

# 375 Pearl Street

Date: June 10, 2021

To: All Tenants

From: Paul Pavarini, Client Service Manager

CC: Michael Prefi, Jeff Piedmont

Re: 375 Pearl Street/Tenant Return to Office Post Covid-19

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We would like to extend a warm welcome as tenants and occupants have begun to return to their offices following the restricted capacity resulting from the Covid-19 pandemic. Below are a few reminders in which your building security and management team would like you to be cognizant:

1. **No “piggy-backing” through the turnstiles.** Following closely behind someone else or allowing them to do so behind you is strictly prohibited. Every tenant must utilize their personal ID badge which allows access to the lobby turnstiles and access to their respective floors. Visitors must use their own visitor badge for access or be swiped through by security personnel.
2. **Masks are mandated in all public areas:** This includes the lobby, restrooms, elevators, Starbucks, etc. Please ensure you are fully masked over your nose and mouth, regardless of your vaccination status.
3. **Elevator capacity restrictions:** Currently, this building’s elevator capacity is three passenger per car. Please do not exceed this amount regardless of your vaccination status. We ask you respect others during this early transition period. Building management is currently evaluating whether to change the maximum ridership as the population increases.
4. **All new employees and therefore occupants of the building must be on the tenant’s respective roster.** A ticket must be created in Aware Manager to add any new employee who will require an ID badge and access to a specific floor(s).
5. **Enter/Exit using new foot traffic flow:** Entering and exiting the building must take place through the respectively marked door and only through that door. Tenants must observe the signage and are asked to enter/exit through the appropriate door.
6. **Use the appropriate turnstile:** When attempting to gain access to the elevators, please use the turnstile past the security and lobby desk (low/mid-rise elevator bank side). When leaving the building, follow the lanes to the left, towards the high-rise elevator bank side and through the designated turnstiles to exit the building.
7. **Food deliveries must be picked up in the lobby.** Delivery personnel will not be permitted to any floor; a tenant must pick up the food in the lobby area.
8. **Loading dock deliveries:** All deliveries to the loading dock must be cleared through Aware Manager. Please advise management of the pertinent details (i.e., delivery method, date/time, content of delivery, etc.) as soon as you are aware of the information so proper arrangements can be made. Reminder that freight service is provided on a first come, first-serve basis. Reservations for after business hour use is required for major deliveries.

Thank you for your cooperation!