

# BUILDING NOTICE

MARCH 9, 2020

## CORONAVIRUS – COVID19 UPDATE

Dear Building Occupants:

As updates surrounding the coronavirus, officially named COVID-19, are made, the Building remains committed to the health and wellbeing of all occupants of the building. As it pertains to recent developments, there are currently no additional actions required for us at this time. The Building will continue to monitor this evolving situation and share important updates when warranted.

### **What actions are currently being taken by the building?**

#### **Routine Cleaning:**

Janitorial has been actively wiping down frequently touched common area surfaces, workstations, countertops (restroom doors, lobby door handles, elevator buttons).

#### **Hand sanitizer:**

There have been two hand sanitizer stations placed on the first floor for visitors and guests. Building occupants are encouraged to purchase their own as they see fit.

#### **HVAC – Air Quality:**

For the last 2 weeks the building has been using 100% outdoor air and exhausting all return air from inside the building to the outdoors (rather than recirculating it around). This is standard per ASHRAE requirements.

We understand that there is still a lot of concern about COVID-19. According to the CDC and other local health departments, the majority of the people who have become infected do not become seriously ill, and fully recover. Please see below pro-active steps that can help reduce the spread of the virus:

### **How can individuals protect themselves and others?**

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home if you are sick, except to get medical care.
- Cover your mouth and nose when you cough or sneeze.
- Clean and disinfect objects and surfaces you touch.

## How can businesses and employers respond and prepare?

Pursuant to guidelines found at the Centers for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov))

- Suspend nonessential employee travel.
- Minimize the number of employees working within arm's length of one another, including minimizing or canceling large in-person meetings and conferences.
- Urge employees to stay home when they are sick and maximize flexibility in sick leave benefits.
- Not require a doctor's note for employees that are sick as healthcare offices may be very busy and unable to provide that documentation right away.
- Consider use of telecommuting options for appropriate employees.
- Consider staggering start and end times to reduce large numbers of people coming together at the same time.

For the full list of employer strategies, as well as for recommendations for how to create an Infectious Disease Outbreak Response plan, visit the CDC's Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019.

For any occupants that have any immediate concerns, we ask that you contact the Building Management office directly to discuss at (628) 220-2080 or [375bealest@cushwake.com](mailto:375bealest@cushwake.com).

We sincerely appreciate your cooperation.

Regards,

Building Management

### Additional Resources:

San Francisco Department of Public Health Coronavirus Facts Here  
<https://www.sfdph.org/dph/alerts/coronavirus.asp>

SF72.org  
<https://www.sf72.org/>

Official updates about the coronavirus text **COVID19SF** to **888-777**

California Department of Public Health nCoV2019 FAQ:  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>

CDC Coronavirus Disease 2019 (COVID-19) Situation Summary:  
<https://www.cdc.gov/coronavirus/2019-ncov/summary.html>