

Keeping You Safe Brief

Building and Policy Changes

Kew Management understands that an office space is more than just a place to work; it has been proven to bolster creativity, mentoring, innovation, and social connection. Our response to COVID-19 is driven by a commitment to help our tenants return to their offices in the safest, most comfortable way possible and continue to grow.

Our buildings are inherently safer places to be in during the COVID-19 pandemic. They have large windows that open and high ceilings both of which encourage strong air flow, highly recommended by the CDC. Also, in their private offices, our tenants can manage their own air quality, because they don't have to share centralized air systems with other firms and can manage the safety precautions taken by their staffs. Building on these advantages, we have made extensive changes to our buildings and policies. Just some of these changes are listed on the right.

Other Suggestions for Business Owners, their Employees and Guests

In the detailed guide *Keeping You Safe*, Kew has provided our tenant businesses with extensive resources to help you ensure your office spaces, employees and guests are safe. The guide can be found at www.kewmanagement.com/key-information. We recommend that you review it and pass it on to your staff members.

In 11 West 25th Street, we are taking many precautionary measures, including:

- Increasing frequency of high-touch surface sanitation
- Posting of signage with key safety measures throughout the building
- Placing hand sanitizer dispensers in main lobby and elevator lobbies
- Introducing queuing marks to improve traffic flow and distancing
- Reducing elevator occupancy
- Mandating the wearing of face masks in all public areas in the buildings and the maintenance of at least six feet distance from others

