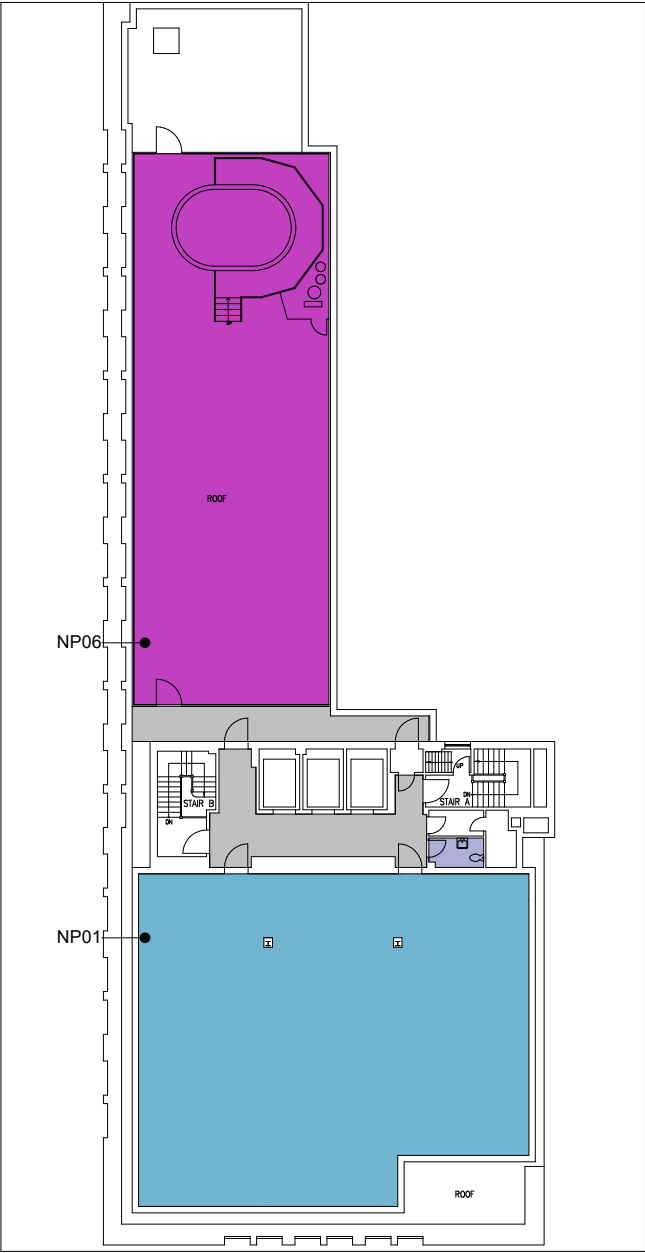


# LEVEL 6 NORTH | EXISTING PLAN





# PENTHOUSE NORTH | EXISTING PLAN

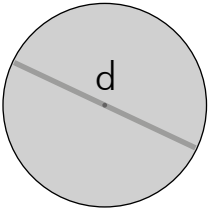
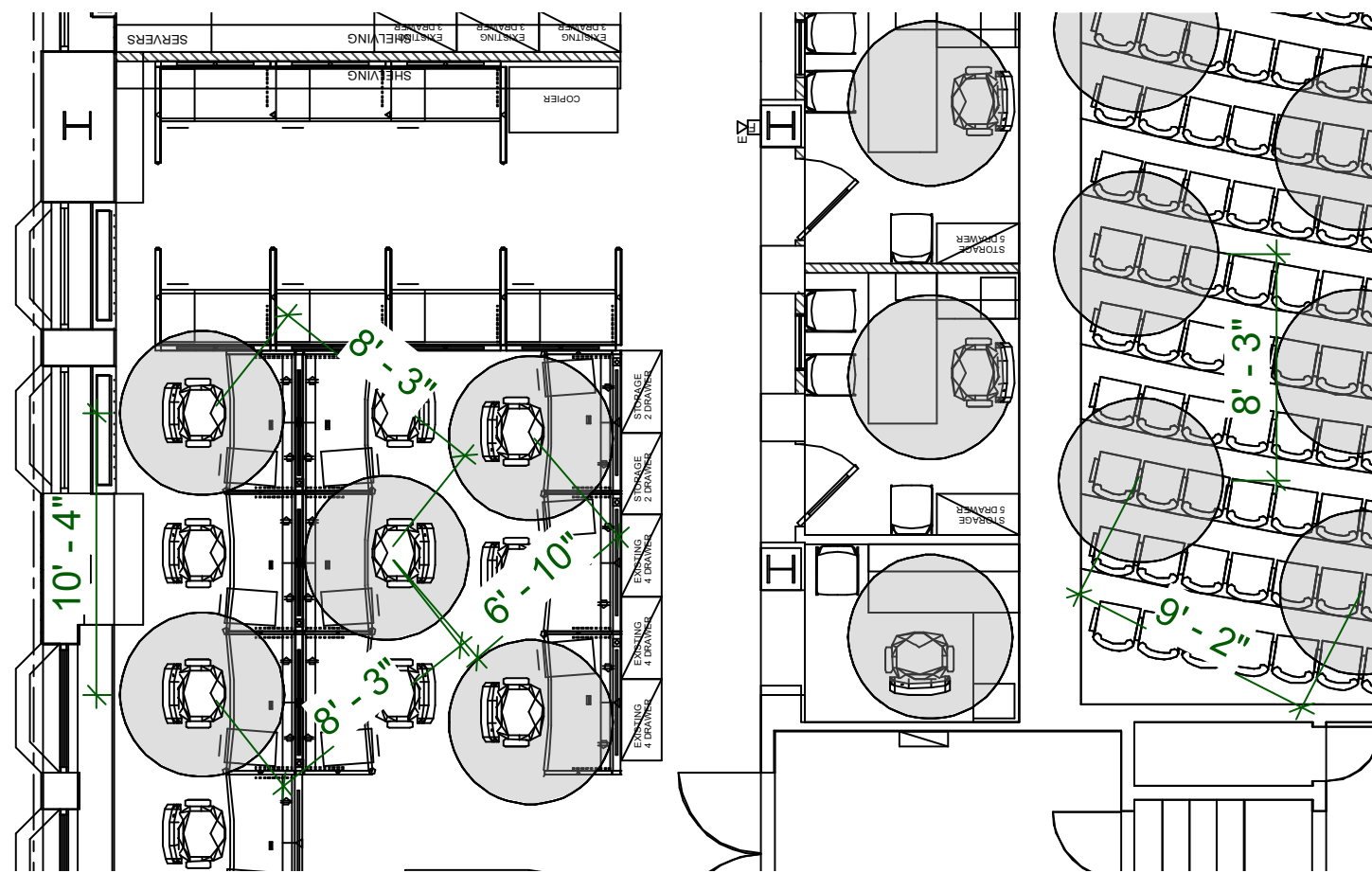


- CIRCULATION
- GYM (OPEN)
- OUTDOOR SPACE
- RESTROOM

## 2. Distance Diagrams



# POST COVID-19 | DISTANCING DIAGRAM



d=6'-0"

Referencing the Centers for Disease Control and Prevention recommendation of 6' for social distancing, all of our plans show a 6' "bubble" to help illustrate the appropriate spacing, and occupancy quantity per area. When 2 bubbles are next to each other they still account for a 6' distance from center to center. Our team took extra care to ensure these boundaries do not overlap. This is our recommendation to keep people safe while engaging in the different spaces.



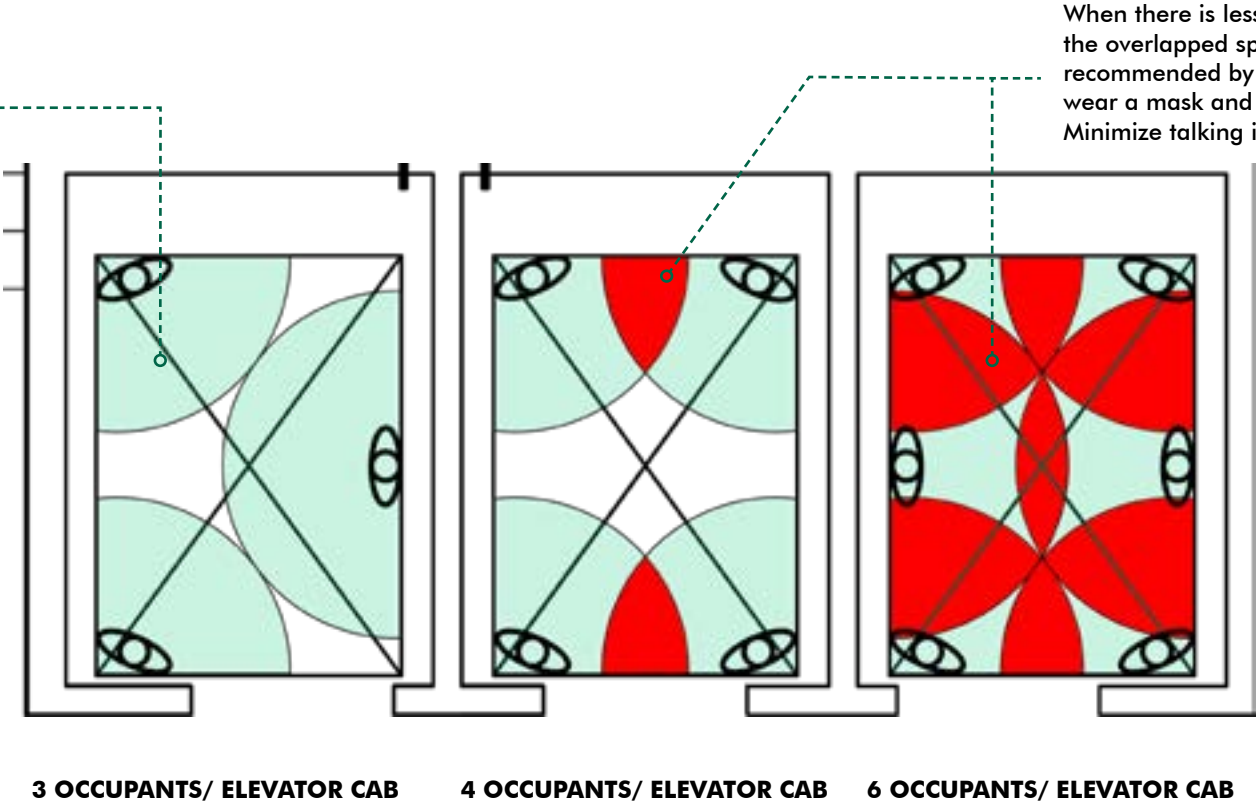
# POST COVID-19 | DISTANCING DIAGRAM ELEVATOR

**DISTANCING IN A POST COVID-19 WORLD**

- How many people should be riding the elevator at time?
- Where should elevator cab occupants stand when in the cab?

In order to maintain CDC distancing guidelines, occupation in a typical elevator cab should be kept to a 3 person maximum or of occupants of the same household. Occupants should continue wearing masks as recommended by CDC guidelines. Minimize talking inside the elevators as an additional precaution.\*

Each bubble is drawn with a 3’ radius and represents 1 occupant, this allows for a minimum distance of 6’ from the next occupant when the circles do not overlap.



\* Please refer to CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

### 3. Occupancy Plans

**The following recommended occupancies are subject to change as guidelines issued by governmental and public health authorities evolve.**



# BASEMENT | OCCUPANCY PLAN

Room Number	Room Name	Area	Current Occupancy	Recommended Occupancy
NB05	HEALTH & FITNESS	1847 SF	74	30
NB05B	OFFICE	180 SF		3
NB06	MULTIPURPOSE	701 SF	45	10
NB07	DANCE	1082 SF	74	20
NB08	TEEN LOUNGE	391 SF	15	7
NB11	MULTIPURPOSE	710 SF	30	12
NB14	JUNIOR GYM	2320 SF	74	20
NB14A	STUDIO 92	800 SF	74	14
SB03	OFFICE	857 SF		11
SB03A	OFFICE	102 SF		1
SB03C	OFFICE	135 SF		2
SB04B	OFFICE	173 SF		3

A conservative occupancy has been determined for NB14: Junior Gym due to the age of patrons, and play equipment involved.



Note: Each circle is 6 feet in diameter and represents one person.

# LEVEL 1 | OCCUPANCY PLAN



Room Number	Room Name	Area	Current Occupancy	Recommended Occupancy
N105	OFFICE	449 SF	5	5
N105A	OFFICE	68 SF		1
N106	WARBURG LOUNGE	1539 SF	100	36
N106A	OFFICE	175 SF		1
N106B	OFFICE	88 SF		1
N106C	OFFICE	67 SF		1
N106D	OFFICE	70 SF		1
N106E	OFFICE	101 SF		2
N110	WEILL ART GALLERY	1453 SF	150	34
N113	HALL OF MIRRORS	1211 SF	74	20
N114	KAUFMANN CONCERT HALL	4032 SF	629	96
S101	CLASSROOM	814 SF	70	21
S102	CLASSROOM	600 SF	37	13
S103	CLASSROOM	515 SF	37	13
S104	CLASSROOM	671 SF	40	15
S107	PAINTING STUDIO	645 SF	12	12
S114	PAINTING STUDIO	558 SF	12	11
S115	OFFICE	402 SF	4	4
S115A	OFFICE	157 SF	3	3
S115B	OFFICE	59 SF		1
S115C	OFFICE	57 SF		1
S115D	OFFICE	57 SF		1
S118	OFFICE	199 SF	4	2
S119	OFFICE	200 SF	4	3
S119A	OFFICE	52 SF		1
S121	OFFICE	294 SF	4	4
S121A	OFFICE	100 SF	1	1
S121B	OFFICE	74 SF	1	1
S124	OFFICE	99 SF	2	1
S127	OFFICE	307 SF	4	4
S128	OFFICE	76 SF		1
S130	OFFICE	72 SF	2	1
S132	OFFICE	72 SF		1

Note: Each circle is 6 feet in diameter and represents one person or one group in Kaufmann Concert Hall.



# LEVEL 1 NORTH | OCCUPANCY PLAN

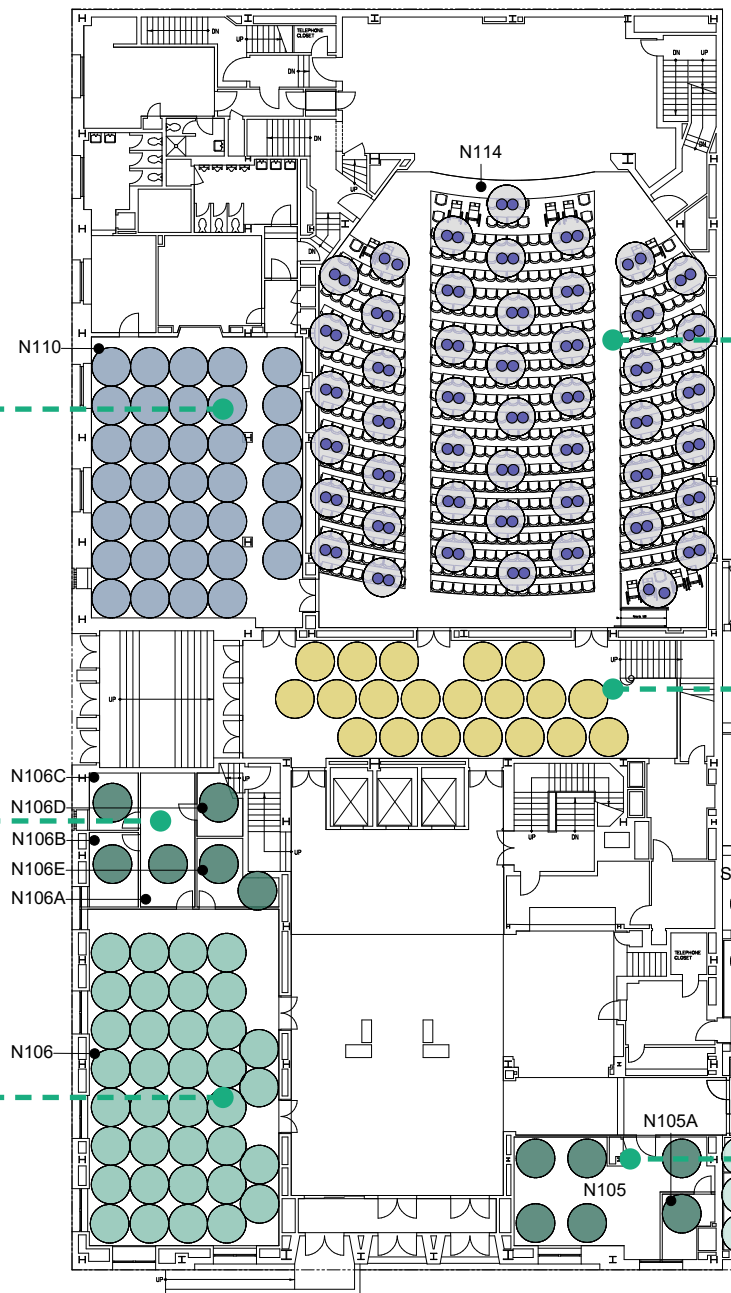
**WEILL ART GALLERY  
OCCUPANCY:**  
34



**OFFICE  
OCCUPANCY:**  
6



**WARBURG LOUNGE  
OCCUPANCY:**  
32



Preassigned seating options have been created for the Kaufmann Concert Hall to allow for multiple group configurations while also maintaining social distancing. Groups of 2 as well as groups of 3 can be accommodated with the plan spacing shown.



**KAUFMANN  
CONCERT HALL  
(ORCHESTRA)  
OCCUPANCY:**  
96



**HALL OF MIRRORS  
OCCUPANCY:**  
20

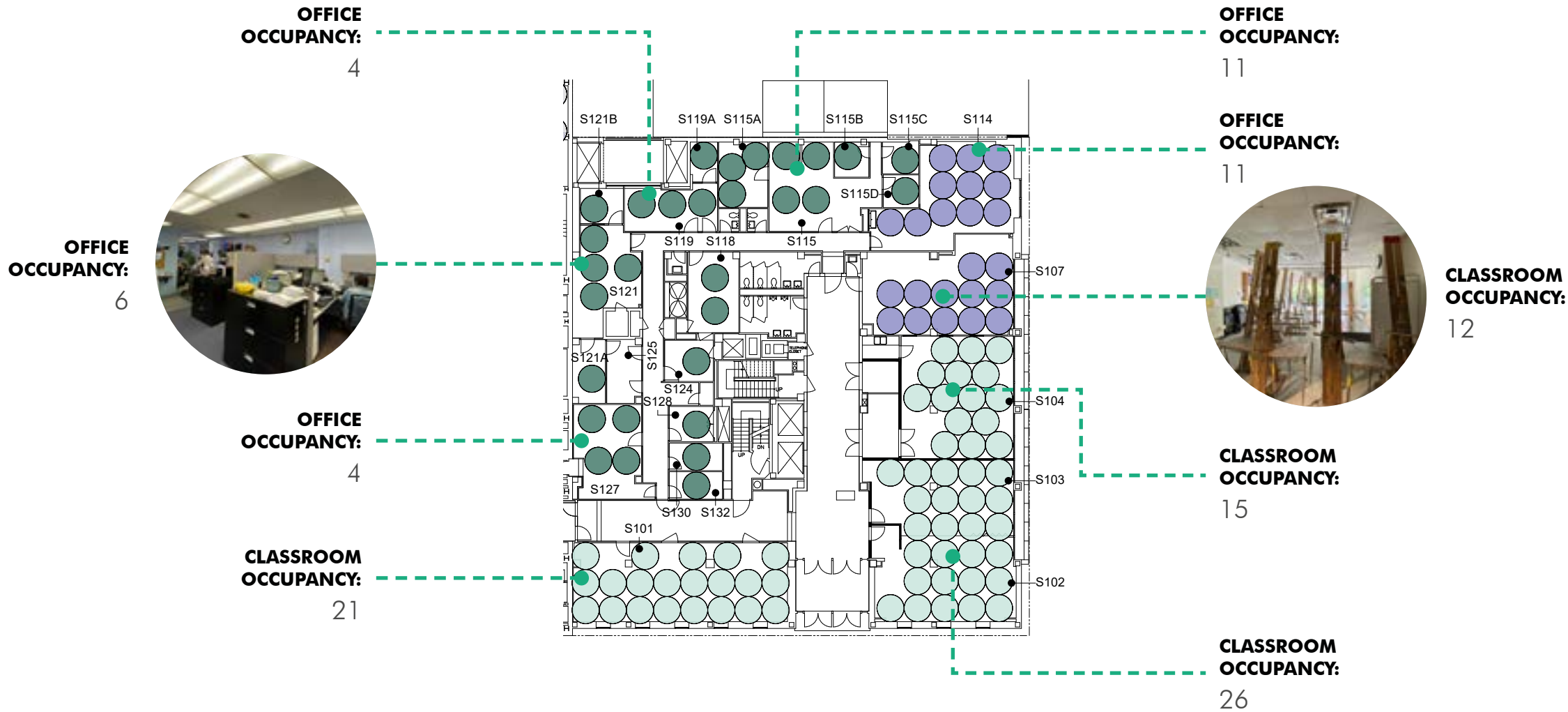


**OFFICE  
OCCUPANCY:**  
6

Note: Each circle is 6 feet in diameter and represents one person or one group in Kaufmann Concert Hall.



# LEVEL 1 SOUTH | OCCUPANCY PLAN



Note: Each circle is 6 feet in diameter and represents one person.

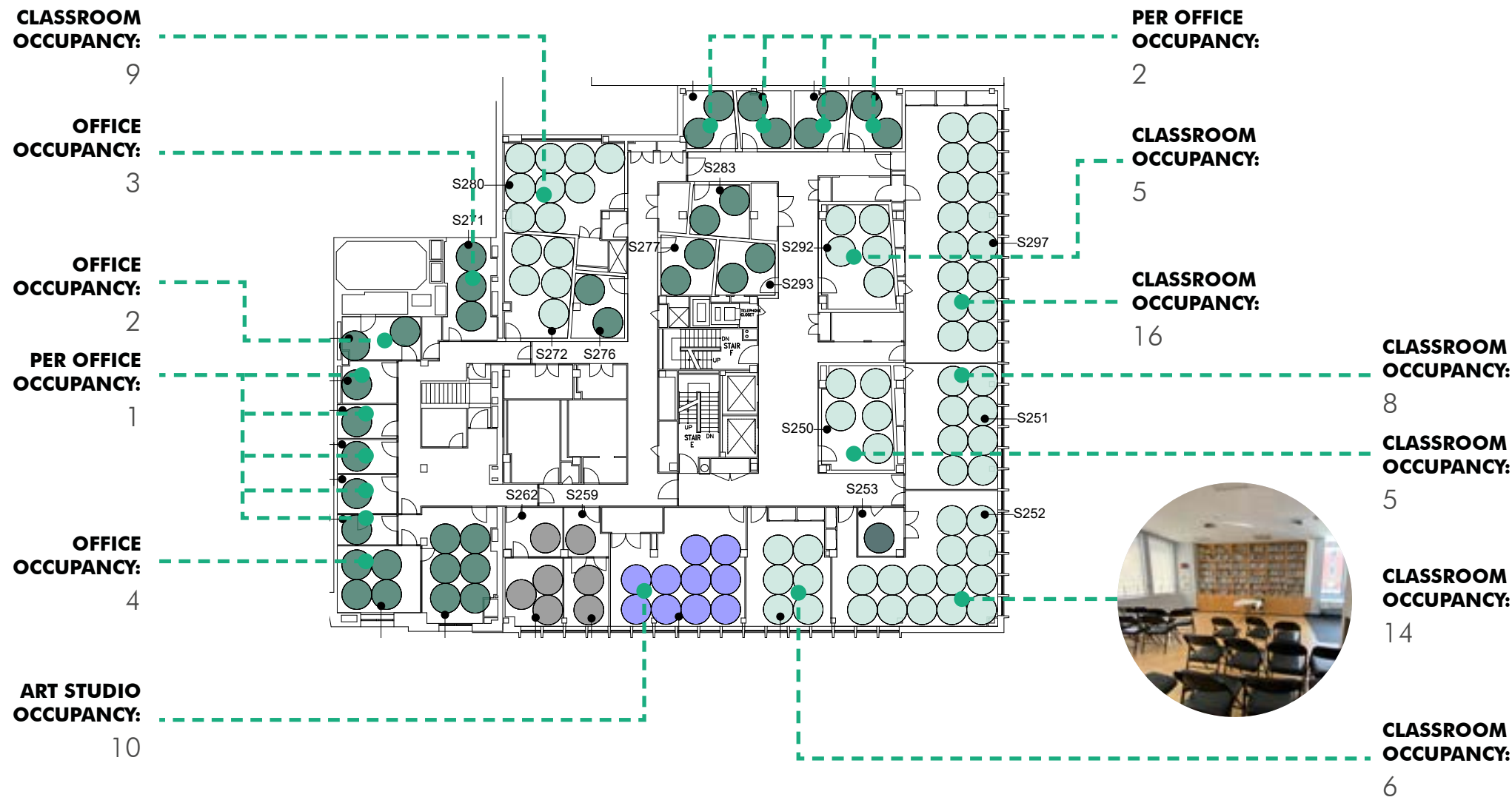
# LEVEL 2 SOUTH | OCCUPANCY PLAN



Room Number	Room Name	Area	Current Occupancy	Recommended Occupancy
S250	CLASSROOM	291 SF	20	5
S251	CLASSROOM	471 SF	30	8
S252	CLASSROOM	748 SF	50	14
S253	KITCHENETTE	89 SF		1
S254	CLASSROOM	362 SF	40	6
S256	ART STUDIO	582 SF	12	10
S259	MISCELLANEOUS	80 SF		1
S259A	MISCELLANEOUS	123 SF		2
S262	MISCELLANEOUS	113 SF		1
S262A	MISCELLANEOUS	156 SF		3
S263	OFFICE	357 SF		6
S263A	OFFICE	226 SF		4
S263B	OFFICE	72 SF		1
S265	OFFICE	94 SF		1
S266	OFFICE	82 SF		1
S267	OFFICE	82 SF		1
S268	OFFICE	93 SF		1
S269	OFFICE	134 SF		2
S271	OFFICE	200 SF		3
S272	CLASSROOM	276 SF	25	5
S276	OFFICE	130 SF		2
S277	OFFICE	125 SF		2
S280	CLASSROOM	416 SF	25	9
S283	OFFICE	121 SF		2
S284	OFFICE	120 SF		2
S285	OFFICE	121 SF	2	2
S286	OFFICE	121 SF	2	2
S287	OFFICE	121 SF	1	2
S292	CLASSROOM	292 SF	30	5
S293	OFFICE	124 SF		2
S297	CLASSROOM	962 SF	74	16

Note: Each circle is 6 feet in diameter and represents one person.

# LEVEL 2 SOUTH | OCCUPANCY PLAN



Note: Each circle is 6 feet in diameter and represents one person.

# LEVEL 2 NORTH / LEVEL 3 SOUTH | OCCUPANCY PLAN



Room Number	Room Name	Area	Current Occupancy	Recommended Occupancy
N204	BUTTENWIESER HALL	2413 SF	280	46
N205	BUTTENWIESER LOUNGE	1348 SF	74	26
N208	OFFICE	1579 SF		13
N208A	OFFICE	122 SF		2
N208C	OFFICE	540 SF		5
N208D	OFFICE	96 SF		1
N208E	OFFICE	51 SF		1
N208F	OFFICE	75 SF		1
N208G	OFFICE	75 SF		1
N208H	OFFICE	52 SF		1
N208I	OFFICE	82 SF		1
N208K	OFFICE	74 SF		1
N208L	OFFICE	59 SF		1
N208M	OFFICE	54 SF		1
N211	KAUFMANN CONCERT HALL	1628 SF	276	44
S350	JEWELRY STUDIO	360 SF	10	6
S352	JEWELRY STUDIO	446 SF	10	6
S353	JEWELRY STUDIO	728 SF	14	8
S355	JEWELRY STUDIO	403 SF	18	6
S357	ART STUDIO	412 SF	16	8
S366	CERAMICS STUDIO	876 SF	19	12
S369	CERAMICS STUDIO	758 SF	14	9
S370	PAINTING STUDIO	833 SF	18	12
S371	PAINTING STUDIO	608 SF	12	8
S373	OFFICE	58 SF		1
S374	OFFICE	65 SF		1

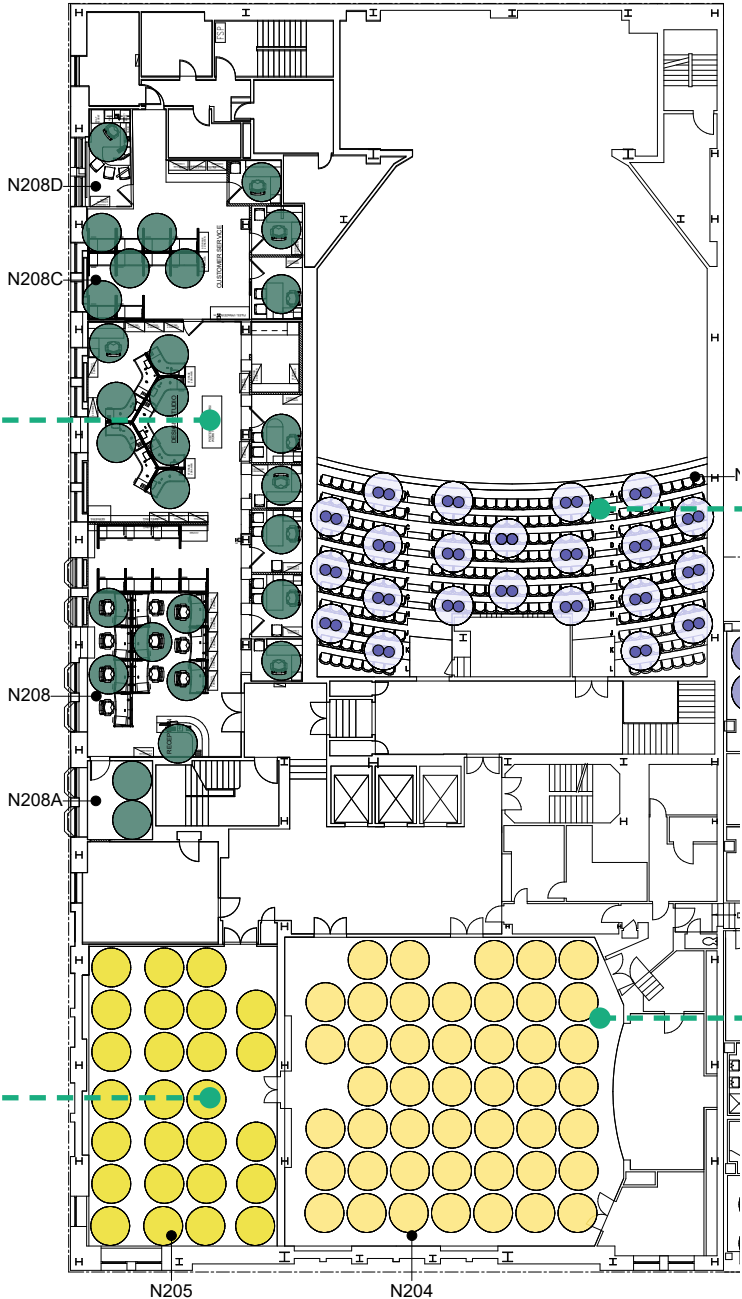
Note: Each circle is 6 feet in diameter and represents one person or one group in Kaufmann Concert Hall.

# LEVEL 2 NORTH | OCCUPANCY PLAN

**OFFICE  
OCCUPANCY:**  
29



**BUTTENWIESER  
LOUNGE  
OCCUPANCY:**  
26



Preassigned seating options have been created for the Kaufmann Concert Hall to allow for multiple group configurations while also maintaining social distancing. Groups of 2 as well as groups of 3 can be accommodated with the plan spacing shown.

**KAUFMANN  
CONCERT HALL  
(BALCONY)  
OCCUPANCY:**  
44



**BUTTENWIESER HALL  
OCCUPANCY:**  
46



Note: Each circle is 6 feet in diameter and represents one person or one group in Kaufmann Concert Hall.



# LEVEL 3 SOUTH | OCCUPANCY PLAN



Note: Each circle is 6 feet in diameter and represents one person.



# LEVEL 2 MEZZ NORTH / LEVEL 4 SOUTH | OCCUPANCY PLAN



Room Number	Room Name	Area	Current Occupancy	Recommended Occupancy
NM223	OFFICE	145 SF		2
NM224	OFFICE	144 SF	4	2
NM225	OFFICE	147 SF	2	2
NM227	OFFICE	67 SF		1
NM228	OFFICE	151 SF		2
NM230	M2	486 SF	40	7
NM235	LOUNGE	384 SF		6
NM235B	MISCELLANEOUS	71 SF		1
S451A	OFFICE	383 SF		4
S451B	OFFICE	72 SF		1
S451C	OFFICE	87 SF		1
S451D	ECR	331 SF	15	6
S452	OFFICE	127 SF	3	2
S453	OFFICE	80 SF		1
S454	OFFICE	94 SF	2	1
S455	OFFICE	99 SF	1	2
S456	OFFICE	84 SF	1	1
S457	OFFICE	194 SF		4
S457A	OFFICE	139 SF		2
S458	OFFICE	107 SF	3	1
S462	OFFICE	305 SF	6	6
S463	ECR 2	260 SF	15	5
S464	OFFICE	87 SF		1
S465	OFFICE	94 SF	1	1
S466	OFFICE	104 SF	1	1
S468	OFFICE	104 SF	1	1
S471	OFFICE	104 SF	1	1
S472A	OFFICE	93 SF		1
S472B	OFFICE	182 SF		3
S472C	OFFICE	157 SF	4	2

Note: Each circle is 6 feet in diameter and represents one person.

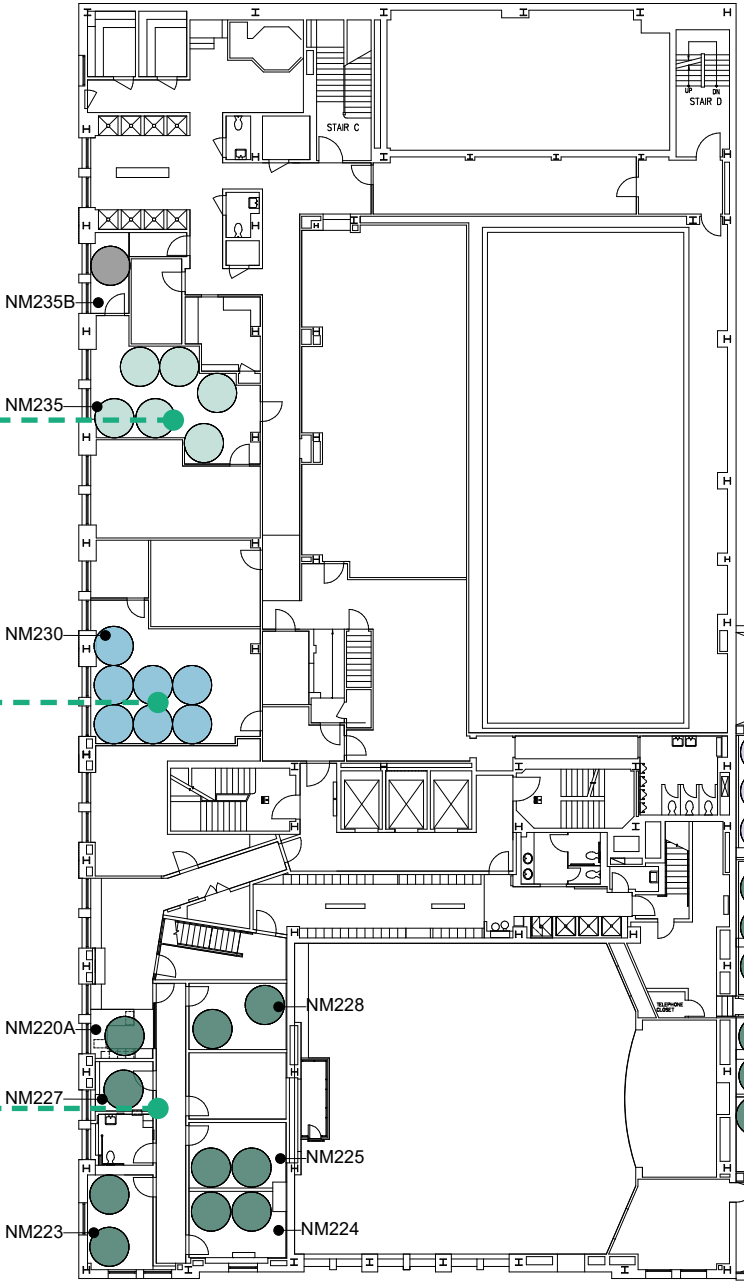
# LEVEL 2 MEZZ NORTH | OCCUPANCY PLAN

**LOUNGE  
OCCUPANCY:**  
6



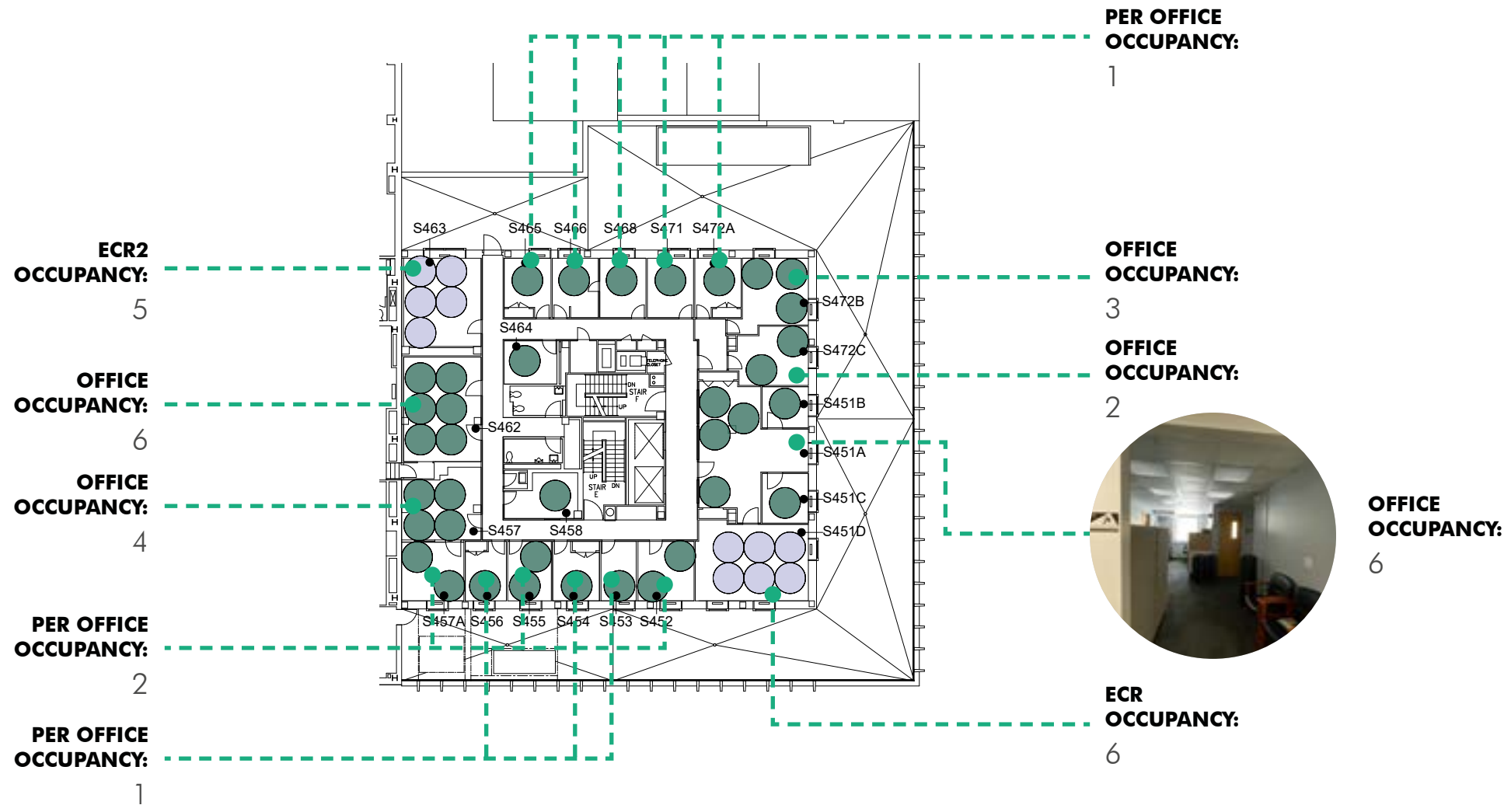
**M2  
OCCUPANCY:**  
7

**OFFICE  
OCCUPANCY:**  
10



Note: Each circle is 6 feet in diameter and represents one person.

# LEVEL 4 SOUTH | OCCUPANCY PLAN



Note: Each circle is 6 feet in diameter and represents one person.

# LEVEL 3 NORTH / LEVEL 5 SOUTH | OCCUPANCY PLAN



Room Number	Room Name	Area	Current Occupancy	Recommended Occupancy
N302B	RECEPTION	105 SF		1
N302C	LOUNGE	216 SF		4
N310	RECEPTION	169 SF		2
N310A	CAFE	726 SF		8
N315	OFFICE	99 SF		1
N316	OFFICE	240 SF		1
N316A	OFFICE	81 SF		1
N316B	OFFICE	93 SF		1
N316C	OFFICE	190 SF		1
N316D	OFFICE	114 SF		1
S550	CLASSROOM	113 SF		2
S551	CLASSROOM	125 SF		2
S552	CLASSROOM	130 SF		2
S553	CLASSROOM	121 SF		2
S554	CLASSROOM	121 SF		2
S555	TECH LAB	279 SF	8	4
S556	LECTURE HALL	475 SF	30	9
S557	RECEPTION	314 SF		2
S557A	OFFICE	52 SF		1
S558	OFFICE	105 SF	1	1
S559	OFFICE	68 SF		1
S560	CLASSROOM	131 SF		2
S561	CLASSROOM	116 SF		2
S562	CLASSROOM	127 SF		2
S563	CLASSROOM	122 SF		2
S565	CLASSROOM	122 SF		2
S566	CLASSROOM	126 SF		2
S567	CLASSROOM	133 SF		2
S568	CLASSROOM	115 SF		2

Note:

1. Each circle is 6 feet in diameter and represents one person.
2. For locker room, please reference circulation and signage for additional information on safety procedures.

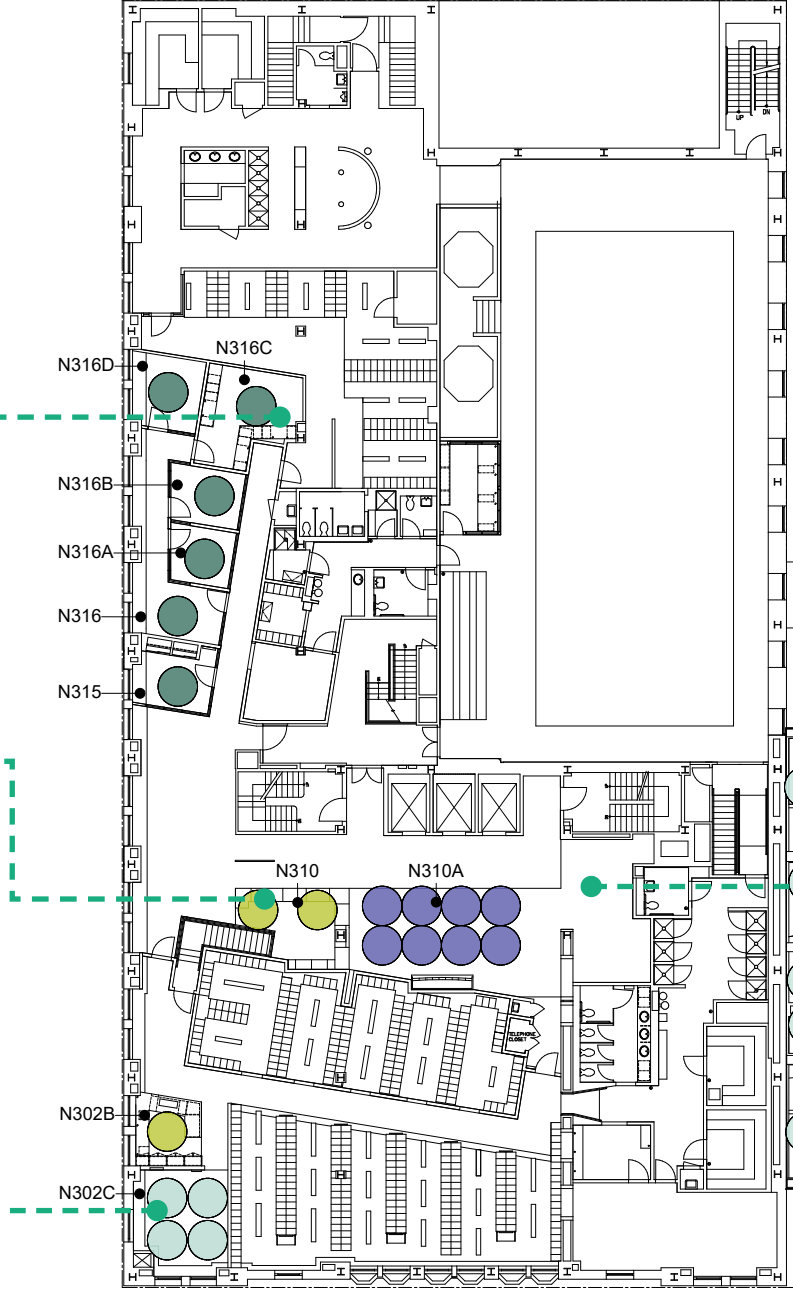
# LEVEL 3 NORTH | OCCUPANCY PLAN

RECEPTION  
OCCUPANCY:  
2



LOUNGE  
OCCUPANCY:  
4

OFFICE  
OCCUPANCY:  
6



CAFE  
OCCUPANCY:  
8



Note:  
1. Each circle is 6 feet in diameter and represents one person.  
2. For locker room, please reference circulation and signage for additional information on safety procedures.

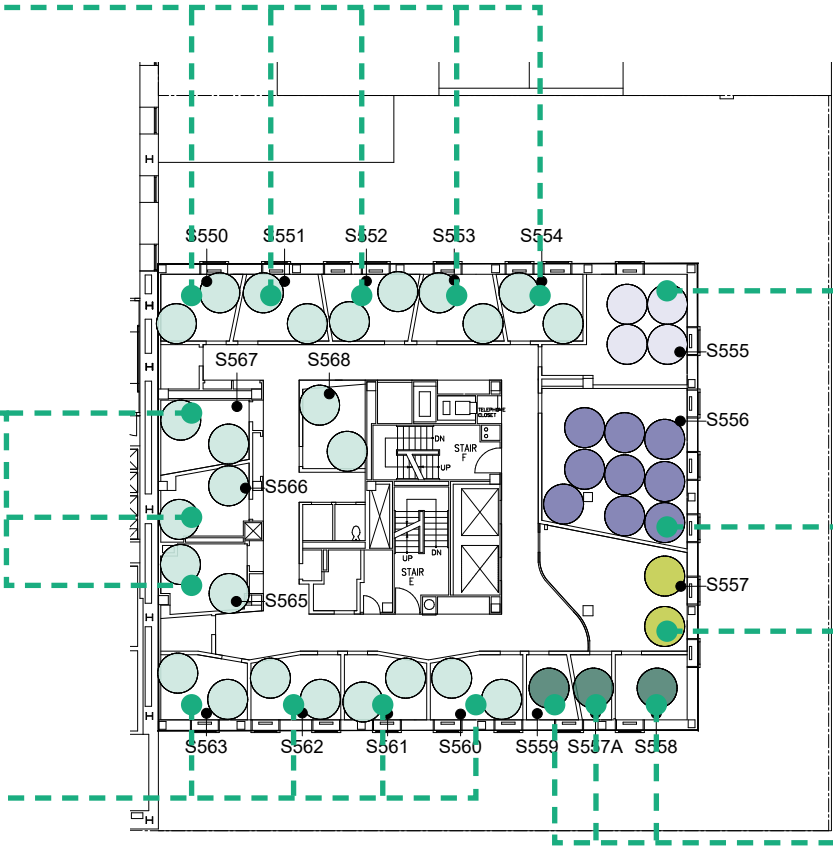
# LEVEL 5 SOUTH | OCCUPANCY PLAN

PER CLASSROOM  
OCCUPANCY:  
2



PER CLASSROOM  
OCCUPANCY:  
2

PER CLASSROOM  
OCCUPANCY:  
2



TECH LAB  
OCCUPANCY:  
4

LECTURE HALL  
OCCUPANCY:  
9

RECEPTION  
OCCUPANCY:  
2

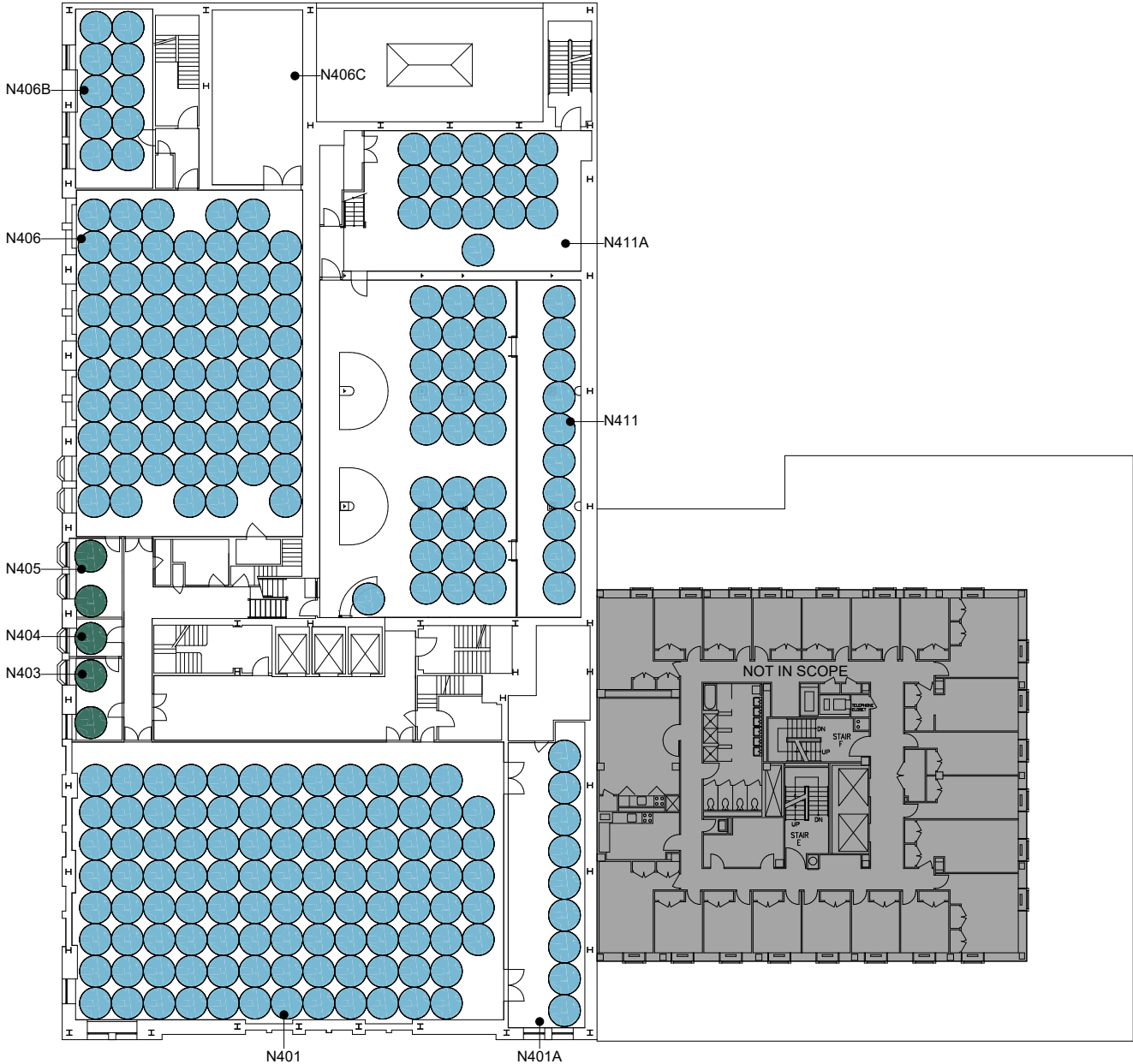
PER OFFICE  
OCCUPANCY:  
1

Note: Each circle is 6 feet in diameter and represents one person.



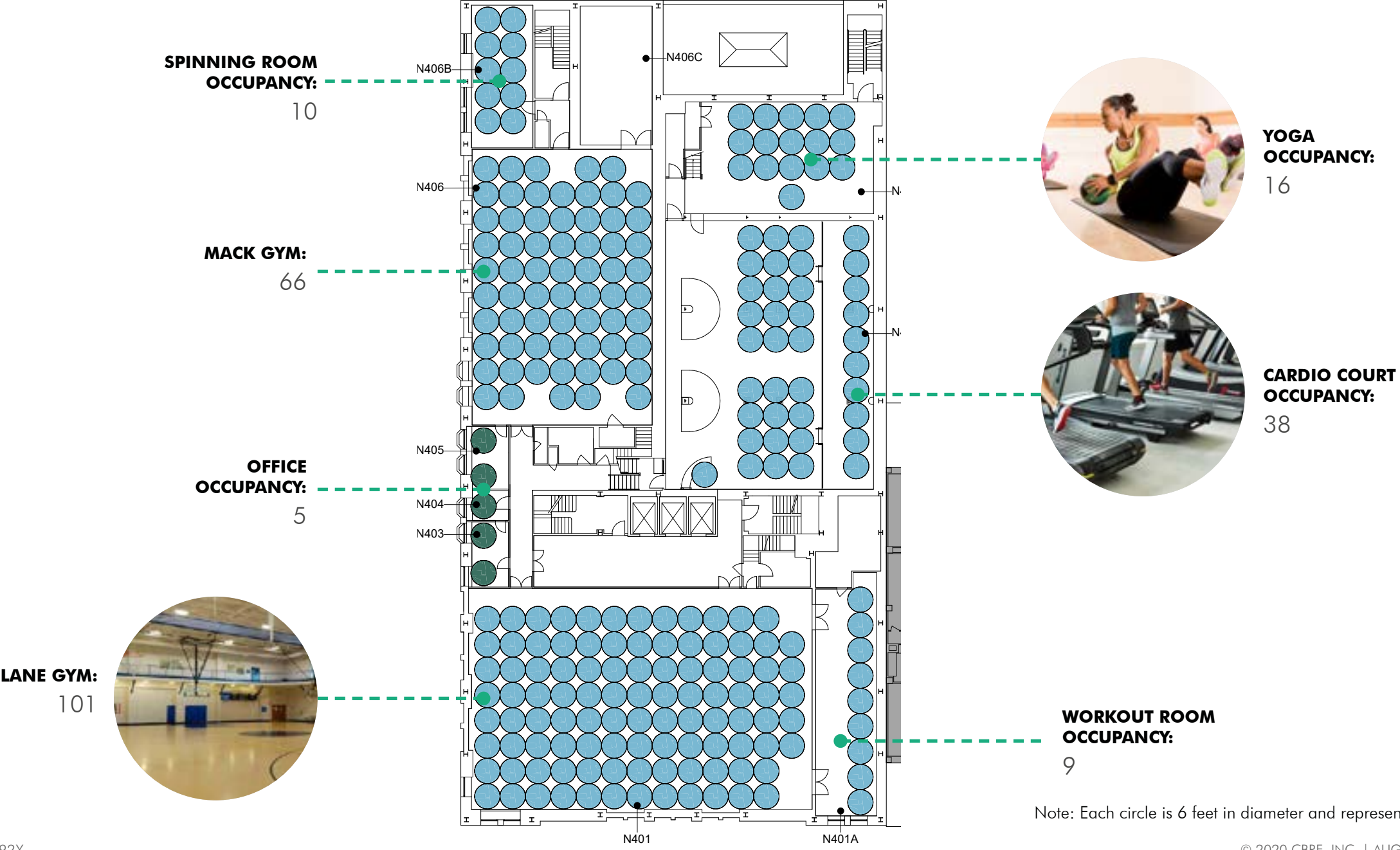
# LEVEL 4 NORTH | OCCUPANCY PLAN

Room Number	Room Name	Area	Current Occupancy	Recommended Occupancy
N401	LANE GYM	4238 SF	280	101
N401A	WORKOUT ROOM	796 SF		9
N403	OFFICE	134 SF	1	2
N404	OFFICE	60 SF	1	1
N405	OFFICE	143 SF	3	2
N406	MACK GYM	2777 SF	175	66
N406B	SPINNING ROOM	490 SF		10
N411	CARDIO COURT	3123 SF		38
N411A	YOGA STUDIO	1191 SF		16



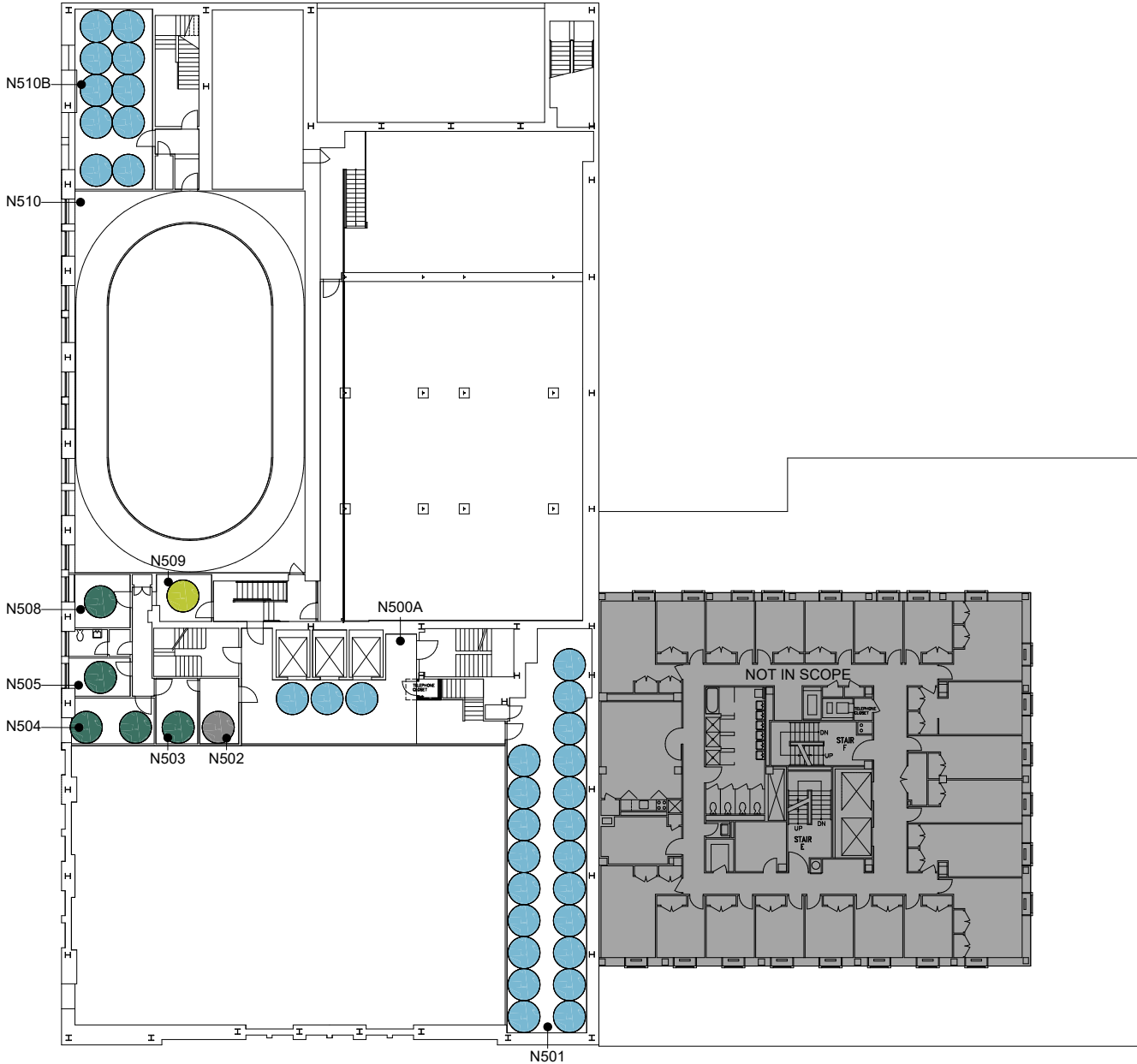
Note: Each circle is 6 feet in diameter and represents one person.

# LEVEL 4 NORTH | OCCUPANCY PLAN



# LEVEL 5 NORTH | OCCUPANCY PLAN

Room Number	Room Name	Area	Current Occupancy	Recommended Occupancy
N500A	FITNESS AREA	498 SF		3
N501	FREE WEIGHTS	1081 SF		21
N502	MISCELLANEOUS	90 SF		1
N503	OFFICE	96 SF		1
N504	OFFICE	131 SF	2	2
N505	OFFICE	80 SF		1
N508	OFFICE	103 SF	1	1
N509	RECEPTION	89 SF	1	1
N510B	BOXING ROOM	490 SF		10



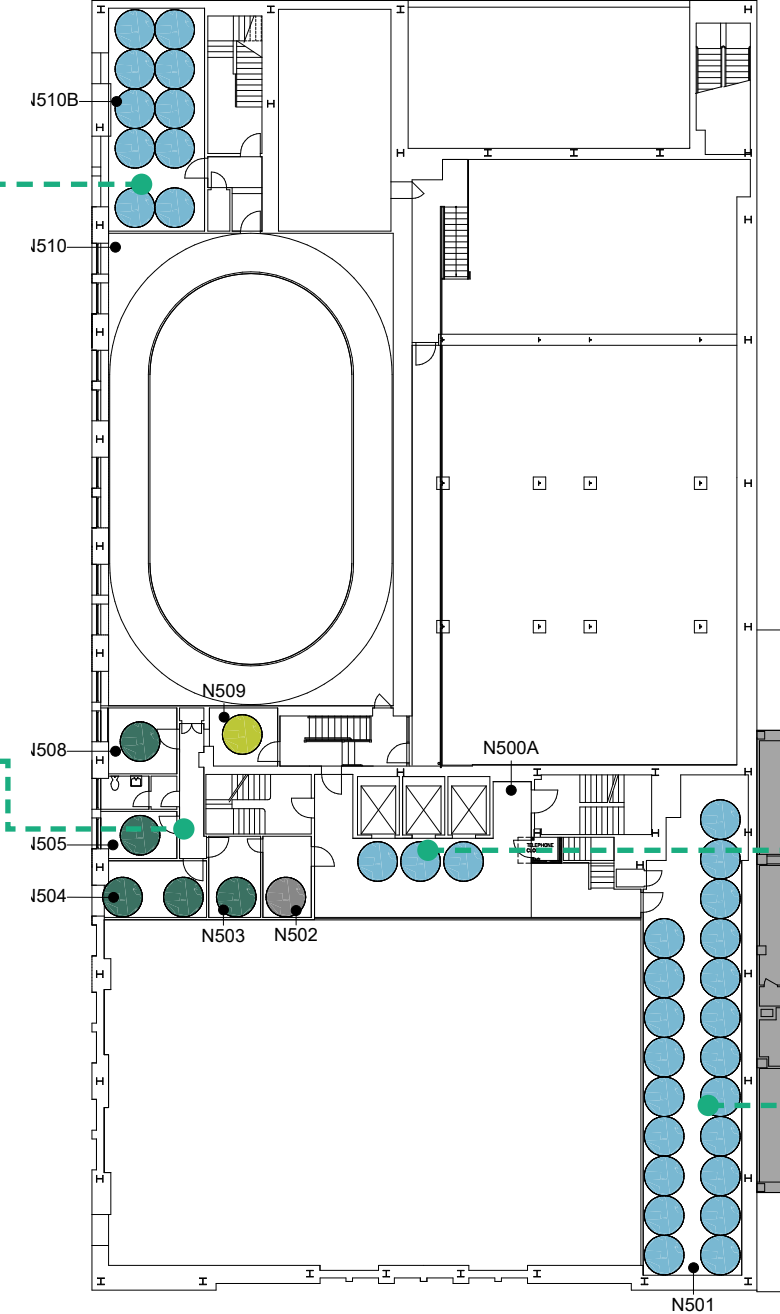
Note: Each circle is 6 feet in diameter and represents one person.

# LEVEL 5 NORTH | OCCUPANCY PLAN

**BOXING  
OCCUPANCY:**  
10



**OFFICE  
OCCUPANCY:**  
5



**FITNESS  
OCCUPANCY:**  
3

**FREE WEIGHT  
OCCUPANCY:**  
21

Note: Each circle is 6 feet in diameter and represents one person.

# LEVEL 6 NORTH | OCCUPANCY PLAN

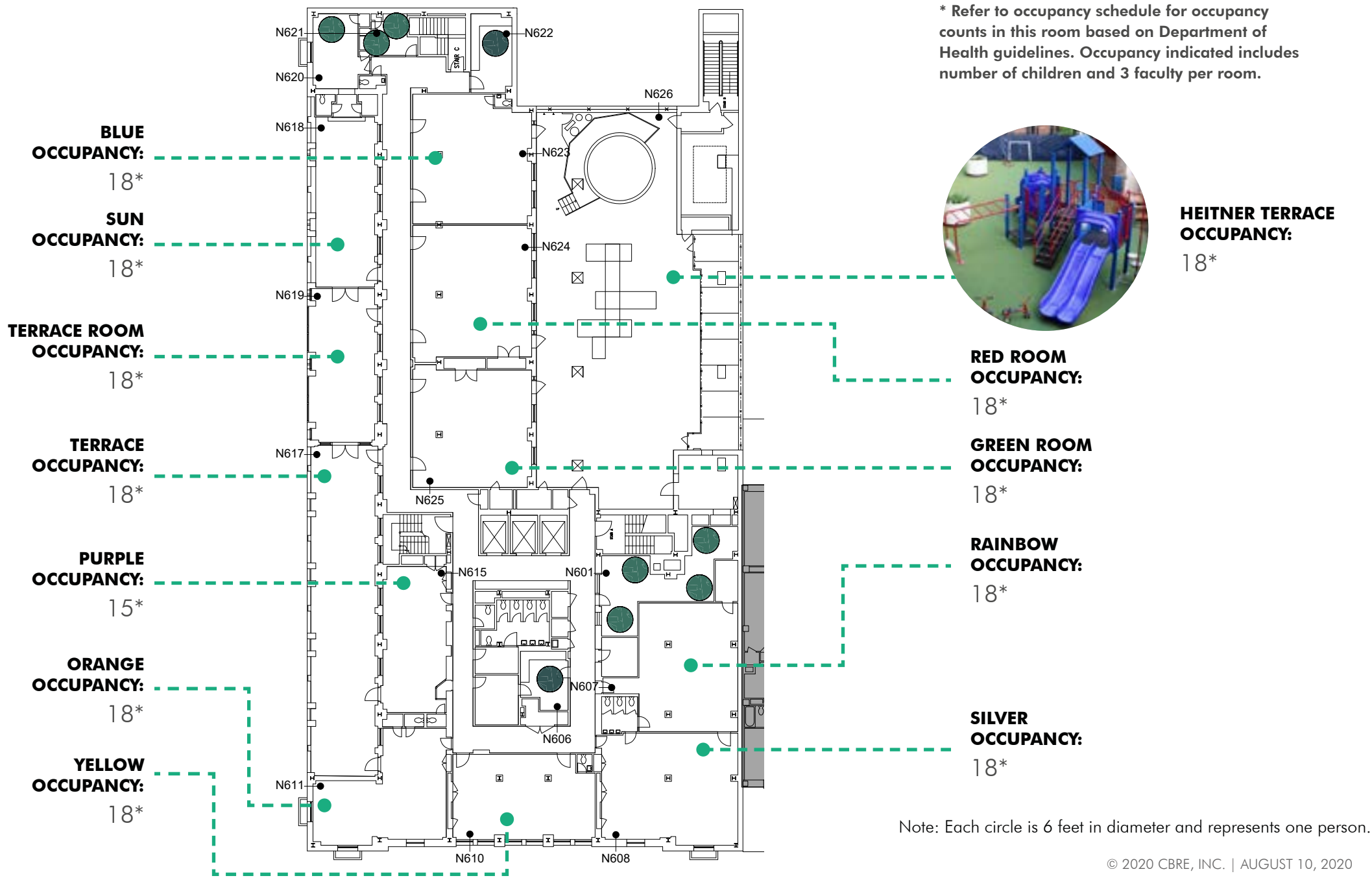


Room Number	Room Name	Area	Current Occupancy	Recommended Occupancy
N601	OFFICE	382 SF	4	4
N606	KITCHENETTE	136 SF		1
N607	RAINBOW ROOM	703 SF	25	18*
N608	SILVER ROOM	789 SF	25	18*
N610	YELLOW ROOM	619 SF	16	18*
N611	ORANGE ROOM	617 SF	20	18*
N615	PURPLE ROOM	493 SF	16	15*
N617	NORTH TERRACE	1157 SF	20	18*
N618	SUN ROOM	553 SF	16	18*
N619	TERRACE ROOM	541 SF	30	18*
N620	OFFICE	190 SF	1	1
N621	OFFICE	94 SF	2	2
N622	KITCHENETTE	170 SF		1
N623	BLUE ROOM	786 SF	30	18*
N624	RED ROOM	838 SF	25	18*
N625	GREEN ROOM	748 SF	25	18*
N626	HEITNER TERRACE	3149 SF	40	18*

A conservative occupancy has been determined for this floor due to the age of patrons, activity space required, and play equipment involved.

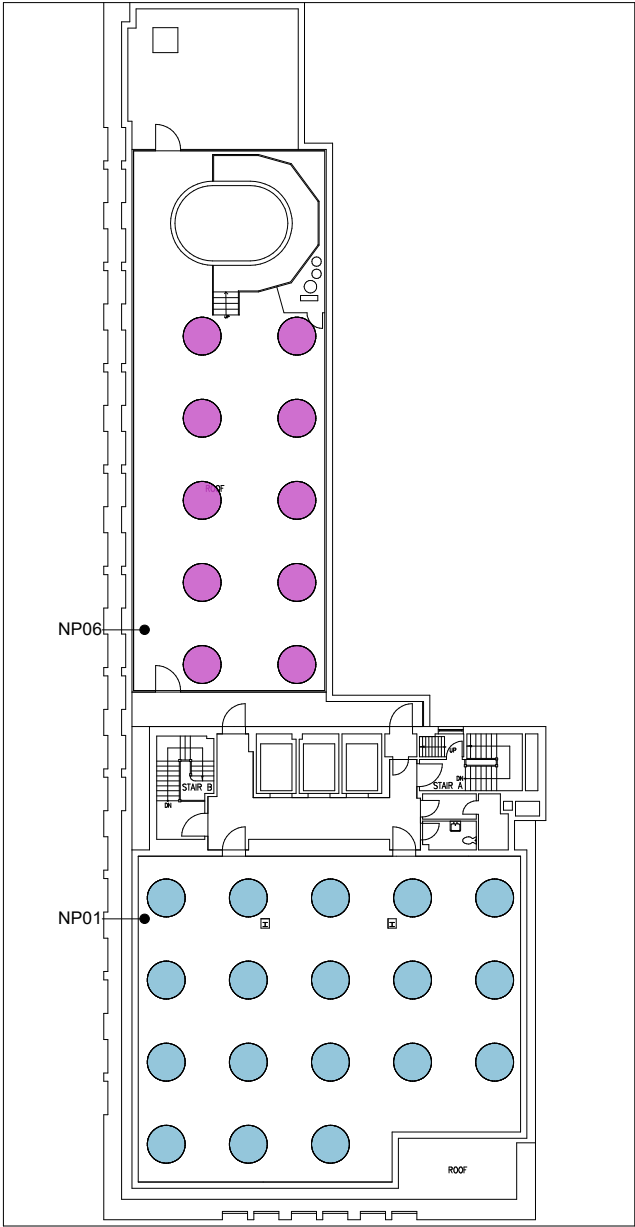
Note: Each circle is 6 feet in diameter and represents one person.

# LEVEL 6 NORTH | OCCUPANCY PLAN





# PENTHOUSE NORTH | OCCUPANCY PLAN

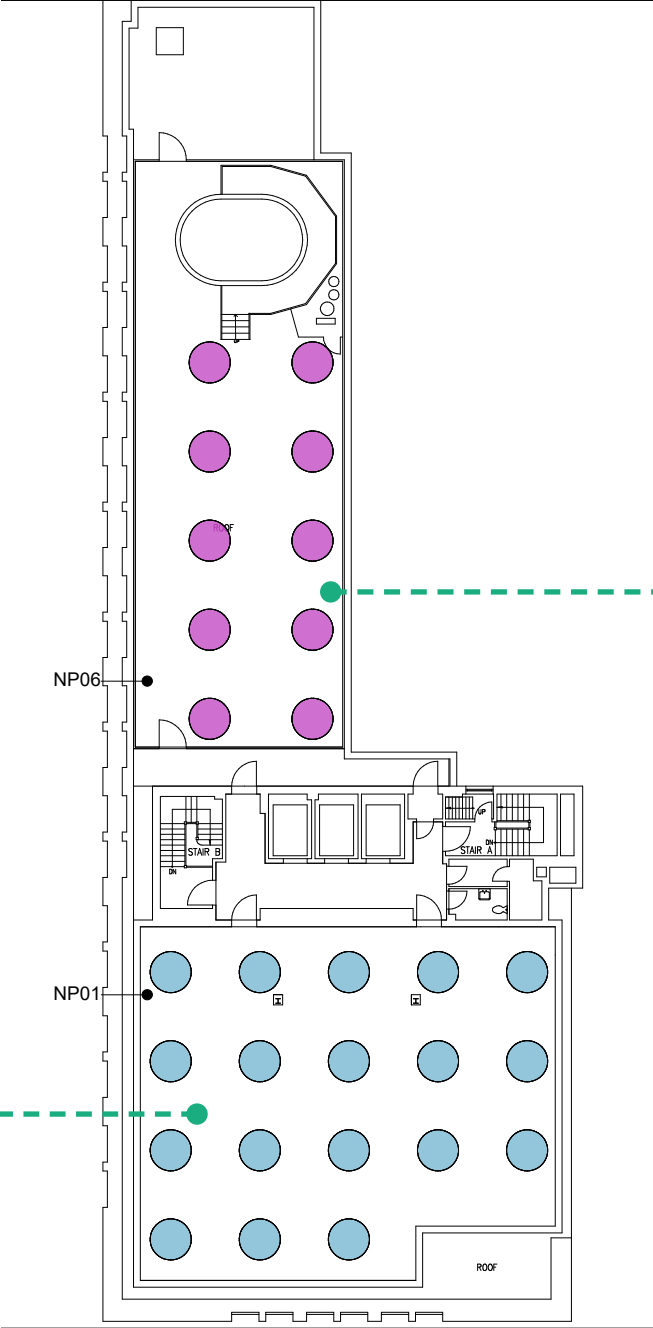


Room Number	Room Name	Area	Current Occupancy	Recommended Occupancy
NP01	GYM (OPEN)	2959 SF		18
NP06	OUTDOOR SPACE	2586 SF		10

A conservative occupancy has been determined for this floor due to the age of the patrons, the type of activity, and existing equipment in the space.

Note: Each circle is 6 feet in diameter and represents one person.

# PENTHOUSE NORTH | OCCUPANCY PLAN



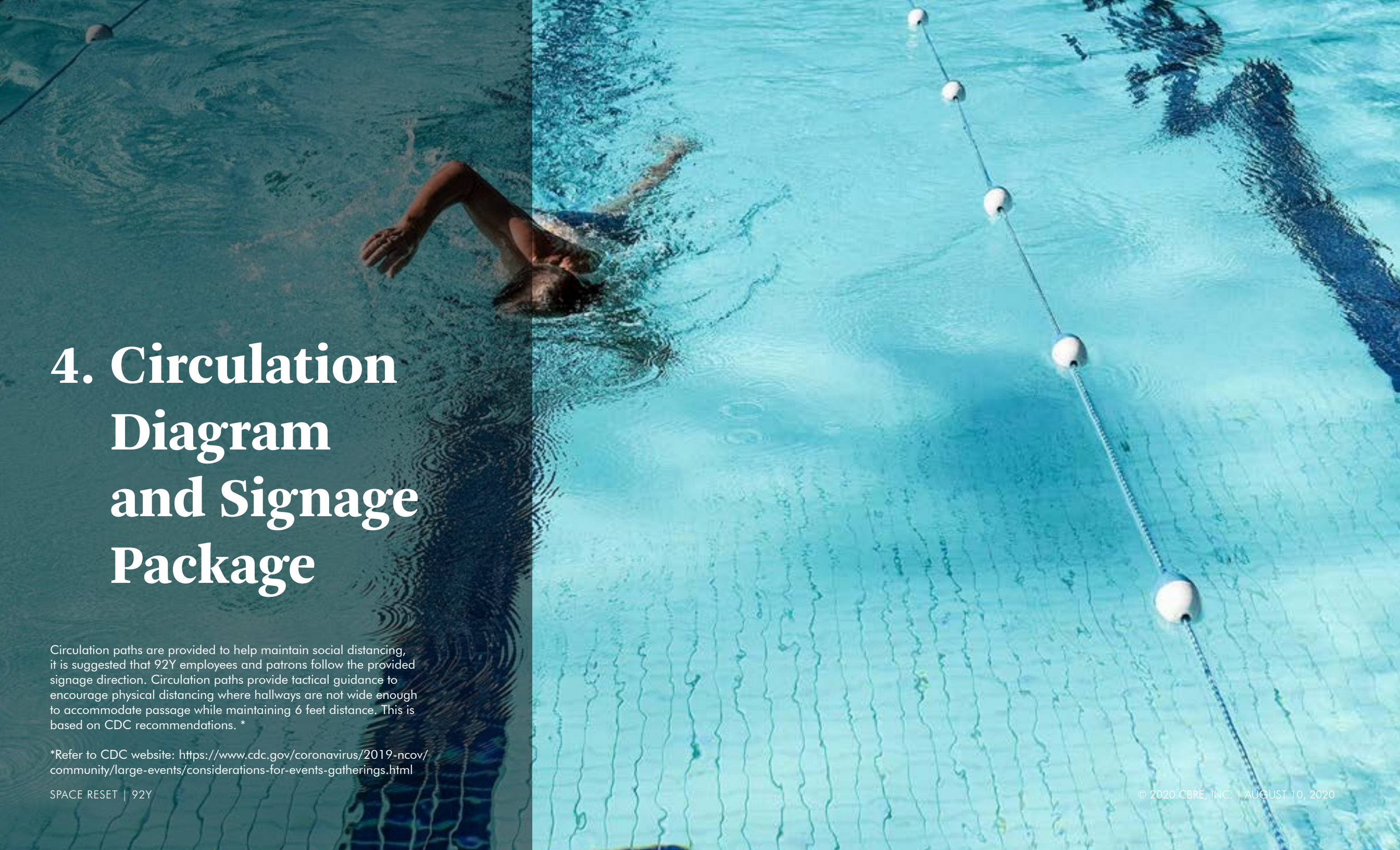
**OUTDOOR SPACE  
OCCUPANCY:**  
10

**GYMNASTICS  
OCCUPANCY:**  
18



Note: Each circle is 6 feet in diameter and represents one person.



A high-angle photograph of a person swimming in a pool. The swimmer is in the center-left, moving towards the right. The pool is divided into lanes by blue ropes with white floats. The water is a clear, bright blue. The swimmer's head and one arm are visible above the surface.

# 4. Circulation Diagram and Signage Package

Circulation paths are provided to help maintain social distancing, it is suggested that 92Y employees and patrons follow the provided signage direction. Circulation paths provide tactical guidance to encourage physical distancing where hallways are not wide enough to accommodate passage while maintaining 6 feet distance. This is based on CDC recommendations. \*

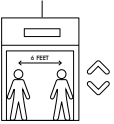
\*Refer to CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>



# SIGNAGE OVERVIEW

S1

92Y




**Keep safe distance!**

To help maintain social distancing, please use elevator only if necessary. Maximum of three people or only with members of your immediate contact circle.

S1

8.5" X 11"

S2

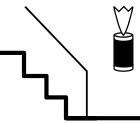


S2

12" X 12"

S3

92Y




**Please use hand wipes to grip handrails.**

S3

8.5" X 11"

S4

92Y



**You can help!**

Be sure to wash your hands regularly throughout the day. Disinfect your space at the beginning. Please wear a face covering when required by local law.


With your cooperation, we can maintain a healthy and safe environment for everyone.

S4

8.5" X 11"

S5

92Y



**To stay healthy, make sure you're washing your hands the right way!**

Wet your hands with hot water, turn off the tap and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to get the backs of your hands, between your fingers and under your fingernails.

Scrub your hands for **at least 20 seconds**.


Rinse your hands thoroughly with running water. Dry your hands with a paper towel and discard used towel in trash.

S5

8.5" X 11"

S6

92Y



**Need to disinfect your space? No problem!**


This sanitation station has everything you need to keep your space clean. Please be sure to disinfect your area to maintain a healthy environment for everyone.

S6

8.5" X 11"

S7

92Y




**Please wipe surface down after use.**

S7

8.5" X 11"

S8

92Y



**For your health and safety, this drinking fountain has been temporarily closed.**

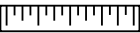
Please remember to bring your own filled water bottle.

S8

8.5" X 11"

S9

92Y



**To ensure everyone's safety, please maintain a distance of at least six feet between yourself and all others in this area.**


Thank you for your assistance in keeping our facility as clean and sanitary as possible.

S9

8.5" X 11"

S10

92Y




**For the health and safety of everyone, this area is temporarily closed.**

S10

8.5" X 11"

S11

92Y



**Before you enter...**


Check to see how many people are in the room, as lounge rooms are currently limited to **two** individuals at a time. While in the room, please continue to practice social distancing to protect the health of you and the others.

S11

8.5" X 11"

S12

92Y



**For the health and safety of everyone, we have temporarily discontinued coffee service.**

Coffee will return as soon as possible.

S12

8.5" X 11"

Note: Please ensure that multilingual signage is included where appropriate.

# SIGNAGE OVERVIEW

S13

92Y



*Before you enter...*

Check to see how many people are in the room, as these rooms are limited to **N** individuals at a time. While in the room, please continue to practice social distancing to protect the health of you and the others.

S13

8.5" X 11"

S14

92Y



*You can help!*

Remember to wipe equipment down after use.

S14

8.5" X 11"

S15

92Y



*Before you enter...*

Check to see how many people are in the room, as lunch room is limited to **FOUR** individuals at a time. While in the room, please continue to practice social distancing to protect the health of you and the others.

S15

8.5" X 11"

S16

92Y



*For the health and safety of everyone, this refrigerator is temporarily closed.*

S16

8.5" X 11"

S17

92Y



*For the health and safety of everyone, this microwave is temporarily closed.*

S17

8.5" X 11"

S18

92Y



*One way up.*

Please travel up these stairs during non-emergencies. Keep moving, do not stay or congregate in the stairwells. Remember to stay six feet apart.

S18

8.5" X 11"

S19

92Y



*One way down.*

Please travel down these stairs during non-emergencies. Keep moving, do not stay or congregate in the stairwells. Remember to stay six feet apart.

S19

8.5" X 11"

S20

92Y



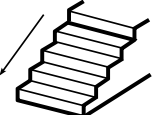
*Stay to the right to go upstairs.*

S20

8.5" X 11"

S21

92Y



*Stay to the right to go downstairs.*

S21

8.5" X 11"

S22

92Y



*Do Not Enter.*

*Downstairs Only.*

S22

8.5" X 11"

S23

92Y



*See you later!*

We recognize and appreciate your efforts to keep 92Y clean and sanitary. Thanks for doing your part in maintaining a healthy space for all.

S23

8.5" X 11"

S24

Safer SPACE



*To Properly Wear a Face Covering:*

Wash your hands with soap and hot water for 20 seconds before putting on a face covering.

Check for tears, defects or pinning air traps when shaping. If it is defective, discard.

Identify the inside of the cover, place it to your face and cover your mouth and nose with it, making sure there are no gaps between your face and the covering.

Place the ear loops over each ear.

If applicable, pinch the metal strip to fit closely and mold around your nose and cheeks. Make sure you cover your chin.

*When Wearing a Face Covering:*

Avoid touching the facial covering unless it is on your face.

If you do touch your face covering, wash your hands with soap and hot water for 20 seconds.

*To Take a Face Covering Off:*

Wash your hands with soap and hot water for 20 seconds before taking off the covering.

Remove the ear loops.

Discard single face coverings immediately in a closed bin, or ensure all reusable facial coverings are contained in a sealed bag until cleaned.

Wash your hands with soap and hot water for 20 seconds after taking off a face covering.

*Change Your Face Covering:*

Whenever it becomes wet.

**92Y**

S24

24" X 36"

Note: Please ensure that multilingual signage is included where appropriate.

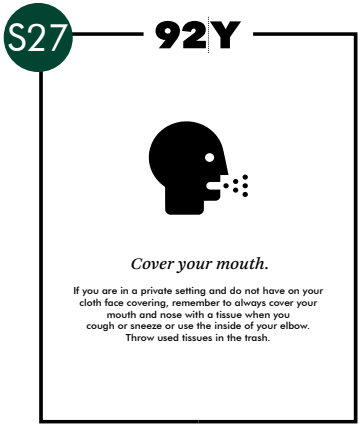
# SIGNAGE OVERVIEW



8.5" X 11"



12" X 12"



8.5" X 11"



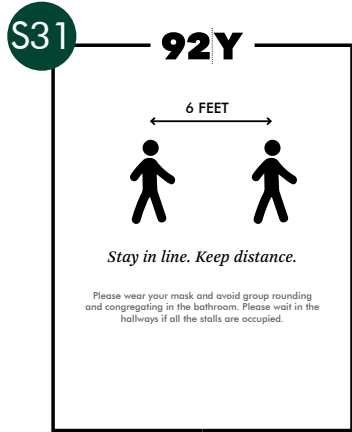
24" X 36"



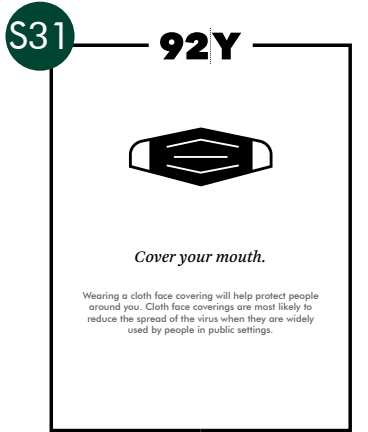
24" X 36"



8.5" X 11"



8.5" X 11"

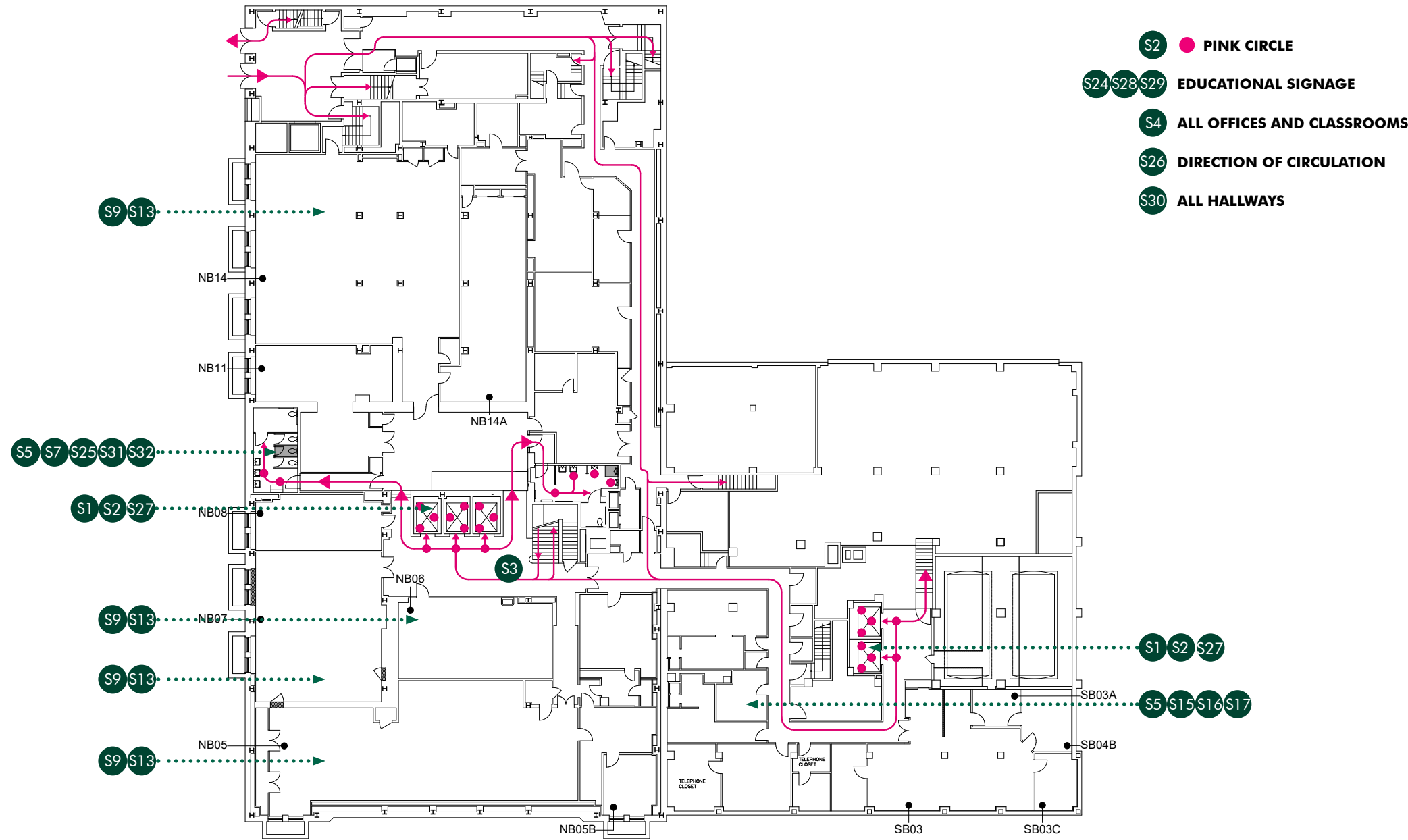


S32

Note: Please ensure that multilingual signage is included where appropriate.

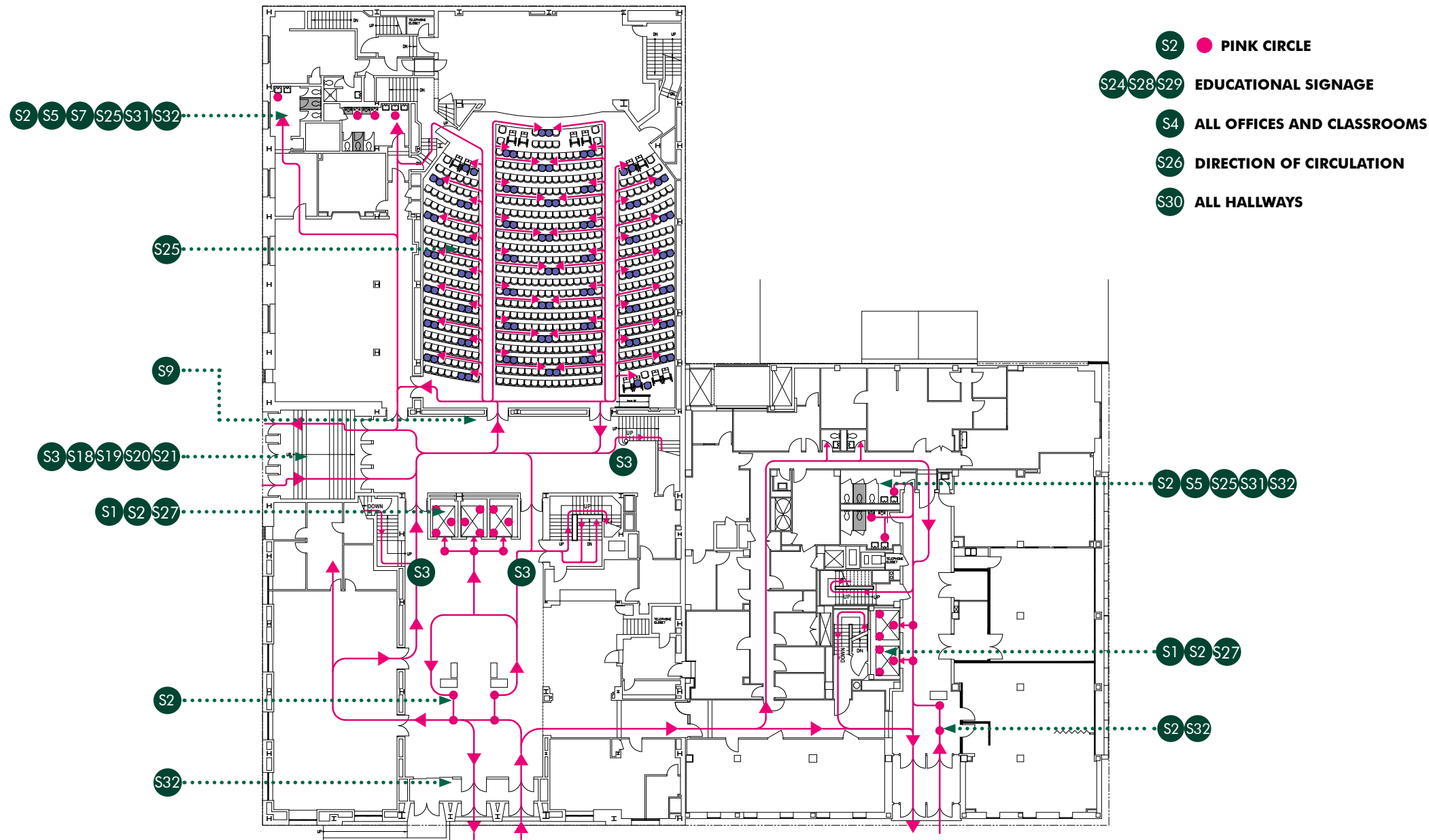


# BASEMENT | CIRCULATION PLAN

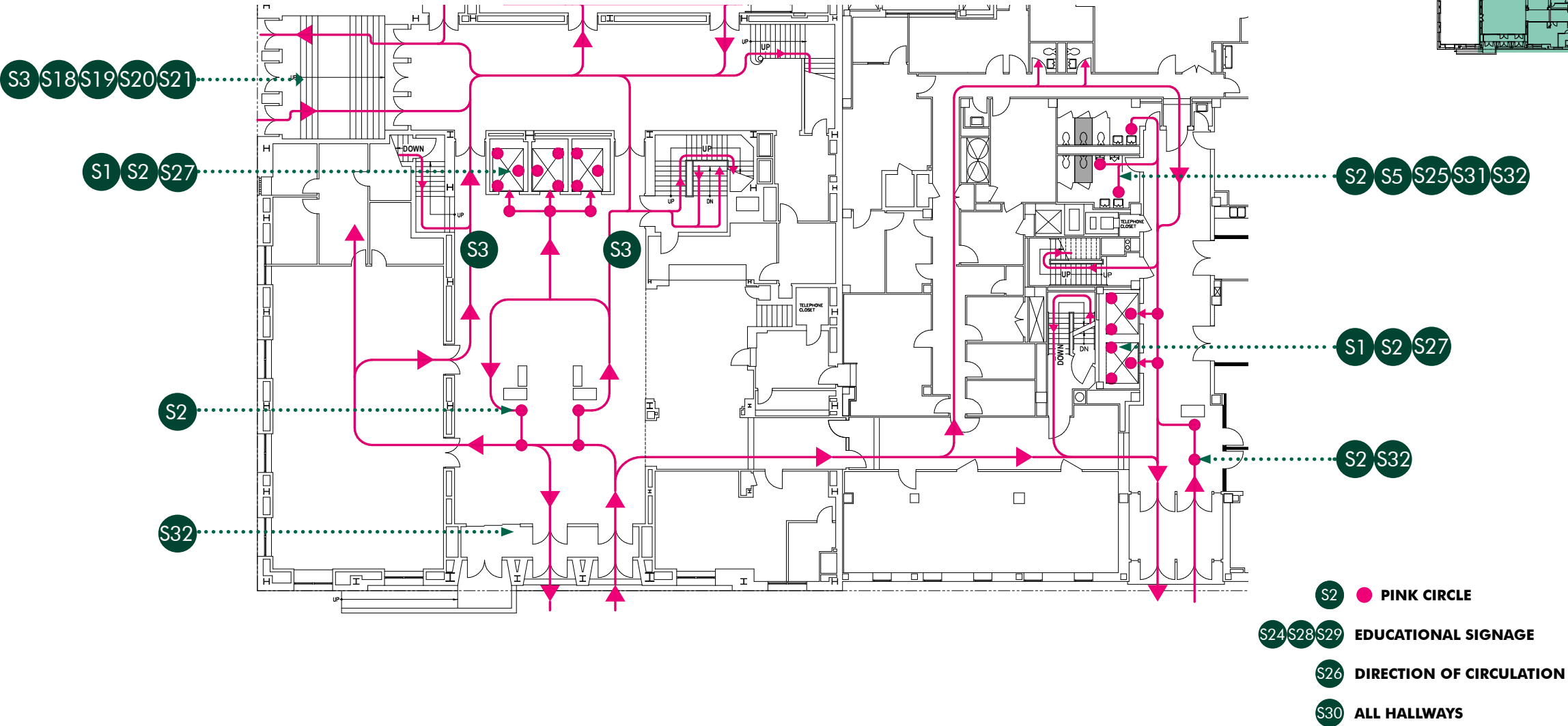


POST COVID - 19

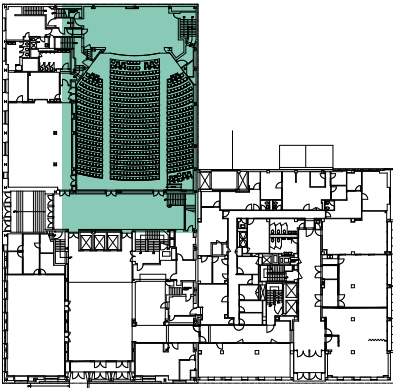
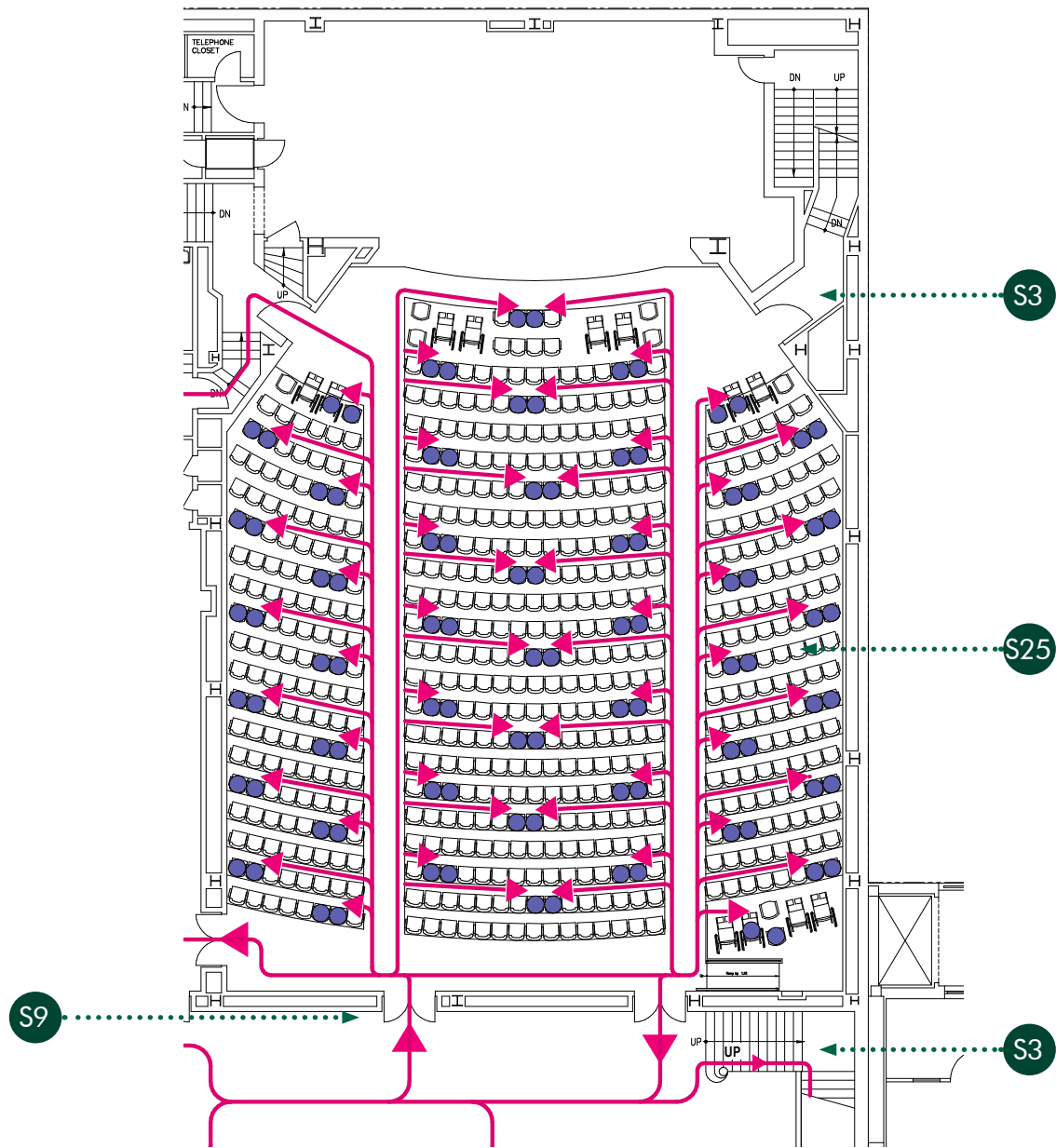
# LEVEL 1 | CIRCULATION PLAN



# LEVEL 1 ENTRANCE | CIRCULATION PLAN



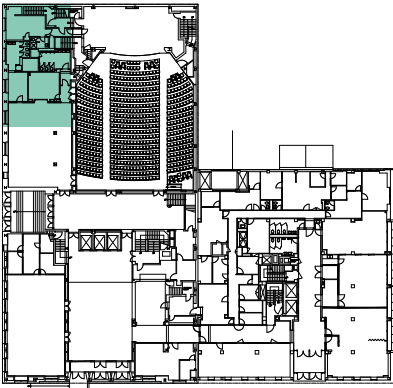
# LEVEL 1 THEATRE | CIRCULATION PLAN



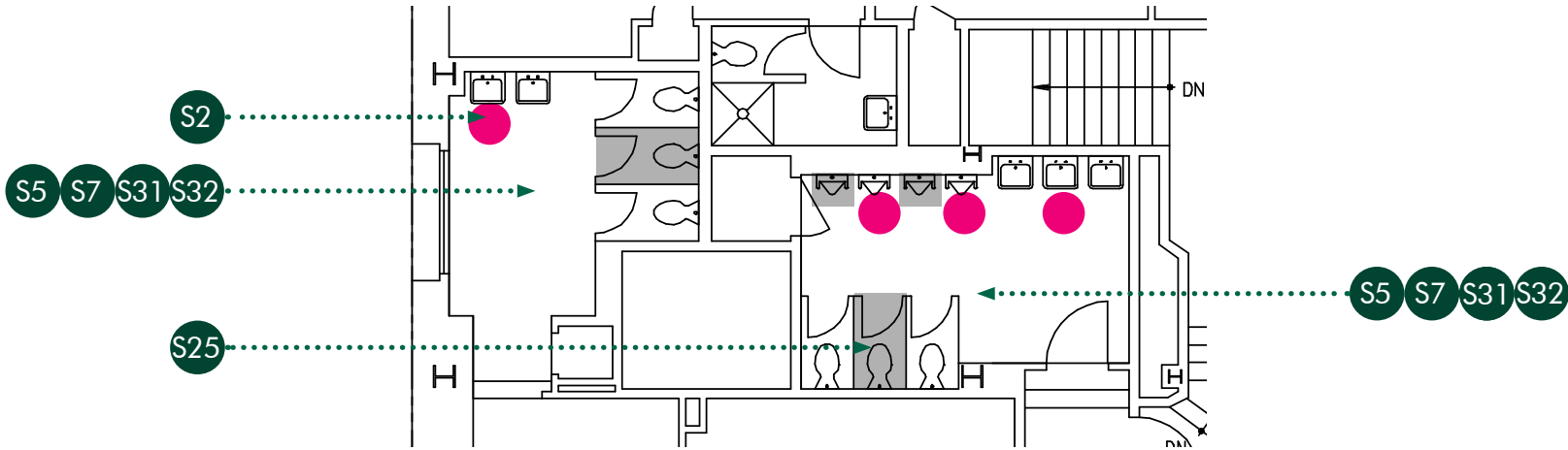
Level 01

- S2 PINK CIRCLE
- S24 S28 S29 EDUCATIONAL SIGNAGE
- S26 DIRECTION OF CIRCULATION
- S30 ALL HALLWAYS

# LEVEL 1 RESTROOM | CIRCULATION PLAN



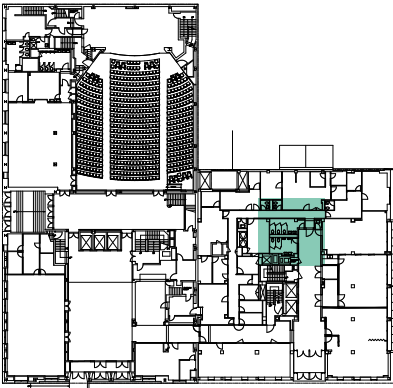
Level 01



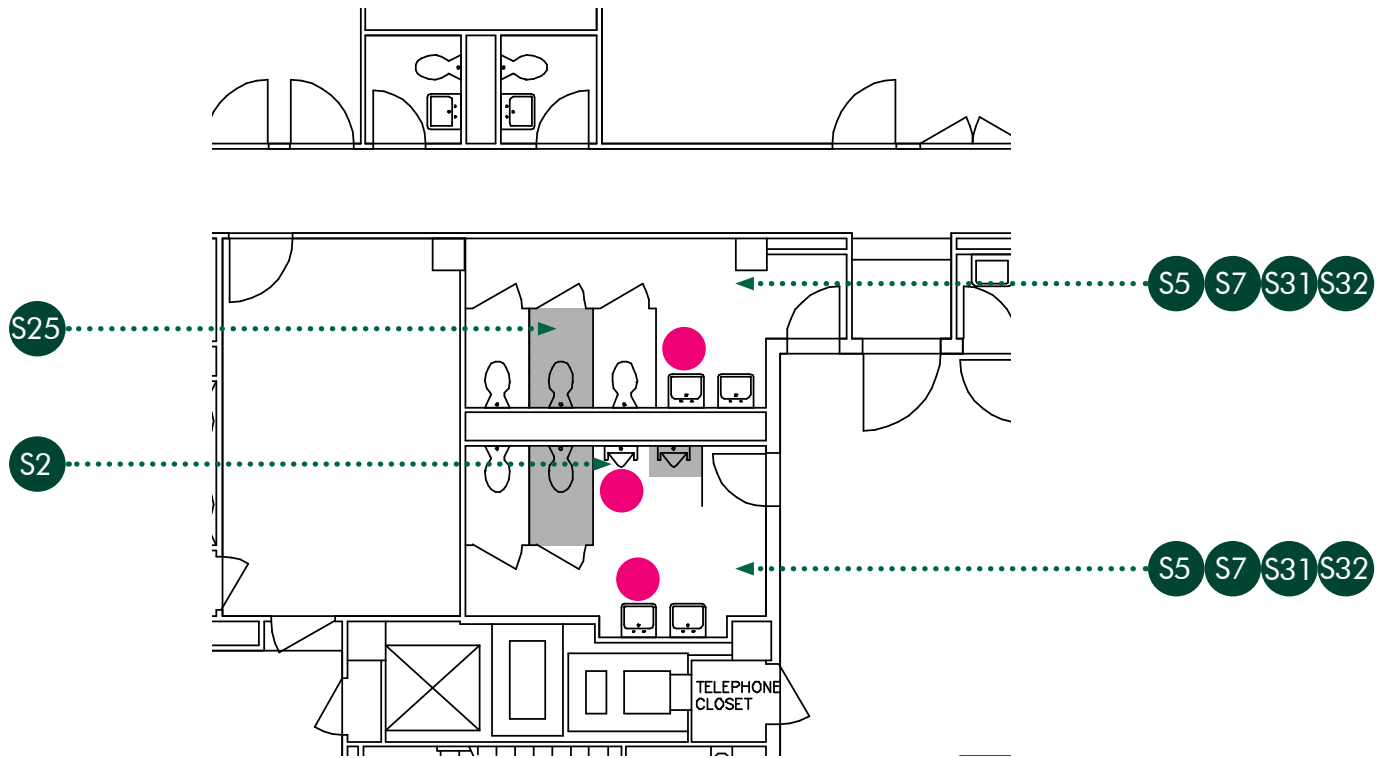
- S2 FLOOR STICKER
- S25 CLOSED
- S24 S28 S29 EDUCATIONAL SIGNAGE
- S26 DIRECTION OF CIRCULATION

Note: Circulation paths provide tactical guidance to encourage physical distancing where hallways are not wide enough to accommodate passage while maintaining 6 feet distance.

# LEVEL 1 RESTROOM | CIRCULATION PLAN



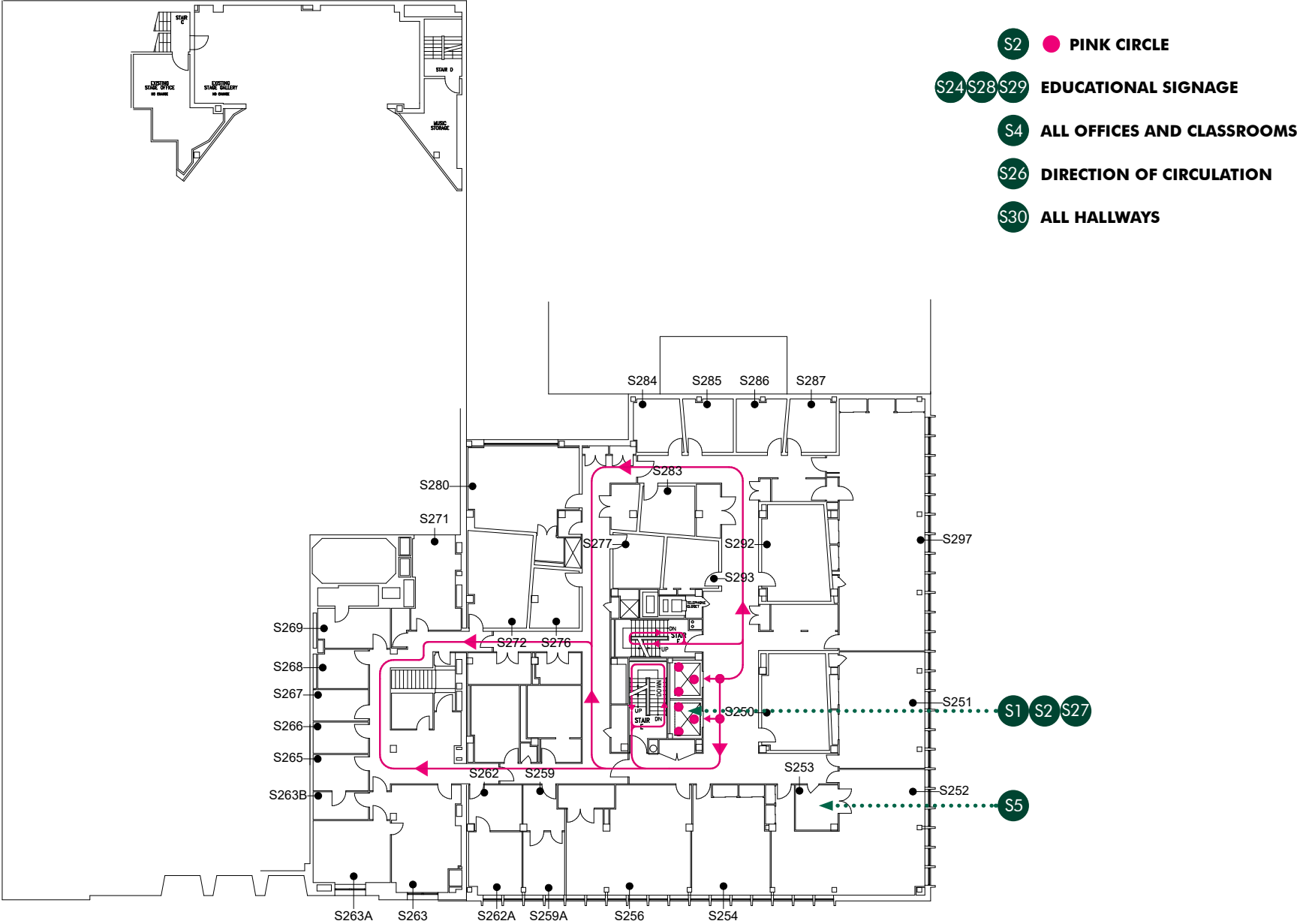
Level 01



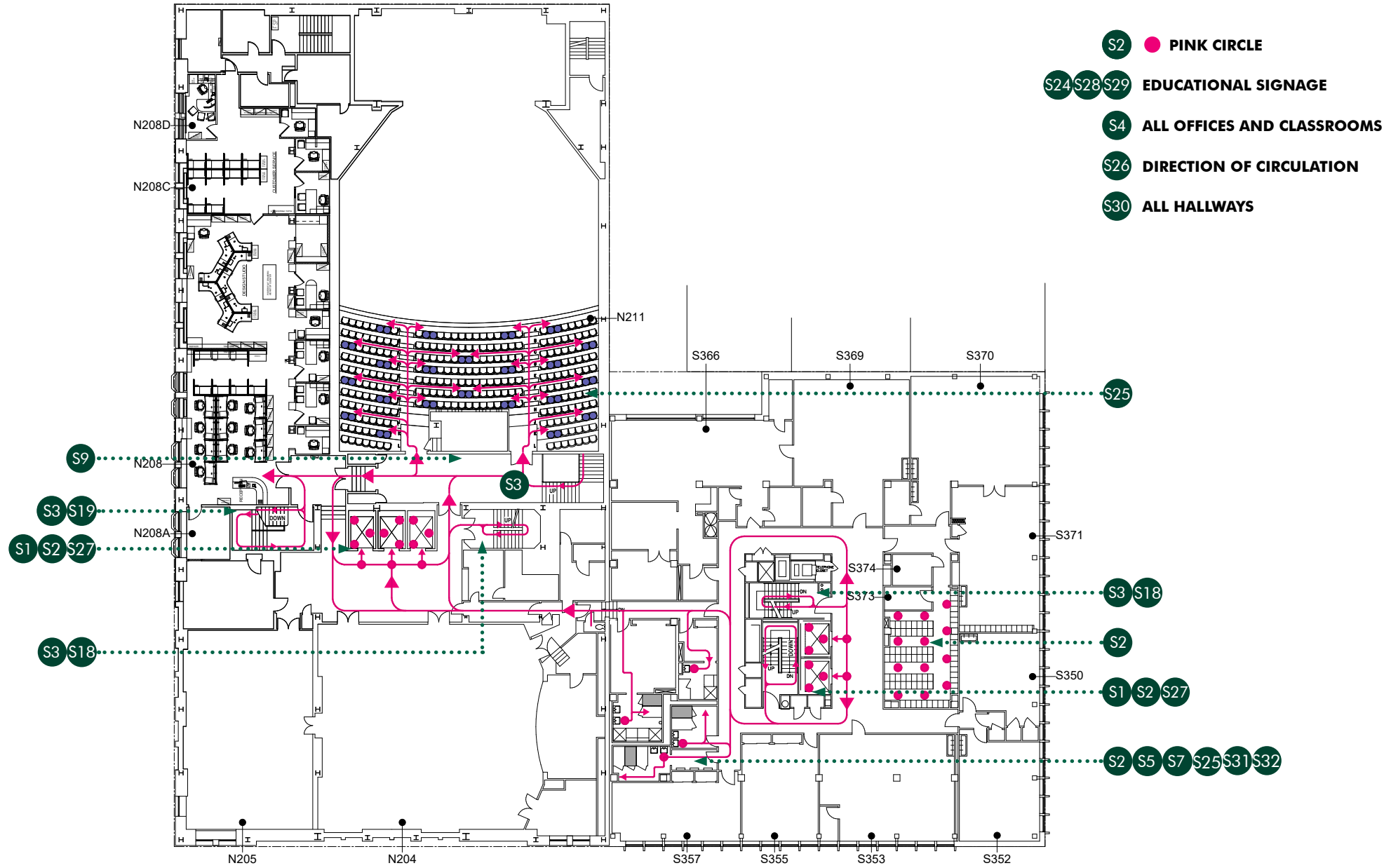
- S2 FLOOR STICKER
- S25 CLOSED
- S24 S28 S29 EDUCATIONAL SIGNAGE
- S26 DIRECTION OF CIRCULATION



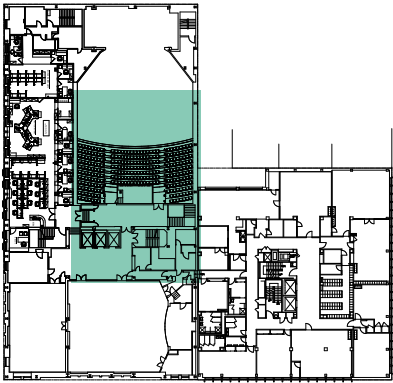
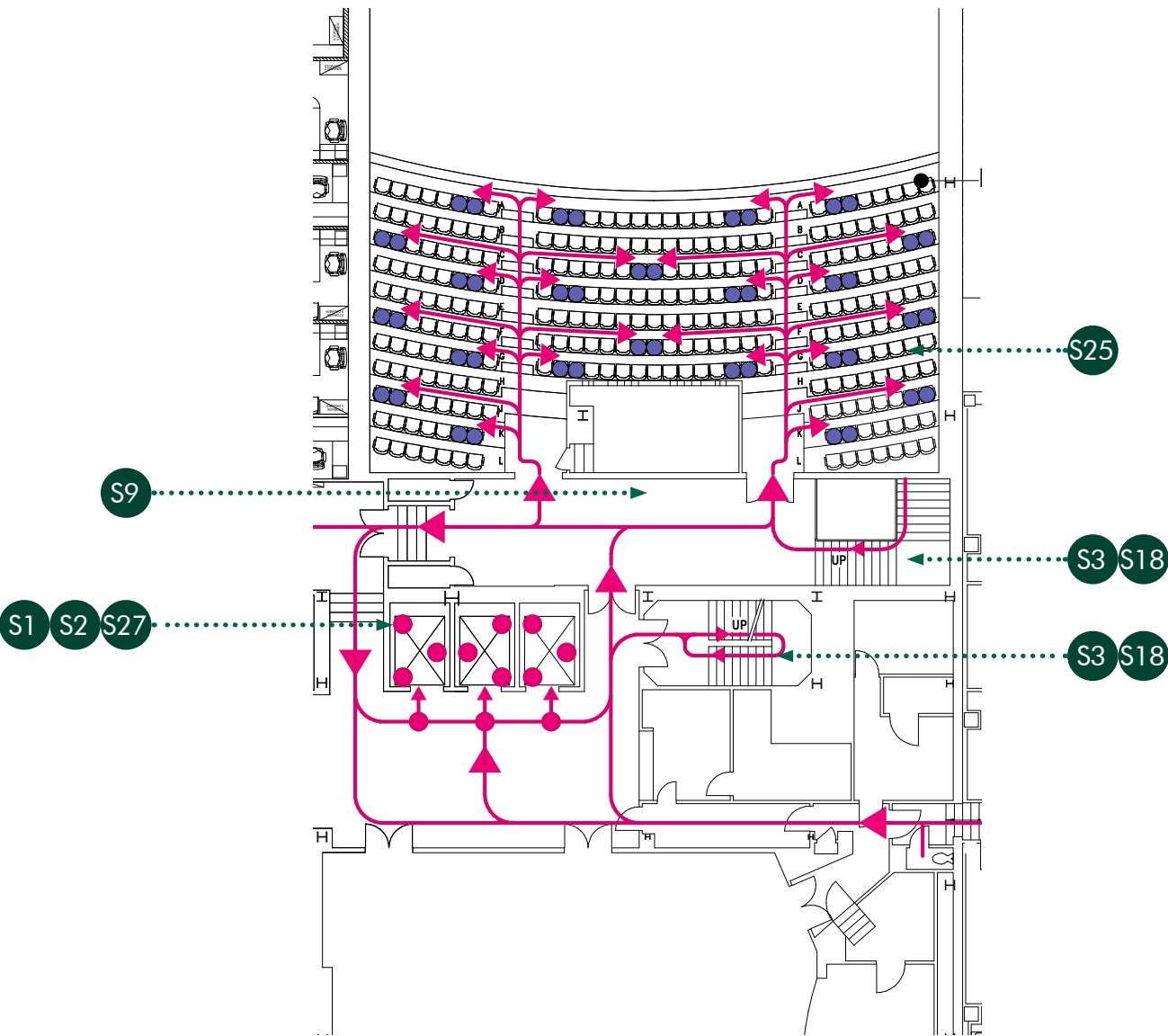
# LEVEL 2 SOUTH | CIRCULATION PLAN



# LEVEL 2 NORTH / LEVEL 3 SOUTH | CIRCULATION PLAN



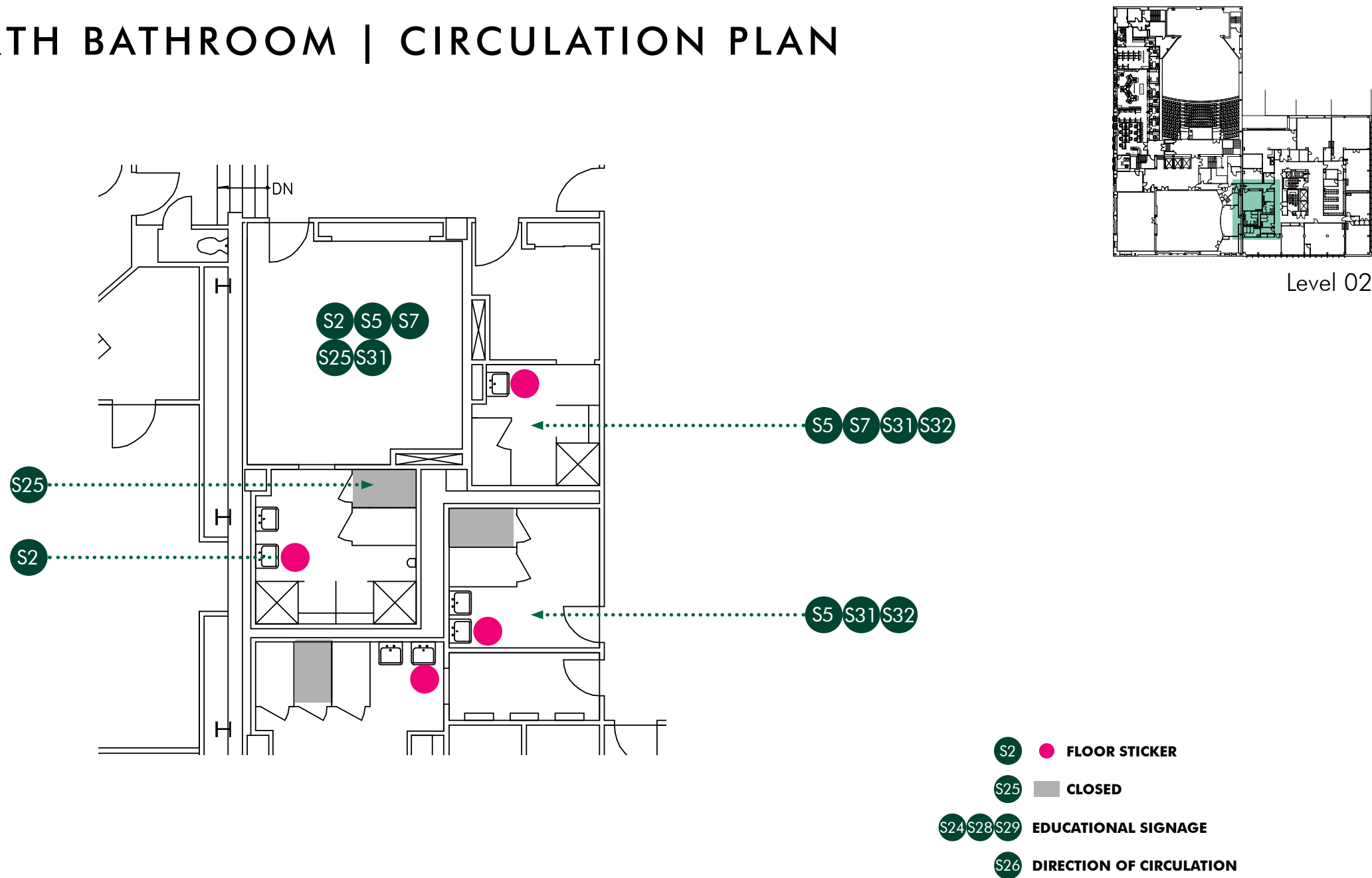
# LEVEL 2 NORTH THEATRE | CIRCULATION PLAN



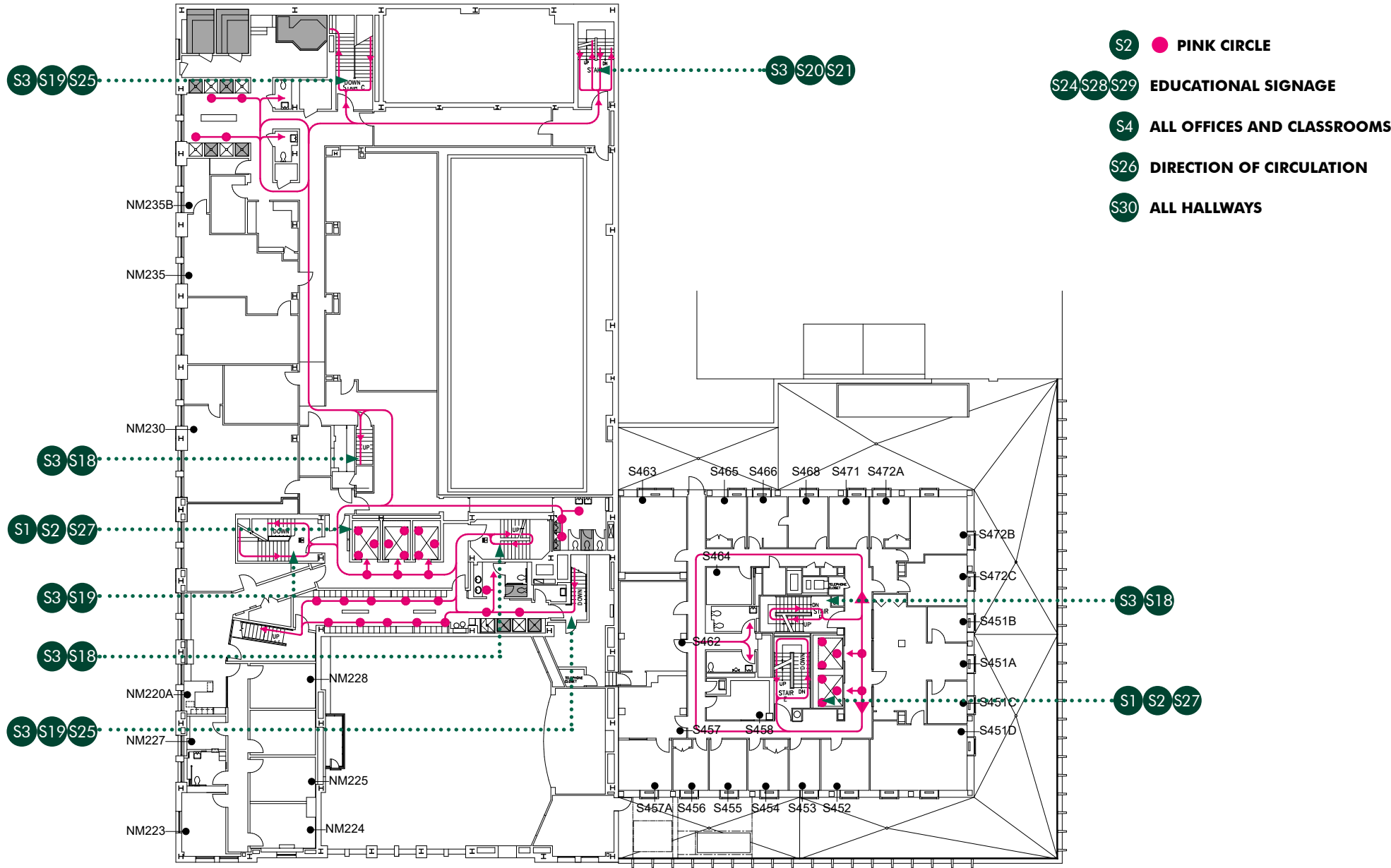
Level 02

- S2 PINK CIRCLE
- S24 S28 S29 EDUCATIONAL SIGNAGE
- S26 DIRECTION OF CIRCULATION
- S30 ALL HALLWAYS

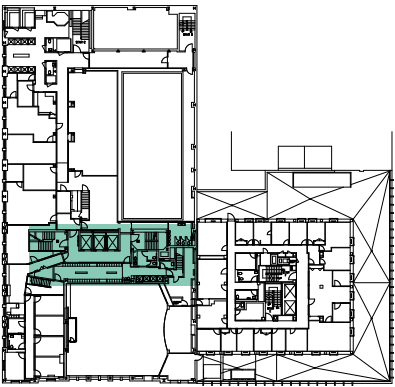
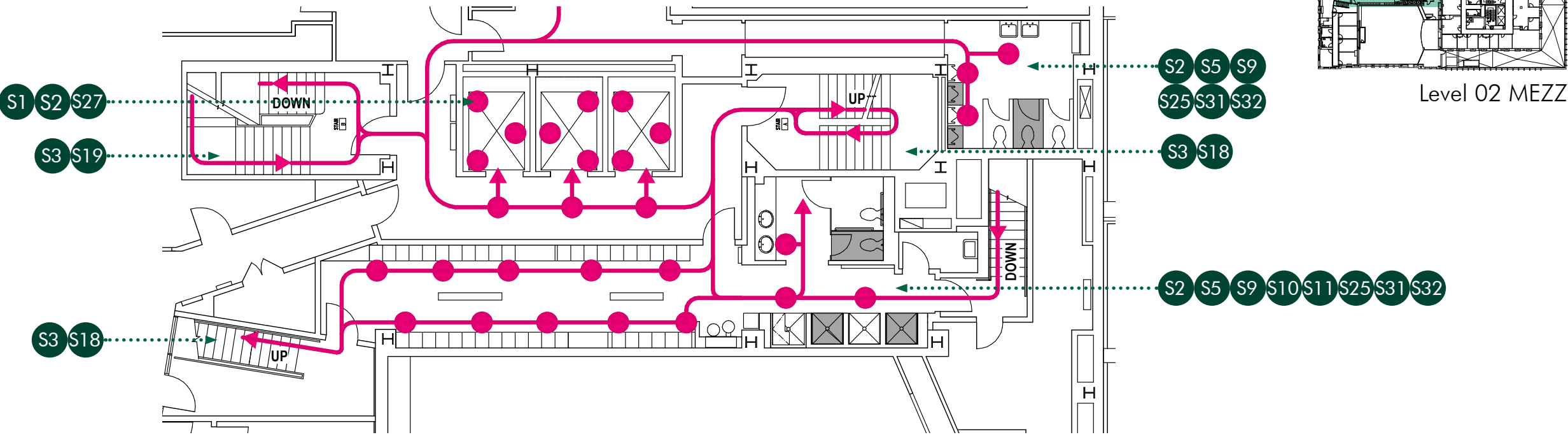
# LEVEL 2 NORTH BATHROOM | CIRCULATION PLAN



# LEVEL 2 MEZZ NORTH / LEVEL 4 SOUTH | CIRCULATION PLAN



# LEVEL 2 MEZZ NORTH LOCKER ROOM | CIRCULATION PLAN

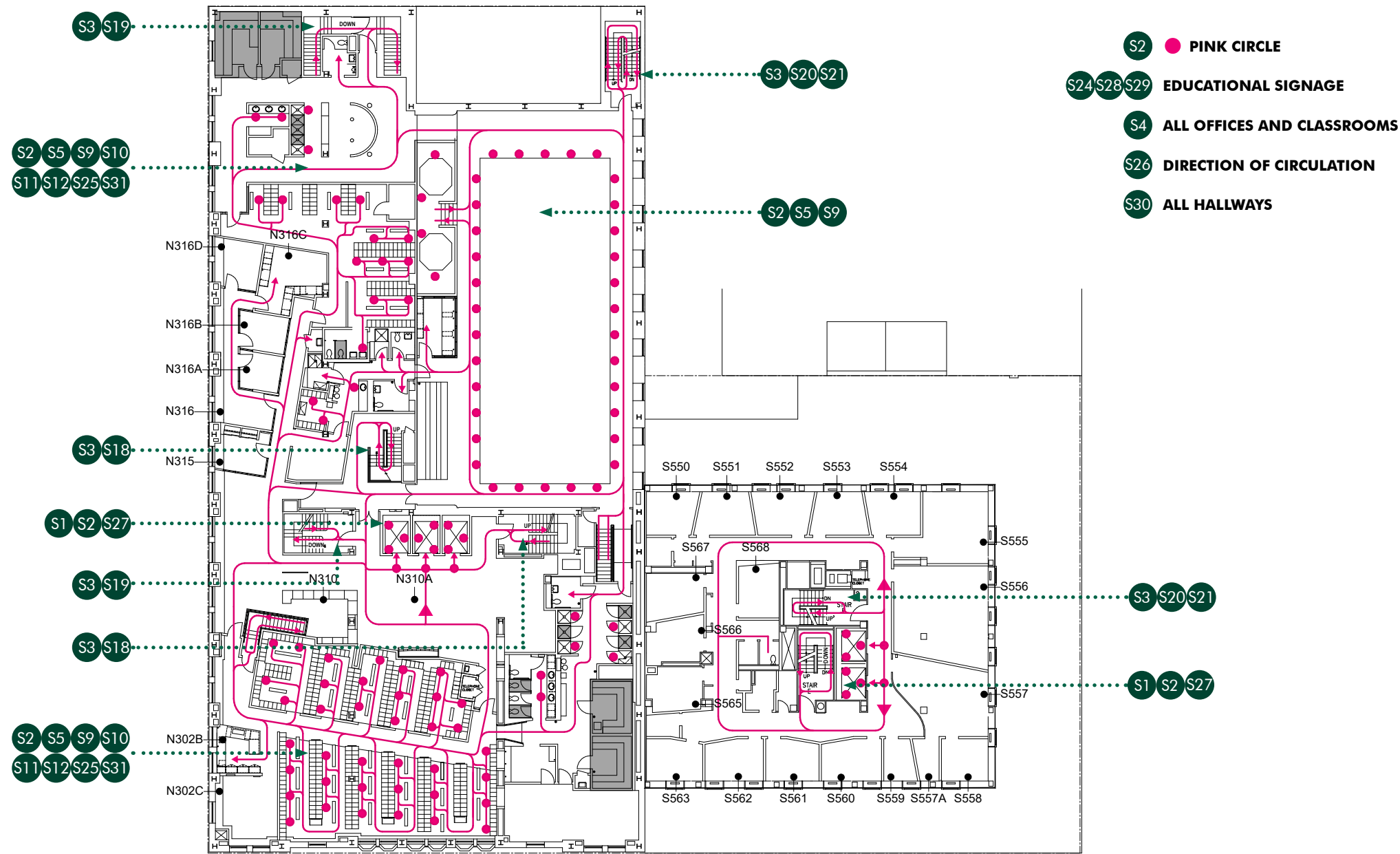


Level 02 MEZZ

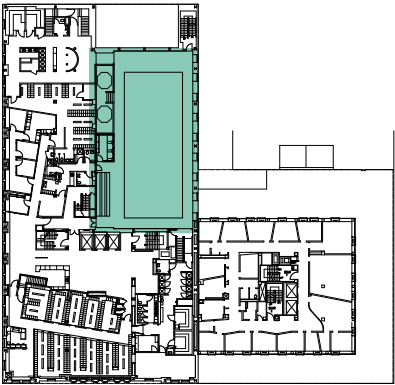
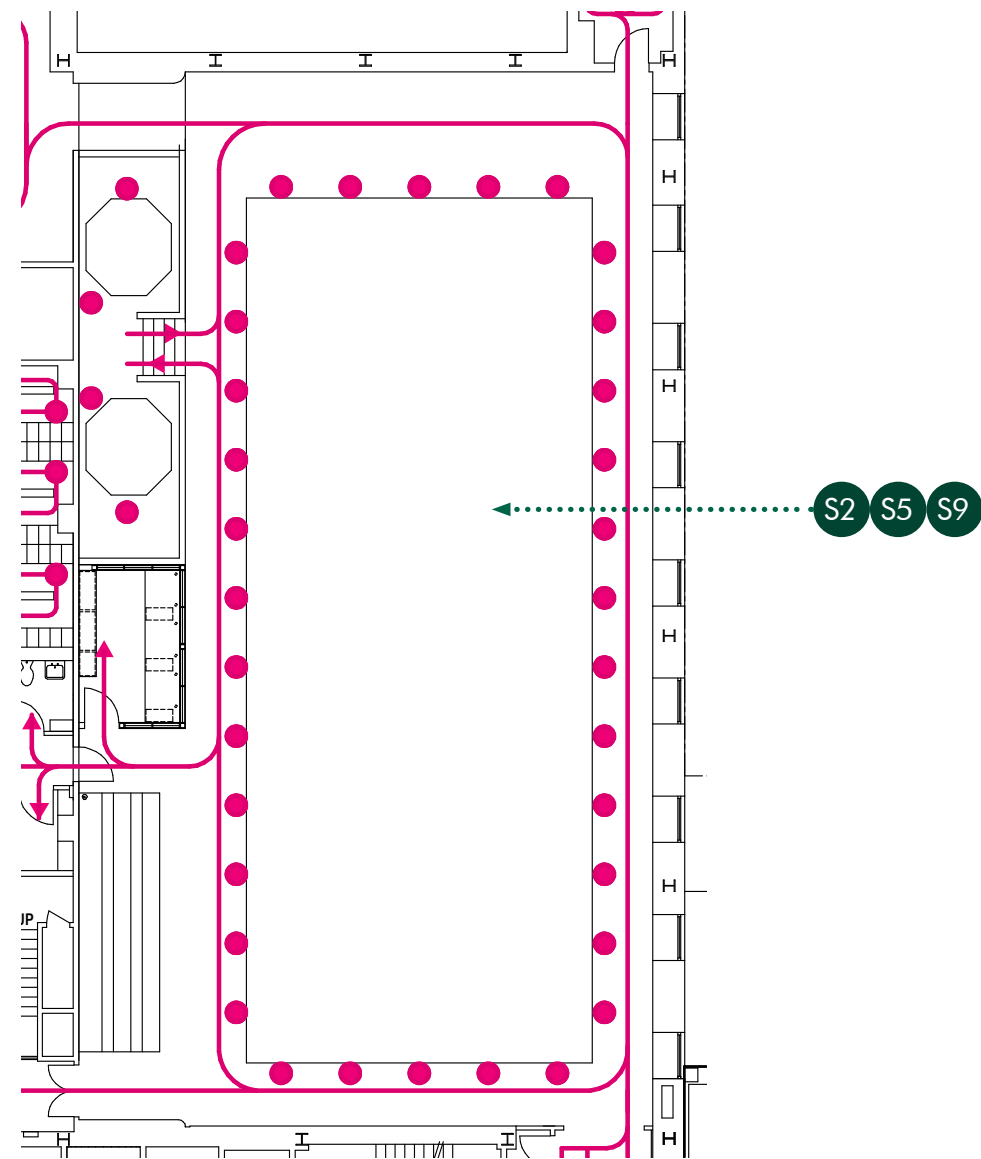
- S2 PINK CIRCLE
- S25 CLOSED
- S24 S28 S29 EDUCATIONAL SIGNAGE
- S26 DIRECTION OF CIRCULATION
- S30 ALL HALLWAYS



# LEVEL 3 NORTH / LEVEL 5 SOUTH | CIRCULATION PLAN



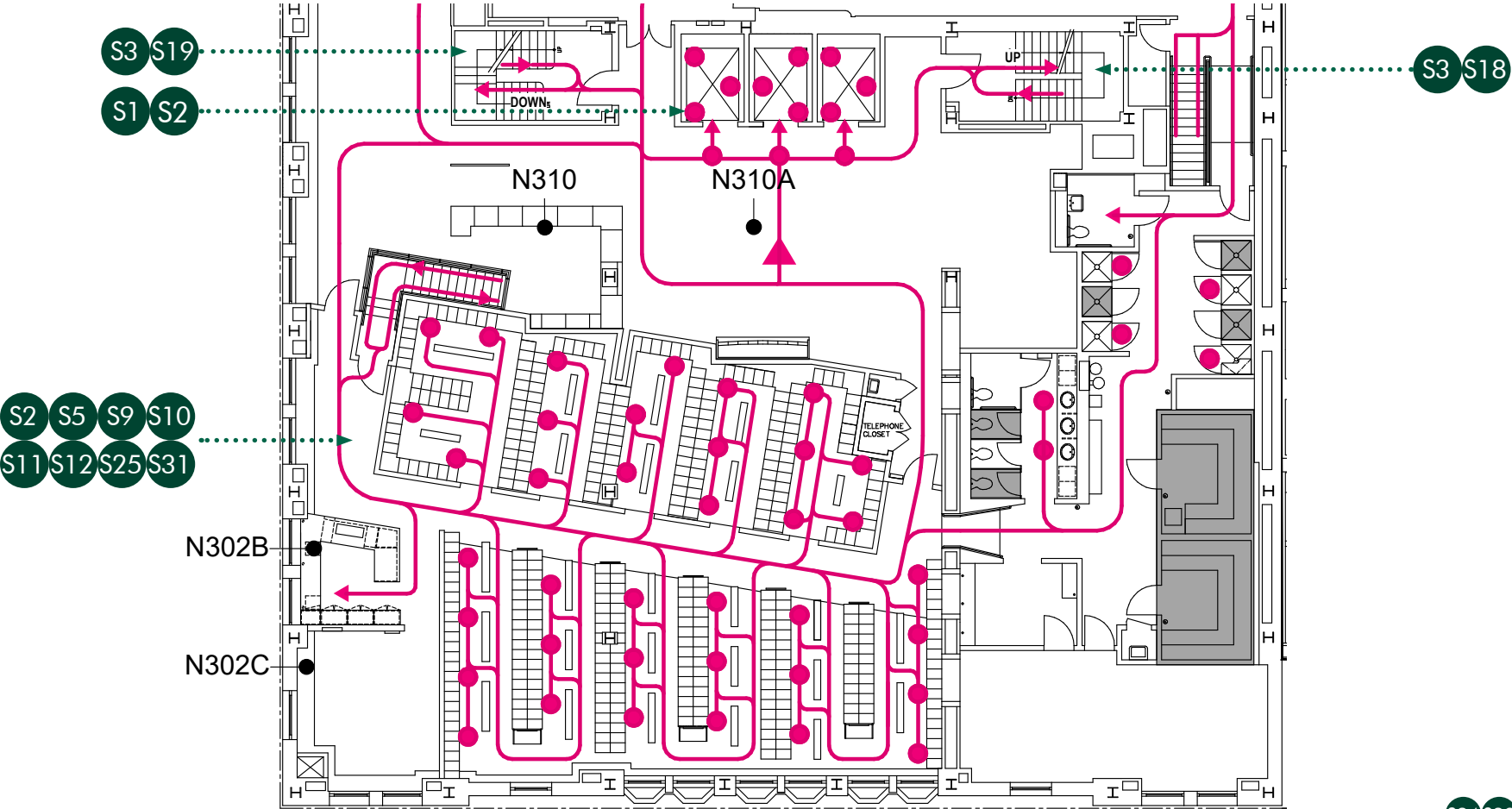
# LEVEL 3 NORTH POOL | CIRCULATION PLAN



Level 03

- S2 PINK CIRCLE
- S24 S28 S29 EDUCATIONAL SIGNAGE
- S26 DIRECTION OF CIRCULATION
- S30 ALL HALLWAYS

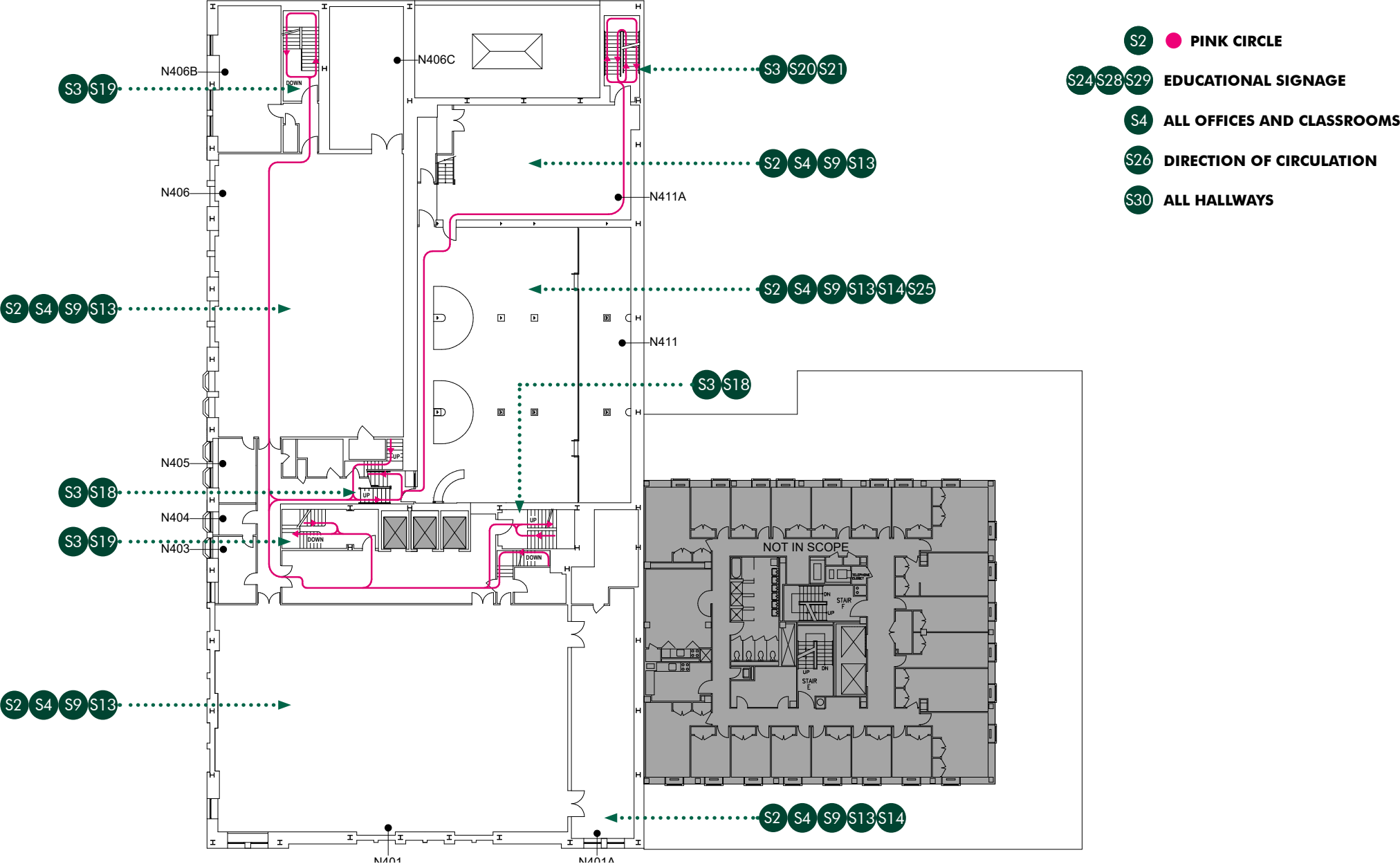
# LEVEL 3 NORTH LOCKER ROOM | CIRCULATION PLAN



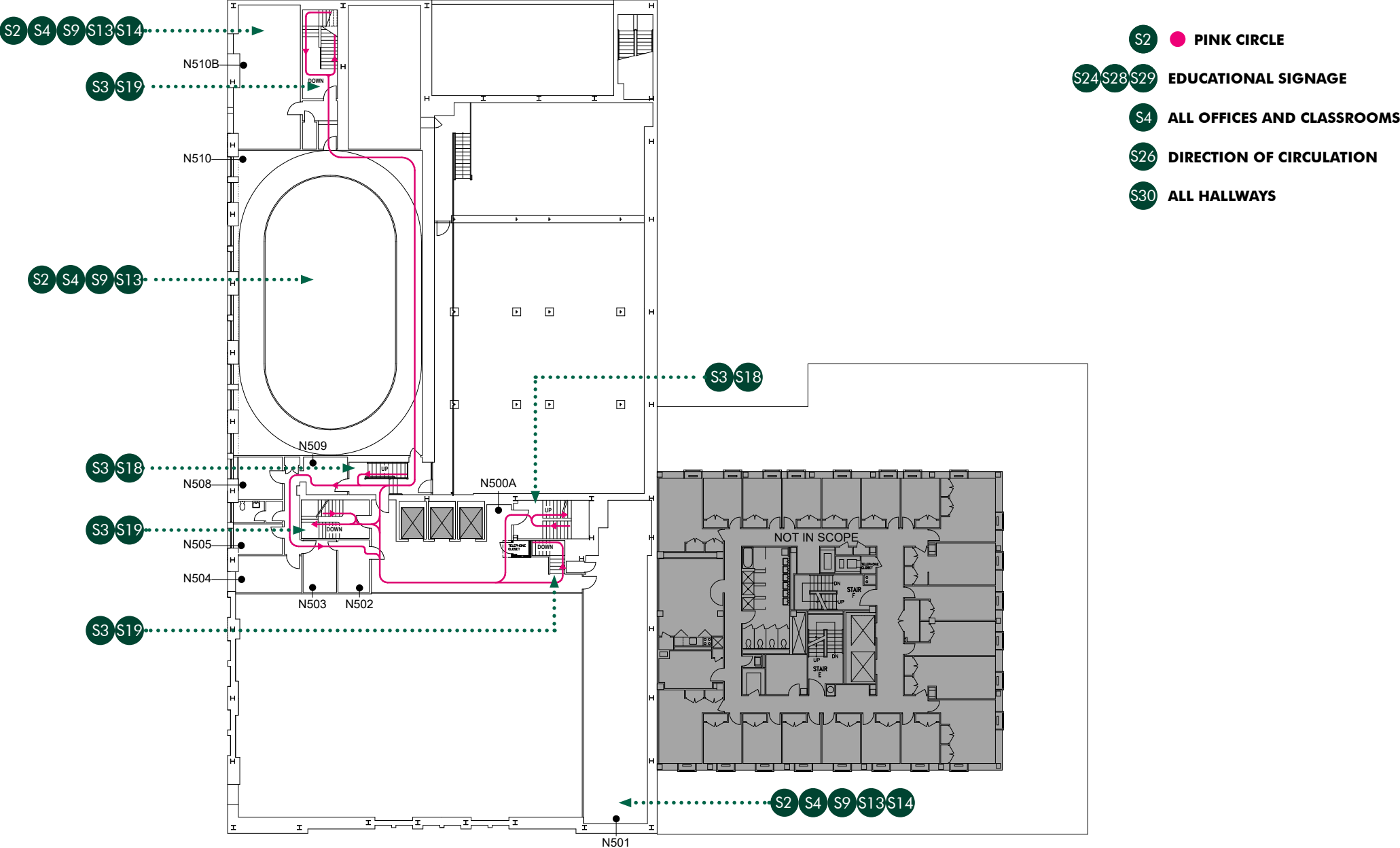
Level 03

- S2 PINK CIRCLE
- S25 CLOSED
- S24 S28 S29 EDUCATIONAL SIGNAGE
- S26 DIRECTION OF CIRCULATION
- S30 ALL HALLWAYS

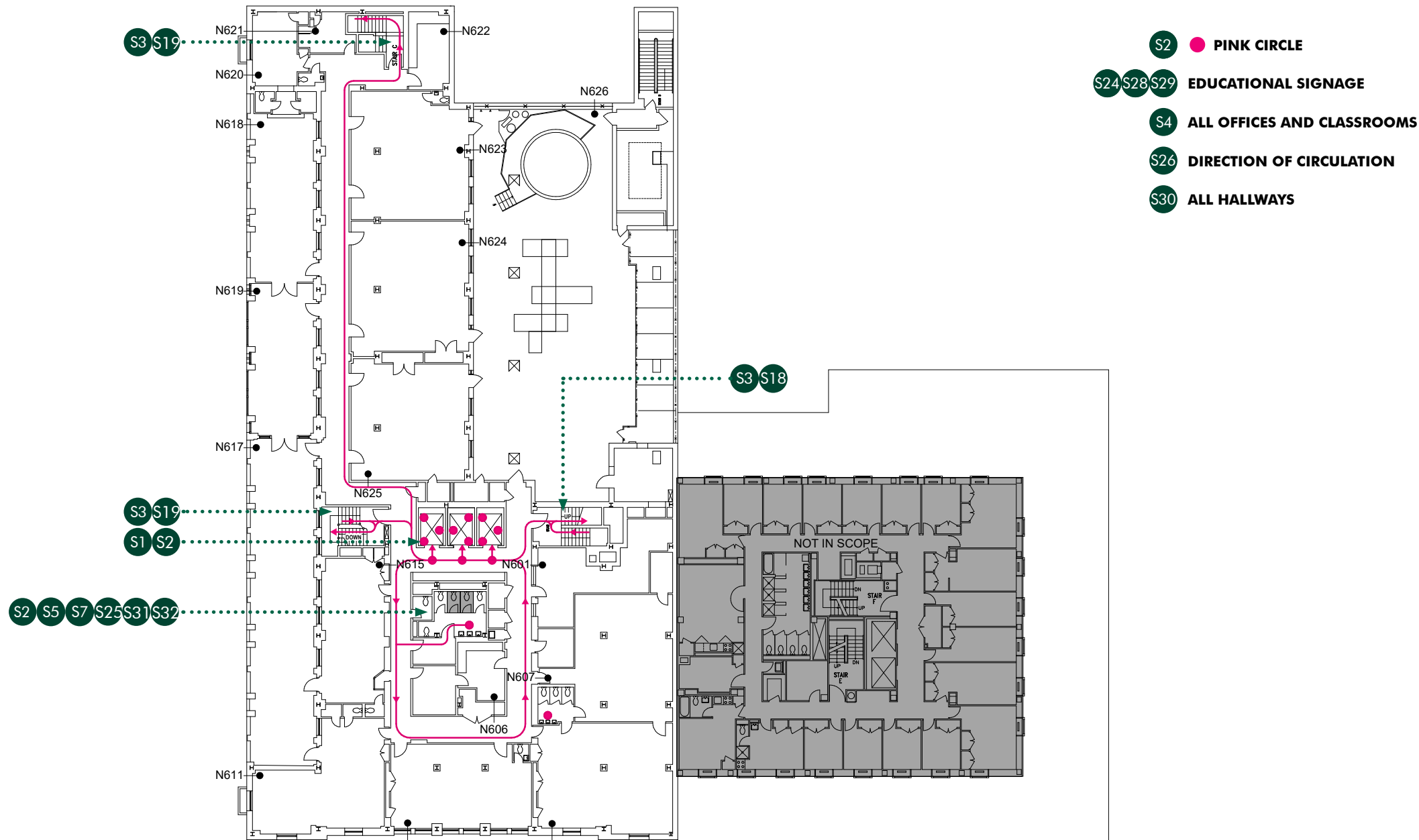
# LEVEL 4 NORTH | CIRCULATION PLAN



# LEVEL 5 NORTH | CIRCULATION PLAN

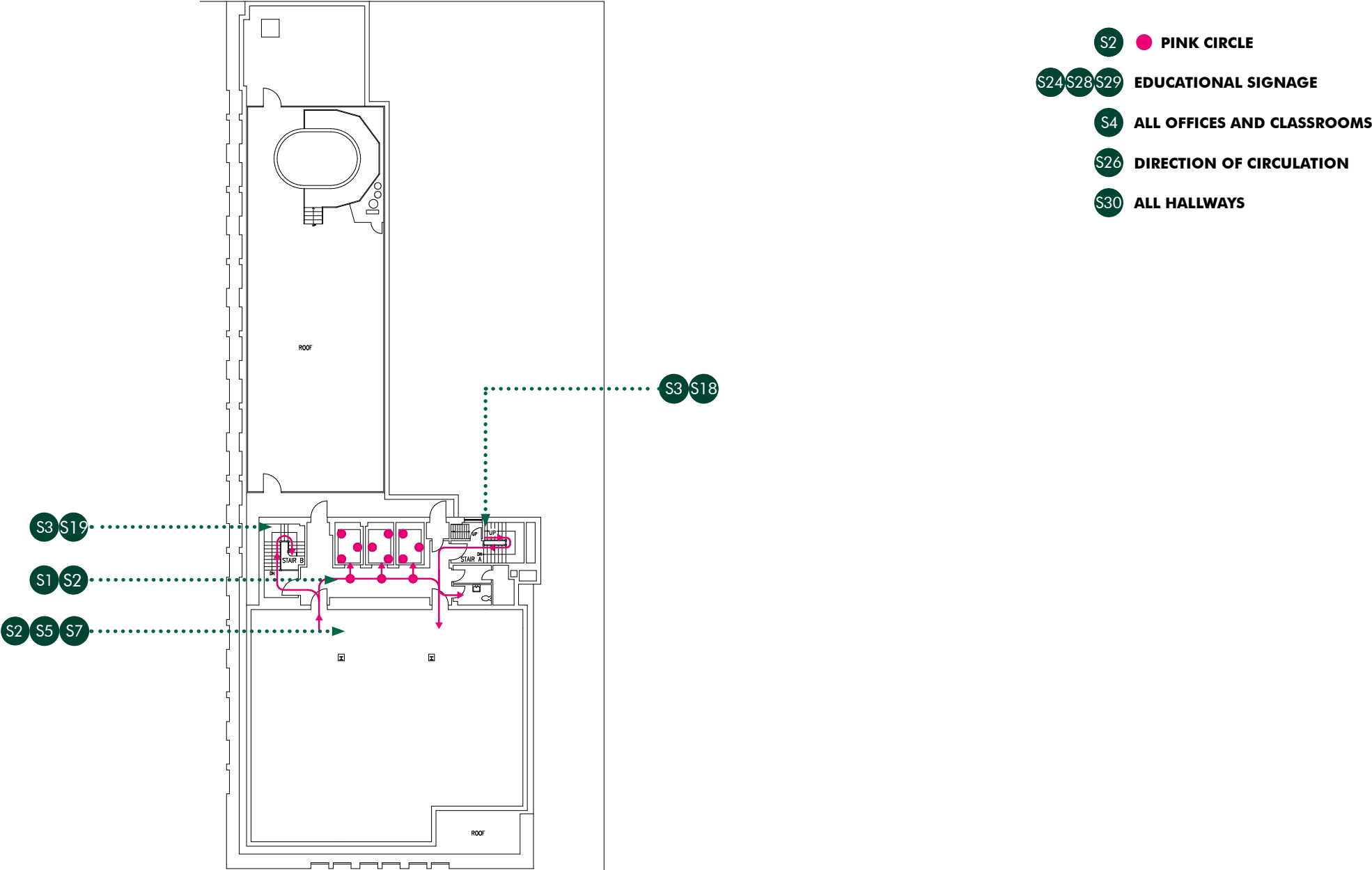



# LEVEL 6 NORTH | CIRCULATION PLAN





# LEVEL 6 NORTH | CIRCULATION PLAN



A group of five diverse young children, three girls and two boys, are standing outdoors on a grassy field. They are all smiling and looking towards the camera. Each child is wearing a backpack. The children are dressed in casual clothing like t-shirts and jeans. The background is a bright, slightly overcast sky and some distant trees.

# 5. General Guidelines

# STEERING COMMITTEE

To ensure the 92Y develops a holistic and all-encompassing reopening strategy, we have created a steering committee to lead the reopening effort and ensure consistent oversight. The steering committee will encourage feedback from patrons and employees throughout the reopening process be it from a survey, comment box, team meetings, or otherwise. Included but not exhaustive disciplines as applicable include:

## MULTI-DISCIPLINARY STEERING COMMITTEE

- Executive Leadership
- Program Leadership
- Operations
- Custodial (Building Services)
- Engineering (Building Systems)
- Human Resources
- Finance
- Security and Crisis Management
- Health, Safety and Environmental
- Legal
- Communications
- Digital and Technology
- Project Management
- Procurement



### STAY UP-TO-DATE

For a continuously responsive workplace, we have developed a strategy to stay abreast of the latest health information and governmental guidance, and will disseminate those learnings to the relevant departments.

# GENERAL GUIDELINES

As 92Y begins a phased re-opening, we have adopted a set of protocols to best prepare the building, staff and patrons in response to the COVID-19 crisis. The practices contained herein provide multiple layers of protection to everyone entering or residing in the building, and are informed by the guidance issued to date by governmental and public health authorities, including the Centers for Disease Control and Prevention and the New York State and City Departments of Health, and are consistent with requirements set forth to date in New York’s Regional Guidelines for Re-Opening New York. This document will be updated as needed.

## TABLE OF CONTENTS

I. Cleaning and Sanitization Protocols <ul style="list-style-type: none"><li>• Pre-Opening</li><li>• New Cleaning Guidelines</li><li>• Supplies</li></ul>	V. Changing Workplace Behaviors <ul style="list-style-type: none"><li>• Remote Working</li><li>• In Office</li><li>• Healthy hygiene habits</li></ul>	VII. References
II. People Procedures <ul style="list-style-type: none"><li>• Building Operations Staff</li><li>• PPE &amp; Social Distancing</li><li>• Communication &amp; Signage</li><li>• Confirmed Case Procedures</li><li>• Health Promotion Programs</li></ul>	VI. Program-Specific Protocols <ul style="list-style-type: none"><li>Public Spaces<ul style="list-style-type: none"><li>• Circulation Spaces</li><li>• Elevators</li><li>• Stairwell</li><li>• Restrooms</li></ul></li><li>Department-Specific Spaces<ul style="list-style-type: none"><li>• Kitchenettes</li><li>• Offices</li><li>• Nursery School</li><li>• Classrooms</li><li>• May Center</li><li>• Theatres</li></ul></li></ul>	VIII. Fitwel Certification
III. Systems and Maintenance Protocol		
IV. Entrance and Lobby Protocol <ul style="list-style-type: none"><li>• Entrance / Exit</li><li>• Screening</li><li>• Concierge &amp; Entry Signage</li></ul>		

### WHAT DO WE MEAN WITH...

**CLEANING** removes dirt and germs from surfaces or objects. Cleaning uses soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**SANITIZING** kills germs on surfaces or objects. Disinfecting uses chemicals to kill germs. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

**DISINFECTING** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

- CDC<sup>1</sup>

<sup>1</sup> [Know the difference between cleaning, disinfecting, and sanitizing](#)



# I. CLEANING AND SANITIZATION PROTOCOL | PRE-OPENING

The following guidelines address the cleaning, sanitization and disinfection of the facility, and are designed to ensure the health and safety of our staff and patrons. These guidelines are informed by the recommendations issued to date by governmental and public health authorities, including the Centers for Disease Control and Prevention and the New York State and City Departments of Health. The Building Operations staff will receive all applicable training in accordance with the guidelines set forth by the Occupational Health and Safety Administration, with respect to reducing the risk and spread of COVID-19.

## PRIOR TO RE-OPENING CHECKLIST:

- ☐ Medical-grade cleaning equipment will sanitize the building:
  - o UV-C Light - This is a germicidal short wavelength, ultraviolet light that sanitizes by breaking apart the DNA of bacteria and viruses leaving them unable to harm or reproduce. This is the same UV-C light technology used in hospital surgery rooms.
  - o GenEon Fogger – This handheld disinfection system eliminates micro-organisms such as viruses and bacteria upon contact.
  - o Electrostatic Cleaning System - Electrostatic spray is electrically charged, allowing the disinfectants to wrap around and evenly coat all surfaces for a more complete clean.
- ☐ All EPA-approved disinfectants and cleaning solution stock has been replenished with a supply plan as recommended in [Supplies](#).
- ☐ All supplies are fully stocked across all areas of 92Y including, but not limited to hand sanitizer dispensers, disinfectant wipes, and PPE.
- ☐ All safety protocol and wayfinding signage has been posted throughout building as identified in [Chapter 4. Circulation Diagram and Signage Package](#).
- ☐ Pre-opening communication has been released.
- ☐ All Building Operations staff members have received OSHA certification.
- ☐ Building Services team has been trained on new COVID-19 cleaning protocols.
- ☐ PPE – including masks and gloves – are in use by Building Operations staff.
- ☐ All offices/classrooms have been cleaned and disinfected prior to re-opening.
- ☐ All rooms have been sanitized.
- ☐ All carpets have been steamed.
- ☐ All HVAC vents/filters cleaned with further pre-opening precautions outlined in the [Environmental Assessment](#) report.

# I. CLEANING AND SANITIZATION PROTOCOL | NEW CLEANING GUIDELINES

The following guidelines indicate the minimum frequency of which these public spaces will be cleaned using EPA-registered disinfectants that are effective against COVID-19. Cleaning will be conducted by Building Operations Staff unless otherwise indicated.

## GUIDELINES FOR PUBLIC SPACES<sup>1</sup>:

### LOBBY

- Security desks – 3x/day
- Door handles and push bars – 3x/day
- Elevator panel and buttons – 3x/day

### CIRCULATION SPACES

- Door handles - 3x/day

### ELEVATORS

- Car interior – 3x/day
- Interior panels and buttons – 3x/day
- External panels and buttons – 3x/day

### STAIRWELLS

- Stairwell rails, door handles and push bars – 3x/day
- Check and replenish hand sanitizer dispensers throughout building – 2x/day

### RESTROOMS

- Clean and disinfect – 3x/day
- Check and replenish soap and hand sanitizer dispensers - 3x/day
- Check and replenish paper towel supply - 3x/day
- Check and replenish sanitizing wipes for users to wipe down surfaces before they leave - 3x/day



<sup>1</sup> [Cleaning and Disinfection for Community Facilities](#)



# I. CLEANING AND SANITIZATION PROTOCOL |

## NEW CLEANING GUIDELINES

The following guidelines indicate the minimum frequency of which these department spaces will be cleaned. Cleaning and disinfecting protocols are based on CDC recommendations with further guidelines available [here](#). This is in addition to the signage about cleaning that was recommended to be placed in these spaces. (Sign S14)

### GUIDELINES FOR DEPARTMENT-SPECIFIC SPACES:

#### OFFICES

- Clean Electrostatic System – 2x/week
- Clean Vents – 2x/month
- Carpets steam cleaned – 2x/month
- Clean office with Electrostatic System – 2x/week
- Clean HVAC vents – 2x/month

#### NURSERY SCHOOL

- Sanitize high touch tools (e.g. toys ) – 3x/day
- Check hand sanitizer machines in room – 2x/day
- Disinfect nurseries – 1x/night
- Sanitize all tables, chairs and door handles between classes
- Nursery School teachers to wipe down high-touch surfaces (e.g. desks, counters) with approved COVID-19 products as frequently as possible
- Clean Nursery rooms with Electrostatic Systems – 2x/week
- Steam clean Nursery room carpets – 2x/month
- Clean HVAC vents – 2x/month

#### RESIDENCE

- Sanitize shared spaces - bathrooms, laundry rooms, kitchens and dining rooms - 2x/day
- Sanitize high-touch areas (e.g. kitchen table top, bathroom faucet) - as frequently as possible, minimum 2x/day
- Clean Residence Office and Resource Room with UV-C light – 2x/week
- Steam clean Residence Office and Resource Room carpets – 1x/month
- Clean HVAC vents – 2x/month

#### CLASSROOMS

- Sanitize all tables, chairs and door handles between classes
- Sanitize all high-touch areas between users
- Instructors to wipe down program surfaces and equipment between classes
- Check hand sanitizer machines in room – 2x/day
- Small to medium-sized rooms cleaned with Electrostatic System – 2x/week
- Larger program spaces cleaned with UV-C light – 2x/week
- Classrooms cleaned with Electrostatic System – 2x/week
- Classroom carpets steam cleaned – 2x/month
- Clean HVAC vents – 2x/month

#### MAY CENTER

##### GYM

- Check hand sanitizer and wipe stations stock – 2x/day
- Sanitize all machines and equipment with disinfecting wipes between users
- Sanitize all high touch areas (e.g. door handles, weights) between users
- Deep clean/disinfect all gym surfaces - overnight
- Clean with UV-C light - overnight
- Clean HVAC vents – 2x/month

##### POOL

- Sanitize all high touch areas (e.g. hand rails, pool equipment) between classes
- Sanitize pool area - throughout the day
- Deep clean/disinfect all locker surfaces - overnight

- Clean with UV-C light - overnight
- Clean HVAC vents – 2x/month

#### LOCKERS

- Sanitize all high touch areas (e.g. locker doors, benches) between users
- Sanitize locker room - throughout the day
- Deep clean/disinfect all locker surfaces - overnight
- Clean with UV-C light - overnight
- Clean HVAC vents – 2x/month
- For the immediate future, the locker room showers will be closed.

#### THEATRES

- Clean theatre spaces with UV-C Light - between events
- Clean green rooms with Electrostatic system - between events
- Disinfect all high touch surfaces (e.g. light switches, handrails) - between events
- Clean HVAC vents – 2x/month

#### KITCHENETTES

- Sanitize high-touch surfaces (e.g. fridge handle, faucet handle) - between users
- Replace dish sponges - as frequently as possible
- Sanitize kitchens and pantries - 2x/day
- Disinfect kitchenettes – 1x/night
- Replenish hand soap and paper towels for drying

# I. CLEANING AND SANITIZATION PROTOCOL | SUPPLIES

Following CDC recommendations, we have developed a supply chain plan of the following equipment to forecast expected utilization and ensure continued availability.

## SURFACE CLEANING PRODUCTS:



### DISINFECTANTS

To disinfect and sanitize all surfaces, we have ensured that all products used meet EPA approval for use against COVID-19. For a full list see [here](#).



### WIPES

As recommended by the CDC, if wipes are to be used for sanitizing surfaces, ensure that they contain at least 70% alcohol. These will be placed in Sanitation Stations alongside hand sanitizer and signage instructing users to wipe down surfaces..

## INDIVIDUAL CLEANING PRODUCTS:



### HAND SANITIZER

If soap and water are not readily available use a hand sanitizer containing minimum 60% alcohol. Free standing dispensers will be placed in high-traffic areas, along with disinfectant wipes.



### HAND WASHING

We have ensured that there is sufficient soap, water and paper towels for frequent hand washing of 20 seconds each time. For more information see Educational Signage 28.

## PERSONAL PROTECTIVE EQUIPMENT (PPE):



### MASKS

Masks are required for all individuals entering the 92Y. For individuals who do not have a mask but may need to enter the building, select masks will be stocked for use. Non-medical masks are recommended to be used. For more information see Educational Signage 24. Children under 2 should not be wearing a mask.<sup>1</sup>



### GLOVES

It is recommended by the CDC that gloves are used for cleaning and caring for individuals infected with COVID-19. We have ensured that there is adequate supply for these uses.

<sup>1</sup> [CDC Preventing Getting Sick](#)

# II. PEOPLE PROCEDURES | BUILDING OPERATIONS STAFF

The following protocols will apply to all building operations staff and is in line with [OSHA requirements](#), as well as NIOSH and CDC.

## TRAINING:

All Building Operations Staff will be retrained for use with EPA approved disinfecting products and will meet [OSHA recommendations for Environmental Service Workers](#). Building Operations Staff will be retrained on new cleaning protocols for frequency, identifying high-touch surfaces, and new cleaning practices.

## SOCIAL DISTANCING:

Social distancing of maintaining minimum 6’ distance from other individuals will be practiced by Building Operations Staff throughout the day where possible.

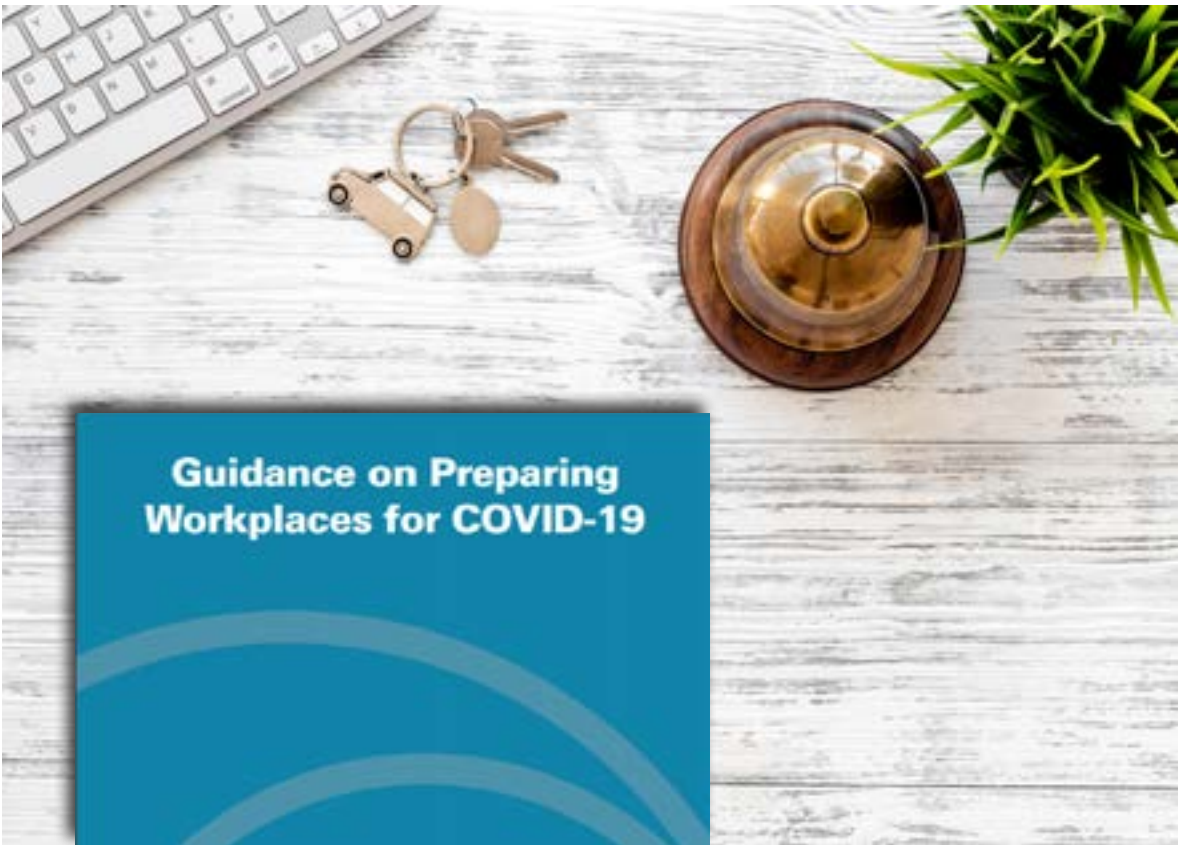
## PERSONAL PROTECTIVE EQUIPMENT (PPE):

PPE will be required for all Building Operations Staff working at a custodial or maintenance capacity. Face masks, gloves and eye protection will be provided, especially for those who may be at higher risk of infection. Along with the aforementioned PPE, respirators will already be available to staff<sup>1</sup> based on their role and exposure to chemicals. All PPE will be disposed of in a secure designated receptacle with clear guidelines on best practices for disposal.

## CONFIRMED CASES:

Should a Building Operations Staff have a suspected or confirmed case of COVID-19, they will follow the same [procedures outlined](#) for all individuals in the 92Y.

<sup>1</sup> [OSHA Respiratory Protection](#)



# II. PEOPLE PROCEDURES | PPE & SOCIAL DISTANCING

Wearing adequate PPE and maintaining social distancing is a key factor to reducing virus transmission.<sup>1</sup> The following outlines requirements for all staff, visitors and employees of the 92Y.



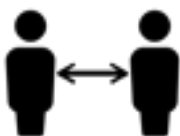
## PERSONAL PROTECTIVE EQUIPMENT (PPE)

All individuals entering the building are required to wear a face mask throughout their time in the 92Y, except for individuals 2 years old or younger. Masks should fit snugly but comfortably against the side of the face, completely cover the nose and mouth - limiting transfer of respiratory droplets, secured with ties or ear loops, and allows for breathing without restriction.<sup>2</sup>

For those that may need to dispose of their mask, ensure that it is done so in a designated receptacle.

Cloth face coverings will be recommended over surgical masks or N-95 respirators, as those are reserved for health care workers.

Face covering requirements will be reinforced with instructional signage.



## SOCIAL DISTANCING

Individuals in the 92Y are recommended to maintain a distance of 6' from one another at all times where possible.

Limit face-to-face interaction where possible at all times to reduce spread of the virus.

NY State Department of Health requires all individuals to practice social distancing when in public.<sup>3</sup>

Social distancing will be reinforced through directional and educational signage.

<sup>1</sup> [CDC Social Distancing](#)

<sup>2</sup> [CDC Cloth Face Covers](#)

<sup>3</sup> [NY State Department of Health](#)

# II. PEOPLE PROCEDURES | COMMUNICATION & SIGNAGE

92Y has conducted a circulation study with CBRE to ensure that both printed and digital signage are placed throughout our public spaces to inform and promote these new guidelines. The additional communication and signage procedures below are to be used in conjunction with the comprehensive collection of signs and diagrams outlined in [Chapter 4. Circulation Diagram and Signage Package](#).

## COMMUNICATION:

- We have developed a comprehensive communication plan including how to use the new workplace, value of self-reporting, any changes to travel, flex work or sick leave policies, and proactive measures taken by the 92Y. And this plan will be continuously communicated to building staff, visitors, residents via email by the 92Y.
- We have developed a ‘Welcome Back’ campaign to drive enthusiasm for the return.
- We have ensured employees have access to current health information, including availability to medical screening resources (e.g., on-site nurse; telemedicine).
- We have established a cadence to remind people managers to stay connected to home-based workers.
- We have provided training to all employees on general hygiene, social distancing, stress management, use of PPE and how to effectively continue to work remotely.
- We have added a guideline for a paid sick leave policy for all staff and contractor employees.



## SIGNAGE:

### COMMUNICATE TRANSPARENTLY

- We have provided transparency to employees including displaying cleaning logs in high-touch areas.
- We have included educational hand washing signage in restrooms with detailed instructions of least 20 seconds of washing.
- We have posted signs asking employees not to enter if they have experienced any known symptoms of COVID-19 as identified by the CDC<sup>1</sup>.

### FACILITATE UNDERSTANDING

- We have developed signage templates for branding consistency.
- We have included multilingual signs where appropriate.

<sup>1</sup> [Symptoms of Coronavirus](#)

# II. PEOPLE PROCEDURES | CONFIRMED CASE PROCEDURES

In the event of a confirmed or suspected COVID-19 case, clear procedures are outlined for health and safety as recommended by the CDC.<sup>1</sup> These protocols apply to individuals upon entering 92Y, those that are already in the building, and all 92Y staff, with the exception of individuals living in our Residence (refer to Residence Reopening Protocols).

## IDENTIFY & RELOCATE

1. Once a suspected or confirmed case of COVID-19 is identified, that individual will be removed from the 92Y as soon as possible.

\*For residents - they will be isolated on a designated quarantine floor.

\*For children and young adults - parents/guardians will be immediately contacted to pick up the dependent.

2. In the event that the individual is not able to leave immediately, an isolated enclosed space will be provided for waiting to reduce virus spread.

## EMPLOYEE LEAVE AND RETURN

9. To return to the 92Y upon recovery, the individual will need to meet 3 requirements outlined by the CDC:
  - At least three days (72 hours) have passed since recovery (no fever).
  - Improvement in respiratory symptoms (e.g. coughing).
  - At least ten days have passed since symptoms first appeared.

## COMMUNICATION & EMPLOYEE PROTECTION

3. Should 92Y become aware of a confirmed case, we will contact the relevant authorities (NYDOH) and follow their guidance.
4. The 92Y also records all confirmed cases as required by OSHA.<sup>2</sup>
5. Any areas where the confirmed individual used for a prolonged period will be immediately be closed off.<sup>3</sup>

## DISINFECT THE AREA

6. Building Operations Staff will wait 24 hours prior to cleaning and disinfecting to minimize exposure for other individuals.
7. During this time, they will open doors and windows to increase circulation where possible.
8. Once the waiting period is over disinfect all areas closed off following CDC guidelines by using EPA approved disinfectants.

<sup>1</sup> [CDC Cleaning-Disinfection](#)  
<sup>2</sup> [OSHA Recording Cases](#)  
<sup>3</sup> [CDC General Business Practices](#)



# II. PEOPLE PROCEDURES | HEALTH PROMOTION PROGRAMS

To help employees and visitors learn best practices and develop prevention strategies, we will provide information on health promotion programs across all levels. These programs support the well-being of the community and the individuals the 92Y serves. These include:



**ENCOURAGE AND INFORM INDIVIDUALS ABOUT COVID-19 TESTING**



**PROVIDE SUPPORT FOR HEALTHCARE ENROLLMENT FOR EMPLOYEES**



**RAISE AWARENESS AROUND FLU SHOTS AND WHERE THEY'RE AVAILABLE**



**PROMOTE INFORMATION ON MASK MAKING AND DISTRIBUTION TO ENCOURAGE HEALTHY HABITS**



**ADVISE ON PROPER HAND WASHING PROCEDURES, ESPECIALLY FOR CHILDREN**



**PROVIDE INFORMATION ON FOOD DISTRIBUTION PROGRAMS**

# III. SYSTEMS AND MAINTENANCE PROTOCOL



As we prepare to re-open our facility, we have taken a number of proactive steps with respect to our building systems and infrastructure. The following protocol outlines these steps, and reflects our commitment to providing a safe and healthy environment for the return of our staff and patrons. These guidelines are informed by the recommendations issued to date by governmental and public health authorities, including the Centers for Disease Control and Prevention (CDC), the Leadership in Energy and Environmental Design council (LEED), and the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE). The Building Operations staff will receive all applicable training in accordance with the guidelines set forth by the Occupational Health and Safety Administration (OSHA), with respect to reducing the risk and spread of COVID-19.

## AIR QUALITY

We are following all CDC guidelines with respect to air quality in our building as we respond to the COVID-19 pandemic. A key method to reducing the spread of the virus is to bring more outside air into the building. Bringing fresh air into the facility and flushing the existing air out prevents particles that carry the virus from lingering in the air and settling in the building. Therefore, our new air handling guidelines include:

- Increased ventilation rates in all public spaces
- Increased percentage of outdoor air that circulates into the system

In order to achieve these new standards, we have made the following changes to our air handling systems:

- Increased the rating of our building’s air filtration system
  - Transition from MERV standard rating of 8 to new post-COVID recommended rating of 15 – the higher the MERV rating, the better the filter is at removing particles from the air.
- Changed the settings on the outside air dampers (OAD) for all air handling units (AHU), thus allowing more fresh air to enter the mixed air plenum
- Modify system controls (if applicable) to control relative humidity to be between 40% - 60%.

Additionally, we are investing in **Bi-Polar Ionization** technology for our air handling units throughout the building. Bi-polar Ionization uses a precise electronic charge to create an electrical field filled with high concentrations of ions that are injected into the air stream. Ions are molecules that are positively or negatively charged. They break down passing pollutants and gases into compounds such as oxygen, carbon dioxide, and water vapor. When ions contact harmful pathogens such as virus, bacteria, or mold, they steal hydrogen molecules from the pathogens causing them to die. Additionally, charging the particles causes them to cluster and become captured in filters or drop to surfaces. Bi-polar ionization will have a long-term positive impact on building occupants and airborne contaminants.

## WATER MANAGEMENT PROGRAM

- Continue to perform monthly Legionella inspections
- Continue to flush domestic hot/cold water system to avoid bacteria in the water lines
- Install new filters on all water fountains and water coolers throughout the building

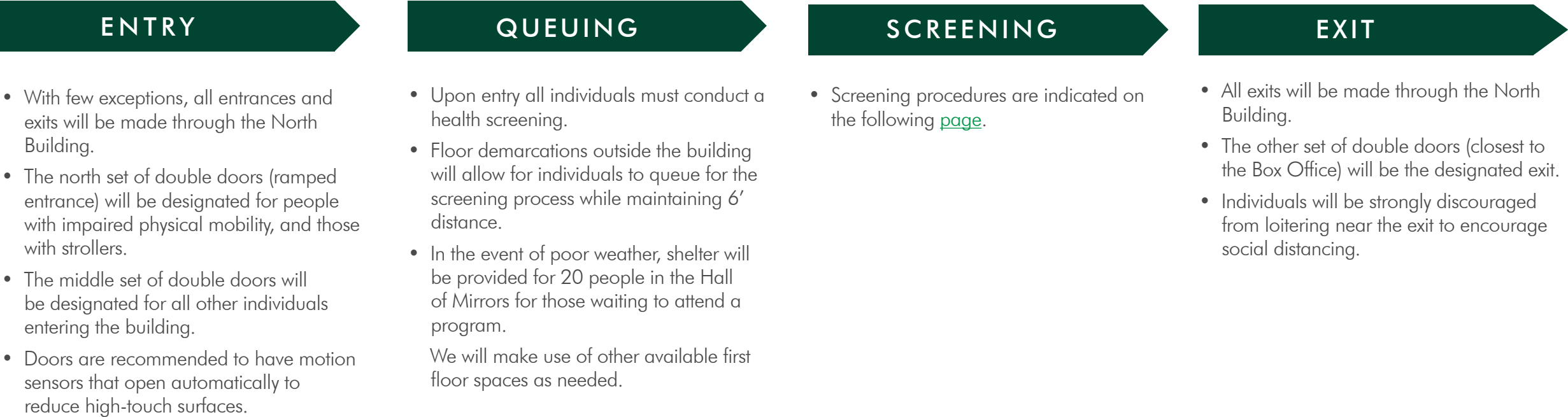
## ADDITIONAL SYSTEM MAINTENANCE

- Test and make safe any systems that have been used infrequently during the crisis
  - Inspect chilled water coils
  - Pre-heat coils
  - Clean induction units
- Check elevator alarms and communications to ensure they are working properly
- Test the fire alarm system and make sure all devices throughout building are working
- Bring the chiller plant back online and perform any necessary maintenance

# IV. ENTRANCE AND LOBBY PROTOCOLS |

## ENTRANCE/EXIT

Clear entry and exit protocols are essential in mitigating virus spread within 92Y. The following protocols align with CDC guidelines provided in the Resuming Business Toolkit.



# IV. ENTRANCE AND LOBBY PROTOCOLS | SCREENING

In addition to temperature screening at every entrance to the building, we are taking the following measures in order to create a safe environment for our staff and patrons:



## FACE MASKS

- All individuals (above the age of 2) are required to wear a face mask in order to enter the building.
- Anyone without a mask will not be permitted into the building.
- All patrons will be instructed to keep their masks on at all times while in the building.

## SECURITY

- A security guard will be stationed at the middle set of doors in the vestibule upon entry.
- All security guards will be required to wear face masks and gloves.
- Patrons and employees will be required to show their bags upon entry.
- Patrons and employees will be required to wash hands or use hand sanitizer upon entry.

## SELF-SCREENING QUESTIONNAIRE

- Daily self-screening questionnaires will be administered to all employees. Questions advised by the CDC include recent travel history, previous exposure and symptoms for self screening.
- This also provides an attendance log for 92Y in the event that contact tracing is required.
- Any individual who does not meet the requirements after completing the self-screening questionnaire will be denied access to the building.

## TEMPERATURE CHECK

- A touch-free infrared thermometer will be used to take each person’s temperature upon building entry, including children.
- Individuals conducting the temperature check will be trained to clinically triage results.
- Any individual with a valid temperature reading of 100.4° or higher will be denied access to the building. They will then follow the [Confirmed Cases Procedures](#).
- Individuals who bike or run to the 92Y may have a higher temperature upon arrival. Remind them to cool down before having their temperature taken.

## LOGGING ATTENDANCE

- Patrons and employees will be required to swipe their cards upon entry.
- All individuals entering the building will be recorded due to OSHA regulations in the event that contact tracing is required.
- Logging will occur either by swiping their card, digital registration or employee daily health questionnaires.
- Any technology used with data sharing capabilities will be in compliance with HIPAA.

# IV. ENTRANCE AND LOBBY PROTOCOLS |

## CONCIERGE & ENTRY SIGNAGE

The following outlines the communication process for staff and patrons, including a Wellness Concierge, and digital and printed signage.

### COMMUNICATION

A Wellness Concierge will be stationed in the lobby to provide guidance to patrons. The Concierge will provide the following information:

- Encourage frequent hand washing and guidelines upon arrival
- Reinforce social distancing protocols
- Answer any questions about the new cleaning and sanitization protocols
- Give patrons the opportunity to provide feedback

### SIGNAGE

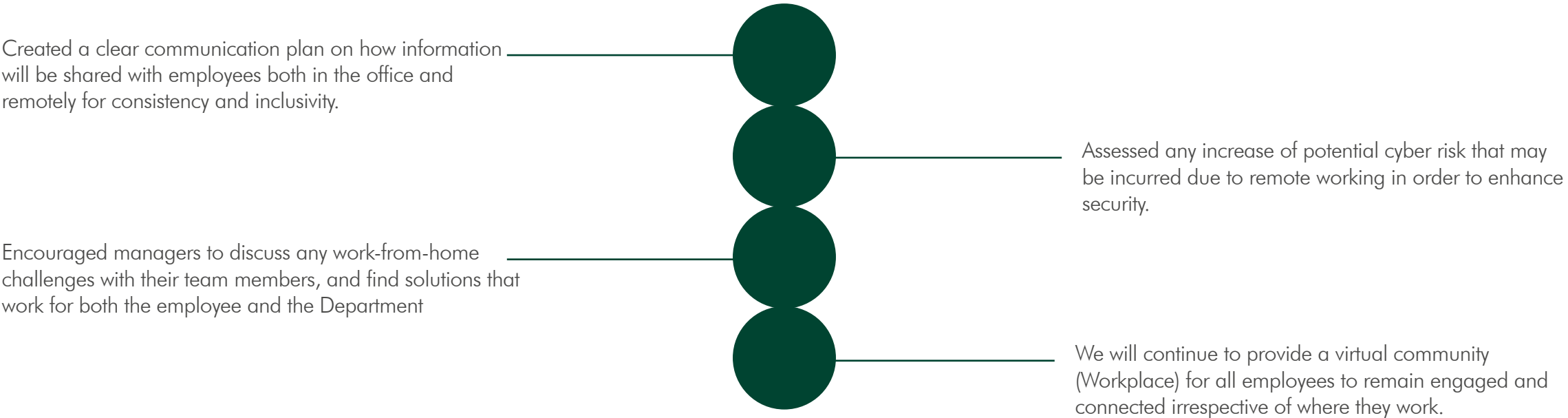
Digital and printed signage will be placed throughout the lobby to inform all who enter the building of the new procedures. Signage will include but not be limited to:

- Social Distancing (signage and floor decals)
  - Entrance / Security Check-In
  - Lobby Elevators
- Directional signage to promote one-way traffic flow
  - Stairwells
  - Lobbies and Corridor
- Capacity Signage
  - Elevators
- Hygiene
  - Encourage frequent hand washing
  - Identify locations of sanitation stations
- PPE / mask wearing Signage
  - Entrance / Security Check-In
  - Lobby Elevators
  - Restrooms



# V. CHANGING WORKPLACE BEHAVIORS | REMOTE WORKING

Maintaining a safe and healthy environment for our staff and patrons will require us to change some of the behaviors that were commonplace before COVID-19. These protocols take into account the new guidelines with respect to social distancing. Where possible, certain employees who can work remotely and remain equally productive will continue to do so, at least in the short-term. In an effort to support a more mobile workplace, we have:



<sup>1</sup> CBRE Reopening the World’s Workplace  
SPACE RESET | 92Y



# V. CHANGING WORKPLACE BEHAVIORS | IN OFFICE

For those employees working in the office, maintaining social distance throughout the day is a key factor to reducing virus spread. Consider limiting in-person meetings and interaction and staggering schedules to avoid congestion.

## LIMIT IN-PERSON MEETINGS & MOVEMENT

Where possible, employees should use telephone and video conferencing tools to conduct meetings.

If in-person meetings are required:

- Ensure that there is 6' distance between all attendees
- Avoid face-to-face seating
- Avoid sharing any items (e.g. whiteboard markers, pens or laptops)
- Ensure face coverings are worn.

Within the 92Y, employees are encouraged to remain in their office and avoid unnecessary movement for further virus spread. This will be further supported by the aforementioned one-way hallways and stairwells.

## ROTATE TEAMS

To maintain lower density and greater space between employees in the office, a schedule may be put in place to rotate teams each week at a later date.

## STAGGERED SCHEDULES

To reduce congestion while commuting and in shared spaces, such as the lobby, employees' schedules may at some point be staggered from start/finish times.

## MANAGE MAIL

Although touching contaminated surfaces is not thought to be the main way the virus spreads<sup>2</sup>, to mitigate potential risk, mail will be left untouched for at least 24 hours (or in accordance with applicable guidance).



<sup>1</sup> [CDC Staggering Shifts](#)

<sup>2</sup> [CDC Transmission](#)

# V. CHANGING WORKPLACE BEHAVIORS |

## HEALTHY HYGIENE HABITS

With a heightened awareness of hygiene, the following best practices have been implemented:

### SHARE PROTOCOLS

Employees should not share desks, phones, mouse, stationary, and any other office equipment.

### ENCOURAGE ETIQUETTE

Cover up when sneezing or coughing, dispose of tissues immediately after use. Employees should continue to wear a face mask at all times while in the building.

### HAND WASHING

Employees should practice frequent hand washing of at least 20 seconds each time<sup>1</sup> throughout the day. Additionally, employees should use alcohol-based hand sanitizer (at a minimum 60% alcohol) throughout the day as they move throughout the building.

### DON'T SHARE GERMS

Please use available disinfectant wipes before and after using any shared equipment like printers/copiers, water coolers, or drink dispensers to ensure heightened hygiene.

<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

# VI. PROGRAM-SPECIFIC PROTOCOLS | CIRCULATION SPACE



## GUIDELINES:

1. We will frequently clean high-touch surfaces, such as door handles to reduce virus spread following the [New Cleaning Guidelines](#).
2. We have placed floor demarcation signs to maintain social distance in areas where people will need to queue.
3. We have included signs for reminders of practicing good hygiene such as hand washing and wear a face mask, with details on signage in [Chapter 4. Circulation Diagram and Signage Package](#).
4. Limit face-to-face interaction where possible.
5. We have installed motion-activated light switches where possible throughout the building.
6. We have installed hand sanitizer dispensers on every floor throughout the building to promote heightened hygiene.
7. We have placed Sanitation Stations in high-traffic circulation areas throughout the building.
8. Follow ventilation protocols outlined in circulation spaces in [Environmental Assessment](#).



Cleaning high-touch surfaces at a higher frequency outlined in New Cleaning Guidelines



Avoid face-to-face contact where possible to reduce virus spread



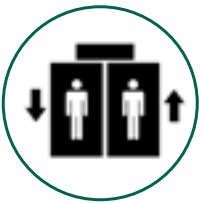
We have provided easy access to hand sanitizer or disinfectant wipes in high traffic areas

# VI. PROGRAM-SPECIFIC PROTOCOLS | ELEVATORS



## GUIDELINES:

1. We will frequently clean high-touch surfaces, such as elevators to reduce virus spread following the [New Cleaning Guidelines](#).
2. Limit the number of people in an elevator at any given time, with a maximum of 4 people at a time or using the elevator only with members of one's immediate contact circle.
3. Use the stairwell when possible to reduce elevator congestion.
4. We have provided signage regarding social distancing and other safe practices in each elevator queuing area.
5. Individuals are required to wear masks while in the elevators, and should face away from one another.
6. We have installed hand sanitizer dispensers near the elevator banks on each floor of the building.
7. Increased ventilation protocols are outlined in [Environmental Assessment](#).
8. We have placed social distancing markers on the floor of the elevators.
9. We have placed floor demarcations near elevator banks in high-traffic areas for queuing while maintaining six feet.



We have limited the number of individuals in the elevator at any given time.



We have installed hand sanitizer dispensers near the elevator banks on every floor of the building.



We have installed floor demarcations in each elevator, and near the elevator banks on high-traffic floors.

# VI. PROGRAM-SPECIFIC PROTOCOLS | STAIRWELLS



## GUIDELINES:

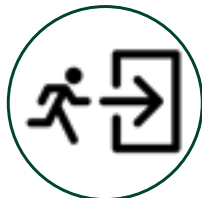
1. We are asking our staff and patrons to use stairwells, when possible, instead of the elevators, in an effort to reduce congestion.
2. We have increased the cleaning of stair rails, door knobs and push bars as high-touch surfaces as indicated in [New Cleaning Guidelines](#).
3. We have checked that fire exits and escape staircases are clear of obstructions and are unlocked in the reopening preparation.
4. We have installed floor decals to indicate direction of travel in narrow stairways to reduce face-to-face congestion.\*
  - o Stairwells A and E designated for traffic going up
  - o Stairwells B and F designated for traffic going down
5. We will improve ventilation in stairwells. Windows in the stairwells which will be fully opened to provide improved ventilation (with window guards in place for safety). We are also investigating an exhaust fan for the window at the top floor to increase ventilation.



Use stairwells where possible to reduce elevator congestion.



Frequently clean high touch surfaces, such as hand rails.



We have ensured stair exits are clear of obstruction in preparation of

\* Stairwells should only be used as access from one floor to another in the building. It is scientifically recommended to discourage congregating and standing in stairwells.



# VI. PROGRAM-SPECIFIC PROTOCOLS | RESTROOMS



## GUIDELINES:

1. We have installed clear signage in the restrooms to encourage cough/sneeze etiquette, including detailed instructions on hand washing and drying. Include signs for non-English speakers, as needed.
2. We have ensured that there is adequate soap and hand sanitizer containing at least 60% alcohol available in the restrooms. We have provided cleaning supplies that allow guests to wipe down surfaces before they leave.
3. We have included signage and demarcations to encourage employees and patrons to form a line outside the restroom and maintain distanced queuing outside of the restroom door.
4. We have supplied each restroom with paper towels instead of hand dryers to mitigate aerosol transmission, based on current CDC recommendations.
5. We are supplying restrooms with no-touch waste baskets.
6. We will continue to ensure that newly designed and constructed restrooms throughout the building will be fitted with touchless sensors for faucets and toilets
7. We have increased the frequency of cleaning and disinfecting restrooms including high-touch with EPA registered disinfectants as indicated in [New Cleaning Guidelines](#).
8. We have increased ventilation in all restrooms in line with our new air handling system protocols outlined in [Environmental Assessment](#).
9. Reduce all public restroom occupancy by 50%.



Install clear signage in the restrooms with detailed instructions on hand cleaning.



Wash hands with soap and water or use hand sanitizer containing at least 60% alcohol.



Use touch-less sensors where possible.



# VI. PROGRAM-SPECIFIC PROTOCOLS | KITCHENETTES



## GUIDELINES:

- 1. We encourage frequent hand washing (e.g. before, during, and after preparing food;) with soap and water for at least 20 seconds or use of hand sanitizer containing at least 60% alcohol.
- 2. For shared food items we are using individually wrapped single use alternatives (e.g. sugar, pre-wrapped sandwiches, stirring sticks).
- 3. We have instructed each department must clear out and sanitize refrigerators before restocking, and should continue this practice on a monthly basis.
- 4. We will replace/clean water cooler filters and faucet outlets frequently.
- 5. Seating has been removed in the staff basement break room. Revised capacity signage will be placed outside all kitchen and break areas in the building.
- 6. We have limited the use of shared supplies and equipment, where sharing is required, we have developed a clear and frequent cleaning and disinfecting procedure.
- 7. We have increased ventilation in all kitchenettes in line with our new air handling system protocols outlined in [Environmental Assessment](#).
- 8. We have included signage promoting hand-washing and cleaning of shared surfaces after use.



Consider individually wrapped single use items where possible.



Wear gloves when frequently cleaning of surfaces..



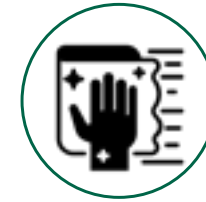
Water cooler filters and faucet outlets will be replaced/cleaned frequently.

# VI. PROGRAM-SPECIFIC PROTOCOLS | OFFICES



## GUIDELINES:

1. As directed by their manager, certain employees who can work remotely and remain equally productive will continue to do so, at least in the short-term.
2. We have instructed employees to be phased in based on the on-site specific needs of their roles with consideration to the level of health risk of themselves and their immediate family.
3. We have outlined the potential use of staggered schedules and rotating teams in [In Office](#).
4. We will provide employees with disinfectant wipes to sanitize their desks and keyboards at the end of each work day.
5. We have instructed employees to continue to wear face masks in the office including while sitting at your desk.
6. We will limit the use of shared counters when possible. If in use, develop clear protocols on usage and cleaning- ensure that these areas are disinfected between users.
7. Reference [Chapter 4. Circulation Diagram and Signage Package](#) for additional information for the office.
8. We have increased cleaning and disinfecting as indicated in [New Cleaning Guidelines](#).
9. We have increased ventilation in all office spaces in line with our new air handling system protocols as outlined in [Environmental Assessment](#).



Employees will be provided with disinfectant wipes to sanitize their desks and keyboards at the end of each work day.



Continue to wear face masks while sitting at your desk.

## VI. PROGRAM-SPECIFIC PROTOCOLS | CLASSROOMS



### GUIDELINES:

1. In the initial phase of re-opening, we will have a reduced schedule for on-site programs.
2. For those on-site programs, we will advise sick patrons and instructors to stay home, with clear protocols if a confirmed case is identified on site.
3. In the event that a patron or instructor has a confirmed or suspected case, follow the [Confirmed Case Procedures](#).
4. Classroom seating has been reconfigured to maintain social distancing and reduce face-to-face seating.
5. Instructors will reinforce hand washing with patrons using soap and water for at least 20 seconds, and increase monitoring to ensure adherence among students and staff.
6. Instructors will reinforce use of face masks at all times while in the classroom; face coverings will not be placed on children 2 years old or younger.
7. Building Operations will clean and disinfect high-touch surfaces (i.e. door knobs) throughout the day.
8. Patrons will be asked to wipe down their work surface before and after class.
9. Use of shared objects (e.g. art supplies) should be limited whenever possible. Patrons will be responsible for disinfecting shared objects and tools at the end of each session.
10. Reference [Chapter 4. Circulation Diagram and Signage Package](#) for additional information on classroom signage.
11. Increase cleaning and disinfecting as indicated in [New Cleaning Guidelines](#).
12. We have increased ventilation in all program spaces in line with our new air handling system protocols as outlined in [Environmental Assessment](#).



# VI. PROGRAM-SPECIFIC PROTOCOLS | THEATER



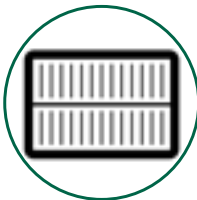
The following guidelines are intended for theater use with an audience.

**GUIDELINES:**

- 1. Limit large gatherings until public authorities provide clear guidelines permitting them. If required, maintain a minimum of six feet physical distance.
- 2. Follow entry procedures as indicated in [Screening](#).
- 3. Place barriers or signage to limit seating density and maintain social distancing.
- 4. Encourage patrons to purchase all tickets and make reservations online.
- 5. Establish a digital, telephone or app-based payment system to discourage use of cash or checks.
- 6. Increase air circulation in the theater following protocols outlined in [Environmental Assessment](#).
- 7. Stagger show times to reduce lobby density, increase air circulation, and allow time for disinfecting of the theater space.
- 8. Patrons are encouraged to not to linger or socialize in the lobby, hallways or any other communal areas.
- 9. Any shared equipment (e.g. microphones, music stands) should be kept behind a counter, and disinfected appropriately between uses using a disinfectant listed on EPA’s List N.
- 10. Reference [Chapter 4. Circulation Diagram and Signage Package](#) for additional information on theater signage.
- 11. Clean the theatre between shows following the [New Cleaning Guidelines](#) informed by CDC<sup>1</sup>.



Conduct health screening measures (e.g. temperature taking) upon arrival.



Install MERV 13 or 14 air filters where appropriate.



Disinfect shared equipment (e.g. microphones) between users.

<sup>1</sup>[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

# VII. REFERENCES

The following documents have been referenced for 92Y’s reopening. It is recommended that 92Y reviews these federal, state guidelines, as well as the advisories from leading industry institutions for a comprehensive view.

#	Name	Version	Publication Date	Download Date
1	AIHA Reopening: Guidance for General Office Settings	V3	26-May-20	4-Jun-20
2	AIHA Reopening: Guidance for Childcare Centers	V1	15-May-20	11-Jun-20
3	AIHA Reopening: Guidance for Gyms and Workout Facilities	V2	6-May-20	11-Jun-20
4	AIHA Reopening: Guidance for Worship Services and Religious Gatherings	V1	15-May-20	11-Jun-20
5	AIHA Reopening: Guidance for Small and Medium Sports and Entertainment Venues	V1	15-May-20	11-Jun-20
6	CBRE Reopening the World’s Workplace - COVID-19 Resource Guide	V2	10-Jun-20	10-Jun-20
7	CDC Cleaning and Disinfecting your facility	CS-316270A	15-May-20	7-Jun-20
8	CDC How to Protect Yourself and Others	CS-316270A	18-Apr-20	11-Jun-20
9	CDC Interim Recommendations for Mass Gatherings or Large Community Events	CS 316317B	5-Apr-20	11-Jun-20
10	CDC Resuming Business TOOLKIT - Coronavirus Disease 2019 (COVID-19)	CS-317193-A	27-May-20	4-Jun-20
11	EPA List N Products with Emerging Viral Pathogens AND Human Coronavirus claims for	(none)	4-Jun-20	8-Jun-20
12	HHS US Dept of Health and Human Services - The Partnership Center COVID-19	(none)	(none)	11-Jun-20
13	NY State Forward Reopening Guide	(none)	(none)	4-Jun-20
14	NY State Forward Safety Plan Template	(none)	(none)	4-Jun-20
15	NY State Office Based Work Guidelines for Employers and Employees	(none)	(none)	4-Jun-20
16	NY State Real Estate Guidelines for Employers and Employees	(none)	(none)	4-Jun-20
17	OSHA Guidance on Preparing Workplaces for COVID-19	3990-03 2020	(none)	4-Jun-20
18	White House Opening Up America Again Guidelines	(none)	(none)	4-Jun-20
19	NY City Reopening Phase 2	(none)	June-20	20-Jun-20

# VIII. FITWEL CERTIFICATION

Long term solutions for health and wellness in the built environment – Fitwel Certification

As COVID-19 spreads, the connection between health and our environment becomes increasingly clear. While there is still much that is unknown about this virus, we believe that a health-promoting workplace can contribute to the prevention of the spread of disease and support occupant well-being. Fitwel, a global building certification system, provides valuable design and operational strategies aimed at promoting holistic health and preventing chronic conditions. These tactics are especially relevant in the midst of the COVID-19 pandemic, given the significantly higher risk of death among COVID-19 patients suffering from chronic disease. In New York 90% of COVID-19 fatalities have been among individuals with at least one other health condition ([link](#)). Promoting holistic health enhances the resilience of a population and can mitigate severe outcomes related to COVID-19 and other infectious diseases.

Several of the recommendations within this report earn points toward Fitwel certification:

- Educational Signage
- Strengthened cleaning protocols
- Increased Ventilation
- Increased use of stairwells

Additionally, several of the existing initiatives and activities of 92Y contribute to Fitwel credits:

- Access to fitness facilities
- Health Programming
- Access to Showers and lockers
- Access to public transportation and neighborhood amenities
- Outdoor amenities (i.e., rooftop activities)

For more information on Fitwel certification, please contact: [Lauren.Dufort@cbre.com](mailto:Lauren.Dufort@cbre.com)



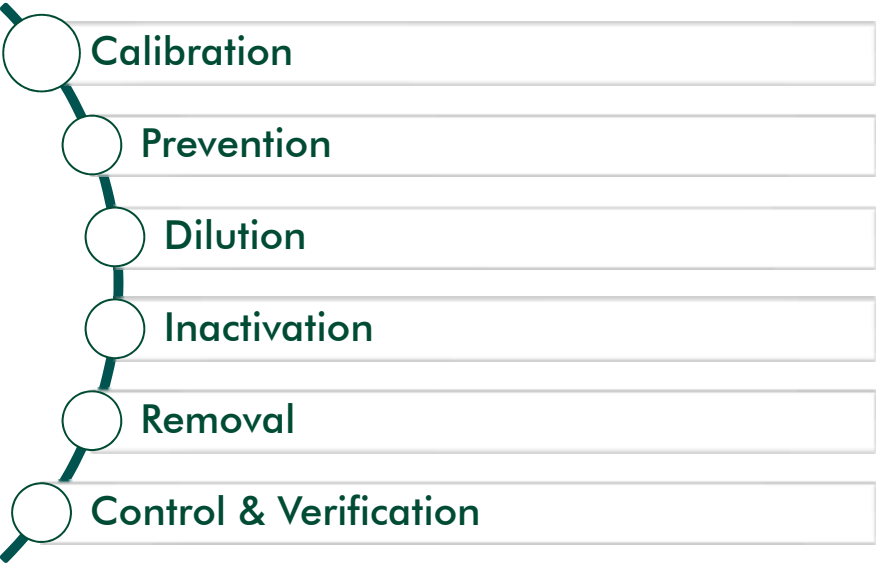
## 6. Environmental Systems

# ENVIRONMENTAL ASSESSMENT

## ENVIRONMENTAL ASSESSMENT

CBRE has conducted an environmental systems assessment and provided recommendations that will aim to create an environment where 92Y employees and patrons feel safe, based on guidance from CDC and ASHRAE.

Recommendations to improve indoor air quality (IAQ) through heating, ventilation and air conditioning (HVAC), and reduce transmission by touching electrical, and plumbing surfaces have been made using **6 KEY STRATEGIES**.



## HIGHEST STANDARDS

All recommendations align with guidance provided by The Center for Disease Control (CDC) and The American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE).



# OFFICE RE-OPENING

## MEP CONSIDERATIONS

### HVAC Systems

- HVAC System Turn on Recommendations
- Modify system controls (if applicable) to control relative humidity to be below 40% - 60%.
- Assess building for mold growth due to high building humidity
  - Hire a trained industrial hygienist to perform a site study
  - If mold is detected, remediate source of water intrusion first. Then clean up and remediate any areas contaminated with mold.
- Perform an HVAC system building flush out of 48-72 hours.
  - Open outdoor air dampers to maximum position which still maintains space temperature and humidity setpoints.
  - Perform a site walk through to look for any odors that suggest mold growth. If found, investigate and remediate as required.
  - Continue flush out until no odors are detected.
  - Replace HVAC filters.
- Perform weekly equipment reviews to ensure proper operation
  - Inspect filters and replace as required.
  - Frequency of reviews can be reduced over time for semi weekly, monthly, etc.
  - Maintain indoor temperature and humidity
- If no maintenance program is in place, one should be developed and implemented. At a minimum,
  - Inspection of HVAC components
  - Calibration of HVAC system controls
  - HVAC testing and balancing

### Plumbing Systems

- Stagnant or standing water in a plumbing system can increase the risk for growth and spread of *Legionella* and other biofilm-associated bacteria. When water is stagnant, hot water temperatures can decrease to the *Legionella* growth range (77–108°F, 25–42°C). Stagnant water can also lead to low or undetectable levels of disinfectant, such as chlorine. Ensure that your water system is safe to use after a prolonged shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.
- Water Heater: Prevent stagnation and provide higher storage temperature to kill bacteria and viruses.
  - For Storage water heaters, maintain water in the tank no longer than 24 hours.
  - Run domestic hot-water recirculation pump continuously.
  - Maintain 140 degrees in the hot water system to fixtures with individual mixing valves set at 110 degrees at the fixtures to prevent scalding.
- Backflow Prevention:
  - Install double check valves on lines serving potable water bacteria prone fixtures: coffee makers, ice machines, soda dispensers and water softeners / filters.
- Flush the water system:
  - Flush hot and cold water through all points of use (e.g., showers, sink faucets)
  - Run all fixtures prior to use in the morning this includes flushing of water closets. Minimize splashing and aerosol during flushing.
  - Run hot water from faucets until maximum temperature is reached.
  - Other water-using devices, such as ice machines, may require additional cleaning steps in addition to flushing, such as discarding old ice. Follow water-using device manufacturers’ instructions.
- Booster Pumps:
  - Operate domestic booster pumps every day. Dual pumps need to be alternated every 24 hours to prevent stagnation in the line.
- Drains: Prevention of Stagnation.
  - Don’t allow drains to dry out. Trap properly with trap primer to maintain moisture.
- Safety Equipment:
  - Fire sprinkler systems, eye wash stations, and safety showers are and well-maintained. Regularly flush, clean, and disinfect these systems according to manufacturer’s specifications.
- Drains: Prevention of Stagnation.
  - Don’t allow drains to dry out. Trap properly with trap primer to maintain moisture.

# RECOMMENDATIONS

## CALIBRATION

Calibration identifies ways to ensure existing engineering systems are functioning as intended and at 100% capacity.

**Specific Recommendations:**

- Complete Test and Balance for each site on each floor
- Complete Retro-Commissioning for all engineering system components

## INACTIVATION

Inactivation measures are designed to kill or otherwise neutralize infectious contaminants within the air.

**Specific Recommendations:**

- UVGI at Cooling Coils and Supply Air Duct Interior
- Install Needlepoint Bipolar Ionization at central air handling equipment and fan powered terminal units
- Install Humidification and Controls (at RTUs & Tenant Level)
- Install Lighting Troffers with integrated UV and HEPA filtration

## PREVENTION

Prevention is the baseline step that can be taken to improve the workplace. Our strategies focus on reducing potential contact with surface contaminants.

**Specific Recommendations:**

- Hands free plumbing fixtures
- Hands free lighting switches

## REMOVAL

Removal evaluates the potential to physically remove airborne contaminants from the air.

**Specific Recommendations:**

- Maximize Filtration at Central Equipment and Terminal Units with Standard MERV 13+ panel filters
- Maximize Filtration using Duct Mounted Filters Option
- Install Space Air Cleaning Devices

## DILUTION

Dilution recommendations aim to increase the percentage of outdoor airflow rates within interior spaces, while maintaining comfort and HVAC performance.

**Specific Recommendations:**

- Maximize Ventilation with Dynamic Outside Air Modulation Control Scheme
- Disable Demand Controlled Ventilation

## VERIFICATION & CONTROL

Verification and Control evaluates how enhanced controls and monitoring of existing building systems can be optimized to support the health of building occupants.

**Specific Recommendations:**

- Provide additional controls for enhanced relative humidity control
- Provide humidification for cold weather climates
- Provide building pressure monitoring system
- Implement Indoor Air Quality (IAQ) and HVAC Performance Monitoring throughout building spaces



**Thank you.  
Take care!**





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