



# SOCIAL DISTANCING CHANGES AND IMPACTS IT HAS AT - **375 BEALE**

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This presentation will outline the changes that have been implemented in the building that will impact the standard working behavior for our occupants in compliance with the SFDPH orders. We are making every effort in keeping the occupants at 375 Beale safe by further promoting social distancing guidelines within the building and identify the impacts this will have as a **“NEW NORM”**..

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# CURRENT HEALTH ORDER REQUIREMENTS – RED TIER

*Order No. C19-07t went into effect on March 3, 2021 at 8 a.m.*

## TIER 1) WIDESPREAD OR PURPLE

**WHAT IT MEANS:** Many nonessential indoor business operations are closed

### CRITERIA:

# of new daily cases: More than 7 per 100K people  
Positivity rate: More than 8%

## TIER 3) MODERATE OR ORANGE

**WHAT IT MEANS:** Some indoor business operations are open with modifications

### CRITERIA:

# of new daily cases: 1-3.9 per 100K people  
Positivity rate: Between 2% and 4.9%

## TIER 2) SUBSTANTIAL OR RED

**WHAT IT MEANS:** Some nonessential indoor business operations are closed

### CRITERIA:

# of new daily cases: 4-7 per 100K people  
Positivity rate: Between 5% and 8%

## TIER 4) MINIMAL OR YELLOW

**WHAT IT MEANS:** Most indoor business operations are open with modifications

### CRITERIA:

# of new daily cases: Less than 1 per 100K people  
Positivity rate: Less than 2%

Office Facilities Directive 2020-18	Nonessential offices	Indoor Restricted
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Change as of Tuesday, November 17, 2020

1. Nonessential offices restricted until further notice.
2. Ventilation signage must be posted including breakrooms.

- **Critical Infrastructure Essential Businesses permitted ONLY** with WFH requirements if available. (see SFDPH for Business table)
- **Appendix A – SDP** required to be updated, posted and implemented with staff at Tenant Door Entrance
  - Updated!!!! Personnel and Non Personnel Screening Forms
- **Mandatory Reporting Requirements**
  - Guidance for Reporting Confirmed Positive Cases
- **Updated!!!! Signage**
  - <https://sf.gov/outreach-toolkit-coronavirus-covid-19>
  - Reporting Violations to 3-1-1
- **Ventilation Guidance**

# ONGOING OCCUPANT COMMUNICATION

Communication will be paramount to ensure all tenants are aware of updates that are made in this rapidly changing environment.

## PERFORM ROUTINE POLLS TO LEARN OF OCCUPANT REOPENING PLANS ONCE ORDER HAS BEEN LIFTED

- Understand each occupants occupancy plans in alignment with order?
- Learn what the WFH policies are and if will they be continued?
- What Social Distancing efforts have been implemented within their space? What assistance do they need?

## ONGOING COMMUNICATIONS FROM BUILDING MANAGEMENT

- Memo notifications to be sent out as needed with any action items per recent Health Orders
- Building website updated with all COVID-19 communications at [www.375beale.com](http://www.375beale.com) under Emergency Management.
- Conducting webinars with occupants to familiarize with them in advance for any reopening guidelines or required changes in the building.

## ONGOING OCCUPANT CHECK-INS AND UPDATE COMMUNICATION

- Are they familiar with most recent health order updates?
- Learn of any issues employees are having in the building in response to COVID-19 implemented changes.
- Ask occupants if they need additional janitorial services to provide other enhanced cleaning options or other cleaning supplies?
- Be an available resource to provide guidance in alignment with the CDC website and SFDPH updates.



# BUILDING ENTRANCES



- **Beale Lobby Entrance doors** to remain open and be used as the sole and primary entrance 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 access 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 entrance for health screening and occupant badge checks. This will include verifying all that enter have a face covering. Badges will be checked upon entering the building.
- **Hand Sanitizer stations** – to be placed at each lobby entrance. (Beale, Harrison, Rincon)

# 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** to be posted in the lobby and prior to elevator banks to discourage congregating. 6ft Social distancing decals will also be placed on the lobby floor and crowd control stanchions at the security desk console for visitor check in.
- **Acrylic Splash Guards** have been added as an additional barrier at the security desk console.
- **Janitorial** will be addressing all high touch areas including door handles, security desk console, restrooms and elevator buttons.
- **Hand Sanitizer stations** – located at the Beale entrance.



# 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 appointment for in office. Please call + 1 628 220 2080 if you need immediate assistance.”

# ELEVATORS



- **“Wait Here” sign** and/or floor decal 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 for Upward flow of traffic.
- **Each elevator** to be designated to a 2-person cab
- **CDC defines** safe social distancing to be 6 feet apart in under 10 minutes
- **Service elevator** must be reserved in advance and will be used by any vendor needing to transport carts or any contractor performing work in the building.
- **Hand Sanitizer Station** located at 1<sup>st</sup> floor elevator lobby



# SERVICE ELEVATOR & MAIL ROOM



- **Due to the usage** of the service elevator, this elevator will be set in Angus to reserved only 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.

# AMENITIES – WELLNESS CENTER - COVE

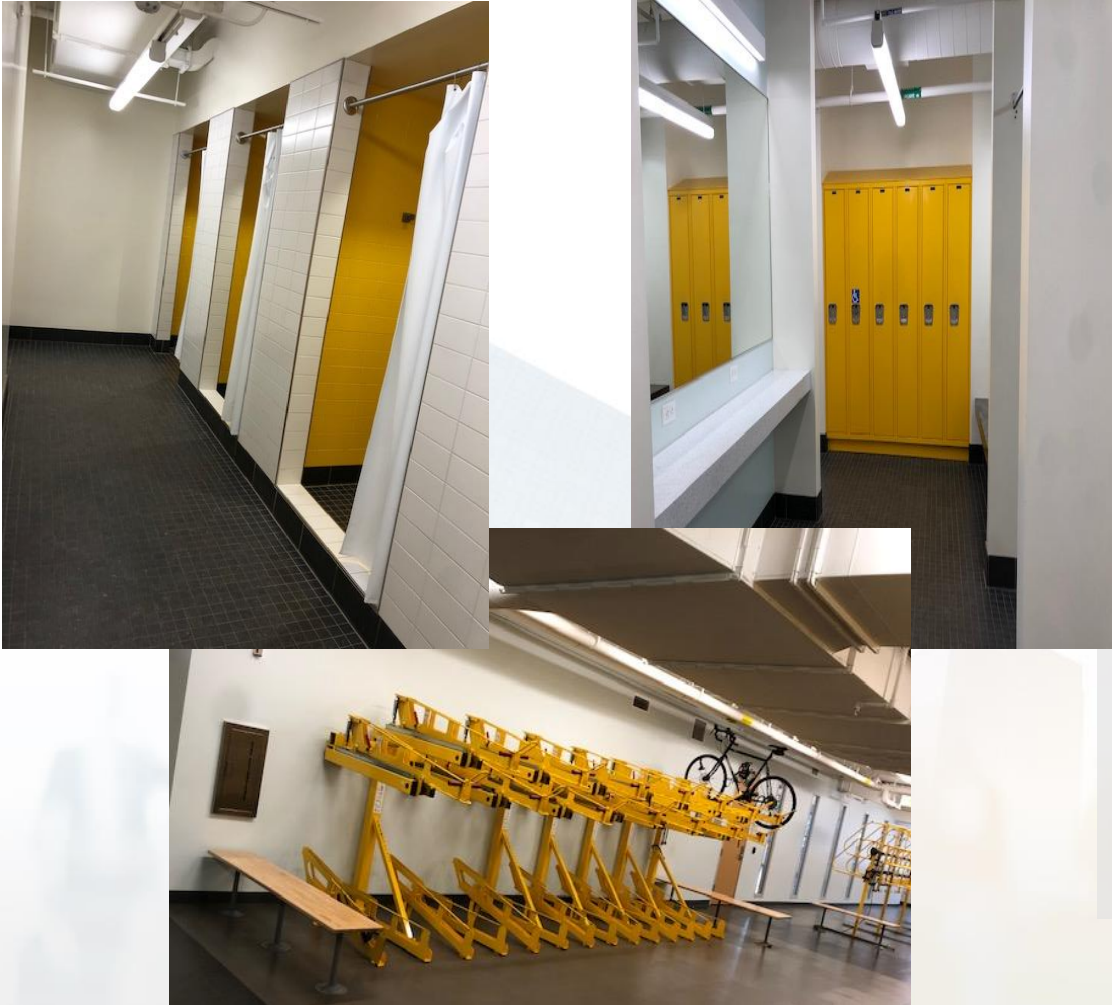


## CLOSED UNTIL FURTHER NOTICE

- **Used on Reserved basis** only to control maximum capacity of this room. Badge access would be 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** required at all times in this area.



# AMENITIES – SHOWER ROOMS AND BICYCLE RACK AREA



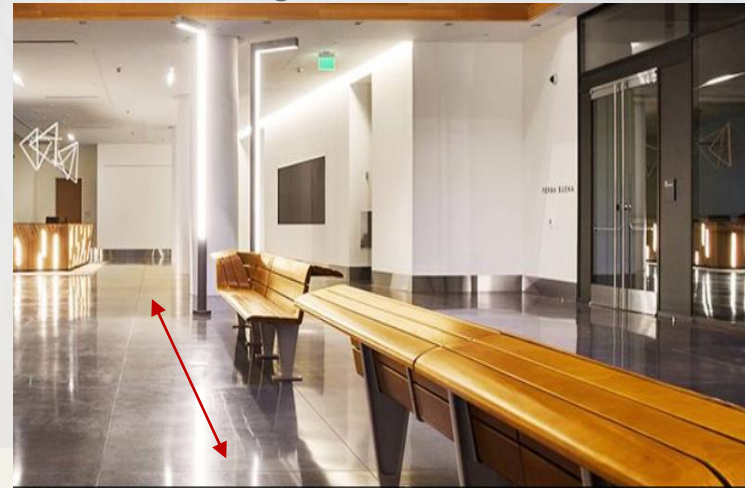
- **CLOSED UNTIL FURTHER NOTICE**
- **Signage** to encourage cleanliness of personal belongings and social distancing. Reminders to also be posted to not leave personal belongings overnight.
- **Janitorial services** will continue to replenish supplies in restrooms throughout the day, disinfect all frequently 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** required at all times in this area.



# COMMON AREAS – INDOOR & OUTDOOR SEATING

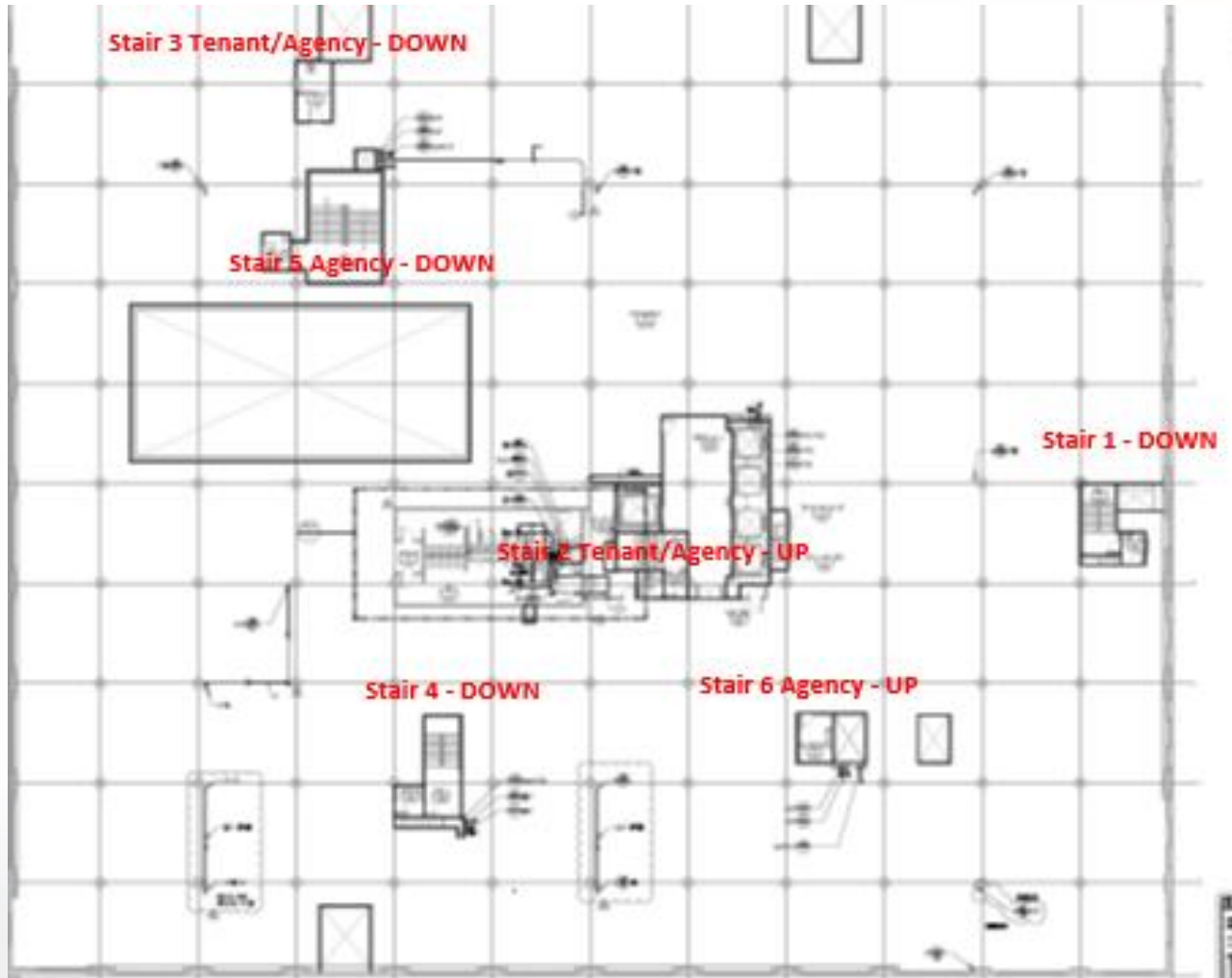


- **Signage in lobby and in Rincon alley** to indicate 6 ft Social Distancing Requirements on benches and commonly shared seating areas or restricted from use.
- **Seat cushions outside** will be removed until further notice.
- **Signage to be displayed** for Social Distancing in shared seating areas or areas being restricted from use.





# 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 and no breaks or lunches in these areas.
- **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.

*Please note that this is only for Social Distancing efforts. 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 with max occupancy signs outside the restroom
- **Decals on floor** to promote distancing
- Doors to be propped open to reduce frequently touched areas.
- **Proper** hand washing signage
- **Hand sanitizer dispensers are located** outside of restroom doors for door opening
- **Recommendation** to use **every other stall** when in use.
- **Face coverings** required at all times in this area.



# PARKING STRUCTURE AND LOADING ZONE



- **Face Coverings** will be required 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 freight 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.

# TENANT CONFERENCE ROOMS AND MEETING SPACES



Example:

Current Occupancy: 18

New Occupancy per Social Distancing: 3

- **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 entrance and communicated at the time of reservation.
- **Face coverings** are required to be worn in these areas at all times.



# COMMON TENANT AREAS – KITCHENS



- **Staggered Lunches and Breaks** to reduce congregating in these areas when using a microwave and when trying to get coffee.
- **Maintaining 6 feet of space** in all seating areas by removing chairs and adding table top signage indicating social distancing in place.
- **Signage decals** can also be placed on the flooring providing employees with visible markers of where to stand. Also adding of handwashing signage at kitchen sink areas with additional signs that equipment should be wiped down before and after each use.
- **Removal of excess chairs** to promote non congregating to comply with social distancing requirements.
- **Max occupancy signage** can be posted so employees know how many people can be in a kitchen/breakroom at one time.

# TENANT WORKSTATIONS AND RECEPTION AREAS



- **Splash guard installation between cubicles and at front desk reception area.** Reception areas should also include social distancing floor decal signage on the floor.
- **Checkerboard seating**—creating 6ft social distancing in between cubicles that are back to back or side by side.
- **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 each surface thoroughly.
- **Have a hand sanitizer station** for visitors and guests, front desk and in common areas throughout space.(i.e. copiers, or other frequently touched equipment areas.)



# JANITORIAL CLEANING SPECIFICATIONS AND BUILDING RESUMPTION PREPARATION

**High-touch points throughout the building should 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.

**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.**

**Enhanced Disinfectant Services Scheduled Building-Wide at least one week prior to reopening.**

# VISITOR AND CONTRACTOR MANAGEMENT – (NON BUILDING BADGE HOLDERS)

Temperature Readings are currently not mandatory or implemented by the building at this time.



## Contractors:

- Must provide a COVID-19 plan in compliance with updated health order requirements and have on file with Building Management. Building Management will review and approve. Lease ensure this is provided in advance of access.
- Contractors are to be provided the Building's Social Distancing Plan and General Requirements per Building's Plan
- Contractors must be pre-registered in the Angus System in advance
- Non Personnel Screening required by security prior to entering.

## Visitors:

- Building is limited to **Essential employees only** and Visitation is currently restricted to the public. This is subject to change as stipulated within the SFDPH requirements. For any essential service needs, please contact Building Management.

## NEW HIRES:

- Must be pre-registered in advance in Angus as a visitor.
- Non/Personnel Screening checklist is required to be completed by Security.
- A photo ID is required upon check-in at the Security Desk console





# QUESTIONS, COMMENTS & NEXT STEPS