

# TENANT RE-ENTRY PLAN

## FOUNDRY SQUARE III

505 HOWARD STREET  
SAN FRANCISCO, CA 94105

08/02/2021



# A WARM WELCOME FROM YOUR C&W OFFICE TEAM

As we see encouraging signs of recovery from the pandemic, our management team is excited to welcome our tenants back to the office, many for the first time in a while. If you have been away, we want to assure you that Cushman & Wakefield has been working diligently over the past year with Building Ownership to make sure that Foundry Square has remained open and has been operating in accordance with the government mandates and guidelines.

Please contact our Property Management team and communicate your re-entry plans when you are able. We look forward to supporting a more engaged environment, and we are excited to see our tenants face to face again.



## CONTACT INFORMATION

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[www.foundrysquare.com](http://www.foundrysquare.com)

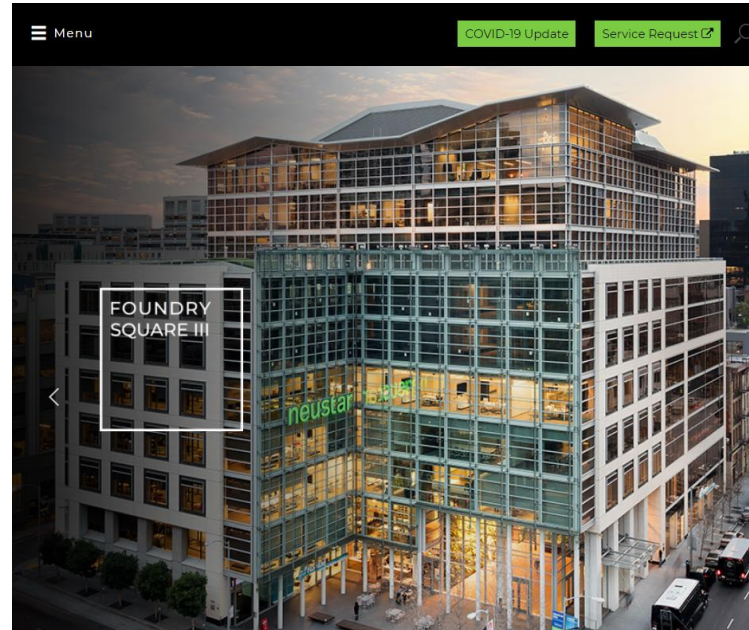
# WHAT'S NEW AT 505 HOWARD STREET

## [www.FoundrySquare.com](http://www.FoundrySquare.com)

Tenants can access the [Electronic Tenant Portal](#), an informational hub, providing 24/7 access to essential property information. The website provides information regarding security, emergency procedures, property rules and regulations, building activities, as well as property and neighborhood amenities. We suggest you bookmark the website and check on a regular basis for important property information.

## Fitwel Certification

As of 11/2019, Foundry Square III achieved fitwel certification. Fitwel is a premiere certification system for optimizing buildings to improve health and productivity outcomes through targeted improvements. For additional information, Tenants can visit <https://www.fitwel.org>





# OUR COMMITMENT TO SAFETY

To help protect your health and safety, we have implemented the following temporary measures:

## Building Signage

- All previously mandated COVID signage will be removed and replaced with signage mandated per the most recently update [San Francisco Health Ordinance](#) dated 08/02/2021.

## Sanitation Stations

- Sanitation stations will remain in the main building lobby, the main elevator bank lobby, bicycle room/area, and the parking garage elevator vestibules for tenants, visitors, and vendors to use.

**SF is OPEN**  
SF ya está abierto • 三藩市現已開放 • Bukas ang SF

**San Francisco celebrates a safer reopening!  
Protect yourself, your family, and your community  
by following these prevention measures:**

¡San Francisco está celebrando una reapertura segura! Siga estas medidas de prevención para protegerse y proteger a su familia y a su comunidad.  
三藩市慶祝安全重開! 採取以下防護措施, 保護自己, 家人及社區  
Ipinagdiriwang ng San Francisco ang isang mas ligtas na muling pagbubukas! Protektahan ang iyong sarili, ang iyong pamilya, at ang iyong pamayanan sa pamamagitan ng pagsunod sa mga hakbang sa pag-iwas:



**Get vaccinated**  
Vacúnese  
Magpabakuna



**Stay home if sick, and  
talk to your doctor**  
Quédese en casa si está enfermo  
y consulte a su médico  
如果身體不適, 請留在家中  
並諮詢您的醫生  
Manatili sa bahay kung may sakit,  
at kausapin ang iyong doktor



**Maximize fresh air**  
Aumente al máximo el  
flujo de aire fresco  
保持大量新鮮空氣  
Padaluyin ang sarilang hangin

**Wear a mask for added protection and clean your hands.**  
Póngase un cubrebocas para obtener protección adicional y lávese las manos.  
佩戴口罩加強保護及清潔雙手。  
Magsuot ng mask para sa karagdagang proteksyon at hugasan ang iyong mga kamay.

City and County of San Francisco #VaccinateSF #StayStrongSF #ShopDine49

**Get Vaccinated,  
San Francisco!**  
¡Vacúnese, San Francisco!  
三藩市疫苗齊接種!  
Magpabakuna, San Francisco!



**Stop the spread of COVID-19.**  
Ponga fin a la propagación de COVID-19.  
停止新型冠狀病毒傳播。  
Itigil ang pagkalat ng COVID-19.

<b>Vaccines are safe.</b> Las vacunas son seguras. 疫苗是安全的。 Ligtas ang mga bakuna.	<b>Vaccines are free.</b> Las vacunas son gratuitas. 疫苗是免費的。 Libre ang mga bakuna.	<b>No insurance required.</b> No se requiere tener seguro médico. 接種疫苗無需醫療保險。 Walang kinakailangang insurance.
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**Getting vaccinated will help keep you, your family, and your community safe and healthy.**  
Vacunarse les ayudará a usted, a su familia y a su comunidad a mantenerse seguros y saludables.  
接種疫苗有助您保障自己、家人和社區的安全與健康。  
Ang pagbabakuna ay makakatulong na mapanatili kang ligtas at malusog ang iyong pamilya, at ang iyong pamayanan.

**To learn more, visit [sf.gov/GetVaccinated](#) or call 311.**  
Para obtener más información, visite [sf.gov/es/GetVaccinated](#) o llame al 311.  
欲知詳情, 請瀏覽: [sf.gov/ch/GetVaccinated](#) 或致電311。  
Upang matuto nang higit pa, bisitahin ang [sf.gov/fil/GetVaccinated](#) o tumawag sa 311.

City and County of San Francisco



# OUR COMMITMENT TO SAFETY

To help protect your health and safety, we have implemented the following temporary measures:

## Facemasks

- Masks will be **REQUIRED** in building common areas for *vaccinated* & *unvaccinated* tenants and their guests.
- Masks *must be worn by vaccinated and unvaccinated* individuals in common areas including elevators, lobbies, 8<sup>th</sup> floor roof deck, garage, bicycle room/area, plaza, and multi-tenant corridors/restrooms.
- *Building staff, regardless of vaccination status*, will continue to wear masks indoors, including in tenant spaces.
- Facemasks will be available at the main lobby security desk for onsite staff, visitors, and vendors.

# Masks Required For All

Cubre bocas requeridas para todos • 所有人必須佩戴口罩  
Ang mga Mask ay kinakailangan para sa lahat



## Masks required indoors: Vaccinated & Unvaccinated

Vaccination reduces your risk of severe illness.

El uso de cubrebocas en espacios interiores es obligatorio : Personas vacunadas y no vacunadas:  
La vacuna reduce su riesgo de contraer una enfermedad grave

室內須佩戴口罩：無論是否已接種疫苗  
疫苗降低您出現嚴重病症的風險

Kinakailangan ang mask sa loob ng bahay : Nabakunahan at hindi nabakunahan  
Binabawasan ng pagbabakuna ang iyong peligro na malubhang magkasakit



City and County of San Francisco

[sf.gov/Masks](https://sf.gov/Masks)



# OUR COMMITMENT TO SAFETY

## Janitorial

- Our janitorial team will continue with focused sanitization of common areas such as points of entry, lobbies, elevators, and washrooms.
  - **Enhanced Cleaning** – Tenants may elect to receive additional cleaning within their space from our janitorial service providers. Reach out to Property Management team to coordinate with ABM.

## Security

- Due to temporarily low physical occupancy, our security team will assist with the following revised procedures:
  - **Main Entrance** – the main entrance will remain unlocked from 7am-5pm. Tenants can use their badge to access the building outside of these hours. Security continues to be onsite 24/7.
  - **Visitor Management** – tenants can use the [Kastle visitor management system](#) to register visitors. All visitors are required to check in with security and show identification.
  - **Loading Dock Guard** – onsite from 7am – 3pm. For any loading dock access required outside of these hours, please submit an [Angus work order request](#) for your PM team to coordinate.





# OUR COMMITMENT TO SAFETY

## HVAC

- The building will continue with the following measures:
  - Use of MERV14 filters
  - Maximizing use of outside air to the extent it is feasible and comfortable



# OUR COMMITMENT TO SAFETY

## Parking Garage Re-Opening – 7/6/2021

- A part-time parking valet attendant will be available, 7am-12pm Monday to Friday, starting on 7/6/2021.
- Tenants may continue to enroll in the monthly parker program by contacting:

[Impark](#)

Edgar Castaneda

P: 415-813-4278 C: 415-725-9148

[Edgar.Castaneda@reefparking.com](mailto:Edgar.Castaneda@reefparking.com)

## Building Amenities

- [Showers & Lockers](#) are open.
- [Bicycle room and storage area](#) are open.







# OUR COMMITMENT TO MOVING FORWARD

The pandemic has been a hardship for everyone, but we have learned so much in the process. We understand the inconvenience of masks, social distancing, and enhanced cleaning protocols but these measures are implemented to keep us safe.

As we practice a phased reopening, it is important to continue reporting suspected or confirmed cases in your space to property management. We must also be patient with one another as we adapt to our new normal in the office.

We encourage you to contact our Property Management Team with any questions or concerns.