

375 Beale Condominium Corporation

June 1, 2020

Agenda Item 6

COVID-19 Update

Background:

The virus that causes Coronavirus 2019 (“Covid-19”) is easily transmitted, especially in group settings. To slow the spread of the virus and protect the ability of public and private health care providers to handle the influx of new patients and safeguard public health and safety, on March 16, 2020, the City and County of San Francisco, along with five other Bay Area counties and the City of Berkeley, issued parallel health officer orders imposing shelter in place (SIP) limitations across the Bay Area, requiring everyone to stay safe at home except for certain essential needs. The City and County of San Francisco Department of Public Health subsequently issued several further orders, the most recent of which extended the SIP limitations through May 31, 2020. Please see Attachment A for Cushman & Wakefield (CW) building notices issued in response to the various SIP orders.

The Bay Area Headquarters Authority (BAHA) as the Facility Operator worked with CW to ensure that the Bay Area Metro Center (BAMC) was adhering to the requirements of the various SIP orders. CW staff providing management, security, janitorial, parking and engineering services continued working but moved to a weekend/holiday schedule.

CW staff will remain on a weekend/holiday schedule until the SIP order is lifted. Access to CW management remains seamless in that the BAMC Property Manager can still be accessed via her office desk phone. The Property Manager has daily calls with each of the team leads to receive updates and keep informed of what’s happening at the building. Engineering staff is still on site addressing all building related matters according to schedule and any service tickets that are placed in Angus; during any down time, they address common area patch and paint needs and other “back of house” tidying items that are currently on the CW to-do-list. All service trades are still able to assist, and day staff takes care of common area needs, restroom areas, and supply replenishments. Security continues to monitor entrances, assist with visitor activity and conduct floor by floor security rounds during business hours. Parking staff remains on the job, but is staggered to lighten their hours to allow for normal operation for essential employees only, tracking daily essential worker parkers and billing back to the respective agencies.

On March 31, 2020, the City and County of San Francisco Department of Public Health issued Order of the Health Officer No. C19-07b to extend and tighten the stay safe at home restrictions until May 3, 2020, and required all essential businesses to prepare, post, and implement a Social Distancing Protocol at each of their facilities. Please see Attachment B for BAMC’s Social Distancing Protocol issued on April 2, 2020.

Based on the extension of the SIP order until May 3, 2020, CW proposed a variety of cost saving measures, including the reduction of trash sorting hours, trash and compactor pick-ups, window cleaning services and the

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postponement of carpet cleaning needs to align with Post-SIP building resumption plans. These cost saving measures total approximately \$55,000.

On April 17, 2020, the City and County of San Francisco Department of Public Health issued Order No. C19-12, which requires that members of the public and essential workers wear Face Coverings while inside of essential businesses and facilities engaged in minimum basic operations, providing essential infrastructure, and providing essential government functions. This Order began to be enforced at 8 a.m. on April 22, 2020, which means that any persons coming into BAMC to perform essential services after that date/time must now wear a Face Covering while entering and performing work within BAMC, as described in the Order, and that any person attempting to enter any area of BAMC without a Face Covering not be allowed to enter the building, until the Order is lifted.

On April 29, 2020, the City and County of San Francisco Department of Public Health issued Order No. C19-07c which extended and modified the SIP restrictions to ensure continued social distancing and limit person to person contact through May 31, 2020. Order No. C19-07c also required essential businesses to prepare, post, and implement an *updated* Social Distancing Protocol to address new requirements listed in that order. Please see Attachment B for BAMC's updated Social Distancing Protocol issued on May 1, 2020.

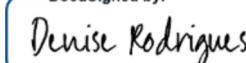
BAHA and CW staff continue to pay attention to direction and orders issued by City and County of San Francisco Department of Public Health and will implement the orders as required.

In addition, BAHA and CW staff are preparing a Post-SIP Building Resumption Plan for BAMC, including but not limited to having a building wide disinfection performed prior to tenant and agency staff return, and sustaining and implementing necessary social distancing and cleaning protocols. See Attachment C for more information on Social Distancing and Impacts at BAMC.

Issues: None

Recommendation: None. This item was presented for information only.

Attachments: Attachment A: Building Notices
Attachment B: BAMC Social Distancing Protocols, dated April 2, 2020 and May 1, 2020
Attachment C: Social Distancing and Impacts at BAMC

DocuSigned by:

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Denise T. Rodrigues

BUILDING NOTICE



MARCH 16, 2020

CITY AND COUNTY OF SAN FRANCISCO PUBLIC HEALTH MANDATED ORDER:

Good Afternoon:

Today the City and County of San Francisco Department of Public Health and the Alameda County Public Health Department issued Shelter in Place Orders; and we understand the Counties of Contra Costa, Marin, San Mateo and Santa Clara will soon follow suit.

See: <https://www.sfdph.org/dph/alerts/files/HealthOrderC19-07-%20Shelter-in-Place.pdf>

In response to the Shelter in Place Orders, the building will remain open only for essential services as defined by the orders, until and unless otherwise ordered by public safety authorities.

Per the San Francisco Department of Public Health order, personnel working in the building, including those supporting the operations of the Bay Area Metro Center, are to perform their work in compliance with the social distancing requirements defined in the order, including: maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

For immediate assistance, please contact the security rover at 628-220-2090. For any other questions or concerns, please contact the Property Management Office at (628) 220-2080.

We thank you for your assistance in advance.

Building Management

BUILDING NOTICE



MARCH 27, 2020

STATE OF CALIFORNIA PUBLIC HEALTH STAY HOME ORDER:

Good Afternoon:

On March 19, 2020, Governor Gavin Newsom issued Executive Order N-33-20, ordering all residents to follow the directive of the State Public Health Officer, effective March 19, 2020, to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors.

For additional details, please see:

<https://covid19.ca.gov/img/Executive-Order-N-33-20.pdf>
<https://covid19.ca.gov/stay-home-except-for-essential-needs/>

In response to the Governor's order, the building will continue to remain open only for essential critical infrastructure services as defined by the order, until and unless otherwise ordered by public safety authorities.

Per the San Francisco Department of Public Health order issued on March 16, 2020, essential personnel working in the building, including those supporting the operations of the Bay Area Metro Center, are to perform their work in compliance with the social distancing requirements defined in the that order, including: maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

For immediate assistance, please contact the security rover at (628)-220-2090. For any other questions or concerns, please contact the Property Management Office at (628) 220-2080 or via e-mail at 375BealeSt@cushwake.com.

We thank you for your assistance in advance.

Building Management

BUILDING NOTICE



APRIL 2, 2020

CITY AND COUNTY OF SAN FRANCISCO PUBLIC HEALTH MANDATED ORDER: EXTENSION

Good Afternoon:

On March 31, 2020, the City and County of San Francisco Department of Public Health issued an order, which, among other things, extended and tightened the shelter in place restrictions through May 3, 2020.

See: <https://www.sfdph.org/dph/alerts/files/HealthOfficerOrder-C19-07b-ShelterInPlace-03312020.pdf>

Per the March 31 San Francisco Department of Public Health order:

- All Essential Businesses must prepare, post, and implement a Social Distancing Protocol for each of their facilities in the County frequented by the public or employees. The Social Distancing Protocol implemented by the Bay Area Headquarters Authority for the Bay Area Metro Center is attached to this notice.
- Personnel who need to enter the Bay Area Metro Center to support the operations of an Essential Business should avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into one's elbow; and not shake hands or engage in any unnecessary physical contact.

Should you have any additional questions or concerns, please contact our office directly at (628) 220-2080.

Regards,

Building Management

Appendix A: Social Distancing Protocol

Business name: Click or tap here to enter text.

Facility Address: Click or tap here to enter text.

Approximate gross square footage of space open to the public: Click or tap here to enter text.

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

☐ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health (check all that apply to the facility):

☐ Everyone who can carry out their work duties from home has been directed to do so.

☐ All employees have been told not to come to work if sick.

☐ Symptom checks are being conducted before employees may enter the work space.

☐ All desks or individual work stations are separated by at least six feet.

☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

☐ Break rooms:

☐ Bathrooms:

☐ Other (Click or tap here to enter text.): Click or tap here to enter text.

☐ Disinfectant and related supplies are available to all employees at the following location(s):

Break rooms and supply closets

☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

Each work station and select common areas on 1st floor

☐ Soap and water are available to all employees at the following location(s):

Restrooms

☐ Copies of this Protocol have been distributed to all employees.

Via e-mail and with a verification sign off sheet

☐ Optional—Describe other measures: Click or tap here to enter text.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

☐ Limit the number of customers in the store at any one time to _____ (or other enter _____), which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

☐ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.

Explain:

☐ Optional—Describe other measures: Click or tap here to enter text.

Limiting the amount of attendees at scheduled public meetings to a group less than 10.

Appendix A: Social Distancing Protocol

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- ☐ Preventing people from self-serving any items that are food-related.
 - ☐ Lids for cups and food-bar type items are provided by staff; not to customers to grab.
 - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:
- ☐ Optional—Describe other measures (e.g. providing senior-only hours): [Click or tap here to enter text.](#)

Measures To Increase Sanitization (check all that apply to the facility):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions. **Available as of 4/2/20. Thereafter, subject to availability.**
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#) ^{spray}

"Virex" disinfectant mist spray used on frequently touched areas on a daily basis.

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name: [Click or tap here to enter text.](#)

Phone number: [Click or tap here to enter text.](#)

BUILDING NOTICE



APRIL 18, 2020

CITY AND COUNTY OF SAN FRANCISCO PUBLIC HEALTH ORDER REQUIRING FACE COVERINGS:

Good Evening:

On April 17, 2020, the City and County of San Francisco Department of Public Health issued Order No. C19-12, which requires that members of the public and essential workers wear Face Coverings while inside of Essential Businesses and facilities engaged in Minimum Basic Operations, providing Essential Infrastructure, and providing Essential Government Functions. The required Facial Coverings may be simple do-it-yourself coverings as further described in the Order located at:

<https://www.sfdph.org/dph/alerts/files/OrderNoC19-12-RequiringFaceCovering-04172020.pdf>

This order went into effect at 11:59 p.m. on Friday, April 17, 2020.

Per the April 17, 2020 San Francisco Department of Public Health Order:

- Essential Businesses and entities with workers engaged in Essential Infrastructure Work, Minimum Basic Operations, or Essential Governmental Functions who continue to operate at the Bay Area Metro Center must require their employees and contractors to wear a Face Covering at the workplace when interacting with the public, when working in or walking through common areas, and in any room or enclosed area when other people are present.
- Personnel, contractors and visitors who need to enter the Bay Area Metro Center will be reminded by building security of the requirement that they wear a Face Covering while inside the building. The Bay Area Metro Center will take all reasonable steps to prohibit anyone who is not wearing a Face Covering from entering and must not serve that person if those efforts are unsuccessful and seek to remove that person.

For additional details on face coverings, please refer to the below link:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

For immediate assistance, please contact the security rover at (628) 220-2090. For any other questions or concerns, please contact the Property Management Office at (628) 220-2080 or via e-mail at 375BealeSt@cushwake.com.

We thank you for your attention to this matter.

Building Management

BUILDING NOTICE



MAY 1, 2020

CITY AND COUNTY OF SAN FRANCISCO PUBLIC HEALTH ORDER EXTENSION:

Good Afternoon:

On April 29, 2020, the City and County of San Francisco Department of Public Health issued Order No. C19-07c which extends and modifies the stay-safe-at-home restrictions through May 31, 2020.

See: <https://www.sfdph.org/dph/alerts/files/HealthOfficerOrder-C19-07c-ShelterInPlace-04292020.pdf>

This order will go into effect at 11:59 p.m. on Sunday, May 3, 2020.

Per the April 29 San Francisco Department of Public Health order:

- All Essential Businesses must prepare, post, and implement an *updated* Social Distancing Protocol to address new requirements listed in the Order or in related guidance or directives from the Health Officer for each of their facilities in the County frequented by the public or employees. The updated Social Distancing Protocol must be posted at or near the entrance of the relevant facility, and shall be easily viewable by the public and personnel. A copy of the revised Social Distancing Protocol implemented by the Bay Area Headquarters Authority for the Bay Area Metro Center (BAMC) is attached to this notice.
- Construction activities can proceed as an Essential Business, provided, however, that construction activities shall comply with the Construction Project Safety Protocols set forth in Appendix B-1 or B-2 of Order No. C19-07c (whichever is applicable to the construction project in question).
- Order No. C19-07c does not affect Order No C19-12 (requiring face coverings), which will continue indefinitely until otherwise directed by the Health Officer. Essential Businesses and entities with workers engaged in Essential Infrastructure Work, Minimum Basic Operations, or Essential Governmental Functions who continue to operate at BAMC **must** require their employees and contractors to wear a Face Covering at the workplace when interacting with the public, when working in or walking through common areas, and in any room or enclosed area when other people are present.
- Personnel, contractors and visitors who need to enter BAMC will continue to be reminded by building security of the requirement that they wear a Face Covering while inside the building. BAMC staff will take all reasonable steps to prohibit anyone who is not wearing a Face Covering from entering and will not serve that person if those efforts are unsuccessful and seek to remove that person.

Additional resources can be found at the below:

<https://www.375beale.com/emergency-management/covid-19-updates>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidancebusiness-response.html>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

For immediate assistance, please contact the security rover at (628) 220-2090. For any other questions or concerns, please contact the Property Management Office at (628) 220-2080 or via e-mail at 375BealeSt@cushwake.com.

We thank you for your attention to this matter.

Building Management

Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

Business name: **Bay Area Metro Center**

Facility Address: 375 Beale Street, San Francisco, CA 94105

Approximate gross square footage of space open to the public: 28,206

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

☒ Signage at each public entrance of the facility to inform all personnel and customers that they should: avoid entering the facility if they have a cough, fever, or other COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear a face covering, as required; and not shake hands or engage in any unnecessary physical contact.

☒ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Personnel Health (check all that apply to the facility):

☒ Everyone who can carry out their work duties from home has been directed to do so.

☒ All personnel have been told not to come to work if sick.

☒ Symptom checks are being conducted before personnel may enter the work space.

☒ Personnel are required to wear a face covering, as required by Order No. C19-12.

☒ All desks or individual work stations are separated by at least six feet.

☒ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

☒ Break rooms: Daily (M-F)

☒ Bathrooms: Daily M-F

☒ Other (Elevator buttons inside and outside cab): Door handles, Daily (M-F)

☒ Disinfectant and related supplies are available to all personnel at the following location(s): Janitor and engineering storage closets.

☒ Hand sanitizer effective against COVID-19 is available to all personnel at the following location(s): Each building entrance, elevator lobby (1st floor) and security desk console. Available as of 4/29/2020. Thereafter, supplies subject to availability.

☒ Soap and water are available to all personnel at the following location(s): Restrooms and kitchenette areas.

☒ Copies of this Protocol have been distributed to all personnel.

☒ Optional—Describe other measures: Holiday and weekend schedule approved for building staff.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

☐ Limit the number of customers in the store at any one time to [Click or tap here to enter text.](#), which allows for customers and personnel to easily maintain at least six-foot distance from one another at all practicable times.

Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

- ☐ Post personnel at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- ☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: [Click or tap here to enter text.](#)
- ☒ Optional—Describe other measures: Public meetings only. Limiting meeting spaces to new Social Distancing occupancy per meeting space capacity reference sheet.

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☒ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☒ All personnel have been instructed to maintain at least six feet distance from customers and from each other, except personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☒ Optional—Describe other measures: Limited elevator capacities to a max of two riders at a time and promoting the use of different stairwells with directed one-way path of travel.

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- ☐ Preventing people from self-serving any items that are food-related.
 - ☐ Lids for cups and food-bar type items are provided by personnel; not to customers to grab.
 - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☒ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: Wiping down parking pull ticket stations after entry and billing back agencies for parking instead of paying at the exits.
- ☐ Optional—Describe other measures (e.g., providing senior-only hours): [Click or tap here to enter text.](#)

Measures To Increase Sanitization (check all that apply to the facility):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☒ Personnel are assigned to disinfect carts and baskets after each use.
- ☒ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions.
- ☐ All payment portals, pens, and styluses are disinfected after each use.
- ☒ All high-contact surfaces are disinfected frequently.
- ☒ Optional—Describe other measures: “Virex” disinfectant mist spray used on frequently touched area on a daily basis.

Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

* Any additional measures not included here should be listed on separate pages and attached to this document.

You may contact the following person with any questions or comments about this protocol:

Name: Ebony Horace, Property Manager

Phone number: 628-220-2080

Appendix A: Social Distancing Protocol

Business name: Click or tap here to enter text.

Facility Address: Click or tap here to enter text.

Approximate gross square footage of space open to the public: Click or tap here to enter text.

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

☐ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health (check all that apply to the facility):

☐ Everyone who can carry out their work duties from home has been directed to do so.

☐ All employees have been told not to come to work if sick.

☐ Symptom checks are being conducted before employees may enter the work space.

☐ All desks or individual work stations are separated by at least six feet.

☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

☐ Break rooms:

☐ Bathrooms:

☐ Other (Click or tap here to enter text.): Click or tap here to enter text.

☐ Disinfectant and related supplies are available to all employees at the following location(s):

Break rooms and supply closets

☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

Each work station and select common areas on 1st floor

☐ Soap and water are available to all employees at the following location(s):

Restrooms

☐ Copies of this Protocol have been distributed to all employees.

Via e-mail and with a verification sign off sheet

☐ Optional—Describe other measures: Click or tap here to enter text.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

☐ Limit the number of customers in the store at any one time to _____ (or other enter _____), which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

☐ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.

Explain:

☐ Optional—Describe other measures: Click or tap here to enter text.

Limiting the amount of attendees at scheduled public meetings to a group less than 10.

Appendix A: Social Distancing Protocol

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

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- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

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- ☐ Preventing people from self-serving any items that are food-related.
 - ☐ Lids for cups and food-bar type items are provided by staff; not to customers to grab.
 - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:
- ☐ Optional—Describe other measures (e.g. providing senior-only hours): [Click or tap here to enter text.](#)

Measures To Increase Sanitization (check all that apply to the facility):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions. **Available as of 4/2/20. Thereafter, subject to availability.**
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#) **spray**

"Virex" disinfectant mist spray used on frequently touched areas on a daily basis.

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name: [Click or tap here to enter text.](#)

Phone number: [Click or tap here to enter text.](#)

Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

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Facility Address: 375 Beale Street, San Francisco, CA 94105

Approximate gross square footage of space open to the public: 28,206

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

☒ Signage at each public entrance of the facility to inform all personnel and customers that they should: avoid entering the facility if they have a cough, fever, or other COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear a face covering, as required; and not shake hands or engage in any unnecessary physical contact.

☒ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Personnel Health (check all that apply to the facility):

☒ Everyone who can carry out their work duties from home has been directed to do so.

☒ All personnel have been told not to come to work if sick.

☒ Symptom checks are being conducted before personnel may enter the work space.

☒ Personnel are required to wear a face covering, as required by Order No. C19-12.

☒ All desks or individual work stations are separated by at least six feet.

☒ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

☒ Break rooms: Daily (M-F)

☒ Bathrooms: Daily M-F

☒ Other (Elevator buttons inside and outside cab): Door handles, Daily (M-F)

☒ Disinfectant and related supplies are available to all personnel at the following location(s): Janitor and engineering storage closets.

☒ Hand sanitizer effective against COVID-19 is available to all personnel at the following location(s): Each building entrance, elevator lobby (1st floor) and security desk console. Available as of 4/29/2020. Thereafter, supplies subject to availability.

☒ Soap and water are available to all personnel at the following location(s): Restrooms and kitchenette areas.

☒ Copies of this Protocol have been distributed to all personnel.

☒ Optional—Describe other measures: Holiday and weekend schedule approved for building staff.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

☐ Limit the number of customers in the store at any one time to [Click or tap here to enter text.](#), which allows for customers and personnel to easily maintain at least six-foot distance from one another at all practicable times.

Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

- ☐ Post personnel at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- ☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: [Click or tap here to enter text.](#)
- ☒ Optional—Describe other measures: Public meetings only. Limiting meeting spaces to new Social Distancing occupancy per meeting space capacity reference sheet.

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☒ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☒ All personnel have been instructed to maintain at least six feet distance from customers and from each other, except personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☒ Optional—Describe other measures: Limited elevator capacities to a max of two riders at a time and promoting the use of different stairwells with directed one-way path of travel.

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- ☐ Preventing people from self-serving any items that are food-related.
 - ☐ Lids for cups and food-bar type items are provided by personnel; not to customers to grab.
 - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☒ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: Wiping down parking pull ticket stations after entry and billing back agencies for parking instead of paying at the exits.
- ☐ Optional—Describe other measures (e.g., providing senior-only hours): [Click or tap here to enter text.](#)

Measures To Increase Sanitization (check all that apply to the facility):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☒ Personnel are assigned to disinfect carts and baskets after each use.
- ☒ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions.
- ☐ All payment portals, pens, and styluses are disinfected after each use.
- ☒ All high-contact surfaces are disinfected frequently.
- ☒ Optional—Describe other measures: “Virex” disinfectant mist spray used on frequently touched area on a daily basis.

Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

* Any additional measures not included here should be listed on separate pages and attached to this document.

You may contact the following person with any questions or comments about this protocol:

Name: Ebony Horace, Property Manager

Phone number: 628-220-2080



SOCIAL DISTANCING CHANGES AND IMPACTS AT **375 BEALE**

Prepared By: Ebony Horace



This presentation outlines planned efforts to promote social distancing guidelines within the Bay Area Metro Center and identifies the impacts social distancing will have as a “new norm”.*

- | | |
|------------------------------------------------------------------|-----------------------------------------------------------|
| 1. Occupant Communication | 11. Workstations |
| 2. Building Entrances | 12. Common Areas – Indoor & Outdoor Seating |
| 3. Lobby & Security Desk | 13. Common Areas – Hallways & Stairways |
| 4. Management Office | 14. Common Areas – Restrooms |
| 5. Elevators | 15. Parking Structure and Loading Zone |
| 6. Freight Elevator & Mail Room | 16. The Hub |
| 7. Amenities - Conference Rooms and Shared Meeting Spaces | 17. Janitorial Specifications |
| 8. Amenities – Wellness Room / Cove | 18. HVAC Specifications |
| 9. Amenities – Shower Rooms / Bicycle Rack Area | 19. CAM Reconciliations & Base-Year Treatments |
| 10. Common Areas – Kitchens and Shared Pantries | 20. Questions, Comments & Next Steps |

*** Please note that these requirements will remain in place per guidance provided by the County and/or State or as long as deemed necessary.**

OCCUPANT COMMUNICATION

Communication will be paramount to ensure a smooth transition to resume operations within BAMC immediately post Shelter In Place Orders and along the way as updates are made in this rapidly changing environment.

POLL BAMC OCCUPANTS FOR CAPACITY (OVER THE PHONE OR VIA EMAIL)

- What's their headcount going to look like?
- Will WFH policies be continued?
- Will they need additional janitorial?
- What Social Distancing efforts will be implemented within their space?
- Are there any additional measures they are pursuing we should be aware of?

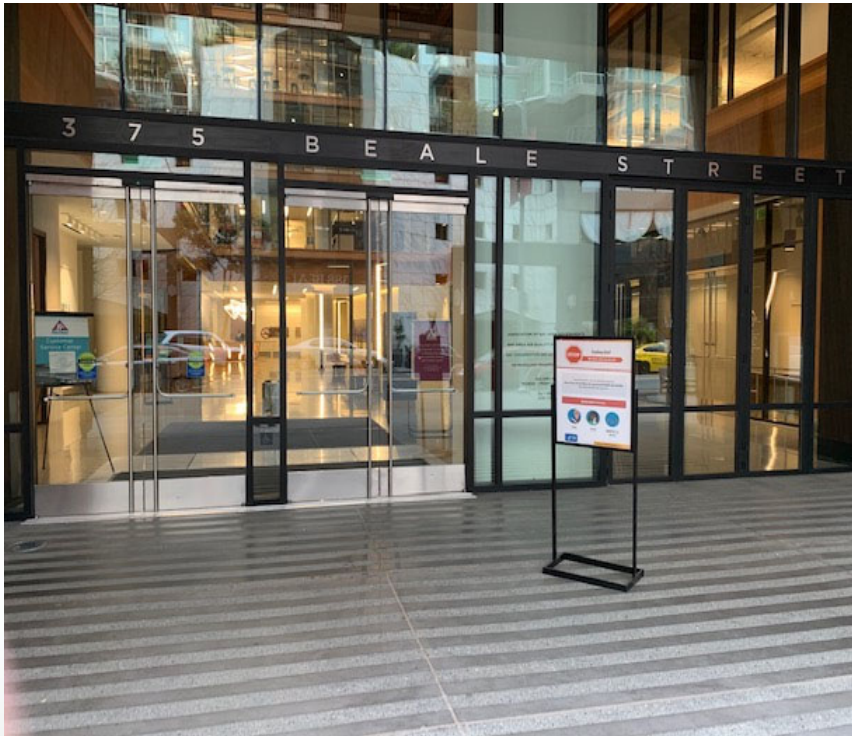
SEND ADVANCE NOTICE OF NEW BUILDING PROTOCOLS AND PROCEDURES

- Entry Notifications.
- Crowd control or density restructuring.
- Visitor management changes.
- Hosting a webinar for occupants to familiarize with them in advance, or send via PDF.

CONDUCT ONGOING BAMC OCCUPANT CHECK-INS AND UPDATE COMMUNICATION

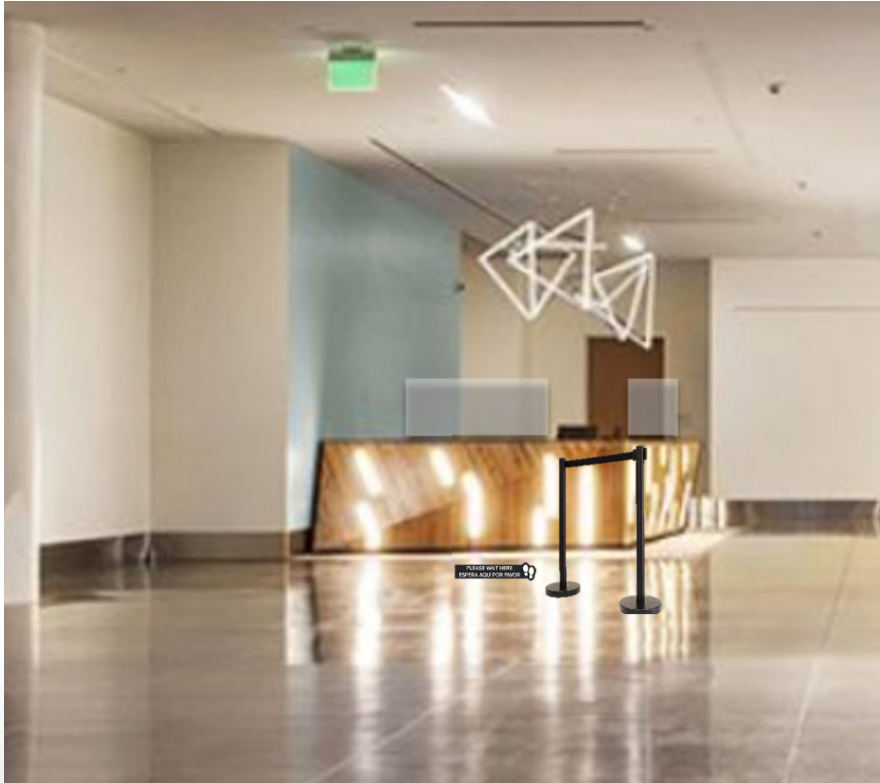
- Find out what implemented items worked and what didn't.
- Revisit items that are not working and implement new updates as needed.
- BAMC website will be updated on an as-needed basis with additional information and communication under Emergency Management - www.375Beale.com

ENTRANCES



- **Beale Lobby Entrance doors** to remain open and be used as the sole and primary entrance for all occupants into the building to assist with security measures and reduce the number of frequently touched areas to address.
- **Rincon Entrance doors** to remain locked and be used as an exit route only to help with flow of traffic.
- **Harrison Entrance door** to be utilized for bicycle rider entry/exit only. All other access should be limited to exit only.
- **Signage stating** that social distancing guidelines are in place.
- **Security** will be posted at both the Beale and Harrison entrances for symptom screening and badge checks. This will include verifying all that enter have a face covering as required per the Building Social Distancing Protocol prior to entering. Badges will be checked upon entering the building.
- **Hand Sanitizer stations** – will be placed at the Beale, Harrison and Rincon lobby entrances.

LOBBY & SECURITY DESK



- **Path of travel** will be implemented in the lobby by having those entering Beale stay to the right and those exiting directed toward Rincon. Belt stations will be used to control the flow.
- **Signage** to be posted in the lobby and next to elevator banks to discourage congregating. 6ft Social distancing decals will also be placed on the lobby floor and crowd control stanchions will be placed at the security desk console for visitor check in.
- **Acrylic Splash Guards** will be added as an additional barrier in front of security desk and at the 7th floor Public Agency reception desk area.
- **Janitorial** will be addressing all high touch areas including door handles, security desk console, restrooms and elevator buttons.
- **Hand Sanitizer stations** – to remain next to security desk.
- **Visitor Management System** – All visitors and contractors should be pre-registered in advance.
- **Face coverings will be required at all times** in all areas of the building where shared communal access is needed.

MANAGEMENT OFFICE



- **Management Office** to remain closed to visitors. Virtual Meetings or Conference Calls will be done as needed with building occupants.
- **Sign next to door to state:** “Due to social distancing guidelines, the Property Management team will be available by phone or email to schedule in office appointments. Please call + 1 628 220 2080 if you need immediate assistance.”

ELEVATORS



- **“Wait Here” sign** and/or floor decals will be installed to require proper social distancing.
- **Security** will be stationed at elevators to push call buttons and monitor the flow of traffic and direct others toward Stair 2 for Upward flow of traffic.
- **Each elevator** to be designated to a 2-person cab. Elevators should only be used to go up to an occupants space or as deemed necessary. **“Designated stairwells”** should be utilized for all other travel in between floors.
- **CDC defines** safe social distancing to be 6 feet apart in under 10 minutes
- **Hand Sanitizer Station** located at 1st floor elevator lobby

SERVICE ELEVATOR & MAIL ROOM



- **Service Elevator** will be set in Angus for reserved only use for contractors, occupants and vendors traveling with carts. Security will assist when needed.
- **L1 Mail Room** signage will indicate only one person allowed in this mail room at a time due to social distancing requirements.
- **L2 Mail Room** will be accessible by mailroom employees only. Signage will direct all others including delivery personnel to keep proper social distance at the countertop door and to wait for further assistance. This is to maintain proper handling and disinfecting requirements at all times for mail and boxes being delivered to agency floors.

AMENITIES – CONFERENCE ROOMS AND SHARED MEETING SPACES

Floor	Room Name	Room Number	Room Size	Fire Code Maximum Occupancy	Social Distancing Recommended Capacity
1	Board Room	110-B	Commissioners	125 (Main)/ 35 (Raised Dais)	21
1	Claremont	112	Commissioners	35	5
1	Mission	116	Commissioners	23	4
1	Ohlone	107	Multipurpose (SM)	96	16
1	Yerba Buena	109	Multipurpose (LG)	312	52
1	Warming Kitchen	174	N/A	3	1
1	Temazcal			470	78
2	The Cove	262	N/A	23	3
6	Solano	6105	SM	6	1
6	Napa	6203	SM	8	1
6	Marin	6204	SM	8	1
6	Sonoma	6302	SM	10	1
6	San Mateo	6307	SM	10	1
6	Alameda	6103	MED	17	2
6	San Francisco	6205	MED	20	3
6	Contra Costa	6206	MED	20	3
6	Santa Clara	6301	LG	27	4
6	Bay Area	6102	XL	36	6
7	San Andreas	7103	SM	9	1
7	Mayacamas	7104	SM	9	1
-	-	-	-	-	-



Current



NEW

- **Virtual Meetings** to be held whenever possible.
- **Signage on doors** to comply with recommended social distancing capacity requirements.
- **Reconfigure** Conference room tables and chairs to accommodate 6 feet of space between participants.
- **XX Total attendees** with 6 feet configuration will be posted at each conference room entrance and communicated at the time of reservation.
- **Mothers rooms** to be wiped down after each use by the employee using the room. Disinfecting wipes will be provided in each of the mothers rooms.
- **Face coverings will be required at all times** in all communal access areas of the building.

AMENITIES – WELLNESS CENTER - COVE



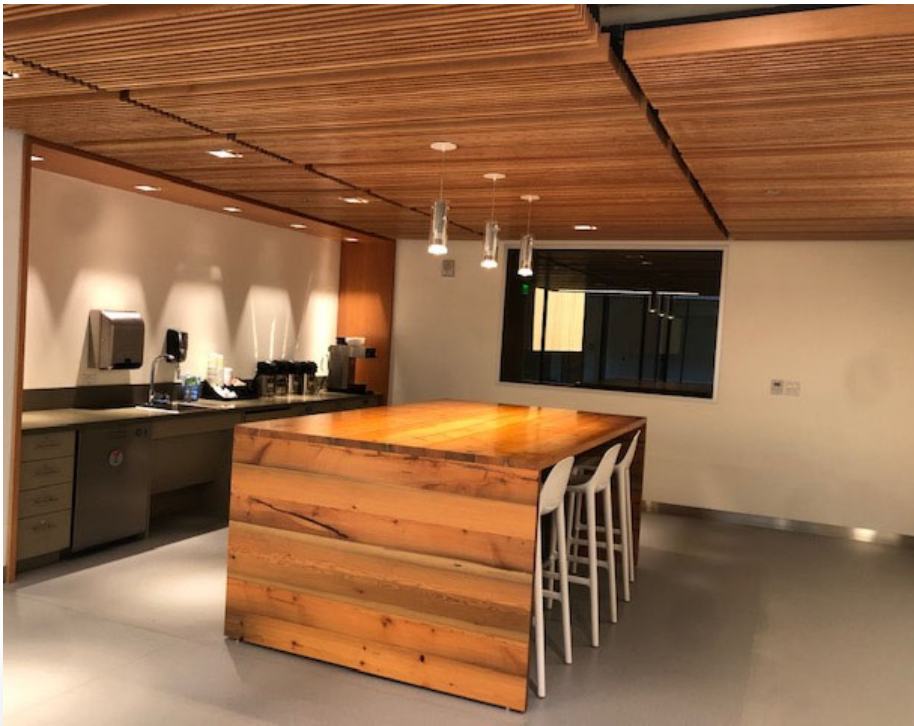
- **Used on Reserved basis** to control maximum capacity of this room. Badge access to be limited to users on a case by case basis.
- **A liability notice** will be posted on entry door stating "room to be used at your own risk."
- **Signage** to encourage cleanliness and require social distancing.
- **Face coverings will be required at all times** as the Cove is considered a communal access area.

AMENITIES – SHOWER ROOMS AND BICYCLE RACK AREA



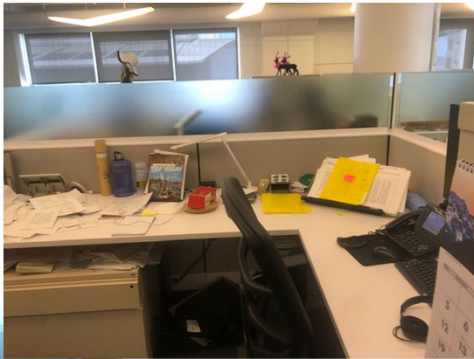
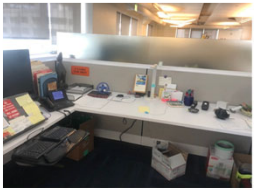
- **Add liability notice** on each locker room door stating "use at your own risk."
- **Signage** to encourage cleanliness of personal belongings and require social distancing. Reminders will be posted to not leave personal belongings overnight.
- **Janitorial services** will continue to replenish supplies in restrooms throughout the day, disinfect all frequently touched areas and disposal of trash. Nightly service will include enhanced cleaning service and disinfecting of all areas to include shower curtains being cleaned nightly. Will add wiping down each bike rack to frequently touched areas nightly.
- **Face coverings will be required at all times** in shower rooms (except while showering) and bicycle rack area.

COMMON AREAS – KITCHENS AND SHARED PANTRIES



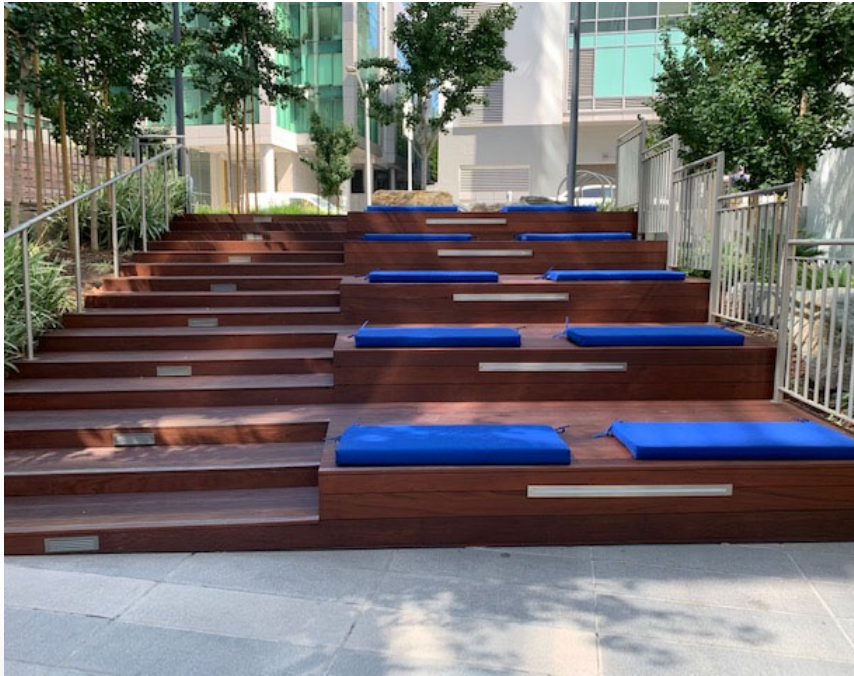
- **Encourage staggering of lunches and breaks** to reduce congregating in these areas when using a microwave and/or getting water, coffee or tea.
- **Maintaining proper social distancing** in all seating areas by removing chairs and adding table top signage indicating the required 6 feet distance.
- **Face coverings will be required at all times** in these shared communal access areas.

WORKSTATIONS

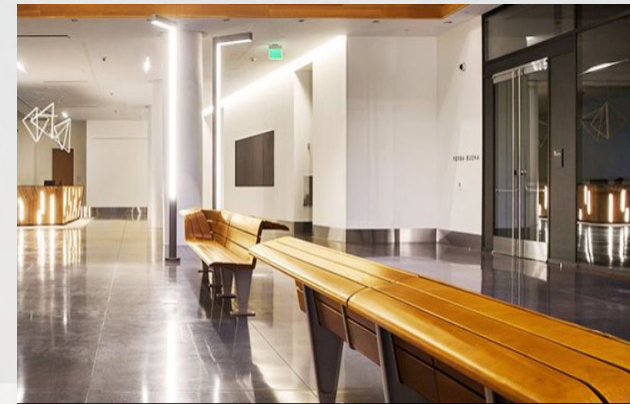


- **Staggering workstations to comply with Social Distancing** efforts in a checkboard style structure.
- **Implement a "Free and Clear" Desk Policy** to allow for janitorial to fully clean and disinfect the surface nightly.
- **Face coverings will be required at all times** in these shared communal access areas.

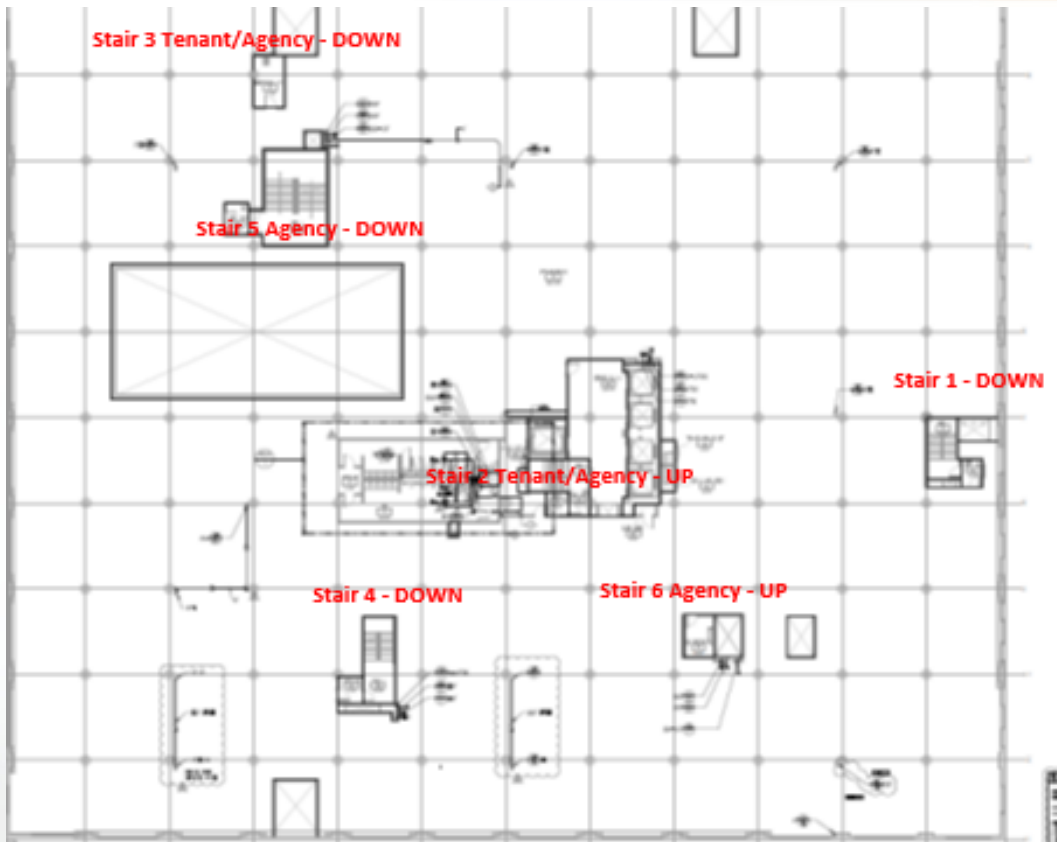
COMMON AREAS – INDOOR & OUTDOOR SEATING



- **Signage in lobby and in Rincon alley** to indicate 6 ft Social Distancing Requirements on benches and commonly shared seating areas.
- **Seat cushions** will be removed until further notice.
- **Tabletop signage** for Social Distancing in shared seating areas.
- **Face coverings will be required at all times** in all shared communal access areas of the building. The County has also required that face coverings be worn outside on sidewalk areas where paths are crossed with others.



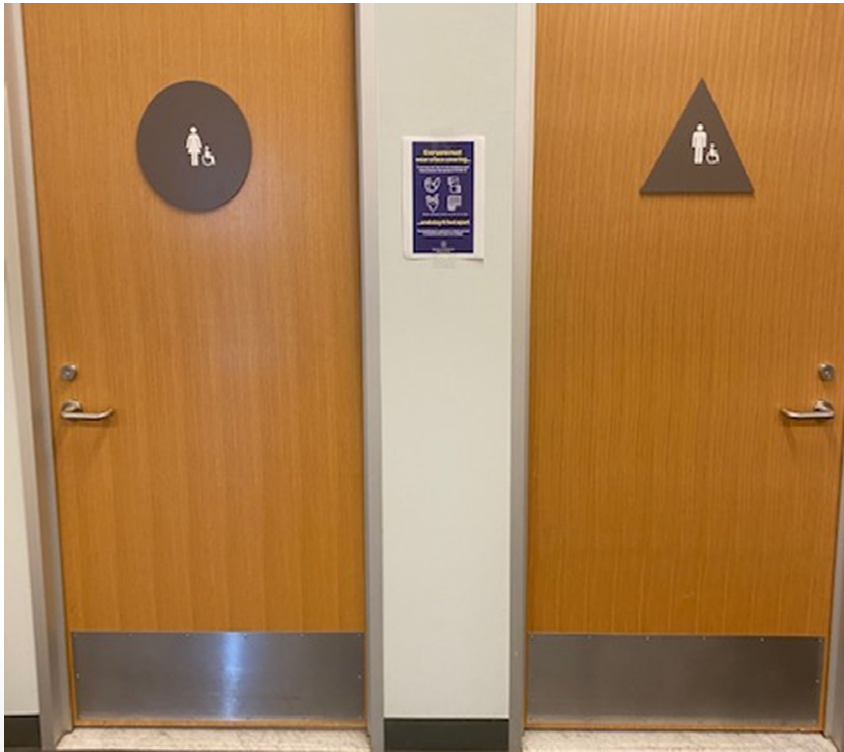
COMMON AREAS – HALLWAYS & STAIRWELLS



- **Path of travel** requiring staff to stay to the right in hallways to and from their desired location.
- **Signage** reminding occupants to practice social distancing.
- **Designating connecting stairwells for up or down usage:** Stairwell #3 will be used for traffic going down and exiting out of the building into Rincon Alley. Stairwell #2 (elevator lobby) will be used for traffic going up. All other stairwells should be used for egress purposes only.
- **Agency convenience stairwell use:** Stairwell #5 will be used for traffic going down on agency floors. Stairwell #6 (next to elevator lobby) will be used for traffic going up on agency floors. Elevators should not be used to go from floor to floor, unless necessary.

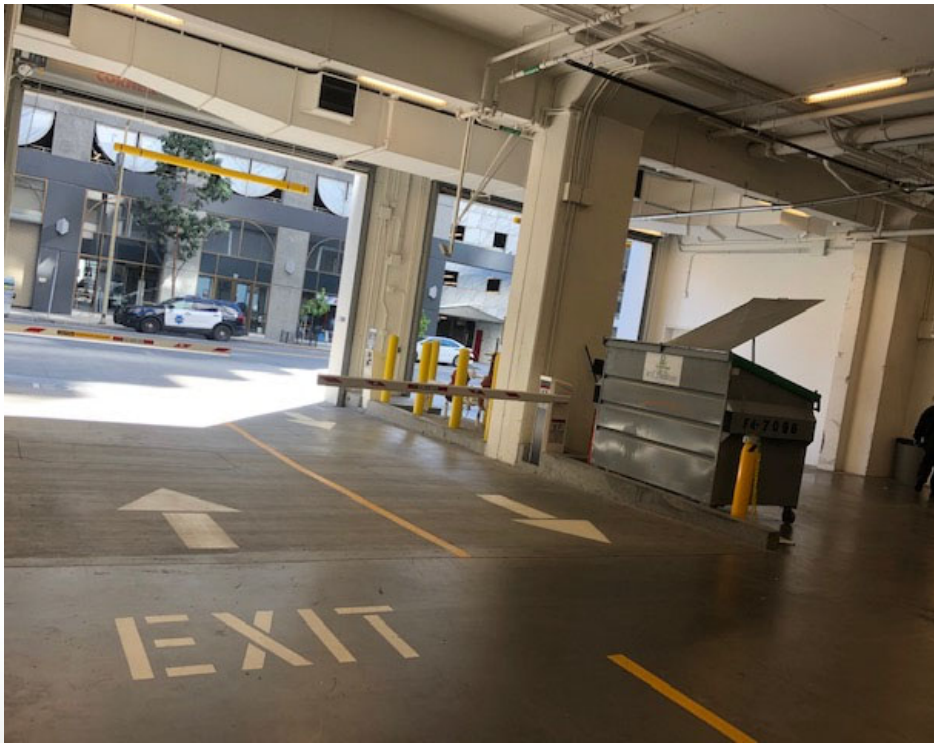
**Please note that this is only for Social Distancing. In the event of a Fire & Life Safety event, we ask that Floor Wardens continue to guide their teams to follow your agency's current evacuation protocols.*

COMMON AREAS – RESTROOMS



- **Social distancing** signage throughout restrooms
- **Every other restroom stall** to comply with social distancing while in use.
- **Decals on floor** to require social distancing.
- **Proper hand washing** signage.
- **Install hand sanitizer dispensers** outside of restroom doors for door opening.
- **Face coverings will be required at all times** in the restrooms.

PARKING STRUCTURE AND LOADING ZONE



- **Face Coverings** will be required inside the garage at all times.
- **Signage:** Parkers will be informed to use Beale entrance only to gain access into the building. No access to back hallway located near freight elevator will be allowed. Double doors next to freight elevator will only be used to exit the building, to enter into the garage, or to retrieve mail from L1 only.
- **Additional social distancing signage** will be posted in this area to prohibit people congregating in the garage.
- **Hand sanitizer stations** – will be placed inside both Harrison and Beale garages.

THE HUB



- **Additional social distancing floor decal signage** on the floor.
- **Door entrance** - keep propped open to reduce the amount of frequently touched areas to address.
- **Equipment** - Occupant to provide disinfecting wipes for commonly used equipment.



CLEANING SPECIFICATIONS

High-touch points throughout the building will be cleaned at higher disinfecting levels.

- **Doors:** Wipe knobs often and place hand sanitizer near entrances/exits.
- **Stair railings:** Wipe and clean these surfaces at least daily.
- **Elevator buttons:** Sanitize hands and place hand sanitizer in high-traffic areas.
- **Conference tables:** Wipe tables, phones, etc. before each meeting.
- **Lobby areas:** Wipe hard surfaces and provide hand sanitizer for guests.
- **Copy stations:** Sanitize or wash hands when using common office machines.
- **Kitchens/pantries:** Wipe all surfaces, even if they appear to be clean.
- **Reception:** Provide hand sanitizer in public or common areas.
- **Bike Racks:** Place hand sanitizer near high-use items such as this.

JANITORIAL SPECIFICATIONS

Cleaning Contract Changes – Common areas will continue to be cleaned at the higher disinfecting levels, but the following are some options Management is considering:

A. Night Cleaning if we contract for enhanced disinfecting separately:

OPTION 1

Performance based cleaning – cleaning, dusting and vacuuming as needed at current rate: \$0.1239 PSF

OPTION 2

Normal dusting and vacuuming + high touch points on door handles/knobs, breakrooms, conference rooms: \$0.1675 PSF

OPTION 3

Normal dusting and vacuuming + high touch points on door handles/knobs, breakrooms, conference rooms + includes desks and all horizontal surfaces: \$0.2112 PSF

B. Night Cleaning if we contract for enhanced disinfecting as base building but still billed to the tenants separately from OPEX:

OPTION 1

Performance based cleaning – cleaning, dusting and vacuuming as needed at current rate \$0.1239 PSF

OPTION 2

Normal dusting and vacuuming + high touch points on door handles/knobs, breakrooms, conf rooms \$0.1298 PSF

OPTION 3

Normal dusting and vacuuming + high touch points on door handles/knobs, breakrooms, conf rooms + includes desks and all horizontal surfaces \$0.1734 PSF

HVAC SPECIFICATIONS

The following best practices have been ongoing during the Shelter In Place to ensure sound readiness prior to normal operations resuming.

Safety

- At the onset of all tasks, Engineering staff will make a safety assessment to review possible risk for all work to be performed in and around HVAC equipment.
- Staff will be supplied and equipped with proper PPE i.e. KN95 respirator masks, nitrile gloves, face shields and safety glasses. Hard hats will be utilized where necessary.
- Engineers will perform tasks maintaining a 6' distance when tasks require more than one Engineer to accomplish.

Air Handler Units (AHU)

- AHUs have been wiped down using disinfectant spray.
- AHU coils have been cleaned using a liquid coil cleaner/disinfectant.
- AHU filters are being changed from MERV 8 filters to MERV 13.
- AHU bearings have been inspected and lubed, and belt tension has been checked and replaced as needed.
- Condensate drain pans have been checked and cleared for proper drainage.
- Chilled water piping has been checked for leaks and insulation has been checked for damage.
- Operational checks have been made for all units for optimal start and run conditions.
- Fresh air intake increase to maximum possible and monitored.

Cooling Towers

- Operational inspections have been performed on cooling towers.
- Towers have been inspected for leaks.
- Tower chemistry has and is being maintained to prevent microbes from the condenser system.
- Tower motors and fans have been inspected and lubed as needed.
- Strainer baskets have been inspected and cleaned as needed.
- Tower basins have been inspected and will be cleaned as per annual required maintenance.

Chiller Plants

- Operational inspections have been performed on chiller plants.
- Chiller readings taken four times daily.
- Chiller annuals completed in April 2020.
- Water chemistry for both buildings tested weekly in house and monthly by service provider.
- All control settings and setpoints will be closely monitored and adjusted accordingly based on occupancy as well as ambient conditions.



QUESTIONS, COMMENTS & NEXT STEPS