

# BUILDING NOTICE



NOVEMBER 2, 2020

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

Good Afternoon,

On October 27, 2020, the City and County of San Francisco Department of Public Health issued Order No. C19-07I, which supersedes the October 20, 2020 Order of the Health Officer, No. C19-07k, and will remain in effect, without a specific expiration date, until rescinded, superseded, or amended in writing.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. C19-07I went into effect immediately on Tuesday, October 27, 2020.

Per the October 27, 2020 San Francisco Department of Public Health Order No. C19-07I:

- Per Appendix C-1, as revised on October 27, 2020, and Directive No. 2020-18b, Office Facilities that are not Essential Businesses can reopen, however they must adjust their maximum occupancy rules based on the size of the Office Facility to limit the number of people (including Personnel and members of the public), as follows: **(a)** Businesses with fewer than 20 Personnel must reduce their maximum occupancy to the number of people who can maintain at least six feet of physical distance from each other in the Office Facility at all times. **(b)** Businesses with 20 or more Personnel must reduce their maximum occupancy to the **lesser** of: (1) 25% the Office Facility's normal maximum occupancy, or (2) the number of people who can maintain at least six feet of physical distance from each other in the Office Facility at all times. Additional tips for reopening can be found at <https://www.sfdph.org/dph/alerts/covid-guidance/Office-Tips.pdf>.
- All businesses that are allowed to be open indoors for the public must conspicuously post signage, including at all primary public entrances, reminding people to adhere to physical distancing, hygiene, and Face Covering requirements and to stay home when they feel ill. They must also post a stand-alone 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. The County is making templates for the signage available online at <https://sf.gov/sites/default/files/2020-10/ReopenSafely-EnterAtOwnRisk-11x17-102720.pdf>. The templates may be updated from time to time, and businesses are strongly urged to keep informed of those changes and update their signage accordingly.
- Additional signage is required to be posted for employees to report unsafe conditions related to COVID-19. Beginning on November 10, 2020, 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 SFDPH's Guidance on "Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic," available online at <https://www.sfdcp.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

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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.

- 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 attached to this notice and linked here: [www.sfgdcp.org/covid19-positive-workplace](http://www.sfgdcp.org/covid19-positive-workplace) and be sure to notify Building Management immediately with any confirmed cases.
- Order No. C19-07/ does not affect Order No. C19-12c (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. C19-12c 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