



Dear UBP Tenants,

These past couple of months have been unprecedented, with each of us called to make significant sacrifices to collectively battle COVID-19 for the sake of our communities. We understand that many businesses have been particularly hard hit due to state shutdowns. Although we continue to grapple with COVID-19, we are beginning to see these sacrifices payoff with marked signs of improvement in the tri-state area surrounding New York City. In fact, each of New York, New Jersey and Connecticut has established a task force to orchestrate a staged re-opening of the economy, remaining mindful of the need to re-open in a way that prioritizes the health, safety and well-being of individuals. This will require advance planning by each of you, with adjustments appropriate for your business. We are working hard to identify information and resources that may be helpful to you during this process. We realize it's been a difficult past couple of months, but we look forward with hope and great expectations for the future.

Federal, State & Local Guidance on Re-Opening

- [White House: Opening Up America Again](#)
- New York
 - [A Guide to Reopening New York & Building Back Better](#)
 - [Regional Guidelines for Reopening New York](#)
 - [Regional Monitoring Dashboard](#)
 - [Phase One Overview and Guidance \(including LI & Mid-Hudson\)](#)
 - [Phase One Guidelines for Retail Trade](#)
 - [Phase Two Overview and Guidance \(Rest of NY, other than LI, Mid-Hudson & NYC\)](#)
 - [Phase Two Guidelines re Outdoor & Takeout/Delivery Food Services](#)
 - [Phase Two Guidelines re Offices](#)
 - [Phase Two Guidelines re Real Estate](#)
 - [Phase Two Guidelines re Essential & Phase II Retail](#)
 - [Phase Two Guidelines re Retail Rental, Repair & Cleaning](#)
 - [Phase Two Guidelines re Hair Salons & Barbers](#)
 - [Frequently Asked Questions re Reopening](#)
 - [Temperature Check Discretion](#)
- New Jersey
 - [The Road Back: Restoring Economic Health Through Public Health](#)

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- [Stage One: Governor Murphy Signs Executive Order Permitting Resumption of Non-Essential Construction, Curbside Pickup at Non-Essential Retail Businesses, and Gatherings in Cars](#)
- [Governor Murphy Announces New Jersey to Enter Stage Two of Restart and Recovery on June 15th \(June 22th for Salons\)](#)
- [COVID-19 Protocols for Food or Beverage Establishments Offering Service in Outdoor Areas Pursuant to Executive Order No. 150](#)
- Connecticut
 - [Phase I Re-Opening \(May 20th & June 2st\)](#)
 - [Phase I General Business Rules](#)
 - [Phase I Guidance for Personal Services \(Hair Salons & Barbershops\)](#)
 - [Phase I Guidance for Museums & Zoos \(Outdoor Only\)](#)
 - [Phase I Guidance for Restaurants \(Outdoor Only\)](#)
 - [Phase I Guidance for Retail & Malls](#)
 - [Phase I Guidance for Offices](#)
 - [Phase II Re-Opening \(June 17th\)](#)
 - [Phase II Guidance for Restaurants](#)
 - [Phase II Guidance for Indoor Recreation](#)
 - [Phase II Guidance for Personal Services \(Salons & Barbershops\)](#)
 - [Phase II Guidance for Sports & Fitness](#)
 - [Phase II Guidance for Outdoor Events](#)
 - [Best Practices for Dental Practices](#)
 - [CT Re-Opening Self-Certification Badge](#)
- [“Bouncing Back: A List of Statewide Return to Work Protocols”](#) by Littler

General Guides for Re-Opening

- [“Retail Readiness Essentials Checklist”](#) by Cushman & Wakefield
- [“COVID-19 Re-Opening Best Practices”](#) by International Council of Shopping Centers (ICSC)
- [“Operation Open Doors Checklist”](#) by National Retail Federation
- [“Sharing What We’ve Learned: A Blueprint for Business”](#) by Krogers
- [“What Not to Do When You Reopen Your Business”](#) by Inc. Magazine
- [“Recovery Readiness: A How-To Guide for Reopening Your Workplace”](#) by Cushman & Wakefield
- [“CT Phase I Guidance for Re-Opening May 20th: Offices”](#) by CT

Re-Opening Bars & Restaurants

- [“Pandemic Relaunch Toolkit: Resources for Restaurants + Bars”](#) by StreetSense
- [“Coronavirus reopening Guide for Industry”](#) by National Restaurant Association
- [“6 Ways to Prepare Your Restaurant for Reopening After the Coronavirus Pandemic”](#) by Upserve
- [“Connecticut Restaurant Promise”](#) by Connecticut Restaurant Association
- [“Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic”](#) by FDA

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- [“COVID-19 Guidance for Restaurants and Beverage Vendors Offering Takeout or Curbside Pickup”](#) by OSHA
- [“CT Phase I Guidance for Re-Opening May 20th: Restaurants \(Outdoor Only\)”](#) by CT

Re-Opening Salons

- [“The American Barber Association’s Guidelines for a Smart Restart for Barbershops and Salons in America”](#) by The American Barber Association
- [“Back-to-Practice”](#) by Associated Hair Professionals
- [“Back-to-Work Guidelines”](#) by Professional Beauty Association
- [“What Will It Look Like When Salons Reopen”](#) by Modern Salon
- [“CBON Group Offers Best Practices for Salons Reopening During the Pandemic”](#) by Essence
- [“Reopening: How to Move Forward Safely”](#) by Salon Today
- [“BARBICIDE: Back to Work Plan”](#) by BARBICIDE
- [“CT Phase I Guidance for Re-Opening May 20th: Hair Salons & Barbershops”](#) by CT

Re-Opening Gyms & Fitness Studios

- [“18 Safety Considerations for Your Healthclub Reopening Plan”](#) by IHRSA
- [“6-Foot Spacing and Half Empty Studios: Gold’s Gym CEO Shares What Locations Will Look Like When They Finally Reopen”](#) by Business Insider

Staying Safe

- [Various Printable Workplace Safety Posters](#) by CDC
- [“Centers for Disease Control and Prevention: Resources for Businesses and Employers”](#) by CDC
- [“Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)”](#) by CDC
- [“Safe Workplace Rules for Essential Employers”](#) by CDC
- [“Use of Cloth Face Coverings to Help Slow the Spread of COVID-19”](#) by CDC
- [“Guidance on Preparing Workplace for COVID-19”](#) by OSHA
- [“Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic”](#) by FDA
- [“COVID-19 Guidance for Restaurants and Beverage Vendors Offering Takeout or Curbside Pickup”](#) by OSHA
- [“List N: Disinfectants for Use Against SARS-CoV-2”](#) by EPA

Communications

- Retailers should communicate specific steps they are taking to create a safe environment for customers. Retailers should also communicate expectations of customer behavior so as to avoid any uncomfortable situations for employees and other customers. Consider creating a safety poster and posting it to your door and website. This will give customers greater confidence that your establishment is safe to patronize.

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- See below for a sample poster, to be customized for the specific needs and protocols of your business and industry. These are only examples. Recommended practices will differ for each locality and industry.

[LOGO]

YES, WE ARE OPEN!

Our Commitment to Safety

Steps We're Taking to Keep You Safe*

- Requiring employees to wear masks and/or disposable gloves
- Asking employees to self-monitor their temperatures each day and remain at home if they feel unwell
- Providing paid sick leave so that sick employees can stay at home
- Requiring all employees to take a break every __ minutes to wash their hands
- Limiting the number of employees who come in contact with customers
- Implementing additional cleaning, especially for high contact areas
- Limiting customers to __% of capacity
- Installing shields at the checkout line
- Making hand sanitizer readily available at our entrance
- Eliminating the need for credit card signatures
- Creating one-directional paths where possible
- Spacing out merchandise and/or seating to create additional room for social distancing
- Creating additional airflow by opening windows and doors where possible
- Limiting our service to appointments only; no walk-ins
- Keeping abreast of and following industry standards established by leading [restaurant/gym/salon/etc.] trade associations, as well as federal, state and local regulations

Steps You Should Take to Keep Us and Other Customers Safe*

- Wear a mask
- Wash your hands before or use hand sanitizer upon entering our establishment
- Cover your mouth with your elbow if you need to cough, or better yet, stay at home and call us instead
- Abide by social distancing guidelines by standing 6 feet away from all persons, including employees and other customers
- Use a credit card, rather than cash, if possible
- Make an appointment

****Content would be tailored for each business as appropriate***

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See also "COVID-19 Information for Tenants," posted to the Tenant Portal, which provides information on government financial assistance, private grants, local chambers of commerce, trade organizations, gift certificate partners, social media partners and important information from the Center for Disease Control.