



New York Forward

Business Affirmation

We have received your reopening affirmation on 05/31/2020 at 06:12 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

BRP Associates, Inc. Known as Brooklyn Real Property, Inc.

Real Estate

Jean Paul Ho

(347) 581-9506

jeanpaulho@brpassociates.us

522 West 37 Street

Office

New York, NY 10018

New York County



New York Forward

Business Affirmation

We have received your reopening affirmation on 05/31/2020 at 06:10 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

BRP Associates, Inc. Known as Brooklyn Real Property, Inc.

Real Estate
Jean Paul Ho
(347) 581-9506
jeanpaulho@brpassociates.us
2106 Bath Avenue
Storefront
Brooklyn, NY 11214
Kings County



New York Forward

Business Affirmation

We have received your reopening affirmation on 05/31/2020 at 06:03 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

Brooklyn Real Property Inc. Known as BRP Associates, Inc

Offices

Jean Paul Ho

(347) 581-9506

jeanpaulho@bklynrp.com

389 Atlantic Avenue

Storefront

Brooklyn, NY 11217

Kings County



New York Forward

Business Affirmation

We have received your reopening affirmation on 05/31/2020 at 06:06 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

Brooklyn Real Property Inc. Known as BRP Associates, Inc

Offices

Jean Paul Ho

(347) 581-9506

jeanpaulho@bklynrp.com

4405 Avenue D

Storefront

Brooklyn, NY 11203

Kings County



New York Forward

Business Affirmation

We have received your reopening affirmation on 05/31/2020 at 06:05 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

Brooklyn Real Property Inc. Known as BRP Associates, Inc

Real Estate
Jean Paul Ho
(347) 581-9506
jeanpaulho@bklynrp.com
9201 Flatlands Avenue
Storefront
Brooklyn, NY 11236
Kings County



NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Brooklyn Real Property, Inc also known as BRP Associates, Inc.

Industry:

Real Estate, sales, rental, leasing, residential, commercial, development, acquisition

Address:

389 Atlantic Avenue Brooklyn NY 11217, 9201 Flatlands Avenue Brooklyn 112136, 4405 Avenue D Brooklyn 11216

Contact Information:

Jean-Paul Ho Cell# 347-581-9506: 389- 718-875-8899 9201- 718-272-8988 4405- 718-629-1888 2106- 718-713-1111

Owner/Manager of Business:

Jean-Paul Ho/ Managers: Paul Schwartz (389) Ray Parasmio (9201) Franklyn Bowen (4405) Nancy Pecoraro (2106)

Human Resources Representative and Contact Information, if applicable:

Managers: Paul Schwartz (389) Ray Parasmio (9201) Franklyn Bowen (4405) Nancy Pecoraro (2106) Stuart Moss

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ☒ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ☒ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- ☒ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ☒ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ☒ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

I have separated all the desk to be 6ft apart. No sharing cubicles, All desk alternate with space after another, I will have Plexi glass on secretary desk & other areas. I posted a sign outside (and everyone of our website) regarding Coronavirus. to ring door bell first or call us. No walk in until we check temperature with No touch thermometer , I have supplied everyone with face mask & gloves. I have the office sanitized & cleaned thoroughly

How you will manage engagement with customers and visitors on these requirements (as applicable)?

See below flyers that will be posted

WE ARE SORRY FOR THE INCONVENIENT BUT DUE TO THE NEW YORK STATE & CITY GUIDELINES- WE CANNOT ACCEPT ANY ONE TO WALK IN WITHOUT A FACE MASK- PLEASE CALL THE OFFICE OR RING THE DOORBELL & THE SALESPERSON WILL COME OUT TO MEET YOU -PLEASE PRATICE SOCIAL DISTANCING AND STAY 6 FT AWAY. PLEASE WEAR YOUR FACEMASK

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

We will NOT allow more than 3-6 people in our offices at one time- EVERYONE will be check on with no touch Thermometer

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ☒ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

I have bought Premium Ear loop mask 3 layers disposable, also bought face mask that are washable with company logo to give out over 400 pieces & N95 mask & surgical gloves & foot coverings, plus Hand sanitizer 80-90% alcohol & Lysol spray & antibacterial wipes for entire offices besides each office will check EVERYONE temperature before entering with NO touch thermometer. Proper anti bacteria handsoap each office- In summer we will leave front & back door open to get breeze so let out the air for better ventilation

- ☒ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

The washable can only use ONE time & MUST be washed afterwards each day with soap, the disposable mask & gloves & foot covering will discarded in separate garbage appropriately. All new PPE will be stored in our supply room by the secretary in sealed plastic zip lock bag- No one has access except secretary - We do have recording of all our cameras in each office

- ☒ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

Everyone must wear gloves at all times, Pens , stationary cannot be shared, desk cannot be shared but everyone must sanitize phones, desk, table object regardless

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- ☒ Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

my managers & secretaries since I have 5 locations - They will keep log book on when office is clean & supplies of PPE & sanitizer

- ☒ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Secretaries - we posted in each office bathroom how to properly clean & wash your hands for 5 minute using hot/warm water.

- ☒ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

WE are using Lysol, disinfectant that are 90% alcohol, Open ALL the blinds so sunlight can directly hit any surfaces, spraying , and cleaning again & again

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ☒ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ☒ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- ☒ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

Yes, EVERY customers & employees must sign in & sign out their information & name

- ☒ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

Secretary will notify Manager & Manager & I will contact State & local health departments. We will NOT let anyone in the office regardless if they have any symptom of high fever, cough, sneezing, flu like symptom. We will refer them to get tested immediately

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ☐ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 **symptoms** in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

The secretary & Manager will test temperature with non touch thermometer. ALL employees will comply or they cannot come to work or meet clients outside of the office. We have trained all managers & secretary already

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

The secretary & Manager will test temperature with non touch thermometer. ALL employees will comply or they cannot come to work or meet clients outside of the office. Company supplies PPE at NO cost

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- ☒ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

We already have bought antibacterial solutions, Clorox, Lysol, the cleaning company we hired also uses their own

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

Everyone must sign in & sign out & if they go out on appointment when they come back & we have everyone they meet fill the below:

Dated: _____

Block# _____ Lot# _____



STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

This is placed at EVERY door.

WE ARE SORRY FOR THE INCONVENIENT BUT DUE TO THE NEW YORK STATE & CITY GUIDELINES- WE CANNOT ACCEPT ANY ONE TO WALK IN WITHOUT A FACE MASK- PLEASE CALL THE OFFICE OR RING THE DOORBELL & THE SALESPERSON WILL COME OUT TO MEET YOU -PLEASE PRATICE SOCIAL DISTANCING AND STAY 6 FT AWAY. PLEASE WEAR YOUR FACEMASK

PLEASE RING THE DOORBELL OR CALL THE OFFICE AT:
718-875-8899

(THIS IS ONLY TEMPORARY UNTIL WE ARE INSTRUCTED OTHERWISE BY STATE, CITY ORDINANCE) WE WILL BE CHECKING YOUR TEMPERATURE.

IF YOU ARE NOT FEELING WELL,& HAVE FLU LIKE SYMPTOMS OF COUGH, FEVER, BODY RASH, BODY ACHE PLEASE DO NOT COME IN THE OFFICE.

ESD Guidance on Executive Order 2026, Section 14, as Amended April 9, 2020

Real estate services shall be conducted remotely for all transactions, including but not limited to title searches, appraisals, permitting, inspections, and the recordation, legal, financial and other services necessary to complete a transfer of real property; provided, however, that any services and parts therein may be conducted in-person only to the extent legally necessary and in accordance with appropriate social distancing and cleaning/disinfecting protocols; and nothing within this provision should be construed to allow brokerage and branch offices to remain open to the general public (i.e. not clients). Real estate agents and brokers weren't deemed an "essential" business by Gov. Andrew Cuomo, meaning they can't hold open houses, showings and in-person listing presentations due to the coronavirus pandemic, according to a statewide trade group.

THANK YOU FOR YOUR COOPERATION!
STAY SAFE & HEALTHY!
OUR NEW HOURS ARE:

ALL RENTAL APPLICATION MUST BE DONE ONLINE:
PLEASE VISIT OUR WEBSITE: WWW.BROOKLYNREALPROPERTY.COM

ONE Owner - 5 Location – ONE Company

Website: www.BrooklynrealProperty.com & www.BRPAssociates.NYC

389 Atlantic Avenue Brooklyn, NY 11217: 9201 Flatlands Avenue Brooklyn New York 11236: 4405 Avenue D Brooklyn NY 11203

2106 Bath Avenue Brooklyn NY 11214: 522 West 37 Street Manhattan NY 10018

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ☒ Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.