

REOPENING SAFELY TOGETHER

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This presentation outlines changes made to the Social Distancing Impacts at 375 Beale in order to have a **Safer Return Together** (pursuant to Order C19-07y_updated July 20, 2021). Our primary goal is to provide a healthy workplace for all individuals that enter the Bay Area Metro Center.

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CURRENT HEALTH ORDER REQUIREMENTS – GREEN TIER

Order No. C19-07y(updated July 8th and July 20th) went into effect on June 11, 2021 at 12:01 a.m.



**City and County of
San Francisco**

**Department of Public Health
Order of the Health Officer**

ORDER OF THE HEALTH OFFICER No. C19-07y (updated)

**ORDER OF THE HEALTH OFFICER
OF THE CITY AND COUNTY OF SAN FRANCISCO**

**ENCOURAGING COVID-19 VACCINE COVERAGE
AND REDUCING DISEASE RISKS
(Safer Return Together)**

DATE OF ORDER: June 11, 2021, updated July 8, 2021 and July 20, 2021

Directive No. 2020-18d (regarding indoor offices – updated May 6, 2021)

- **Social Distancing Protocols / Health Safety Plan**

- No Longer Required.
- 6ft social distancing recommended in all common areas of building.

- **Mandatory Reporting Requirements**

- Must report within 48 hours of being tested positive to Building Management.
- 3 or more cases within a 2 week period.

- **Required Signage** <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

- Get vaccinated; stay home if sick; wear a mask for added protection, maximize fresh air.
- Reporting Violations to 3-1-1.

- **Ventilation Guidance**

- All Businesses and governmental entities with indoor operations are urged to review the Ventilation Guidelines and implement ventilation strategies for indoor operations as feasible.

- **Face Coverings**

- A “well-fitted mask” is “*recommended*” for all individuals regardless of vaccination status in all indoor areas including occupant spaces but **required** for entry into the building and inside all common areas. A non-vented N95 mask is strongly recommended. A Well-fitted mask does not include a scarf, ski mask, balaclava, bandana, turtleneck collar, or single layer fabric or any mask that has an unfiltered one-way exhaust valve.

ONGOING OCCUPANT COMMUNICATION

Communication will be paramount to ensure all tenants are aware of updates that are made in this rapidly changing environment.

CONTINUE TO COMPLETE ROUTINE CHECK-INS WITH OCCUPANTS AS REOPENING PLANS

- Understand each occupants occupancy plans in alignment with order?
- Learn what the WFH policies are and if will they be continued?
- Obtain estimates of employees to return to plan for the flow of traffic.
- Remind occupants to continue reporting any COVID-19 confirmed positive cases.

ONGOING COMMUNICATIONS FROM BUILDING MANAGEMENT

- Memo notifications to be sent out as needed with any action items.
- Building website will continue to be updated with all COVID-19 communications at www.375beale.com under Emergency Management.
- Provide an outline for Building Resumption Plans as they are revised.

BUILDING ENTRANCES



- **Beale Lobby Entrance doors** will continue to be used as the sole and primary entrance into the building to assist with security measures and reduce the number of frequently touched areas. A “well-fitted” mask will still be required to be worn prior to entering and in all common areas.
- **Rincon Entrance doors** will continue to remain locked and be used as an exit route only to help with flow of traffic as occupants increasingly return back to the building.
- **Harrison Entrance door** will be fully accessible M-F from 7am-7pm. Security badges will be verified upon entering. This location will be the sole entrance for bicycle riders.
- **Security** will remain posted at both the Beale and Harrison entrance to complete badge verification checks upon entering the building.
- **Hand Sanitizer stations** – will remain at each lobby entrance (Beale, Harrison, Rincon).
- **Face Coverings: REQUIRED** prior to entry.

LOBBY & SECURITY DESK



- For **Path of travel** purposes in the lobby, we will be asking those entering Beale stay to the right and those exiting the elevator directed toward Rincon. Belted stanchions will be used to control the flow (as applicable).
- **Signage** will remain in lobby and elevator banks to remind occupants of face covering requirements and encourage social distancing. Decals has been placed on the lobby floor and crowd control stanchions at the security desk console for visitor and contractor check in.
- **Acrylic Splash Guards** will remain as an additional barrier at the security desk console.
- **Janitorial** will continue addressing all high touch areas including door handles, security desk console, restrooms and elevator buttons.
- **Hand Sanitizer stations** – located at the Beale and Rincon entrances.

MANAGEMENT OFFICE



Management Office to remain closed to visitors. Virtual Meetings or Conference Calls will be done as needed with building occupants.

To schedule an appointment please contact Building Management at 628-220-2080 or 375bealest@cushwake.com.

Face coverings are **REQUIRED** prior to entry.

ELEVATORS



- **“Wait Here” sign** and/or floor decal will remain on lobby flooring so people do not congregate.
- **Security** will be stationed at elevators to push call buttons and monitor the flow of traffic and direct others toward Stair 2 to reduce crowding and direct an upward flow of traffic.
- **Each elevator** to be designated to a 2-person cab and up to 4 persons during peak travel.
- **Hand Sanitizer Station** located at 1st floor elevator lobby.
- **Face coverings** are **REQUIRED** while inside cab.

SERVICE ELEVATOR & MAIL ROOM



- **Due to the usage** of the service elevator, this elevator will be set in Angus to **reserved only** for contractors, occupants and vendors traveling with carts. Security will need to be contacted to assist when needed.
- **L1 Mail room** is too small to maintain safe distance. Signage will indicate to keep distance and only one person allowed in the mail area at a time.
- **Face coverings REQUIRED** at all times in these areas.

AMENITIES – WELLNESS CENTER - COVE



OPEN FOR RESERVATION ONLY

Please contact meetings@bayareametro.gov.

- **Used on Reserved basis** only to control maximum capacity of this room. Badge access limited to users on a case by case scenario.
- **Addition of a liability notice** on front door stating gym use at your own risk.
- **Signage** to encourage cleanliness and social distancing.
- **Face coverings REQUIRED** at all times in this area.

AMENITIES – SHOWER ROOMS AND BICYCLE RACK AREA



- **Signage** to encourage cleanliness of personal belongings and social distancing. Reminders are posted inside lockers that personal belongings should not be left overnight.
- **Liability notices are posted** on shower room and bike rack area to use at your own risk.
- **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 continue to wipe down each bike rack to frequently touched areas nightly.
- **Face coverings REQUIRED** at all times in these areas.

COMMON AREAS – INDOOR & OUTDOOR SEATING



- **Benches** and **commonly shared seating** areas are no longer restricted from use.
- **Seat cushions outside** will not be provided until further notice.



COMMON AREAS – HALLWAYS & STAIRWELLS



- We will no longer be designating connecting stairwells for path of travel needs to social distance.
- We encourage all occupants to social distance when necessary to minimize congregating in the hallways and stairwells.
- **Signage** indicating to practice social distancing and no breaks or lunches in these areas.
- **Face coverings** **REQUIRED** at all times in this area.

COMMON AREAS – RESTROOMS



- **Max Occupancy** signage will remain outside restrooms to limit crowding inside restroom.
- **Decals on floor** will remain to promote social distancing when necessary.
- **Doors will continue to be propped open** to reduce frequently touched areas.
- **Hand sanitizer dispensers are located** outside of restroom doors for door opening.
- **Face coverings REQUIRED** at all times in these areas.

PARKING STRUCTURE AND LOADING ZONE



- **Face Coverings** will be **REQUIRED** inside the garage at all times.
- **Signage** directing occupants towards using Beale entrance only to gain access into the building and not back hallway by freight elevator. This reduces the amount of frequently touched areas and assist with path of travel. Double doors next to service elevator will be used to exit the building to enter into the garage or retrieve mail from L1 only.
- **Additional** social distancing signage to mitigate congregating in the garage.
- **Hand Sanitizer stations** – will be placed inside both Harrison and Beale garage.

CONFERENCE ROOMS AND MEETING SPACES



- **Virtual Meetings** encouraged to be held whenever possible.
- **Max Occupancy Signage on doors will remain** to encourage social distancing.
- **Face coverings** are **REQUIRED** to be worn in these areas at all times.

COMMON AREA – SHARED PANTRY SPACES



- **Promote staggered lunches and breaks if necessary** to reduce congregating in these areas when using a microwave and when trying to get coffee.
- **Max occupancy signage** to be posted within breakroom / kitchen to limit crowding of employees.
- **Additional signage should include** promoting proper handwashing at kitchen sink areas with additional signs recommending that equipment be wiped down before and after each use.
- **Recommendation to remove excess chairs** to promote non congregating.

Please visit <https://sf.gov/outreach-toolkit-coronavirus-covid-19> for other required signage from SFDPH.

OCCUPANT SPACES



- **Continue to Implement a FREE and CLEAR desk policy** – to keep desk free and clear from any personal belongings or paperwork each night so that the night janitorial team can fully wipe down each surface thoroughly.
- **Tenants are to follow SFDPH and Cal/OSHA rules when developing a screening process** inside their space for visitors and guests, front desk and in common areas throughout space.(i.e. copiers, or other frequently touched equipment areas.)

JANITORIAL CLEANING SPECIFICATIONS

High-touch points will continue to be cleaned throughout the building 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.
- **Water cooler/kitchen space:** 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.

Night cleaning services have been enhanced with a specialized cleanser which is used on nightly basis inside occupant spaces. For additional details, please contact Building Management.

For occupants that wish to obtain pricing a full Enhanced Cleaning service for their suite, please contact Building Management.

VISITOR AND CONTRACTOR MANAGEMENT – (NON-BUILDING BADGE HOLDERS)

IMPORTANT:

All visitors **will be required** to complete a Pre-Screening form and provide a valid photo I.D. (if visiting floors 2 through 8) at time of check-in. A well-fitted mask is also required to be worn at all times prior to entering the building and within common area spaces (lobbies, elevators, restrooms, hallways, and stairwells).


☐ Headache
☐ Sore Throat
☐ New Loss of Taste or Smell
☐ Congestion or runny nose (not attributed to allergies)
☐ Nausea or vomiting
☐ Diarrhea
☐ Feeling unusually weak or fatigue

☐ I have not been in close contact with someone who in the past 14 days has or had COVID-19
☐ I will wear a well-fitted mask in accordance with federal and state law while inside the building and throughout all common areas i.e., ... (meeting spaces, restrooms, elevators, common area hallways and lobby).

☒ I Agree ☐ I Do Not Agree

The image below is your Visit Pass (QR code) that can be scanned in the lobby, either from your smart phone or by printing out this email.

Sincerely,
Bay Area Metro Center



CONTRACTORS:

- All Contractors must be pre-registered in the Angus System in advance as a “Vendor Access” work order ticket. **A certificate of insurance (COI) must also be verified and approved in advance of their visit by Building Management.**
- The pre-screening form **will be required** upon check-in via a tablet device at the Security Desk Console.

SCHEDULED VISITORS:

- Visitors **must be pre-registered** in the Angus System in advance as a “Visitor Request”.
- An e-mail address will be required for pre-screening form to be sent in advance of their visit. Within the body of the e-mail the personalized QR code will be displayed toward the bottom to be used upon check-in. (Please see left image as an example).

UNSCHEDULED VISITORS:

- Visitors who are **NOT** pre-registered in advance will be required to complete the pre-screening Form upon check-in via a tablet device at the Security Desk Console.

MEMBERS OF THE PUBLIC FOR GROUND FLOOR MEETING SPACES:

- Visitors who are **NOT** pre-registered in advance will be required to complete the pre-screening Form upon arrival at the Building entrance and directed to their specific location. No I.D. will be required for any visits on the ground floor.

NEW HIRES:

- Must** be pre-registered in advance in Angus as a “Visitor Request”.
- Screening to be performed by the occupant.

MAIL CARRIERS:

- The pre-screening form **will be required** upon check-in via a tablet device at the Security Desk Console.



QUESTIONS, COMMENTS & NEXT STEPS