

125 BROAD CONDOMINIUM

125 Broad Street
New York, NY 10004

BUILD OCCUPANT TRUST

SCOPE: This plan applies to all building occupants, including employees, tenants and residents at The 125 Broad Condominium located at 125Broad St. Manhattan N.Y. 10004, and provides instructions for disease outbreak preparedness designed to protect the health and well-being of workers and building occupants. This policy was established in Jan. 2022 and is reviewed annually, and shall continue indefinitely or until amended and/or replaced by a subsequent policy.

GOALS - A business continuity plan helps to prepare the workplace for an emergency. The goal of this plan is to create a plan to adequately prepare for an emergency that greatly affects business operations.

Business Continuity Plan

A business continuity plan is established that outlines the following in the event of a long-term closure (2 weeks or more) or significant reduction in occupancy (more than 25%):

- 1. The plan is applicable to occupants described above, as applicable to the building or space.**
- 2. The plan establishes protocols that address the following:**
 - operational procedures, such as:
 - establishing a plan to control access to the building
 - creating a physical distancing plan
 - establishing a plan to monitor and control density
 - establishing a contingency plan for supply chain disruptions
 - identifying potential backup vendors and/or contractors.
 - personnel protocols, such as:
 - identifying the essential on-site workforce
 - maintain call tree/contact data base for staff
 - assigning roles and establishing procedures for critical operational departments (Human Resources, IT, Management and Administration, Operations and Maintenance, etc.)
 - virtual work support, such as providing:
 - virtual trainings
 - virtual conferencing and remote work technology
 - provide work from home support (stipends, purchase program for work from home equipment, ergonomic guidance, etc.).

RESPONSIBLE PARTY - The property manager shall be responsible for communicating with the all building workers and occupants to ensure compliance with the details contained within this document as well as enforcing the requirements contained in this document.