

**Face Covering Protocol**

SCOPE: This plan applies to all areas under control of building management (including common elevator banks on tenant floors), within 125 Broad Condominium located at 125 Broad Street, NY, NY 10004, and outlines clear expectations for face coverings. This plan was updated in June 2022 and is reviewed annually and shall continue indefinitely or until amended and/or replaced by a subsequent policy.

This policy must be implemented during a contagious disease outbreak, as defined by the national, regional, and/or local public health authority.

**UTILIZATION**

All occupants and visitors must wear face coverings in common spaces. Operations, maintenance, engineering staff, and third party contractors must:

- Wear face coverings at all times while onsite
- Face coverings must be provided to All staff/employees
- Face coverings are provided for all third party contractor staff, or third party contractors provide face coverings for their staff.

**TRAININGS**

Training is provided for all operations, maintenance, engineering staff, and third party contractors that:

- is updated annually
- is provided through in-person training
- is included in training resources that are shared upon first hire
- includes instructions on how to properly use face coverings, including proper care, maintenance, storage, and disposal
- provides educational language on the health benefits of face covering use

**EDUCATIONAL MATERIALS**

Educational materials are distributed that:

- meet the guidelines provided by the national, regional and/or local public health authority.
- provide guidance on proper use of face coverings, including proper care, maintenance, storage, and disposal.
- outline the health benefits of face covering use.

Educational materials are shared with occupants through:

- a digital platform, such as a website
- communication material, such as notification emails, newsletters, or signage