



Construction Return to Work Protocol

Issued: 5.1.2020

As you're aware our return to work is not a return to our old ways and new systems and protocols need to be put in place to ensure the health and safety of our building community. The intent of this letter is to spell out the process for entering the building, scheduling work and deliveries to Two Liberty Place (2LP) and to share our updated access request forms.

Entry to the building:

Contractors, subcontractors and vendors will continue to enter 2LP through the entrance off of 16th Street as they did prior to the Covid-19 Pandemic. The General Contractors will be responsible for screening any/all personnel entering the building before they arrive at the security check point adjacent to the freight elevators. This screening includes but is not limited to:

1. **Temperature screening is to be conducted by the General Contractor.**
 - a. Anyone with a fever (fever is 100.4F or higher) will be denied access.
 - b. Any/all contractors entering the building are also subject to scanning by building security
2. Confirmation of proper ID and name matching one on the previously submitted access request form (no access will be given for people not on the list)
3. Confirmation that all personnel have and are wearing masks
4. There will be assigned times for entry starting at 7:00am to help minimize groups gathering/overlapping in the service corridor
5. Access forms will need to be submitted (48) hours in advance and need to include a list of all personnel expected on site so security can prepare badges ahead of time

Freight elevators

1. No more than (3) occupants (plus our operator) allowed on the large freight at one time
2. No more than (2) occupants (plus our operator) allowed on the small freight at one time
3. General Contractors to enforce limited use of the elevators throughout the day including at break and lunch times
4. Passenger elevators are NOT to be used at all by construction personnel.

Restroom use

1. Each project will receive direction on which restroom to use

Sincerely,

Christopher J. Condon



Building Access Form

All request must be submitted 48 hours in advance for approval and an up to date COI must be on file with Coretrust Management, LP

Please note: Contractors and delivery personnel will be screened before entering

(Access form will not be approved after 4pm and weekends)

I, _____, an authorized representative of (Company Name) _____,
Hereby request the following services be provided on (Date) _____ to service
(Tenant Name and Suite #) _____

Please circle all appropriate request that apply

Access to Building

Building System

Access to Tenant's Space

Fire Detection System

Freight Elevator

Condenser Water System

Loading Dock Access (Loading and unloading)

Domestic Water System

Removal of Debris, material or Equipment

Sprinkler Riser System

Survey of Building Systems

Please give a brief description of the work being requested. Clearly State which floors will be serviced and affected.

Number of Individuals _____

Start Time _____ a.m. or p.m. Stop Time _____ a.m. or p.m.

While working in the building I will comply with all building rules and regulations and ensure that those working under my direction will do the same. We have provided the building with valid insurance certificates naming these entities as additional insureds:

Coretrust Management LP, Coretrust Value Fund I LP, Two liberty Place Condominium Assoc., Inc., CBRE, Inc, Offices at Two Liberty Place, LP, Two Liberty Place, LP, Residence at Two Liberty, their subsidiary and affiliate companies, Two Liberty Place Condo D, LP

****** Please note there is no loading dock parking available. Unload/Loading only******

Please initial for approval.

Authorized Company Representative _____

Date _____

Authorized Building Representative _____

Date _____

Authorized Management Representative _____

Date _____

Authorized Security Escort _____

Date _____

Authorized Engineer _____

Date _____



Main Contractor

Job: _____

Name: _____

Phone number: _____

Subcontractor #1

Subcontractor Company Name: _____

Employees:

Subcontractor #2

Subcontractor Company Name: _____

Employees:

Subcontractor #3

Subcontractor Company Name: _____

Employees:

Please have ID's in-hand and present them to the Security Officer

No entry will be allowed if your name is not on this list. ID's have to match the name on this list

FOR THE HEALTH & SAFETY OF OUR BUILDING COMMUNITY, PLEASE:

- Wear a face cover
- Practice social distancing of 6+ feet
- Wash your hands often
- Avoid touching your eyes, nose and mouth
- Avoid touching the walls or railings in the elevator
- No more than (3) people in the large freight and (2) in the small freight (plus operator)
- Stay home if you are sick