

**ALEXANDER WOLF & COMPANY, INC.**

Providing Service for More Than Forty Years

Please direct all communication
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April 16, 2020

Legal Dept Fax:
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All Site Personnel

Re: Governor Cuomo's Executive Order 202.16- Face Coverings

Dear Site Personnel,

We hope you are doing well.

To ensure continued employee safety, on Monday, April 13, 2020, Governor Cuomo issued Executive Order 202.16 which now requires you to wear face coverings while working at all times, among other requirements.

You are now legally required to wear face coverings when in direct contact with residents, guests and other members of the public while working, except where doing so would inhibit or otherwise impair your health.

"Face coverings" include, but are not limited to, cloth (e.g. homemade sewn, quick cut, & bandana), surgical masks, N-95 respirators, and face shields, or other items approved for use by the Centers for Disease Control and Prevention as well as the New York State and New York City Departments of Health.

You are also required to provide face coverings to contractors, including independent contractors, plumbers, elevator company, etc. working for the property.

Please reach out to your designated property manager to review this letter in greater detail and be sure to give me a minimum of 3 weeks' notice as to when you anticipate you will require replacement masks, cleaners, and other necessary supplies.

Thank you for your dedication!

Very truly yours,

ALEXANDER WOLF & COMPANY, INC.