

Contagious Diseases Outbreak Preparedness Plan

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 implements procedures to prepare for future disease outbreaks. 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.

EMERGENCY PREPARATION: The following preparations are put in place to protect against a contagious disease outbreak within the building.

- Resources
 - A procurement plan for the following emergency resources:
 - Face coverings and/or other PPE such as (surgical masks, reusable gloves, and eye protection)
 - Hand sanitizer
 - Disinfectants and cleaning supplies
 - Signage
 - Task force
 - A contagious disease response task force(s) to convene in the event of a contagious disease outbreak, which can include representation from the following stakeholder groups:
 - relevant training experts (for example, experts on, PPE, cleaning and disinfecting procedures, mental health first aid) to conduct trainings
 - supply managers to acquire, manage, and distribute resources
 - building operations and maintenance managers to prepare and inspect the building systems
 - human resources or personnel managers to facilitate communication and ensure organizations are implementing precautions and protocol
 - Training
 - Adequate training to prepare the task force(s) and/or occupants in contagious disease outbreak preparedness, readiness and response.

CASE INVESTIGATION: The following procedural and operational strategies are implemented to ensure buildings are prepared in case of a confirmed or suspected case related to the contagious disease outbreak:

- a protocol for individuals to self-report when they think they have been exposed or infected by COVID-19 or another virus against which a majority of the population has not been inoculated
- a protocol for sharing when there has been a confirmed or suspected case of a virus against which as majority of the population has not been inoculated
- disinfection protocol implemented when a suspected or confirmed case is identified
- a method to share all above protocols with all occupants

PREVENTING COMMUNITY SPREAD OF THE DISEASE: The following procedural and operational strategies are implemented to prevent and mitigate risk of spread.

125 BROAD CONDOMINIUM

125 Broad Street
New York, NY 10004

Contagious Disease Outbreak

- Procedural changes, as applicable:
 - food and beverage services
 - guest and visitor policy
 - travel policies
- Building or space closures and access:
 - on-site amenities, as applicable
 - ensure locker rooms, showers, restrooms, conference rooms are disinfected twice daily
 - determine maximum number of people to be allowed in common areas
 - close or limit occupancy for the following amenities
 - fitness center
 - exercise rooms
 - conference rooms
 - shared kitchens
 - mail and delivery rooms
 - wellness rooms
- Infection monitoring
 - establish a wellness questionnaire that:
 - can be used during a contagious disease outbreak, as defined by the national, regional, and/or local public health authority
 - assesses risk of exposure
 - assesses symptoms
 - is completed by employees before returning to a building or space (guidance: frequency can vary, but best practice is to require completion weekly during a contagious disease outbreak, as defined by the national, regional, and/or local public health authority).
 - be administered through one of the following methods:
 - a website
 - digital application
 - text message or email response
 - a paper form

COMMUNICATION: A process is in place to ensure that occupants are notified about all of the following in the event of a contagious disease outbreak, long-term closure (2 weeks or more) or a significant reduction in occupancy:

- procedural and operational changes
- building or space closures or changes in access
- reliable public health resources and healthcare access information