

## WHAT TO EXPECT WHEN YOU RETURN TO WORK



# 201 Spear Street

a **KBS** property

## Enhanced Standards

While some of you have continued to work in the building during the shelter-in-place, most of you have been working from home. We want to ensure your migration back to the workplace is as smooth as possible. We have enhanced our operations with your wellbeing in mind by focusing on physical distancing, safety and increased sanitation. Our wellbeing depends on each of us to do our part. Here is how your property management team is doing it:

### The Building:

- The Engineering Team has been carefully monitoring occupancy during the shelter-in-place and modifying building equipment's operating schedules as needed. With re-occupancy in mind, focus is on servicing and optimizing the building equipment. Measures include:
  - Operating HVAC systems with extended schedules to ensure fresh, clean air is flushing the building.
  - Installing MERV-13 filters. These filters block 98% pollutants from the air and capture pollen, fine dust, bacteria, viruses and more.

### WHAT'S DIFFERENT?

- First floor lobby door access restrictions. The doors will remain locked with key fob access only.
- Face covering will be required to enter the building and in all common areas.
- Signage and Decals to emphasize the importance of social distancing and sanitation.
- Maximum 2 riders per elevator cab.
- Maximum 4 occupants at a time in restrooms
- Maximum 4 riders at a time in bike room
- Sneeze Guard at security desk
- Parking attendants will direct parkers to park in spaces and will not valet cars. Once the garage is full, attendants will valet cars. Parking attendants will be equipped with PPE and disinfecting wipes.

- Regularly test and inspect plumbing systems. Ensuring plumbing drains are inspected and primed.
- Testing all Fire Life Safety equipment.
- Team members are required to perform daily self-health checks. They are also using PPE.

## Cleaning & Sanitation:

- Our janitorial partners have been preparing for your return. Our goal is to create a safe and healthy environment for tenants and building staff. While you were away, the team has been disinfecting high touch surfaces in the common areas and inside your space to include:
  - Doorknobs/Door Release Buttons
  - Visible Access Control Keypads/Readers
  - Elevator Buttons (inside and out)
  - Break room equipment (i.e. coffee machines, microwaves, refrigerators, cabinets, counters etc)
  - Light Switches
  - Restroom Handles
  - Collaboration Spaces (i.e. tables, seating, vending machines, lockers)
  - Common Area Furniture (i.e. tables, chairs, sofas)
  - Hard Floor Surfaces
  - Handrails/Railings in tenant spaces and building stairwells
  - Water Fountains
  - Cleared surfaces on tenant desks
  - Restroom walls and partitions
  - Refinishing of VCT flooring
  - Scrubbing of restroom floors
  - Partition glass cleaning
  - Edge vacuuming
  - High/low dusting
  - E/V Charging Equipment
  - Lobby Directory
- Increased cleaning frequency of high touch surfaces in common areas.
- Cleaning practices and cleaning chemicals that are used align with recommendations provided by the CDC and WHO.
- All team members have been trained on proper disinfecting methods.
- All team members are provided with personal protective equipment and trained on proper use, care and disposal of PPE.
- Receptacles placed in common areas for used/discarded PPE and gloves. PPE is considered trash and is not recyclable.

## WHAT'S DIFFERENT? (CONT'D)

- Seat and floor protectors for valeted cars will be provided.
- Schedule an appointment to visit the management office.

## WHAT CAN YOU DO?



- Notify your employees, vendors and visitors that they will need to wear face covering while in the common areas of the building. Have some extras on-hand for those who forget.
- Continue to encourage employees who are sick to stay at home.
- Put a plan together for your office space so that employees have clear direction on any changes you are implementing internally. Your plan should include maintaining separation of 6ft limiting any desk sharing and ensuring clear cleaning and transitional protocols between any shared spaces.
- Allow extra time for riding the elevators.
- Encourage video conference for meetings.
- Encourage your employees to adhere to the new guidelines.
- Stagger your employee start times to reduce elevator traffic and wait time.
- Share your internal social distance protocol with us, we would love to know what our tenants are implementing. Let us know how we can assist.
- Notify us if you aware of any building occupancy is suspected of or who has been diagnosed with COVID-19.

- Hand sanitizer dispensers are integrated into shared spaces such as lobbies, mail area and elevator waiting areas. Sanitizing wipes dispensers are integrated into shared spaces.
- We have Install touch-free faucets and soap dispenser fixtures in restrooms that had manual fixtures.
- Janitorial night staff is performing nightly disinfectant spraying using an electrostatic sprayer of high-touch areas in building common areas. Spraying allows the disinfectant to wrap conductive surfaces with an effective and even coverage.
- NanoSeptic self-cleaning surfaces were installed on high-touch areas in building's common areas.
- We have implemented a hybrid valet parking system. Parkers are required to park their own cars until the garage is full, then the attendants will park your car for you. The attendants are equipment with PPE, disinfectant wipes, and hand sanitizer. Parking is ticketless and card-free.

### REMINDERS:

Until we return to work.....

- The building remains available to you and your business using your access card. Notify our management team if you are working on-site to ensure we are providing you with uninterrupted services.
- Parking charges are not automatically suspended since many of you continue to use the garage. Notify the parking manager if you have future parking requests or changes; [ccruz@aceparking.com](mailto:ccruz@aceparking.com)
- The property management office is open. Some team members continue to work remotely, contact us by email or call the security rover who can contact us for urgent matters.

“For tomorrow  
belongs to the people  
who prepare for it  
today.”

- African Poverb

### WHAT CAN YOU DO? (CONT'D)

- Give us feedback! With things changing so quickly, best practices continue to evolve. Let us know what you think.

### Cloth Face Covering Do's & Don'ts:

#### DO:



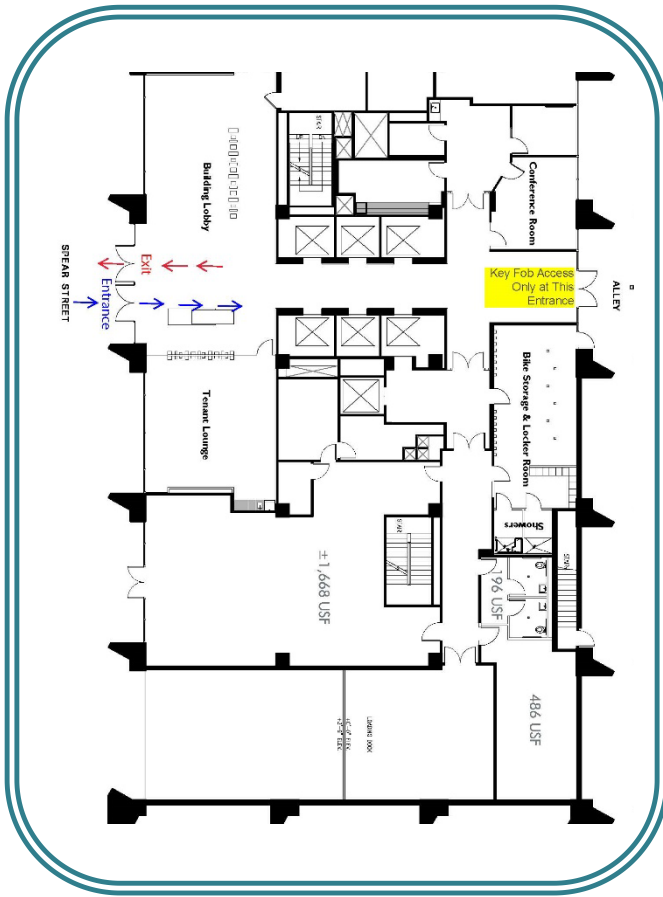
- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

#### DON'T:

- ✗ Use on children under age 2
- ✗ Use surgical masks or other personal protective equipment (PPE) intended for healthcare workers

### Social Distancing:

- We have made some modifications in the common areas to ensure business continuity while maintaining physical distance from other occupants. Measures include:
  - Controlling the flow of foot traffic in the lobby by designating doors as entrance or exit.
  - Limiting the number of riders in each elevator cab to two.
  - Posting occupancy limits on common area restrooms, bike room, and locker room.
  - The Tenant Lounge and Conference Room will be available; however, occupancy will be limited in order to maintain a safe distance.



- Equip gathering areas such as the security guard desk and lobby elevator waiting area with floor markers indicating proper distancing
- Ensure our team members and service partners are provided with the proper PPE.
- Traffic flow at the building entrance on Spear Street will be controlled by designating specific doors for entrance and exit as illustrated on the floor plan. This will assist with maintaining distance and prevent traffic clutter.



## RESOURCES

### San Francisco Department of Public Health

101 Grove St Rm 308

San Francisco, CA 94102-4505

Phone: [\(415\) 554-2830](tel:4155542830)

[Email Department](#)

[Visit Website](#)

### Centers for Disease Control and Prevention

1600 Clifton Rd.

Atlanta, GA

30329-4027 USA

800-CDC-INFO

(800-232-4636)

TTY: (888) 232-6348

[Contact CDC-INFO](#)

**WE CAN DO THIS TOGETHER – SEE YOU SOON!**

**CONTACT US**

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