

Tenant *(re)* entry Guide





INTRODUCTION

In response to tenant questions regarding building (*re*) entry, we have prepared this re-entry guide to help with your office planning and preparation. We appreciate your thoughtful questions and the purpose of this guide is to help to guide your office decisions.

Please feel free to reach out to the building team should you have questions regarding re-entry:

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Section 1: Building Preparation

JANITORIAL SERVICES

What are the cleaning products being used?

Currently, the building janitorial contractor is using WAXIE SOLSTA 710 MULTI-PURPOSE DISINFECTANT CLEANER, Bioesque Botanical Disinfectant, Betco PH7Q Disinfectant, Purtabs by EarthSafe for use with Electrostatic sprayer.

Will high touch points be cleaned more frequently?

All high-touch surfaces are being sanitized every one to two hours during the day. At minimum, these areas will be sanitized four times per day—twice in the morning and twice in the afternoon. The evening shift also cleans it again on their shift.

How often are restrooms cleaned?

For tenants without dedicated Day Porters, restrooms are cleaned at minimum once in the morning and once in the afternoon during the day shift. Additionally, restrooms are cleaned once more on the evening shift. To find out more information on how to get dedicated a day porter, please reach out to the management team. Additionally, an electrostatic service is performed in all non-full floor tenant restrooms once during the day and once nightly in tenant restrooms on all floors. If your floor would like additional frequency for the electrostatic service, please reach out to the management team for a quote.

Will additional labour be provided for COVID cleaning?

Since July 1st, we have added one additional utility personnel to focus on extra cleaning for the building. As occupancy increases as tenants re-enter, we will re-evaluate and add additional personnel as needed.

HVAC & BUILDING OPERATIONS

What changes will be made for HVAC maintenance?

Maintenance practices have been enhanced to ensure clean air recommendations are met.

- Fan Powered Boxes which service the tenant spaces and restrooms, are equipped with MERV-8 Filters, and will be replaced at an increased frequency of three (3) times per year. Air Handler Units are equipped with MERV-13 Filters, and will be replaced at an increased frequency of twice per year. Engineering will disinfect the coils within the Air Handler Units, twice per year as part of their preventive maintenance.
- Engineering and Janitorial will continue to run the faucets and flush the restroom fixtures throughout the building to ensure the water does not remain stagnant, which can lead to microbial growth.
- Engineering will disinfect the coils within the Air Handler Units, twice per year as part of their preventive maintenance.
- Grills / Diffusers will be cleaned three (3) times per year in conjunction with the filter replacement on the fan powered boxes.
- Drain pans are currently treated with Biocide to prevent microbial growth.



Will there be any changes to the HVAC schedule?

Starting October 27th, we will be running the HVAC system on an extended schedule, weather condition permitting. The new HVAC schedule will run from 6AM until 8PM, Monday to Friday until further notice.

During this period, the two supply vents on the main roof will be pulling outside air through a dual filtration system (outside air will be filtered through both MERV-14 and MERV-8 filters). By extending the hours at the start and end of the day, we are providing outside air to help dilute potentially contaminated air with cleaner air.

BUILDING PERSONNEL PROCEDURES

What special procedures are required of the building staff (janitorial, security and engineering teams)?

Janitors are required to self-certify by filling out a COVID questionnaire daily and prior to the start of each shift. Engineering and Security teams are also responsible for self-certifying and are advised not to come to work if they are experiencing any symptoms.

COVID-19 POSITIVE CASE RESPONSE

What is the building's response if there is a positive case?

Once the building has been informed that there is a positive case, we will secure and shut down the impacted areas. We will notify our Covid-19 vendor to schedule a cleaning/ disinfection/ remediation plan. We will communicate with our tenants that there has been a positive case in the building. Upon completion of the cleaning and verification with our vendor, we will re-open the affected areas and notify our tenants.

Section 2: Social Distancing Plan

BUILDING AMENITIES & COMMON AREAS

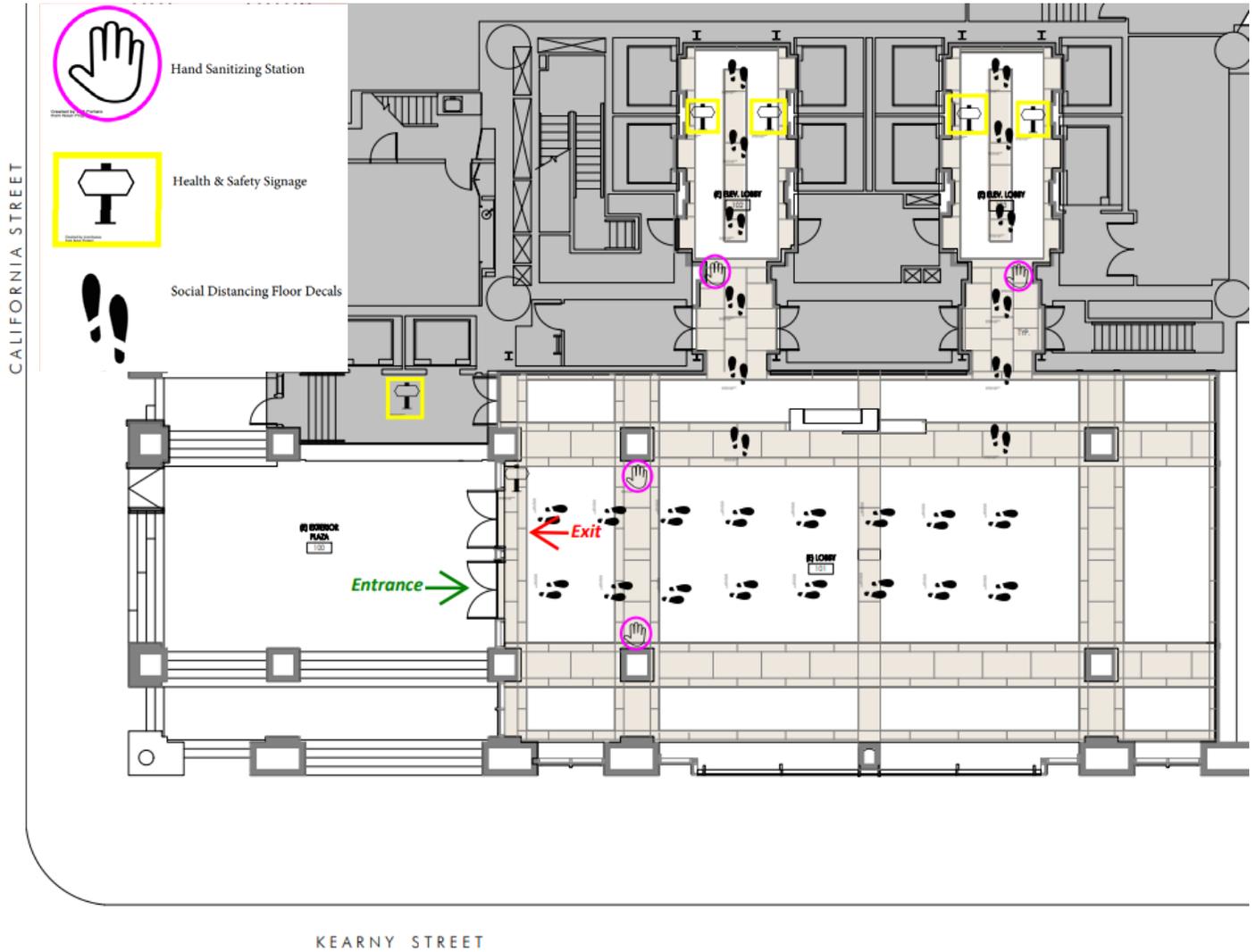
How will building management encourage social distancing in the lobby and common areas?

Visitors are asked to limit gathering in groups of 10 or less in the lobby. We have optimized seating throughout the property to minimize contact.

Will the Bike Room and Fitness center be open?

- The Fitness Center will remain closed until further notice.
- The Bike Storage room is open for tenant use during this time. Additionally, there is a sanitizer station located at the entrance of the bike storage room.

LOBBY LAYOUT AND SIGNAGE



(re)spect

Two persons, per ride. Please be patient and keep 6 feet of space from others until it's your turn.

Social Distancing

Please be responsible!

Visitors are asked to follow social distancing guidelines as recommended by the Centers for Disease Control and Prevention to help slow the spread of COVID-19.

This includes limiting groups to 10 or less individuals and maintaining six feet of separation between individuals.

Thank you,
Building Management

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Mask Required

The health and safety of our customers, employees and community remain our top priority.

Per the Order of the Health Officer of The City and County of San Francisco, a mask is required to enter the building.

Thank you,
Property Management



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Health Order: C19-07b



To All 600 California Visitors:

- Avoid entering the building if you have a cough, fever, or flu-like symptoms
- Maintain a minimum 6 feet distance from one another
- Sneeze into a cloth or tissue or, if not available, into one's elbow
- Do not shake hands or engage in any unnecessary physical contact
- Wash your hands for 20 seconds with soap and water
- Social Distancing Protocol is available at lobby security desk

Thank you,
Building Management

Be Proactive

in preventing the spread of germs

Take the same precautions you would to avoid colds and flu:



Keep 6 feet from others.



Do not shake hands and avoid unnecessary contact.



Stay home when sick.



Cover your cough.



For more information, visit www.cdc.gov



TOUCHPOINTS & SANITIZERS

Will there be sanitization stations in the lobby?

There are two (2) sanitizing stations located at the Main Lobby Entrance and one (1) sanitizing station in the Low-Rise and High-Rise Elevator Lobbies.

Can we install sanitizers/tissue dispensers or put stands in front of the restrooms?

We will be providing tissues in front of the entrance of the restrooms on the 5th floor. All full floor tenants have the option of installing sanitizers or dispensers as long as they receive approval from engineering regarding location. All movable stands are allowed as long as they are not blocking or limiting access to the restrooms as there needs to be a 36" clearance maintained.

CONTRACTOR, VENDOR & GUEST POLICY

What is the check-in process?

Social distancing will be adhered to when guests/vendors check in at the Main Lobby. Decals have been placed on the floor to help individuals queue properly while staying six feet apart. Guests checking-in will show ID but will not hand the ID to the security guard.

Will I need to screen employees and guests on a daily basis?

Yes. Any business or entity that is allowed to operate in San Francisco MUST screen all personnel (employees) and non-personnel (guests, vendors, etc) DAILY. In order to fulfil the requirement, please see Attachments A-1 & A-2 located in the following link:

<https://www.sfdcdp.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/#1600202944254-d0b81c33-da2e> !

Will the building be utilizing a single direction entrance and exit system?

It is recommended that anyone entering the property please follow CDC guidelines regarding wearing face coverings, social distancing, hand washing and limits on meetings and gatherings. Please do not enter the property if you have a fever, cough, shortness of breath, loss of taste and smell, or sore throat. One-Way traffic has been helping encourage social distancing in essential businesses. At 600 California Street, the East set of entrance doors to the building will be designated for entry, and the West set of entrance doors will be designated for exiting.

What protocols will be in place for vendor access and deliveries to the building? All vendors and delivery persons will enter and exit the building solely through the loading dock. There will be a security guard stationed at the dock to allow vendors to sign in and provide them with the access to the building. Vendors are required to certify by completing a COVID questionnaire daily, when they check in with the security guard. Additionally, a COVID Re-entry guide has been prepared for all contractors and vendors, to outline the requirements for entry into the building. Please reach out to the Management Team if you have not received a copy, to share with your vendors prior to coming on site.

We ask that you discourage external visitors to the extent possible, and if necessary, encourage arrival at off-peak hours (before 8AM or after 10AM).



Will masks be required in the common areas?

The health and safety of all building occupants remain the top priority. As mandated by the San Francisco Public Health Order No. C19-12, all persons seeking entry to the building will be required to wear a mask. Masks should cover the nose and mouth and should be worn at all times while on the premises.

Will building arrivals be staggered?

It is anticipated that many tenants may consider staggered schedules of their employees.

Will there be a limit of people in the elevators at one time?

The elevators are limited to 2 persons per cab, standing on the diagonal. Please be patient and keep 6 feet of space from others until it's your turn. When in the elevator, face coverings and staying to one corner is required. Additionally, there will be graphics on the front of each elevator in the Main Lobby and Parking Garage Levels, reminding guests of this 2-person limit.

Will there be a limit of people in the restrooms at one time?

Currently we are limiting the number of people on all non-full tenant floors to three (3) individuals due to the 6-foot social distance parameters. Full floor tenants will also need to limit the amount of people per restroom to three (3), and they also have the option of reducing this number further.

Will someone be taking temperatures of people entering the building?

Daily temperature checks will not be conducted by building management at 600 California Street; however the Center for Disease Control and Prevention has the following additional guidance noted here: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

Tenants who are planning to perform their own temperature checks, must do so within their premises.

Section 3: Tenant Resources for Re-Entry

SUPPLEMENTAL JANITORIAL SERVICES FOR TENANTS

Will there be changes in the standard cleaning protocols for the building and tenant spaces?

The building janitorial contractor has switched out some green cleaning products, with EPA registered disinfectant cleaners. The night crew will be cleaning the same surfaces such as kitchen counters and sinks, but they will be using a stronger cleaning agent. They will also be wearing the proper PPE and socially distancing. Since July 1st, an additional janitor has been added on the evening shift, to focus on disinfecting.

Will extra cleaning be offered for individual tenants?

The building janitorial contractor offers above standard services with tenant's written request that will be charged to tenant if requested. When there is a suspected or confirmed incident within your space,



please notify Building Management. Per CDC guidelines, the affected office space will need to be deep cleaned and disinfected.

What kinds of extra services are available from the janitorial team and what are the costs associated with each?*

Please contact Building Management if interested to learn more about above standard services. As a note, prices will be increasing in August due to the regularly scheduled union increases. Here are some offers and their approximate prices:

- Full time dedicated day porter to your suite: \$7,319.72 per month.
- One-time Protaxis electrostatic service: amount varies based on office non-porous surface density factors. Please reach out to the management team for a quote.
- For other tenant specific requests, please reach out to the management team.

DOWNLOADABLE SIGNAGE

Here are some resources to downloadable signage:

- <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

RESOURCES & CONTACTS

Social Distancing Protocol (Appendix A)- MANDATORY:

- <https://www.sfdph.org/dph/alerts/files/C19-07-Appendix-A.pdf>

Health & Safety Plan (see page 8) – MANDATORY:

- <https://www.sfdph.org/dph/alerts/files/Directive-2020-18-Offices.pdf>

Personnel Screener for personnel & non-personnel:

- <https://www.sfdcp.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/#1600202944254-d0b81c33-da2e>

Where can we get tested?

- <https://www.sfdcp.org/wp-content/uploads/2020/04/GetTestedSF-Eng-052920.pdf>

Frequently Asked Questions for Opening Office Facilities During COVID-19

- <https://www.sfdph.org/dph/alerts/covid-guidance/Office-Tips.pdf>

Resources from the city of SF:

- <https://sf.gov/topics/coronavirus-covid-19>

Graphics & Floor Decal Contact:

- Please reach out to the management office if you would like to get a quote for floor or graphics decals.

PREPARATION CHECKLIST FOR TENANTS

What can we do within our workspaces? What office practices can we implement for our employees?

- Maintain reduced in-office occupancy by maximizing use of telecommuting and developing in-office rotation
- Ensure a minimum of 6 feet of space between all desks/workspaces
- Modify flow of people traffic to minimize contacts (e.g. doors for entry or exit only)
- Conduct office cleaning with increased frequency and supplement with high-frequency sanitization of high-touch areas including personal property (phones, keyboards etc)
- Provide employees with sanitization products and guidance on daily workspace cleaning routines
- Post signage for employees and customers on good hygiene and new office practices, and make regular announcements to remind employees and/or customers to follow distancing guidelines
- Encourage the use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas)
- Ensure clear planning, preparedness and organization in the workplace. This includes assigning a COVID coordinator to facilitate planning and communication, developing a plan for resources like cleaning supplies and internal regular (daily or weekly) communication, planning for employees to be out of the office for quarantine or caring for others, and considering how new precautions will impact workflow, etc.
- Allow for flexible work schedules, where possible, to lessen the need to be in the office during normal business hours. This could include allowing employees to work evenings or weekends when the office is traditionally less crowded or closed schedules
- Conduct daily temperature checks and monitor symptoms in employees, for businesses with 25 employees or greater. Smaller businesses ask employees to do self-temperature and symptom check at home daily before coming in to work. Refer symptomatic employees to the CDPHE Symptom Tracker
- Minimize the number of in-person meetings and maintain adequate 6-foot distancing in those meetings. Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever possible
- Provide flexible or remote scheduling for employees who need to continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who still needs to observe Stay-at-Home due to underlying condition, age, or other factors
- Provide guidance and encouragement on maintaining 6-foot distancing and taking breaks to wash hands
- Require gloves and face coverings or masks for any interactions with other individuals (e.g. customers, co-workers, vendors) Additional Guidance:
- <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>



VENDOR GUIDE

Do you have a guide to share with vendors or contractors?

- Please feel free to share the following guide titled “600 California Street Construction COVID Re-Entry Plan” with vendors prior from them coming on site so that they can understand the local guidelines.



600 California Street Construction COVID Re-Entry Plan (Version Updated 11/3/2020)

The following building plan outlines the general and specific guidelines for reentry of construction workforce into 600 California, as provided by the updated [Order from the Department of Public Health \(No C19-07m\) on Nov 3, 2020](#). It is meant as a complement to your company's COVID-19 Safety Plan and to help establish the safety of your workers and all building occupants. It is expected that you provide building management with your company's own job specific plan prior to reentry of the workforce to any of the buildings. This plan must also be approved by building management before any work commences. Any change to your approved plan must immediately be communicated to building management. Likewise, any changes to this plan and the requirements will be communicated to your company, as we may be required to amend this document from time to time.

General Good Hygiene and Infection Control Practices

- Engage in some form of pre-screening for all employees and persons entering the building and the job site.
- Workers who are sick should stay home.
- Masks and other proper PPE necessary for the job should be worn at all times.
- Employ proper etiquette including covering coughs and sneezes.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60% alcohol or wash their hands with soap and water for at least 1 minute. Soap and water should be used preferentially if hands are visibly dirty.
- Maintain social distance of at least 6 ft in shared workspaces.
- Limit crew sizes/worker density.
- Please observe all building signage at entry points as required by the Order.

Cleaning Jobsites

Identify potential high touch surfaces and areas. As part of your company's COVID-19 Safety Plan, there needs to be written documentation of these areas and disinfecting of these access and touch points. Contractors must provide necessary solutions, wipes, materials and equipment needed to clean, disinfect and protect their employees. This needs to be strictly enforced by the person identified to ensure compliance with your company's COVID-19 Safety Plan.

As part of normal building services, the janitorial team has increased their disinfecting of all touch point common areas including the main lobby, common areas and restrooms. Your company's COVID -19 Safety Plan must identify the restrooms for your work force, and it must be approved by the building management in advance of starting the job. It will be your company's responsibility for disinfecting appliances and high touch points in these restrooms at least two times per day, and one of those must be at the end of the workday. This needs to be documented by the person identified to enforce compliance with your company's COVID-19

Safety Plan. The building's janitorial staff will also be providing a disinfecting program for these areas and all restrooms.



Personal Protection Equipment

All workers must wear appropriate PPE (such as masks, gloves, eye protection and coveralls) based on tasks as required. The PPE should be:

- Properly fitted and periodically refitted, as applicable
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed or, as applicable, to avoid contamination of self, others or the environment.

All workers must be trained in fitting, wearing and using PPE as well as safe removal, sanitizing and disposal.

Path of Travel/Entry

- General Contractors, Subcontractors, and Vendors are required to sign-in with Security upon arrival, at the Loading Dock prior to entering the building.
- Limit access points and document all path of travel.
- Your COVID-19 Safety Plan must include a map of your entry points and path of travel and it must be approved by the building management prior to starting the job.
- When developing a path of travel plan, please limit exposure to areas of the building that are not needed.
- If this path of travel needs to be adjusted for any reason, please notify building management immediately.

Stairwell Usage

- To help manage traffic on the elevators, use of the stairwells for exiting and travel between floors is permitted. Stairwell doors are locked on the Ground Floor, to prevent unauthorized entry back into the building. If the stairwells are utilized, the handrails must be disinfected as part of the project cleaning requirements.

Freight Elevator Usage

- To maintain social distancing guidelines, elevator loads are no more than 2 per cab as designated, including the freight.
- Exercise as much distancing as allowed.
- Workers must wear necessary PPE when accessing the freight elevator.
- Limit the freight elevator headcount through staggering the workforce entry times.
- Use of the freight elevator must be submitted along with the building access form.
- Use of the padded passenger elevator within the low rise and high-rise banks may be available, but must be approved by building management in advance.

COVID-19 Positive Case Reported

- In the event of a case being reported, please submit an incident report, which should detail the path of travel of the affected worker.
- **The job site will be shut down for a minimum of 24 hours and identified areas will be disinfected.**



- Work may commence ONLY when building personnel are assured the area and all path of travel has been properly disinfected in accordance with CDC guidelines.

Forms to Complete

- Appendix A form (attached)
- Safety Plan (attached)
- Daily COVID Checklist/Questionnaire for personnel & non-personnel (attached)– This must be tracked for your company each day that you are onsite.

Before work may commence, your company's COVID safety plan must be approved by property management and project management at the building. This plan should also include the COVID-19 safety plan for each of your trades. Building access forms may be submitted upon receiving clearance to proceed.

Building Management & Engineering Contact Information:

Carl Black	Chief Engineer	carl.black@ableservice.com
Reina Hugh	General Manager	reina.hugh@am.jll.com
Gloria Lau	Assistant General Manager	gloriaw.lau@am.jll.com
Tiffany Yeh	Property Administrator	tiffany.yeh@am.jll.com
Jeff Adams	Project Manager	jeffl.adams@am.jll.com

Unless outlined in this document, please reference your company's internal COVID-19 Safety Plan, its operating procedures, and the Order of the Health Officer.

Appendix A (Check with the City for the latest version): <https://www.sfdph.org/dph/alerts/files/C19-07-Appendix-A.pdf>!



Health Officer Order No. C19-07m
Appendix A: Social Distancing Protocol *(revised 11/3/2020, attachments revised 11/2/2020)*

Each business allowed to operate in San Francisco must complete, post onsite, and follow this Social Distancing Protocol checklist. The attached **Instructions and Requirements** detail what is required and how to complete this checklist.

Check off all items below that apply and list other required information.

Business name: **Contact name:**
Facility Address: **Email / telephone:**

(You may contact the person listed above with any questions or comments about this protocol.)

SIGNAGE & EDUCATION

- Post signage at each public entrance of the facility requiring of everyone:
 - (1) do not enter if experiencing COVID-19 symptoms. List the symptoms in the San Francisco COVID-19 Health Screening Form for non-personnel (**Attachment A-2**). The list of symptoms can also be found online at www.sfdcdp.org/covid19symptoms.
 - (2) maintain a minimum six-foot distance from others in line and in the facility;
 - (3) wear a face covering; and
 - (4) for self-brought bags, keep bags in a cart/basket or carry them and self-place items in bags after checkout
- Post a copy of this two-page Social Distancing Protocol checklist at each public entrance
- Post signage showing maximum number of patrons who can be in line and in the facility
- Educate Personnel about this Protocol and other COVID-19 related safety requirements

PROTECTIVE MEASURES

- Follow Sections 2.1 through 2.4 below, including:
 - Ensure Personnel stay home or leave work if they are sick or have any single symptom of COVID-19 that is new or not explained by another condition. See www.sfdcdp.org/covid19symptoms or the Personnel Screening Attachment (A-1).
 - Provide Personnel a copy of the Personnel Screening Attachment (A-1) to ensure they understand when to stay home and for how long. Generally speaking, Personnel with any single COVID-19 symptom that is new or not explained by another condition **MUST** have a negative COVID-19 test **OR** stay out of work for at least 10 days since symptoms started in order to return to work. Those who are close contacts of someone with COVID-19 must remain out of work for 14 days since their last close contact. Translated versions of the Personnel Screening Attachment (A-1) are available online at www.sfdcdp.org/screen.
 - Ensure Personnel review health criteria on the Personnel Screening Attachment (A-1) before each shift and advise Personnel what to do if they are required to stay home.
- Require Personnel and patrons to wear a face covering as required by Health Officer orders
- Implement a plan to keep site Personnel safe, including by limiting the number of Personnel and patrons onsite to a number that ensures physical distancing and favoring allowing Personnel to carry out their duties from home when possible
- Require that patrons cancel or reschedule appointments or reservations for non-essential services if they have COVID-19 symptoms or exposure, as described in San Francisco COVID-19 Screening Form (Attachment A-2). Ensure that patrons can cancel an appointment or reservation for COVID-19 symptoms or exposure without financial penalty. You may offer to reschedule for another time if the patron wants to reschedule instead of to cancel,

MEASURES TO PREVENT UNNECESSARY CONTACT

- Tell Personnel and patrons to maintain physical distancing of at least six feet, except Personnel may

SDP

Social Distancing Protocol

Checklist

Health Officer Order No. C19-07m

Appendix A: Social Distancing Protocol (revised 11/3/2020, attachments revised 11/2/2020)

momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary

- Separate all used desks or individual work stations by at least six feet
- Place markings in patron line areas to ensure six feet physical distancing (inside and outside)
- Provide for contactless payment systems or, if not feasible, disinfect payment systems regularly. The Board of Supervisors has required businesses to accept cash—if cash is used encourage exact change.
- Maintain Plexiglas or other barriers between patrons and Personnel at point of payment (if not possible, then ensure at least six feet of distance)
- Limit the number of patrons in the business at any one time to: _____
- Separate ordering areas from delivery areas or similarly help distance patrons when possible
- Optional—Describe other measures:

SANITIZING MEASURES

- Regularly disinfect high touch areas, and do so continuously for surfaces patrons touch (countertops, payment systems, pens, and styluses)
- Provide disinfecting wipes that are effective against SARS-CoV-2 near shopping carts, shopping baskets, and high-touch surfaces and provide hand sanitizer
- Have Personnel disinfect carts and baskets after each use
- Provide hand sanitizer, sink with soap and water, and/or disinfecting wipes to patrons and Personnel at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions
- Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
 - Break rooms: _____
 - Bathrooms: _____
 - Other: _____
- Prevent people from self-serving any items that are food-related:
 - Provide lids and utensils for food items by Personnel, not for patrons to grab
 - Limit access to bulk-item food bins to Personnel—no self-service use
- Require patrons and Personnel to follow requirements of Section 3.25 below for self-brought bags, and prohibit patrons from bringing any other reusable items such as coffee mugs.
- Prohibit Personnel from using shared food prep equipment for their own use (e.g., microwaves, water coolers), but microwaves may be used if disinfected between each use and hand sanitizer is available nearby and water coolers may be used as outlined in Section 3.14 below.
- Optional—Describe other measures (e.g., providing senior-only hours):

INDUSTRY-SPECIFIC DIRECTIVES

- Ensure that you have read and implemented the attached list of requirements.
- In addition to complying with the Social Distancing Protocol, many businesses must comply with additional, industry-specific directives. Go to www.sfdph.org/directives and check to see if your business is subject to one or more additional directives. For each one, you must review the Health and Safety Plan (HSP) requirements and post an additional checklist for each one that applies. In the event that any directive changes the requirements of the Social Distancing Protocol, the more specific language of the directive controls, even if it is less restrictive. Check this box after you have checked the list of directives and posted any other required HSP.

* Any additional measures may be listed on separate pages and attached.



Safety Plan: (See page 8): <https://www.sfdph.org/dph/alerts/files/Directive-2020-18-Offices.pdf> !



Health Officer Directive No. 2020-18 (Exhibit B)
Health and Safety Plan (issued 6/13/2020)

Checklist

Each Office Facility must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below that apply and list other required information.

Business/Entity name:

Contact name:

Facility Address:

Contact telephone:

(You may contact the person listed above with any questions or comments about this plan.)

- Office Facility is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-18, available at <http://www.sfdph.org/directives>.
- Completed any necessary adjustments to the layout of the Office Facility to allow for proper social distancing.
- Plumbing is functioning and, if the Office Facility was dormant, the pipes are flushed.
- Completed any necessary improvements to the ventilation of the Office Facility.
- Developed a plan to ensure Personnel comply with social distancing requirements and to limit the number of people in the Office Facility at a given time, consistent with the requirements in the Stay-Safe-at-Home Order.
- Modified policies for using elevators and stairs, including placing signage regarding any applicable limits on use of elevators.
- Personnel and members of the public who enter the Office Facility are required to wear Face Coverings as provided in the Face Covering Order.
- Developed and implemented a plan and implement daily COVID-19 symptom self-verifications for all Personnel as required by the Social Distancing Protocol.
- Developed and implemented a plan and implemented sanitization requirements.
- Personnel have access to cleaning supplies so that they can clean surfaces as needed on their own when custodial staff is not available.
- High touch surfaces in common areas are cleaned and disinfected routinely throughout the day.

Additional Requirement Applicable to Non-Essential Businesses:

- Adjusted maximum occupancy rules based on the size of the facility to limit the number of people (including Personnel and members of the public) in the Office Facility.

Additional Measures

Explain:

!



Personnel Screening Forms: <https://www.sfgcdcp.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/#1600202944254-d0b81c33-da2e>

ATTACHMENT A-1: Personnel Screening Form
(November 2, 2020)

Any business or entity that is allowed to operate in San Francisco during the COVID-19 pandemic MUST screen Personnel with the questions below on a daily basis as part of its Social Distancing Protocol compliance and provide this information to Personnel. Go to www.sfgcdcp.org/screen for more information or a copy of this form. Do not use this form to screen customers, visitors, or guests. The screening form for Non-Personnel is available at www.sfgcdcp.org/screen. Health Officer orders or directives may provide additional screening requirements.

PART 1 – You must answer the following questions before starting your work every day that you work.

You may be required to provide the answers in person or via phone or other electronic means to the Business before the start of each shift. If any answers change while you are at work, notify the Business by phone and leave the workplace.

1. In the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. In the past 14 days, have you had “Close Contact” with someone who was diagnosed with COVID-19 or had a test confirming they have the virus while they were contagious [†] ? [†] “Close Contact” means you had any of the following types of contact with the person with COVID-19 (regardless of whether you or the person with COVID-19 were masked) while they were contagious [‡] : <ul style="list-style-type: none"> • Were within 6 feet of them for a total of 15 minutes or more in a 24 hour period • Lived or stayed overnight with them • Were their intimate sex partner, including only kissing • Took care of them or they took care of you • Had direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you or you shared eating or drinking utensils with them) [‡] Contagious Period: People with COVID-19 are considered contagious starting 48 hours before their symptoms began until 1) at least 10 days have passed since their symptoms began, 2) they haven’t had a fever for at least 24 hours AND 3) their symptom have improved. If the person with COVID-19 never had symptoms, they are considered contagious starting 48 hours before their positive COVID-19 test was collected until 10 days after they were tested.
3. In the past 24 hours, including today, have you had one or more of these symptoms that is <u>new or not explained by another condition</u> ? <ul style="list-style-type: none"> • Fever (100.4°F/38.°C or greater), chills, repeated shaking/shivering • Cough • Sore throat • Shortness of breath, difficulty breathing • Feeling unusually weak or fatigued • Loss of taste or smell • Muscle or body aches • Headache • Runny or congested nose • Diarrhea • Nausea or vomiting

If you answer “YES” to ANY of these 3 questions, do not enter any business or facility and follow the steps listed in Part 2 below.

PART 2 –

- If you answered YES to Question 1 or Question 2. **DO NOT GO TO WORK.** And:
 - Follow Isolation/Quarantine Steps at: www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines
You **MUST** follow these isolation/quarantine rules, as **mandated** by the Health Directive No 2020-03c/02c.
 - Do not return to work until the Isolation or Quarantine Steps tell you it is safe to return!
- If you answered YES to Question 3: You may have COVID-19 and **must be tested for the virus** before returning to work. Without a test, the Business must treat you as being positive for COVID-19 and require you to stay out of work for at least **10** calendar days. To return to work sooner and protect others, **follow these steps:**
 1. **GET TESTED!** If you have insurance, contact your healthcare provider to get tested for COVID-19. If you do not have insurance, you can sign up for free testing at CityTestSF (<https://sf.gov/citytestsf>). If you live outside the City, check with the county where you live, get tested by your usual healthcare provider, or use CityTestSF.
 2. Wait for your results at home and follow the instructions at www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines to determine next steps. Only return to work when those guidelines say it is safe.

Your health on the job is important! To report a violation of San Francisco COVID-19 health orders and directives (www.sfdph.org/healthorders), including requirements to screen and exclude sick personnel from work as well as social distancing and facial covering requirements, call: 311 or 415-701-2311 (English) or 415-701-2322 (Español, 中文, TTY). You can request for your identity to remain confidential.



ATTACHMENT A-2: San Francisco COVID-19 Health Screening Form for Non-Personnel

(November 2, 2020)

This handout is for screening clients, visitors and other non-personnel before letting them enter a location or business. **SFPDPH discourages anyone from denying core essential services (such as food, medicine, shelter, or social services) to those who answer “yes” to any of the questions below and encourages people to find alternative means to meet clients’ needs that would not require them to enter the location.** Health Officer Directives may provide additional requirements regarding screening in a specific context. *This form, a screening form for personnel, and additional guidance on screening are available at www.sfgcdcp.org/screen*

PART 1 – Please answer the following questions before entering this location.

1. In the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. In the past 14 days, have you had “**Close Contact**” with someone who was diagnosed with COVID-19 or had a test confirming they have the virus while they were contagious[†]?
† “Close Contact” means you had any of the following types of contact with the person with COVID-19 (regardless of whether you or the person with COVID-19 were masked) while they were contagious[‡]:
 - Were within 6 feet of them for a total of 15 minutes or more in a 24 hour period
 - Lived or stayed overnight with them
 - Were their intimate sex partner, including only kissing
 - Took care of them or they took care of you
 - Had direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you or you shared eating or drinking utensils with them)‡ Contagious Period: People with COVID-19 are considered contagious starting 48 hours before their symptoms began until 1) at least 10 days have passed since their symptoms began, 2) they haven’t had a fever for at least 24 hours AND 3) their symptoms have improved. If the person with COVID-19 never had symptoms, they are considered contagious starting 48 hours before their positive COVID-19 test was collected until 10 days after they were tested.
3. In the past 24 hours, including today, have you had one or more of these symptoms that is new or not explained by another condition?
 - Fever (100.4°F/38.0°C or greater), chills, repeated shaking/shivering
 - Cough
 - Sore throat
 - Shortness of breath, difficulty breathing
 - Feeling unusually weak or fatigued*
 - Loss of taste or smell
 - Muscle or body aches*
 - Headache
 - Runny or congested nose*
 - Diarrhea
 - Nausea or vomiting* Children and youth under 18 years old do not need to be screened for these symptoms.

If you answer “YES” to ANY of these 3 questions, do not enter the location. Follow the steps listed in Part 2 below. If you are seeking core essential services (such as food, medicine, shelter, or social services), work with the organization to determine how you can receive services these services without entering the building.

PART 2

- If you answered **YES to Question 1 or Question 2:**
 - **Follow Isolation/Quarantine Steps** at: www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines
You **MUST** follow these isolation/quarantine rules, as **mandated** by Health Directive No 2020-03c/02c.
 - Do not leave your home to the extent possible until the Isolation/Quarantine Steps tell you it is safe to do so!
 - If you need help with essential services like food, housing, or other needs while you are isolating or quarantining, call 3-1-1.
- If you answered **YES to Question 3:** You may have COVID-19 and to keep others safe, you should isolate until you know whether you have COVID-19. **Follow these steps:**
 1. Follow the instructions at: www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines
 2. **GET TESTED!** If you have insurance, contact your healthcare provider to get tested for COVID-19. If you do not have insurance, you can sign up for free testing at CityTestSF (<https://sf.gov/citytestsf>).
 - Follow the instructions in www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines to determine next steps depending on your test result.