# 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 <a href="https://sf.gov/outreach-toolkit-coronavirus-covid-19">https://sf.gov/outreach-toolkit-coronavirus-covid-19</a>

- 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.

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# 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 <a href="https://www.375beale.com">www.375beale.com</a> under Emergency Management.
- Provide an outline for Building Resumption Plans as they are revised.

## **BUILDING ENTRANCES**

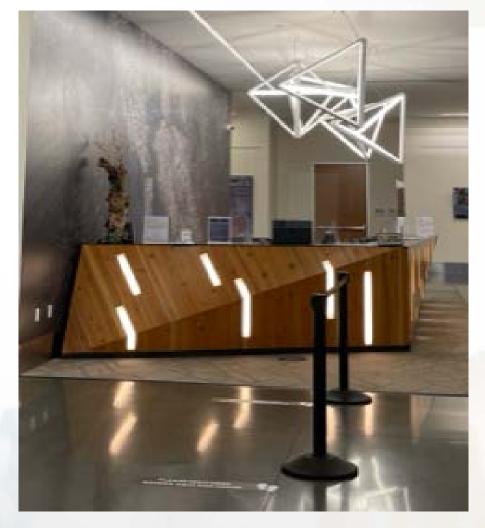




- Beale Lobby Entrance doors will continue to be used as the sole and primary entrance into the building to assist with security measures and reduce the number of frequently touched areas. A "well-fitted" mask will still be required to be worn prior to entering and in all common areas.
- Rincon Entrance 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**



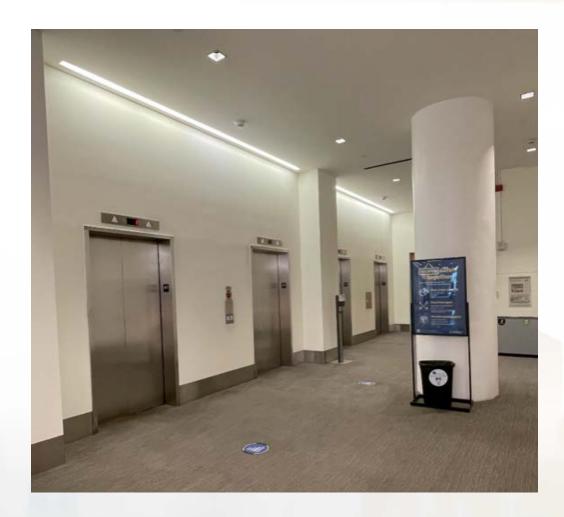


Management Office to remain closed to visitors. Virtual Meetings or Conference Calls will be done as needed with building occupants.

To schedule an appointment please contact Building Management at 628-220-2080 or <a href="mailto:375bealest@cushwake.com">375bealest@cushwake.com</a>.

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

## **ELEVATORS**

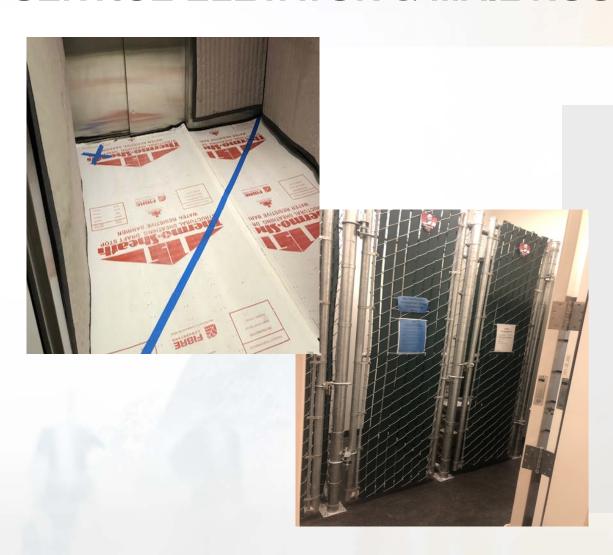




- "Wait Here" sign and/or floor decal will remain on lobby flooring so people do not congregate.
- Security will be stationed at elevators to push call buttons and monitor the flow of traffic and direct others toward Stair 2 to reduce crowding and direct an upward flow of traffic.
- Each elevator to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

## SERVICE ELEVATOR & MAIL ROOM





- Due to the usage of the service elevator, this
  elevator will be set in Angus to <u>reserved only</u> 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 <u>REQUIRED</u> at all times in these areas.

# AMENITIES – WELLNESS CENTER - COVE





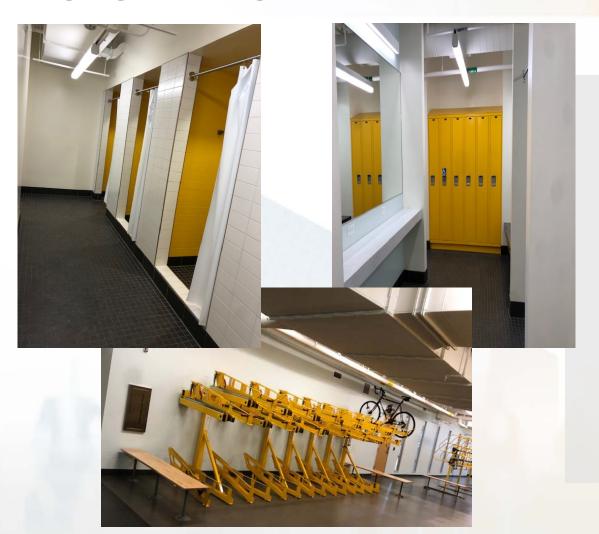
### **OPEN FOR RESERVATION ONLY**

Please contact <u>meetings@bayareametro.gov</u>.

- 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 <u>REQUIRED</u> 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 <u>REQUIRED</u> at all times in these areas.

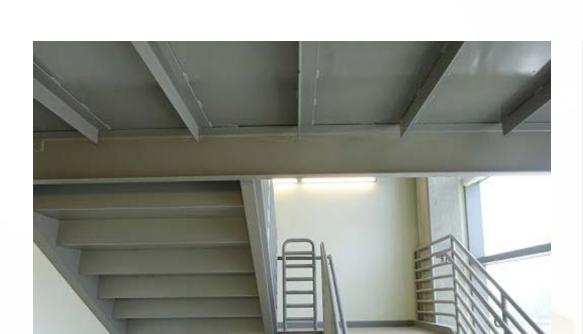
## COMMON AREAS - INDOOR & OUTDOOR SEATING



- Benches and commonly shared seating areas are <u>no longer</u> restricted from use.
- Seat cushions outside will be 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.

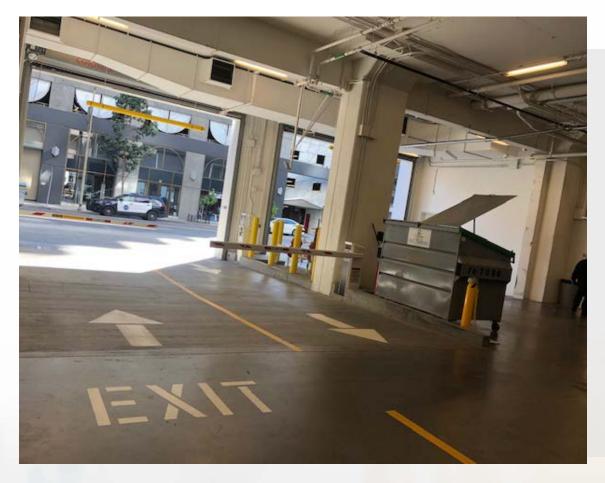
## COMMON AREAS - RESTROOMS





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

# PARKING STRUCTURE AND LOADING ZONE



- Face Coverings will be <u>REQUIRED</u> 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 <u>REQUIRED</u> 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 <a href="https://sf.gov/outreach-toolkit-coronavirus-covid-19">https://sf.gov/outreach-toolkit-coronavirus-covid-19</a> 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
- 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.)

each surface thoroughly.

## 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 <u>will be required</u> 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).



#### 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 <u>will be required</u> upon check-in via a tablet device at the Security Desk Console.

#### **SCHEDULED VISITORS:**

- Visitors <u>must be pre-registered</u> 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 prescreening 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 <u>NOT</u> pre-registered in advance will be required to complete the prescreening 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 <u>will be required</u> upon check-in via a tablet device at the Security Desk Console.

