

# BUILDING NOTICE



JANUARY 29, 2021

## STAY SAFER AT HOME – SHELTER IN PLACE ORDER C19-07s

Good Day,

On January 27, 2021, the City and County of San Francisco Department of Public Health issued Order No. C19-07s, which supersedes the Order of the Health Officer, No. C19-07r issued January 20, 2021 and will remain in effect, without a specific expiration date, until rescinded, superseded, or amended in writing. For specific details, please visit the following link:

<https://www.sfdph.org/dph/alerts/files/C19-07-Shelter-in-Place-Health-Order.pdf>

Order No. C19-07s went into effect immediately upon issuance on January 27, 2021.

Per the January 27, 2021 San Francisco Department of Public Health Order No. C19-07s:

- All Essential Businesses must prepare, post, and implement an updated Social Distancing Protocol (as revised January 27, 2021) and must complete a Social Distancing Protocol checklist for each of its facilities in the County frequented by Personnel or members of the public. 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 Social Distancing Protocol checklist must also be provided in hardcopy or electronic format to each person performing work at the facility. 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.
- All businesses must post required signage per section 3.27 of Appendix A to the Social Distancing Protocol in any break room, cafeteria, or similar indoor space. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. The following signs are required as of 1/27/21:
  - A sign bearing the message that: (1) COVID-19 is transmitted through the air, and the risk is generally higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds;
  - A sign informing Personnel that they must remain at least six feet away from others outside their Household at all times;
  - A copy of the “Take a Break Safely” Poster (available online at [sf.gov/file/covid-break-room](https://sf.gov/file/covid-break-room)).
  - Signage (available online at [https://sf.gov/sites/default/files/2020-11/VentilationChecklist-11x17-110320\\_0.pdf](https://sf.gov/sites/default/files/2020-11/VentilationChecklist-11x17-110320_0.pdf)) indicating which of the following ventilation strategies are used at the facility: All available windows and doors accessible to fresh outdoor air are kept open; Fully Operational HVAC systems; Appropriately sized portable air cleaners in each room; or None of the above.
- All businesses and governmental entities must continue to require that all personnel immediately alert the business or governmental entity if they test positive for COVID-19 and were present in the workplace within the 48 hours before onset of symptoms or within 48 hours of the date on which they were tested.
- All businesses and governmental entities must continue to report to the San Francisco Department of Public Health when three or more personnel test positive for the virus that causes COVID-19 within a two-week period.

Please review the reporting requirements linked here: [www.sfgcdcp.org/covid19-positive-workplace](http://www.sfgcdcp.org/covid19-positive-workplace) and be sure to notify Building Management immediately with any confirmed cases. Guidance for how to report to Building Management is also attached to this notice.

- As of November 10, 2020, additional signage was required to be posted for employees to report unsafe conditions related to COVID-19. All businesses are required to post signs in employee break rooms or areas informing employees that they can report violations of COVID-19 health orders and directives by calling 311 or visiting [www.sf.gov/report-health-order-violation](http://www.sf.gov/report-health-order-violation). Signage should also state that the employee's identity will not be disclosed to the employer. Sample signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- All businesses that are allowed to be open indoors must review SFPD's Guidance on "Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic," available online at <https://www.sfgcdcp.org/COVID-Ventilation> ("Ventilation Guidance"). Those businesses must: (1) implement as many improvements in the Ventilation Guidance document as feasible, and (2) keep a hand-annotated copy of the Ventilation Guidance showing which improvements were considered and implemented. Ventilation guidance from recognized authorities such as the CDC, ASHRAE, or the state of California can be used as an alternate to the DPH Ventilation Guidance with an annotated version of the alternate guidance kept on hand.
- Order No. C19-07s does not affect Order No. C19-12d issued December 22, 2021 (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 continue to wear a Face Covering in accordance with Order No. C19-12d 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.

For additional questions or concerns, please contact Building Management at (628) 220-2080 or via e-mail at [375BealeSt@cushwake.com](mailto:375BealeSt@cushwake.com). We thank you for your attention to this matter.  
Building Management