



SL GREEN
FORWARD
Healthy Workplace
INTERACTIVE TENANT GUIDE

SL Green Forward Initiative

SL Green Forward is our ongoing effort to promote a high degree of safety, cleanliness, and wellness for our tenants. It is an extension of our best-in-class operating platform to provide a healthy environment throughout our portfolio. Your safety and well-being are SL Green's number one priority.

The following plan describes new policies and procedures, hygiene protocols, building enhancements, and signage that are key to ensure a safe and secure environment. This guide will be updated in the future, as needed.

WELL Health-Safety Rating

SL Green is at the forefront of instituting policies and initiatives to protect occupant health and to keep tenants and employees informed. As a testament to the effectiveness of our operating conditions and strategies under COVID-19, SL Green achieved the WELL Health-Safety Rating across the entire core portfolio.

The WELL Health-Safety Rating is an evidence-based rating verified through the International WELL Building Institute (IWBI) that focuses on operational policies, maintenance protocols, stakeholder engagement, and emergency plans to address a post-COVID-19 environment.



Message from our CEO



Thank you for being a part of the SL Green family. As New York City re-opens from this unprecedented health crisis, please know that we are here for you and working hard behind the scenes to aid in making your offices safe and ready for your employees to return to the office. We are committed to the health and well-being of every one of our tenants, their employees and guests. I am writing today to share our updated comprehensive plans for your reengagement with the workplace.

The past year has been challenging for all of us. We have all made sacrifices to ensure each other's safety and health. Under Governor Cuomo's and Mayor de Blasio's leadership, New York was able to limit the spread of illness and prevent additional devastation that would have resulted had we attempted to continue business-as-usual operations through the pandemic. I am also proud to say that all SL Green properties designated for use by essential tenants—our heroes on the frontlines—have remained open, secure and fully operational during this period. In doing so, we followed all Federal, State and City mandates to ensure the safety of everyone in our community.

I am grateful for what we accomplished together. Now, under the continued guidance of the City and State, we are focused on welcoming more and more people back to the office by

integrating new policies and approaches to keep you safe. As the largest commercial landlord in Manhattan, SL Green sets the standard for innovation and excellence, and that is no different as we navigate through this public health crisis. The SL Green team has been constantly shaping and updating our strategy for reoccupying our buildings and we have assembled these best-in-class protocols and technologies to ensure the safety of our entire portfolio.

Our goal is to make our tenants and their employees, our dedicated SL Green staff, our vendors and everyone who visits an SL Green property confident they are returning to buildings that are safe and clean. We have done everything in our power to make certain that our properties are ready for you, and we will continue to take extraordinary steps in the months ahead. This includes installing enhanced HVAC technologies, contactless access control panels, as well as enhancing cleaning protocols.

As we enter a new phase of combating the pandemic, I am continually inspired by the way our City and our global community have risen to this challenge. New Yorkers are tough, and we will be back stronger than ever. Let us continue to work together to create a healthy future for New York City.

If you have any questions, please do not hesitate to reach out to your building's Property Management staff or any of the Executive Management team members.

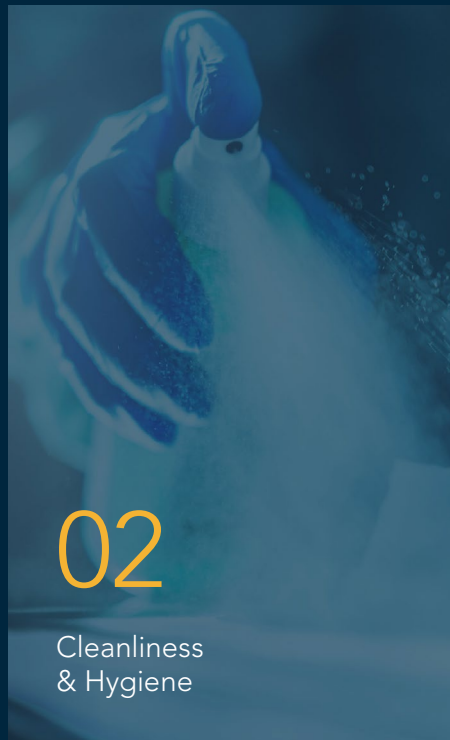
A stylized, handwritten signature in dark ink, consisting of several overlapping loops and a long horizontal stroke.

Marc Holliday,
Chairman & Chief Executive Officer



01

Entry Experience &
Building Protocols



02

Cleanliness &
Hygiene



03

Building System
Enhancements



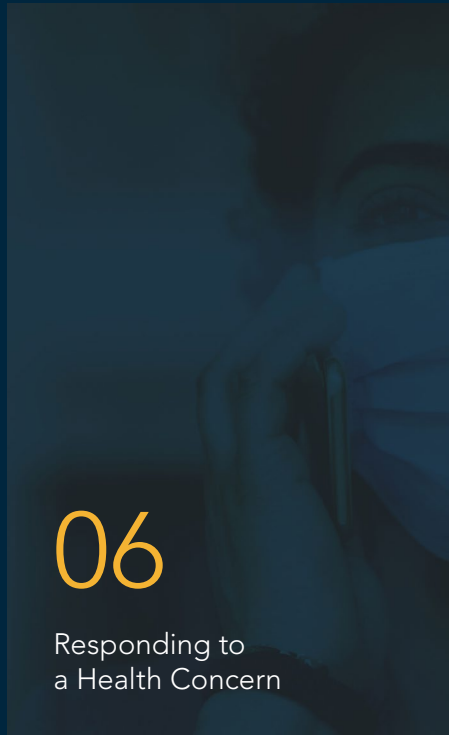
04

Common Area
Enhancements



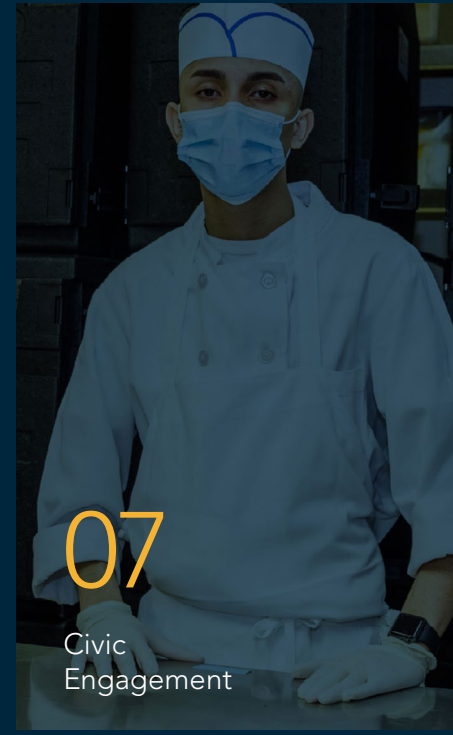
05

Water Quality
& Wellness



06

Responding to
a Health Concern



07

Civic
Engagement



01

Entry Experience & Building Protocols

Passive Thermal Imaging

- Certain buildings may continue to utilize noninvasive thermal-temperature imaging. This system does not track facial biometrics nor does it maintain temperature data. Individuals with a temperature of 100.4F or greater may be asked to re-test. Individuals considered to be a health risk may not be allowed to remain on premises.

Personal Protective Equipment (PPE)

- Face coverings required for entry into the building unless fully vaccinated as defined by NYS guidance.
- PPE refers to any face mask, facial cloth, shield, or other acceptable face coverings.
- Face coverings are required in public areas, lobbies, elevators, bathrooms on multi-tenant floors, amenity spaces, and other shared spaces, unless fully vaccinated.
- Policies will be modified as needed to maintain compliance with New York and CDC guidelines.
- Every building's lobby desk will be stocked with masks for those who need.

Lobby Desks

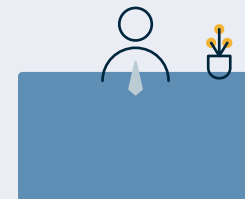
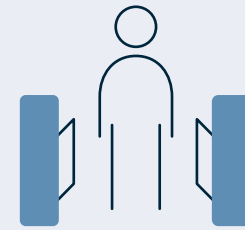
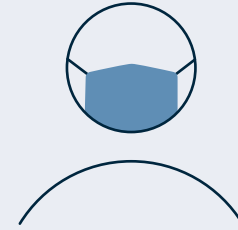
- Frontline security personnel and concierge staff trained to enforce new policies and protocols.

Signage

- Signs detailing new protocols posted throughout SL Green properties.

Deliveries

- SL Green has established designated space in lobby areas for personal food, flower, or other similar deliveries.
- Large cart and catered orders limited to freight elevator only.





02

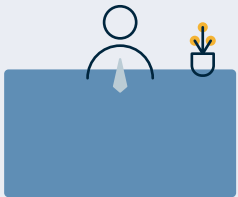
Cleanliness & Hygiene

- SL Green has a remediation plan in response to suspected or confirmed COVID-19 cases including thorough disinfection/decontamination of touched surfaces in tenant-accessible spaces.
- SL Green utilizes enhanced hygiene, cleaning and disinfection specifications.
- SL Green complies with the hygiene and sanitation requirements issued by the Centers for Disease Control and Prevention (CDC) and the New York Department of Health (DOH).
- Hand sanitizer dispensers available at lobby desks and outside of multi-tenant floor bathrooms.
- Optional cleaning services offered to tenants for added disinfection and protection solutions, such as BioProtect and Bipolar Ionization.
- All SL Green operated escalators are outfitted with handrail LED UV-C sterilizers.
- To procure additional cleaning services, reach out to Property Management.

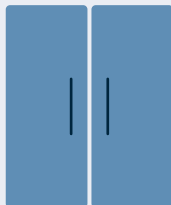
Cleaning Priorities

- SL Green regularly performs cleaning and disinfecting of facilities, shared surfaces and objects, and other common areas, using Department of Environmental Conservation products identified by the Environmental Protection Agency as effective against COVID-19.
- SL Green cleaning staff will target frequently touched building surfaces in:

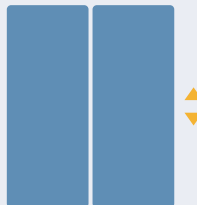
1 Building Lobbies



2 Common Area Doorways



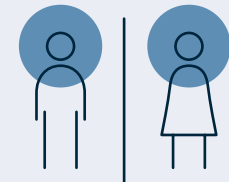
3 Passenger Elevator Cabs



4 Freight Elevators



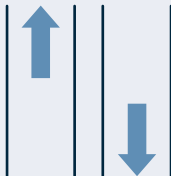
5 Multi-Tenant Bathrooms



6 Shared Amenity Spaces



7 Common Corridors



8 Mailroom/Messenger Center



9 Visitor Center



10 Common Area Floors



03



Building System Enhancements

SL Green has surveyed each of its buildings to identify areas to upgrade, including mechanical systems, HVAC, and water systems. SL Green buildings have been open and operating for essential business tenants throughout the pandemic, and SL Green used that time to review and enhance air quality, ventilation, filtration, and hygiene.

— HVAC and ventilation systems have been upgraded as applicable:

- Proper maintenance of air conditioning systems is conducted to improve IAQ (Indoor Air Quality).
- All buildings across the portfolio have increased ventilation with earlier start-up times for SL Green operated air handling units to circulate outside air prior to occupancy.
- The majority of the air handling units in the SL Green managed portfolio utilize MERV 15 or greater air filters, and the remainder of the portfolio have been upgraded to a minimum of MERV 13 air filters.
- Air cleaners have been strategically placed throughout lobbies with 9-stage volatile organic compound (VOC) HEPA filters to capture 99.99% of particles.
- As a reminder for tenants, for properties that have manual operating windows, old-fashioned open windows are also a good ventilation option.
- Going forward, SL Green has initiated a program to monitor air quality in our buildings for the purpose of performance testing.



04



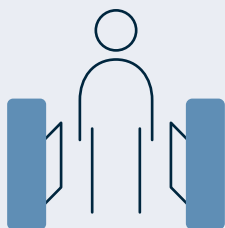
Common Area Enhancements

- Contactless, hands-free systems reduce the spread of germs and bacteria.
- SL Green explored new ways to provide contactless experiences throughout our portfolio.
- Hands-free design will be considered for current and future design development and renovation projects.

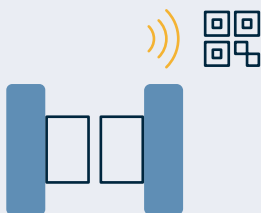
Hands-free Enhancements

- SL Green has implemented hands-free fixtures where possible, including:

1 Existing contactless turnstiles have been upgraded with Bluetooth technology to create a seamless experience using mobile devices



2 New Bluetooth technology allows for contactless turnstile entry for pre-registered visitors



3 Hands-free trash collection



4 Motion-sensing lights in bathrooms



5 Hands-free water faucets and soap dispensers



6 Motion-sensing flushometers





05

Water Quality & Wellness

- All operations, facility decisions, and policies of our portfolio, including annual testing for incoming water quality, are aligned with the WELL Building Standard.
- Strainers installed at water pump inlets to capture debris.
- Cooling towers are disinfected twice a year and are tested every 90 days for legionella bacteria to ensure water quality and safety are aligned with best practices prescribed by New York City's Department of Health and Mental Hygiene.
- Green Cleaning program limits exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants that adversely affect air quality, human health, and the environment.
- Property Management is responsible for reviewing equipment inventory and purchasing logs quarterly to confirm these Green Cleaning standards are maintained.
- In alignment with LEED standards, our buildings utilize products including solvents, carpets, adhesives, paints, and coatings that emit low quantities of volatile organic compounds (VOCs) to achieve optimal indoor air quality.
- Construction activities are scheduled and conducted to minimize tenant exposure to particulates.
- SL Green's Construction and Property Management teams are required to complete OSHA-10 certification to ensure safety—our team is equipped to identify potential biological, chemical, or physical hazards.



06



Responding to a Health Concern

- 1 → Employee, visitor, or vendor with confirmed or suspected diagnosis or symptoms of COVID-19 should be sent home until cleared to return.

- 2 → Inform SL Green Property Management immediately of any confirmed or suspected exposure in the workplace, including if sent home due to symptoms.

- 3 → Maintain employee, visitor or vendor confidentiality.

- 4 → Review [Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace](#) and ensure you are in compliance.

- 5 → Schedule additional cleaning of space, SL Green can provide.

- 6 → Notify others of possible exposure; quarantine if necessary and monitor for symptoms.



07

Civic Engagement

- In April 2020, at the onset of the pandemic, SL Green established Food1st, a 501(c)(3) not-for-profit committed to providing meals to first responders and food-insecure New Yorkers, while revitalizing restaurant kitchens throughout the city.
- Food1st has already helped to deliver over 700,000 meals to frontline, first responders and medical personnel, elderly New Yorkers and food insecure families.
- SL Green has contributed \$1.85 million to the Food1st initiative, including seeding the foundation with an initial \$1 million, with an additional \$3.65 million to date being contributed by hundreds of others.
- Food1st's mission is to help address the increasing demand for food assistance across New York City, and it has also helped support New York City's food and beverage industry by re-activating restaurant kitchens to serve the City and bring restaurant staff safely back to work. Currently, there are over 30 restaurant kitchens participating in this effort.
- In partnership with Chef Daniel Boulud, Food1st provides meals to 200 locations throughout New York City, including:
 - Citymeals on Wheels
 - Commonpoint Food Pantry
 - Covenant House
 - Crossroad Community
 - Services for the UnderServed
 - The Bowery Mission
 - Queens Feeds Hospitals
 - Over 10 New York City Hospitals

FOOD1ST

You can help by donating directly to the Food1st Foundation:

food1stfoundation.org



Guidance for Tenant Premises

Tenants have a responsibility to provide a safe and healthy workplace for their employees and visitors, and to comply with the New York State and City laws and the latest public health guidance. Best practices for office tenants, some of which are legally required include:

- Implement rules in compliance with New York State and CDC guidance.
- Implement touch-free options in the workplace, limit the sharing of objects, and discourage touching of shared surfaces.
- Make cleaning supplies available to employees for wiping down desks, phones, door handles, or shared items.
- Train employees on best practices for hygiene, sanitation, reporting of symptoms and use of face coverings.
- Stress to all employees and visitors that if they do not feel well, stay home.
- Report immediately any suspected or known cases of COVID-19 in the workplace to SL Green Property Management and as otherwise required by law.



Important Information

We all share responsibilities for keeping our workplace safe. This guide is intended to set forth SL Green's protocol for tenants and to highlight our efforts to combat COVID-19 concerns. Since this addresses SL Green's protocol across our portfolio, some buildings may not contain every feature described in the guide. Your building manager is familiar with the practices we determined most suitable, and have adopted, for each particular property, and we encourage you to speak directly to the building manager for the information specific to your building.

This guide, and the policies described therein, will be updated from time to time, based on changing public health and government guidance, as well as our own operating experiences. Similarly, building improvements and enhancements may also change from time to time. Updated versions of this guide will be maintained on the website at www.slgreen.com and you should check regularly for any modifications. Other than permanent upgrades, the operating procedures described in this guide are intended to be in effect through the COVID-19 health emergency as declared by the Governor, applicable to commercial non-residential buildings.

We remind all tenants that they are responsible for their own compliance with federal, state and local laws and guidance. As tenants, you, your employees and guests are the main users and occupants of our buildings, and for that reason, all of you will have the greatest impact on preventing the spread of COVID-19, and need to take steps towards that end. Notwithstanding the steps outlined in this tenant guide, SL Green cannot prevent the spread of COVID-19 or prevent anyone entering our buildings from contracting COVID-19, nor do we make any assurances that adhering to the policies in this guide will prevent you from contracting COVID-19 or any other virus in the workplace. Each tenant, visitor and employee who comes into our buildings is responsible for, and must make the best personal choices to protect, their own health.

We look forward to partnering with you to follow best practices to minimize the risk of COVID-19 exposure in our buildings. If you have any questions or concerns about this guide, please contact your building manager.

For additional information, visit:

