– WILLIAM MOSES CO. INC. –

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THE MEURICE 145 WEST 58TH STREET NEW YORK, NY 10019 TELEPHONE: 212-757-7500 FAX: 212-581-9130

All Residents – WAM Partners – William Moses Co. Inc.

Important Memorandum

Dear Resident, March 16th, 2020

Monitoring:
Clearly an unprecedented and evolving situation for which we appreciate your attention and kind cooperation. We are closely monitoring Corona Virus (Covid-19) developments and have been taking actions to assure the highest safety for you, your staff and building.

Stay Informed:
We want to keep you informed as to our information, steps we are taking to address this challenge and recommendations for your safety and best practices.

EMS.COM:
In the next days, our Emergency Management System (dedicated building website) will be operational and we will post ongoing information for your review. Of course, if we can be of assistance please do not hesitate to reach out to your concierge doorman, the operating staff or management staff.

Self Quarantine/ Flatten Curve:
At this point we can recommend, if at all possible, that you stay at home and work at home avoiding the possibility of infection. Simply, the more people self-quarantine the closer we are to stopping virus transmission. Flattening the curve means reducing the number of people who require hospital assistance and less social exposure will accomplish this.

Following DOH/WHO/CDC:
We have been following city, state and federal agency recommendations including the Center for Disease Control and Prevention (CDC), the New York City Department of Health (DOH) (www.nyc.gov/health) and the World Health Organization (WHO) amongst others.

Cleaning Process:
Your lobby, all building door handles, public surfaces, buttons, elevators and laundry room are receiving meticulous disinfectant attention from your staff. Vendors and delivery personnel will follow new rules to limit their entry into your building minimizing external exposures and we ask that you please limit elevator use to four people.

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Quarantine Coming, Work At Home To Flatten Curve:
To slow infections, we anticipate that the government whether local, state or national, will establish rules of quarantine. China set the model since followed last week in Italy, Spain and Norway as they seek to flatten the curve of new cases and reduce the transmission. Voluntary self-quarantine is now recommended and work at home or employee rotation policies have taken effect amongst companies including our own.

If Ill Process Reporting, No Parties:
If you or any member of your family believe that you are ill or have tested positive for the virus, per department of Health and CDC guidelines you must self-quarantine for at least 14 days and following public health protocols inform the office and operating staff of the building. If and as mandated by government order or law, such information may be provided to agencies as required. We also ask pursuant to self-quarantine, that you minimize social contact within your apartment. Please defer all parties and social gatherings to reduce the transmission of the virus.

Building Staff And Self Management Worst Case:
In the event a member of building staff expresses symptoms they will seek testing for the virus and self-quarantine as required. At worst where staffing is materially reduced along with service a scenario could require a volunteer tenant corps to assist in building function. At such time we would place a sign-up sheet in the lobby as we seek to maintain services. Additional information will be provided under separate cover.

Staff Work Process- Risks, Masks And Questions:
As best practice if you require maintenance assistance in your apartment the staff will ask if you have a fever, cough or shortness of breath or if you or anyone you are familiar with has contracted the virus or travelled to countries determined to be at risk. If yes, the staff member will politely request to reschedule the work after the 14-day recovery period. If the work cannot be re -scheduled the staff will kindly ask the resident to remain in a separate room while they perform their work. They will perform all work wearing masks and gloves.

No Deliveries, No Fresh Direct to Floor- Better Hygiene:
As for vendors and deliveries including Fresh Direct groceries, no delivery person will be allowed on to resident floors under any circumstances effective immediately. Prudence mandates that all packages be assembled on the brass pushcarts for the resident to personally wheel up to their apartments, or your concierge will send the pushcart up for your retrieval. We are sorry for this temporary inconvenience, but we can all feel comforted by the enhanced internal hygienic controls.

Hygiene Steps- CDC Recommendation:
In an effort to reduce virus transmission we ask that you follow the following CDC steps and other best practices:

- Wash your hands often and use alcohol-based sanitizer.
- Avoid touching your eyes, nose, and mouth. Do not shake hands or arm bump.
- Avoid close contact with others who are sick. Social distancing of 6 feet is recommended.

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- Cover coughs or sneeze with a tissue or the inside of your elbow (no arm bumps).
- Frequently clean and disinfect surfaces.
- Drink warm fluids frequently as acid in the stomach will kill the virus
- As a test of lung infection hold your breath for 10 seconds. If you sense no discomfort you are likely fine. The virus effects breathing and leads most frequently to pneumonia.
- Place clothing and shoes separate from other apartment effects.
- Laundry detergent acts as disinfectant.

Steps If Sick, Building Management Assistance:

In the event you feel unwell with a fever, aches, dry cough, or shortness of breath, please remain in your apartment, contact your physician and follow medical advice. If you need additional assistance from the building, please contact your concierge who will be pleased to assist you. If you are seeking medical attention, we ask that you wear a medical mask and gloves while in the public spaces of the building as a precaution to residents.

If In Distress, 911:

If you are in distress immediately call 911 and provide details, also call your doorman via the intercom. The nearest hospitals for emergency medical attention are St. Luke's Roosevelt Hospital (58th Street and 10th Avenue) and New York-Presbyterian/ Weill Cornell Medical Center (68th Street and York Avenue).

HVAC Is Sealed And Closed:

As a building benefit note, your apartment heating ventilation and air conditioning system (HVAC) is self-contained, closed air, hydronic and state of the art. Your HVAC circulates only the air in your apartment as air is drawn from the lower vents up and across the closed cooling or heating tubes which contain hot or cold water per the season from the contained water of the boiler or the chillers located in the basement. Air then pushed across these tubes is then pushed out through the upper vents in your apartment. If you are in need of fresh air to circulate through the system open your window and turn your HVAC to "on".

Will Be In Touch:

We will be in touch with further information as this matter develops. Thanking you in advance for your understanding and cooperation during these remarkable times.

Best Wishes,

Adam Gulley
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