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.
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<thead>
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<th>Section</th>
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</tr>
</tbody>
</table>
1. Program Plans
2. Distance Diagrams
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.
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 masks¹ as recommended by CDC guidelines. Minimize talking inside the elevators as an additional precaution.²

When there is less than a 6’ distance from the next occupant, the overlapped space is shown in red. Standing this close is not recommended by CDC guidelines. In these scenarios, always wear a mask¹ and distance between other passengers as shown. Minimize talking inside the elevators as an additional precaution.²

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.

¹Acceptable face masks include cloth-based face coverings and disposable masks that cover both the mouth and nose. Bandanas, buffs, gaiters and masks with exhaling valves are not acceptable.

3. Occupancy Plans

The following recommended occupancies are subject to change as guidelines issued by governmental and public health authorities evolve.
A conservative occupancy has been determined for NB14: Junior Gym due to the age of patrons, and play equipment involved.

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Room Name</th>
<th>Area</th>
<th>Current Occupancy</th>
<th>Recommended Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB05</td>
<td>HEALTH &amp; FITNESS</td>
<td>1847 SF</td>
<td>74</td>
<td>30</td>
</tr>
<tr>
<td>NB05B</td>
<td>OFFICE</td>
<td>180 SF</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NB06</td>
<td>MULTIPURPOSE</td>
<td>701 SF</td>
<td>45</td>
<td>10</td>
</tr>
<tr>
<td>NB07</td>
<td>DANCE</td>
<td>1082 SF</td>
<td>74</td>
<td>20</td>
</tr>
<tr>
<td>NB08</td>
<td>TEEN LOUNGE</td>
<td>391 SF</td>
<td>15</td>
<td>7</td>
</tr>
<tr>
<td>NB11</td>
<td>MULTIPURPOSE</td>
<td>710 SF</td>
<td>30</td>
<td>12</td>
</tr>
<tr>
<td>NB14</td>
<td>JUNIOR GYM</td>
<td>2320 SF</td>
<td>74</td>
<td>20</td>
</tr>
<tr>
<td>NB14A</td>
<td>STUDIO 92</td>
<td>800 SF</td>
<td>74</td>
<td>14</td>
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<tr>
<td>SB03</td>
<td>OFFICE</td>
<td>857 SF</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>SB03A</td>
<td>OFFICE</td>
<td>192 SF</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>SB03C</td>
<td>OFFICE</td>
<td>135 SF</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>SB04B</td>
<td>OFFICE</td>
<td>173 SF</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

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

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.
Note: Each circle is 6 feet in diameter and represents one person.
LEVEL 2 NORTH / LEVEL 3 SOUTH | OCCUPANCY PLAN

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Room Name</th>
<th>Area</th>
<th>Current Occupancy</th>
<th>Recommended Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>N204</td>
<td>BUTTENWIESER HALL</td>
<td>2413 SF</td>
<td>280</td>
<td>46</td>
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<tr>
<td>N205</td>
<td>BUTTENWIESER LOUNGE</td>
<td>1348 SF</td>
<td>74</td>
<td>26</td>
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<tr>
<td>N208</td>
<td>OFFICE</td>
<td>1579 SF</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>N208A</td>
<td>OFFICE</td>
<td>122 SF</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>N208C</td>
<td>OFFICE</td>
<td>540 SF</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>N208D</td>
<td>OFFICE</td>
<td>96 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>N208E</td>
<td>OFFICE</td>
<td>51 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>N208F</td>
<td>OFFICE</td>
<td>75 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>N208G</td>
<td>OFFICE</td>
<td>75 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>N208H</td>
<td>OFFICE</td>
<td>52 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>N208I</td>
<td>OFFICE</td>
<td>82 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>N208K</td>
<td>OFFICE</td>
<td>74 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>N208L</td>
<td>OFFICE</td>
<td>59 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>N208M</td>
<td>OFFICE</td>
<td>54 SF</td>
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<tr>
<td>N211</td>
<td>KAUFMANN CONCERT HALL</td>
<td>1628 SF</td>
<td>276</td>
<td>44</td>
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<tr>
<td>S350</td>
<td>JEWELRY STUDIO</td>
<td>360 SF</td>
<td>10</td>
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<tr>
<td>S352</td>
<td>JEWELRY STUDIO</td>
<td>446 SF</td>
<td>10</td>
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</tr>
<tr>
<td>S353</td>
<td>JEWELRY STUDIO</td>
<td>728 SF</td>
<td>14</td>
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<td>S355</td>
<td>JEWELRY STUDIO</td>
<td>403 SF</td>
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<td>S357</td>
<td>ART STUDIO</td>
<td>412 SF</td>
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<td>S365</td>
<td>CERAMICS STUDIO</td>
<td>876 SF</td>
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<td>758 SF</td>
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<td>S370</td>
<td>PAINTING STUDIO</td>
<td>833 SF</td>
<td>18</td>
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<tr>
<td>S371</td>
<td>PAINTING STUDIO</td>
<td>608 SF</td>
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<td>8</td>
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<tr>
<td>S373</td>
<td>OFFICE</td>
<td>56 SF</td>
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</tr>
<tr>
<td>S374</td>
<td>OFFICE</td>
<td>65 SF</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

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

Note: Each circle is 6 feet in diameter and represents one person or one group in Kaufmann Concert Hall.
CERAMICS STUDIO OCCUPANCY: 12

PAINTING STUDIO OCCUPANCY: 12

JEWELRY STUDIO OCCUPANCY: 6

Note: Each circle is 6 feet in diameter and represents one person.
<table>
<thead>
<tr>
<th>Room Number</th>
<th>Room Name</th>
<th>Area</th>
<th>Current Occupancy</th>
<th>Recommended Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM223</td>
<td>OFFICE</td>
<td>145 SF</td>
<td>2</td>
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</tr>
<tr>
<td>NM224</td>
<td>OFFICE</td>
<td>144 SF</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NM225</td>
<td>OFFICE</td>
<td>147 SF</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NM227</td>
<td>OFFICE</td>
<td>67 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NM228</td>
<td>OFFICE</td>
<td>151 SF</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NM236</td>
<td>M2</td>
<td>486 SF</td>
<td>7</td>
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<tr>
<td>NM235</td>
<td>LOUNGE</td>
<td>384 SF</td>
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</tr>
<tr>
<td>NM235B</td>
<td>MISCELLANEOUS</td>
<td>71 SF</td>
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<tr>
<td>S451A</td>
<td>OFFICE</td>
<td>333 SF</td>
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<tr>
<td>S451B</td>
<td>OFFICE</td>
<td>72 SF</td>
<td>1</td>
<td></td>
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<tr>
<td>S451C</td>
<td>OFFICE</td>
<td>87 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S451D</td>
<td>ECR</td>
<td>331 SF</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>S452</td>
<td>OFFICE</td>
<td>127 SF</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>S453</td>
<td>OFFICE</td>
<td>80 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S454</td>
<td>OFFICE</td>
<td>94 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S455</td>
<td>OFFICE</td>
<td>90 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S456</td>
<td>OFFICE</td>
<td>84 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S457</td>
<td>OFFICE</td>
<td>194 SF</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>S457A</td>
<td>OFFICE</td>
<td>139 SF</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>S458</td>
<td>OFFICE</td>
<td>107 SF</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>S462</td>
<td>OFFICE</td>
<td>305 SF</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>S463</td>
<td>ECR 2</td>
<td>280 SF</td>
<td>5</td>
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</tr>
<tr>
<td>S464</td>
<td>OFFICE</td>
<td>87 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S465</td>
<td>OFFICE</td>
<td>94 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S466</td>
<td>OFFICE</td>
<td>104 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S468</td>
<td>OFFICE</td>
<td>104 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S471</td>
<td>OFFICE</td>
<td>104 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S472A</td>
<td>OFFICE</td>
<td>93 SF</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>S472B</td>
<td>OFFICE</td>
<td>182 SF</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>S472C</td>
<td>OFFICE</td>
<td>157 SF</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

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**

**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.
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

Per Office Occupancy: 1

Tech Lab Occupancy: 4

Lecture Hall Occupancy: 9

Reception Occupancy: 2

Note: Each circle is 6 feet in diameter and represents one person.
LEVEL 4 NORTH | OCCUPANCY PLAN

SPINNING ROOM OCCUPANCY: 10

MACK GYM: 66

OFFICE OCCUPANCY: 5

LANE GYM: 101

YOGA OCCUPANCY: 16

CARDIO COURT OCCUPANCY: 38

WORKOUT ROOM OCCUPANCY: 9

Note: Each circle is 6 feet in diameter and represents one person.
### Level 5 North | Occupancy Plan

**Post COVID - 19**

**Current Occupancy**

**Recommended Occupancy**

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Room Name</th>
<th>Area</th>
<th>Current Occupancy</th>
<th>Recommended Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>N500A</td>
<td>Fitness Area</td>
<td>488 SF</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>N501</td>
<td>Free Weights</td>
<td>1081 SF</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>N502</td>
<td>Miscellaneous</td>
<td>90 SF</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>N503</td>
<td>Office</td>
<td>96 SF</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>N504</td>
<td>Office</td>
<td>131 SF</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>N505</td>
<td>Office</td>
<td>80 SF</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>N506</td>
<td>Office</td>
<td>103 SF</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>N507</td>
<td>Reception</td>
<td>89 SF</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>N510B</td>
<td>Boxing Room</td>
<td>490 SF</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Note: Each circle is 6 feet in diameter and represents one person.
Note: Each circle is 6 feet in diameter and represents one person.
* Refer to occupancy schedule for occupancy counts in this room based on Department of Health guidelines. Occupancy indicated includes number of children and 3 faculty per room.

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

* Refer to occupancy schedule for occupancy counts in this room based on Department of Health guidelines. Occupancy indicated includes number of children and 3 faculty per room.
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.
Note: Each circle is 6 feet in diameter and represents one person.
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.*

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. Please wipe surface down after use.

Please use hand wipes to grip handrails.
You can help!
Be sure to wash your hands regularly throughout the day. Please ensure soap is available. Please wash hands with soap and water for at least 20 seconds.

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 nails. Rinse your hands thoroughly with running water.

You can help!
Be sure to wash your hands regularly throughout the day. Please ensure soap is available. Please wash hands with soap and water for at least 20 seconds.

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 nails. Rinse your hands thoroughly with running water.

For your health and safety, this drinking fountain has been temporarily closed.
For the health and safety of everyone, this area is temporarily closed.

For the health and safety of everyone, we have temporarily discontinued coffee service. Coffee will return as soon as possible.

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

You can help!
Remember to wipe equipment down after use.

Before you enter...
Check to see how many people are in the room, as these rooms are 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.

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

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

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.

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.

Do Not Enter.
Downstairs Only.

Stay to the right to go downstairs.

Stay to the right to go upstairs.

You can help!
Remember to wipe equipment down after use.

Do Not Enter.
Downstairs Only.

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.

To Properly Wear a Face Covering:
1. Wash your hands with soap and hot water for 20 seconds before putting on a face covering.
2. Check for tears, defects or missing ear loops/elastic straps; if it is defective, discard.
3. Identify the inside of the cover, place it to your face and cover your mouth and nose with it, making sure there are minimal to no gaps between your face and the covering.
4. Place the ear loops over each ear.
5. If applicable, pinch the metal strip to fit closely and mold around your nose and cheeks.
6. Make sure you cover your chin.
7. When Wearing a Face Covering:
   - Avoid touching the facial covering once it is on your face.
   - If you do touch your face covering, wash your hands with soap and hot water for 20 seconds.
8. 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.
9. Change Your Face Covering:
   - Whenever it becomes wet.
10. Please note that bandanas, buffs, gaiters, and masks with exhaling valves are not acceptable forms of face coverings.
Currently unavailable to help maintain social distancing. Remember to stay at least six feet apart.

Stay in line. Keep distance.
Please wear your mask and avoid group rounding and congregating in the corridors or hallways. Please wait in the hallways if all the stalls are occupied.

Cover your mouth.
If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze.

Cover your mouth.
Bandanas, buffs, gaiters, and masks with exhalation valves are not acceptable.

Stay in line. Keep distance.
What is social distancing?
Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home.

To practice social or physical distancing stay at least 6 feet (about 2 arms' length) from other people.

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Why practice social distancing?
COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads.

COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Surface Clean
Wear reusable or disposable gloves for routine cleaning and disinfection. Clean surfaces using soap and water, then use disinfectant.

Cleaning with soap and water reduces number of germs, dirt and impurities on the surface.

Disinfecting kills germs on surfaces.
Practice routine cleaning of frequently touched surfaces. High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Soft Surfaces Clean
For soft surfaces such as carpeted floor, rugs, and drapes. Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.

Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.

Vacuum as usual.
Key times to clean hands:
• Immediately after removing gloves and after contact with a person who is sick.
• After blowing one's nose, coughing, or sneezing
• After using the restroom
• Before eating or preparing food
• After contact with animals or pets
• Before and after providing routine care for another person who needs assistance (e.g. a child)
LEVEL 1 | CIRCULATION PLAN

POST COVID - 19

EDUCATIONAL SIGNAGE

ALL OFFICES AND CLASSROOMS

DIRECTION OF CIRCULATION

ALL HALLWAYS

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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 3 NORTH POOL | CIRCULATION PLAN
LEVEL 6 NORTH | CIRCULATION PLAN

POST COVID-19

ALL OFFICES AND CLASSROOMS

DIRECTION OF CIRCULATION

EDUCATIONAL SIGNAGE

PINK CIRCLE

ALL HALLWAYS
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.

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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

1 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:
  - 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.
  - GenEon Fogger – This handheld disinfection system eliminates micro-organisms such as viruses and bacteria upon contact.
  - 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, disinfector 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\(^1\) 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 steam cleaned.

☐ All HVAC vents/filters cleaned with further pre-opening precautions outlined in the Environmental Assessment report.

\(^1\) Acceptable face masks include cloth-based face coverings and disposable masks that cover both the mouth and nose. Bandanas, buffs, gaiters, and masks with exhaling valves are not acceptable.
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 SPACES¹:

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

¹ Cleaning and Disinfection for Community Facilities

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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

CLASSEROOMS
- 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

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 with UV-C light - overnight
- 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

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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.

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.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

MASKS¹
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.²

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.

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.

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.

¹Acceptable face masks include cloth-based face coverings and disposable masks that cover both the mouth and nose. Bandanas, buffs, gaiters, and masks with exhaling valves are not acceptable.
²CDC Preventing Getting Sick

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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 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.

1 OSHA Respiratory Protection

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Wearing adequate PPE and maintaining social distancing is a key factor to reducing virus transmission. 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.2

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. Bandanas, buffs, gaiters and masks with exhaling valves are not acceptable.

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.3

Social distancing will be reinforced through directional and educational signage.

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1 CDC Social Distancing
2 CDC Cloth Face Covers
3 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.

COMMUNICATION 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 at 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\(^1\).

FACILITATE UNDERSTANDING

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

SIGNAGE:

• 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 at 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\(^1\).

\(^1\) 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. 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.

5. Any areas where the confirmed individual used for a prolonged period will be immediately be closed off.

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.

1 CDC Cleaning-Disinfection
2 OSHA Recording Cases
3 CDC General Business Practices

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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 13 or higher – 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
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.

**ENTRY**
- With few exceptions, all entrances and exits will be made through the North Building.
- The north set of double doors (ramped entrance) will be designated for people with impaired physical mobility, and those with strollers.
- The middle set of double doors will be designated for all other individuals entering the building.
- Doors are recommended to have motion sensors that open automatically to reduce high-touch surfaces.

**QUEUING**
- Upon entry all individuals must conduct a health screening.
- Floor demarcations outside the building will allow for individuals to queue for the screening process while maintaining 6’ distance.
- In the event of poor weather, shelter will be provided for 20 people in the Hall of Mirrors for those waiting to attend a program. We will make use of other available first floor spaces as needed.

**SCREENING**
- Screening procedures are indicated on the following page.

**EXIT**
- All exits will be made through the North Building.
- The other set of double doors (closest to the Box Office) will be the designated exit.
- Individuals will be strongly discouraged from loitering near the exit to encourage social distancing.
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.

**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°F 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.

**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.

**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.

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1 Acceptable face masks include cloth-based face coverings and disposable masks that cover both the mouth and nose. Bandanas, buffs, gaiters, and masks with exhaling valves are not acceptable.
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
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:

- Created a clear communication plan on how information will be shared with employees both in the office and remotely for consistency and inclusivity.
- Assessed any increase of potential cyber risk that may be incurred due to remote working in order to enhance security.
- Encouraged managers to discuss any work-from-home challenges with their team members, and find solutions that work for both the employee and the Department.
- We will continue to provide a virtual community (Workplace) for all employees to remain engaged and connected irrespective of where they work.
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\(^1\) 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\(^2\)
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\(^3\), to mitigate potential risk, mail will be left untouched for at least 24 hours (or in accordance with applicable guidance).

\(^1\) Acceptable face masks include cloth-based face coverings and disposable masks that cover both the mouth and nose. Bandanas, buffs, gaiters, and masks with exhaling valves are not acceptable.

\(^2\) CDC Staggering Shifts

\(^3\) CDC Transmission
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 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.

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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.

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 masks¹ 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.

¹Acceptable face masks include cloth-based face coverings and disposable masks that cover both the mouth and nose. Bandanas, buffs, gaiters and masks with exhaling valves are not acceptable.

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.*
   - Stairwells A and E designated for traffic going up
   - 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.

* 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%.
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.
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 masks¹ 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.

¹Acceptable face masks include cloth-based face coverings and disposable masks that cover both the mouth and nose. Bandanas, buffs, gaiters and masks with exhaling valves are not acceptable.
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 masks¹ 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.
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.

¹Acceptable face masks include cloth-based face coverings and disposable masks that cover both the mouth and nose. Bandanas, buffs, gaiters and masks with exhaling valves are not acceptable.
Conduct health screening measures (e.g. temperature taking) upon arrival.

Install MERV 13 air filters where appropriate.

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.


11. Clean the theatre between shows following the New Cleaning Guidelines informed by CDC1.

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.

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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
GUIDELINES:

1. Follow building entry protocol for screening as indicated in Screening.
2. Use outdoor space or consider virtual group classes and training sessions where possible.
3. Limit indoor group activity; if a session is held, use cloth face coverings and maintain a six foot distance.
4. Increase the number of wipe stations and automatic hand dispensers available throughout the gym and check stock frequency based on New Cleaning Guidelines.
5. Increase staff cleaning and disinfecting as indicated in New Cleaning Guidelines.
6. Advise users also wipe down machines and equipment with disinfecting wipes and use hand sanitizer that contains at least 60% alcohol before using machines.
7. Use online reservation booking systems instead of in-person reservations where possible.
8. Space out any gym equipment to meet a minimum six foot distance recommendation.
9. Mark distances using tape/markers/paint/signage on the floor for members to keep their space.
10. Gym personnel should be trained on social distancing guidelines and how to communicate them to members.
11. Reference Chapter 4, Circulation Diagram and Signage Package for additional information on May Center signage.
12. Follow ventilation protocols including opening windows to increase airflow throughout the space outlined in Environmental Assessment.
VI. PROGRAM-SPECIFIC PROTOCOLS | MAY CENTER | POOL

GUIDELINES:

1. Change deck layout to maintain individuals six feet apart when standing and seating.
2. Provide physical cues (e.g. water lane lines or chairs spaced along the deck) and visual cues (e.g. tape on the floor) and proper signage to ensure that staff and guests are maintaining social distance both in and out of the water.
3. Stagger use of communal spaces (e.g. pool or locker) if possible to reduce density.
4. Ensure high-touch surfaces (e.g. hand rails, lounge chairs) are cleaned after each use for risk mitigation. See New Cleaning Guidelines for frequency.
5. Discourage staff and guests from sharing items that are difficult to clean or disinfect, especially those that are placed on the face (e.g. goggles, nose clips, kick-boards).
6. Broadcast frequent announcements of healthy hygiene habits on the PA system to reduce virus spread.
7. Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Keeping in mind any safety risks this would pose.
8. Ensure that lifeguards who are on duty are monitoring hand washing, use of cloth face coverings and other social distancing measures.
9. Monitor absenteeism of staff with a roster of trained back-up staff in the event of a confirmed case.
10. Reference Chapter 4. Circulation Diagram and Signage Package or additional information on May Center signage.
11. Follow ventilation and engineering protocols outlined in Environmental Assessment.

Use physical cues such as pool lanes to maintain social distance.

Frequently broadcast announcements and health and safety best practices.

Ensure lifeguards on duty are also monitoring hand washing and social distancing.
GUIDELINES:

1. Consider restricting access to locker room - prohibiting use of showers and changing areas. Limit staff and guests to restrooms only.

2. In the event that use of the locker room is needed. Use consistent signage, floor markings and other communication forms to encourage social distancing of minimum six feet. Reference Chapter 4. Circulation Diagram and Signage Package for additional information on May Center signage.

3. Ensure there are physical partitions in shower and locker area.

4. Replace high-touch communal items, such as cotton pads, soaps and combs with alternatives such as pre-packaged, single-serving items.

5. Stagger employee shifts when possible to reduce density in shared areas, such as locker rooms. See In Office.

6. Shoes should be worn in across locker rooms and showers. This will be reinforced with clear signage.

7. Hand washing signs and cleaning protocols will be placed within the locker as indicated in Chapter 4. Circulation Diagram and Signage Package.

8. An increase in cleaning frequency and restocking is indicated in New Cleaning Guidelines.

VI. PROGRAM-SPECIFIC PROTOCOLS | NURSERY SCHOOL

GUIDELINES:
FOR PARENTS
1. Advise sick children, their parents and staff to stay home with clear protocols if a confirmed case is identified on site.
2. Ask parents and/or guardians to take their child’s temperature before coming to the 92Y or upon arrival.
3. Ideally the same parent and/or guardian should drop off and pick up the child. If possible, older individuals or those with serious underlying medical conditions are advised not to pick up children due to increased risk.
4. Consider staggering arrival/drop off times and limit direct contact with parents as much as possible by designating a parent to be the drop off/pick up volunteer.

FOR STAFF
5. Develop a plan to cover classes in the event of increased staff absences. Coordinate with nearby local child care programs as a substitute if staff members need to stay home due to the virus.
6. Follow building entry protocol for screening as indicated in Screening.
7. In the event that a child has a confirmed or suspected case, follow the Confirmed Case Procedures.
8. Conduct a visual inspection of each child upon arrival for signs of illness, including flushed cheeks, rapid breathing, difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
9. Toys that cannot be cleaned and sanitized should not be used.
10. Sanitize toys between use in groups of toddlers or infants.
11. When diapering a child, wash hands and wear gloves. Follow safe diaper changing procedures by CDC.
12. Reference Chapter 4, Circulation Diagram and Signage Package for additional information on nursery signage.
13. Increase cleaning and disinfecting as indicated in New Cleaning Guidelines.
14. Follow ventilation protocols outlined in Environmental Assessment.
6. Environmental Systems
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.

- Calibration
- Prevention
- Dilution
- Inactivation
- Removal
- Control & Verification

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).
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

### 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

### 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

### 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

### 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

### 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!
All of CBRE’s COVID-19 related materials have been developed in conjunction with the Center for Active Design with information from the World Health Organization, the Centers for Disease Control & Prevention (and similar global organizations), public health experts, industrial hygienists, and global subject matter experts across CBRE and our strategic suppliers. Guidance and requirements from public health and governmental organizations vary by geography and should inform decisions in specific locations. Our materials may not be suitable for application to all facilities or situations.

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Ultimately, occupiers and landlords must make and implement their own reopening decisions for their individual stakeholders and facilities. CBRE’s guidance is intended to help facilitate those discussions and expedite the implementation of those decisions once made by the client. We make no representations or warranties regarding the accuracy or completeness of these materials. CBRE cannot ensure safety and disclaims all liability arising from use of these materials.