



*Authority Members*

Nicholas F. Laino, Chairman  
Robert F. Cuculich, Vice Chairman  
Darlene DeRosa Lattimore, Secretary  
Tina M. Fitzgerald, Treasurer  
Neil Burke  
Anthony Q. Davis, Sr.  
Monty Flynn  
Joseph A. Hardick  
Julius L. Lawrence, Jr.  
Louella Williams

Brian M. Schultz, Chief Executive Officer

March 4, 2022

Dear Centro Vendor/Contractor:

Centro has recently updated our COVID-19 safety plan for entering our properties in accordance with the New York State guidelines for businesses. All visitors and/or vendors will need to enter at the main entrance to our buildings. You will need to sign in as a visitor at the front entrance. Once you have completed these steps, you will be escorted through the building by a Centro employee.

Contractors must check in with their Centro contact before walking through the building. Contractors reporting to the other Centro facilities (Utica, Cayuga, Oswego) will need to enter through the main entrance.

The mask policy for facilities is as follows:

- Fully vaccinated visitors/vendors/contractors do not need to wear a facial covering in the main office buildings. If you are uncomfortable with this, you may still wear a face mask
- Unvaccinated visitors/vendors/contractors are required to wear a face mask in the office buildings and in populated areas (indoor & outdoor)
- All visitors/vendors/contractors are required to wear a face mask in our public facilities: Syracuse Hub, RTC, Oneida Hub & Rome Hub

All deliveries at the Centro Syracuse facility must be made on the Cortland Ave side of the building through Gate C3. Deliveries must be accepted by the stockroom personnel. No deliveries will be accepted at the Tallman Street entrance to the Centro Syracuse building.

These safety procedures have been put in place by Centro to keep our workplace, public, and our employees safe. We thank you in advance for following the new guidelines.

Sincerely,

A handwritten signature in black ink, appearing to read "CTuff", written over a white background.

Christopher Tuff  
Deputy Chief Executive Office