



SOCIAL DISTANCING CHANGES AND THE IMPACTS IT WILL HAVE AT **375 BEALE**

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This presentation outlines the ways in which the 375 Beale Building Management will make our best efforts to keep the occupants of the Bay Area Metro Center (BAMC) safe and promote social distancing guidelines within the building and identify the impacts social distancing will have as a “new norm”.

- 1. Occupant Communication**
- 2. Building Entrances**
- 3. Lobby & Security Desk**
- 4. Management Office**
- 5. Elevators**
- 6. Freight Elevator & Mail Room**
- 7. Amenities - Conference Rooms and Shared Meeting Spaces**
- 8. Amenities – Wellness Room / Cove**
- 9. Amenities – Shower Rooms / Bicycle Rack Area**
- 10. Common Areas – Kitchens and Shared Pantries**
- 11. Workstations**
- 12. Common Areas – Indoor & Outdoor Seating**
- 13. Common Areas – Hallways & Stairways**
- 14. Common Areas – Restrooms**
- 15. Parking Structure and Loading Zone**
- 16. Data Center and IDF Rooms**
- 17. The Hub**
- 18. Curbside Pick-up**
- 19. Cleaning Specifications**
- 20. HVAC Specifications**
- 21. Questions, Comments & Next Steps**

*** Please note that these requirements will remain in place per guidance provided by the County and/or State or as long as deemed necessary.**

OCCUPANT COMMUNICATION

Communication will be paramount to ensure a smooth transition to resume operations within BAMC immediately post Shelter In Place Orders and along the way as updates are made in this rapidly changing environment.

POLL BAMC OCCUPANTS FOR CAPACITY (OVER THE PHONE OR VIA EMAIL)

- What's their headcount going to look like?
- Will WFH policies be continued?
- Will they need additional janitorial?
- What Social Distancing efforts will be implemented within their space?
- Are there any additional measures they are pursuing we should be aware of?

SEND ADVANCE NOTICE OF THE NEW FOOTPRINT AND FUNCTION OF THE BUILDING

- Entry Notifications.
- Crowd control or density restructuring.
- Visitor management changes.
- Hosting a webinar for occupants to familiarize with them in advance, or send via PDF.

CONDUCT ONGOING BAMC OCCUPANT CHECK-INS AND UPDATE COMMUNICATION

- Find out what implemented items worked and what didn't.
- Revisit items that are not working and implement new updates as needed.
- BAMC website will be updated on an as-needed basis with additional information and communication under Emergency Management - www.375Beale.com

ENTRANCES



- **Beale Lobby Entrance doors** to remain open and be used as the sole and primary entrance for all occupants into the building to assist with security measures and reduce the number of frequently touched areas to address.
- **Rincon Entrance doors** to remain locked and be used as an exit route only to help with flow of traffic.
- **Harrison Entrance door** to be utilized for bicycle rider entry/exit only. All other uses should be limited to exit only.
- **Signage stating** that social distancing guidelines are in place.
- **Security** will be posted at both the Beale and Harrison entrances for symptom screening and badge checks. This will include verifying all that enter have a face covering as required per the Building Social Distancing Protocol prior to entering. Badges will be checked upon entering the building.
- **Hand Sanitizer stations** – will be placed at the Beale, Harrison and Rincon lobby entrances.

LOBBY & SECURITY DESK



- **Path of travel** will be implemented in the lobby by having those entering Beale stay to the right and those exiting directed toward Rincon. Belted stanchions will be used to control the flow.
- **Signage** to be posted in the lobby and next to elevator banks to discourage congregating. 6ft Social distancing decals will also be placed on the lobby floor and crowd control stanchions will be placed at the security desk console for visitor check in.
- **Acrylic Splash Guards** will be added as an additional barrier in front of security desk and at the 7th floor Public Agency reception desk area.
- **Janitorial** will be addressing all high touch areas including door handles, security desk console, restrooms and elevator buttons.
- **Hand Sanitizer stations** – to remain next to security desk.
- **Visitor Management System** – All visitors and contractors will be required to be pre-registered in advance.
- **Face coverings will be required at all times** in all areas of the building where shared communal access is needed.

MANAGEMENT OFFICE



- **Management Office** to remain closed to visitors. Virtual Meetings or Conference Calls will be done as needed with building occupants.
- **Sign next to door to state:** “Due to social distancing guidelines, the Property Management team will be available by phone or email to schedule in office appointments. Please call + 1 628 220 2080 if you need immediate assistance.”

ELEVATORS



- **“Wait Here” sign** and/or floor decals will be installed to require proper social distancing.
- **Security** will be stationed at elevators to push call buttons and monitor the flow of traffic and direct others toward Stair 2 for Upward flow of traffic.
- **Encourage staggering of shift schedules** for teams so it reduces the amount of occupants in the building at one time.
- **Each elevator** to be designated to a 2-person cab. Elevators should only be used to go up to an occupants space or as deemed necessary. ***“Designated stairwells”*** should be utilized for all other travel in between floors.
- **CDC defines** safe social distancing to be 6 feet apart in under 10 minutes
- **Hand Sanitizer Station** located at 1st floor elevator lobby

SERVICE ELEVATOR & MAIL ROOMS



- **Service Elevator**, this elevator will be set in Angus for reserved only use for contractors, occupants and vendors traveling with carts. Security can be contacted to assist when needed.
- **L1 Mail room** signage will indicate to adhere to social distancing requirements, only one person allowed in this mail room at a time.
- **Behind the Counter L2 Mail Room access will be limited to mailroom employees only.** Signage will direct all others including delivery personnel to keep proper social distance at the countertop door and to wait for further assistance. This is to maintain proper handling and disinfecting requirements at all times for mail and boxes being delivered to agency floors.

AMENITIES – CONFERENCE ROOMS AND SHARED MEETING SPACES

Floor	Room Name	Room Number	Room Size	Fire Code Maximum Occupancy	Social Distancing Recommended Capacity
1	Board Room	110-B	Commissioners	125 (Main)/ 35 (Raised Dais)	21
1	Claremont	112	Commissioners	35	5
1	Mission	116	Commissioners	23	4
1	Ohlone	107	Multipurpose (SM)	96	16
1	Yerba Buena	109	Multipurpose (LG)	312	52
1	Warming Kitchen	174	N/A	3	1
1	Temazcal			470	78
2	The Cove	262	N/A	23	3
6	Solano	6105	SM	6	1
6	Napa	6203	SM	8	1
6	Marin	6204	SM	8	1
6	Sonoma	6302	SM	10	1
6	San Mateo	6307	SM	10	1
6	Alameda	6103	MED	17	2
6	San Francisco	6205	MED	20	3
6	Contra Costa	6206	MED	20	3
6	Santa Clara	6301	LG	27	4
6	Bay Area	6102	XL	36	6
7	San Andreas	7103	SM	9	1
7	Mayacamas	7104	SM	9	1



Current



NEW

- **Virtual Meetings** to be held whenever possible.
- **Signage on doors** to comply with recommended social distancing capacity requirements.
- **Reconfigure** Conference Center tables and chairs to accommodate 6 feet of space between participants.
- **XX Total attendees** with 6 feet configuration will be posted at each conference room entrance and communicated at the time of reservation.
- **Mothers room** – to be wiped down after each use by each individual user. Disinfecting wipes will be provided in each the Mothers rooms.
- **Face coverings will be required at all times** in all areas of the building where shared communal access is needed.

AMENITIES – WELLNESS CENTER - COVE



- **Used on Reserved basis** to control maximum capacity of this room. Badge access would be limited to users on a case by case scenario.
- **A liability notice** will be posted on entry door stating "room to be used at your own risk."
- **Signage** to encourage cleanliness and require social distancing.
- **Face coverings will be required at all times** in this area.

AMENITIES – SHOWER ROOMS AND BICYCLE RACK AREA



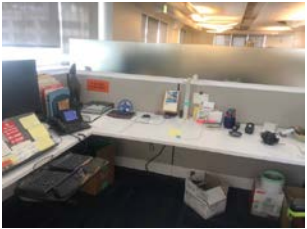
- **Liability notice** on each locker room door stating "use at your own risk."
- **Signage** to encourage cleanliness of personal belongings and require social distancing. Reminders will be posted to not leave personal belongings overnight and will be stored in a lost and found bin nightly if found.
- **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 add wiping down each bike rack to frequently touched areas nightly.
- **Face coverings will be required** at all times in these areas.

COMMON AREAS – KITCHENS AND SHARED PANTRIES



- **Encourage staggering of lunches and breaks** to reduce congregating in these areas when using a microwave and/or getting water, coffee or tea.
- **Maintaining proper social distancing** in all seating areas by removing chairs and adding table top signage indicating the required 6 feet distance.
- **Face coverings will be required at all times** in all areas of the building where shared communal access is needed.

WORKSTATIONS



- **Staggering workstations to comply with Social Distancing** efforts in a checker board seating structure.
- **Adding splashguards** as applicable in work areas that do not allow for social distancing needs.
- **Implement a "Free and Clear" Desk Policy** to allow for janitorial to fully clean and disinfect the surface nightly.
- **Face coverings will be required at all times** in this area.

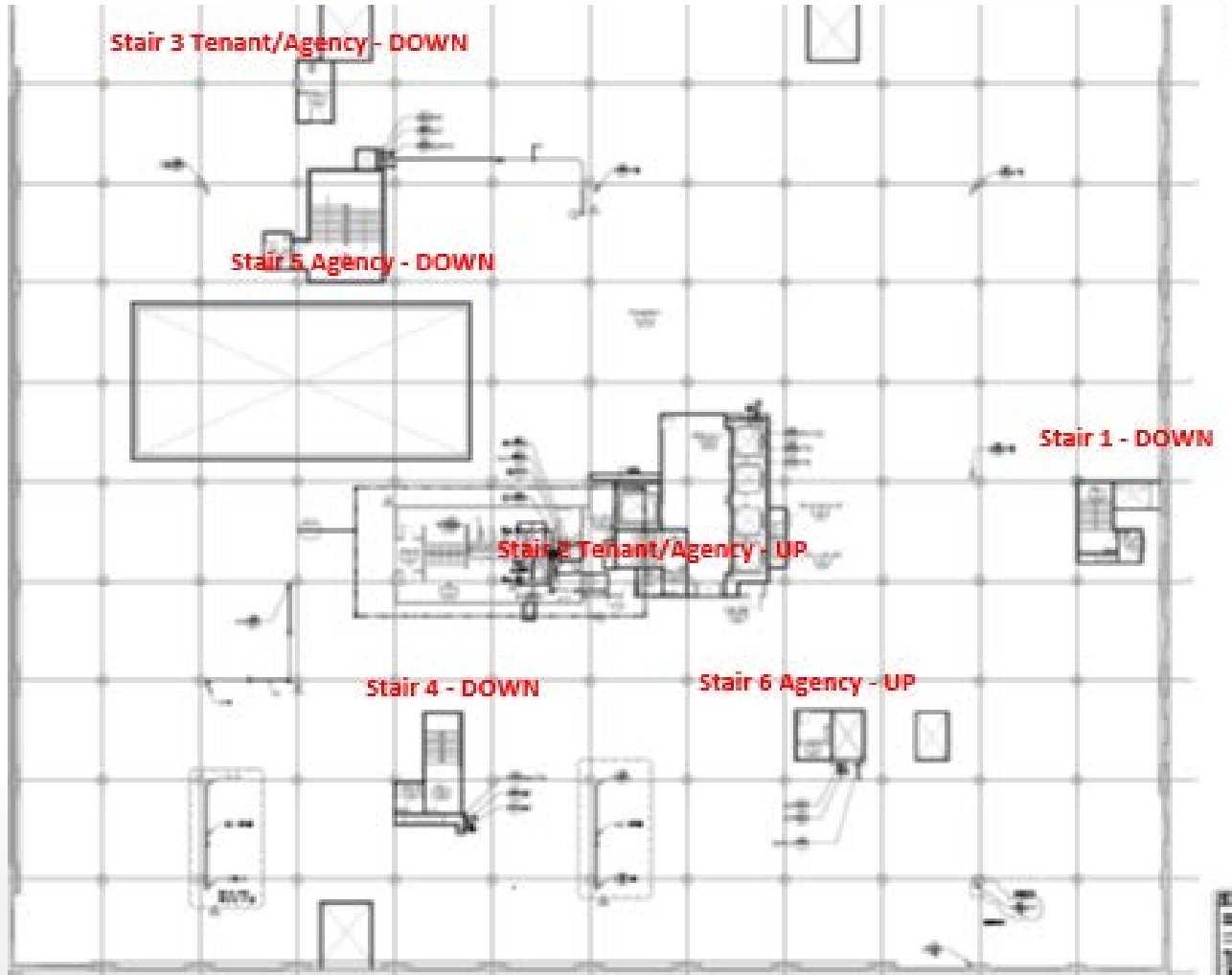
COMMON AREAS – INDOOR & OUTDOOR SEATING



- **Signage in lobby and in Rincon alley** to indicate 6 ft Social Distancing Requirements on benches and commonly shared seating areas.
- **Seat cushions** will be removed until further notice.
- **Tabletop signage** for Social Distancing in shared seating areas.
- **Face coverings will be required at all times** in all areas of the building where shared communal access is needed. The County has also required that face coverings be worn outside on sidewalk areas where paths are crossed with others.



COMMON AREAS – HALLWAYS & STAIRWELLS



- **Path of travel;** staying to the right in hallways to and from their desired location.
- **Signage** indicating to practice social distancing.
- **Designating connecting stairwells for up down usage,** [stairwell #3](#) will be used for traffic going down and exiting out of the building into Rincon Alley, [stairwell #2 \(elevator lobby\)](#) will be used for traffic going up. All other stairwells should be used for egress purposes only.
- **Agency convenience stairwell use** [Stairwell #5](#) will be used for traffic going down on agency floors, [stairwell #6 \(next to elevator lobby\)](#) will be used for traffic going up on agency floors. Elevators should not be used to go from floor to floor, unless necessary.

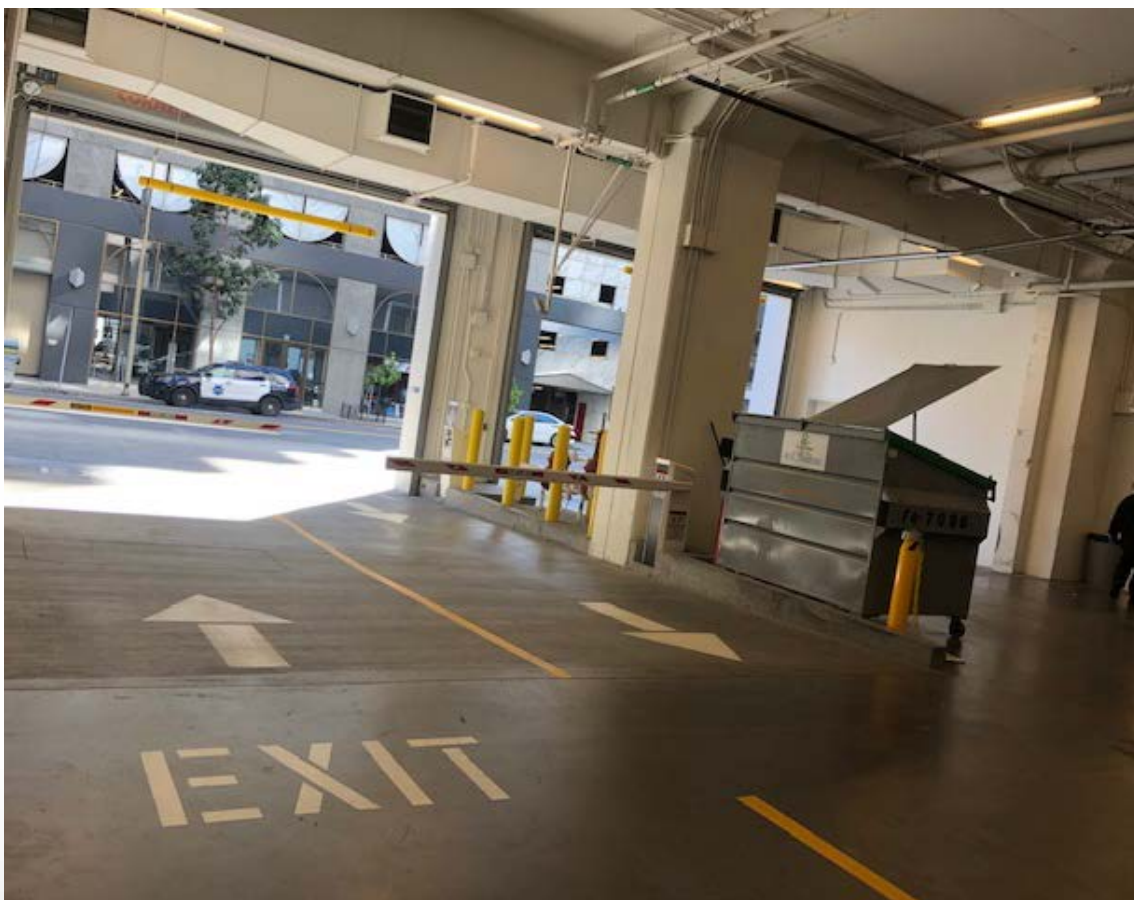
****Please note that this is only for Social Distancing. In the event of a Fire & Life Safety matter, we ask that Floor Wardens continue to guide their teams to follow your current evacuation protocols.***

COMMON AREAS – RESTROOMS



- **Social distancing** signage throughout restrooms
- **Every other restroom stall** to comply with social distancing while in use. All others should wait outside while restroom is full to wait for a stall to become available.
- **Decals on floor** to require social distancing.
- **Proper** hand washing signage will be displayed and promoting one person at the sink area at one time to maintain social distancing needs.
- **Install hand sanitizer dispensers** outside of restroom doors for door opening.
- **Face coverings will be required at all times** in the restrooms.

PARKING STRUCTURE AND LOADING ZONE



- **Face Coverings** will be required inside the garage at all times.
- **Signage** parkers will be informed to use Beale entrance only to gain access into the building. Access to back hallway located near service elevator will be restricted to deliveries and contractors unless exiting to exit the building to enter into the Beale garage, or to retrieve mail from the L1 mailroom.
- **Additional** social distancing signage will be posted in this area to prohibit people congregating in the garage.
- **Hand Sanitizer stations** – will be placed inside both Harrison and Beale garages.

THE DATA CENTER, MPOE AND IDF ROOMS



- **Social Distancing Max Occupancy Requirements**
 - Data Center – Up to 4 person(s) at one time (one per data comm row)
 - IDF/MDF - One person at one time
 - MPOE – One person at one time
- **Door entrances**– janitorial team will address the entrances to these doors as a part of their frequently touched areas.
- **It is recommended that users keep hand sanitizer or carry disinfecting wipes to address the frequently touched areas inside these rooms.**

THE HUB



- **Additional** social distancing floor decal signage on the floor.
- **Door entrance**— keep propped open to reduce the amount of frequently touched areas.
- **Equipment** – Occupant to provide disinfecting wipes for commonly used equipment.

CURB-SIDE FOOD PICKUP



- **Food deliveries inside the building will be temporarily restricted.** Employees will be required to retrieve their food at the curbside outside of the Beale Entrance.
- Signage will be displayed in the loading and unloading zone outside of the Beale Entrance for food delivery pick-up only.
- These include but are not limited to the following:
 - Uber Eats
 - Grubhub
 - Door Dash
 - Postmates

CLEANING SPECIFICATIONS

High-touch points throughout the building will be cleaned 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.

HVAC SPECIFICATIONS

The following best practices have been ongoing during the Shelter In Place to ensure sound readiness prior to normal operations resuming.

Safety

- At the onset of all tasks, Engineering staff will make a safety assessment to review possible risk for all work to be performed in and around HVAC equipment.
- Staff will be supplied and equipped with proper PPE i.e. KN95 Respirator Masks, Nitrile Gloves, face shields and safety glasses. Hard Hats will be utilized where necessary.
- Engineers will perform tasks maintaining a 6' distance where tasks require more than one Engineer to accomplish.

Air Handler Units (AHU)

- AHU's have been wiped down using disinfectant spray.
- AHU Coils have been cleaned using a liquid coil cleaner/disinfectant.
- AHU's filters are being changed from MERV 8 filters to MERV 13.
- AHU bearings have been inspected and lubed, and belt tension has been checked and replaced as needed.
- Condensate drain pans have been checked and cleared for proper drainage.
- Chilled Water Piping has been checked for leaks and insulation has been checked for damage.
- Operational checks have been made for all units for optimal start and run conditions.
- Fresh air intake increase to maximum possible and monitored.

Cooling Towers

- Operational inspections on Cooling Towers has been performed.
- Towers have been inspected for leaks.
- Tower Chemistry has and is being maintained to prevent microbes from the condenser system.
- Tower motors and fans have been inspected and lubed as needed.
- Strainer baskets have been inspected and cleaned as needed.
- Tower basins have been inspected and will be cleaned as per annual required maintenance.

Chiller Plants

- Operational Inspections on Chiller Plants have been performed.
- Chiller readings taken four times daily.
- Chiller Annuals completed in April 2020.
- Water Chemistry for both buildings tested weekly in house and monthly by service provider.
- All control settings and setpoints will be closely monitored and adjusted accordingly based on occupancy as well as ambient conditions.



QUESTIONS, COMMENTS & NEXT STEPS