

One Bay Protocols



LOBBY ENTRY & EXIT

Effective June 1, 2020, One Bay will adopt a “one way in, one way out” policy in the lobby. Entry into the building will be from the East Lobby Doors (facing the rear parking lot and San Francisco Bay). Exiting will be done through the West Lobby Doors (facing Old Bayshore Hwy).



6 FEET APART

In corridors, elevator lobbies, and the main lobby, walk in single file only, and on the right side of the corridor. Maintain at least 6 feet of distance away from anyone while walking.



ELEVATOR & STAIRS

Elevator cab occupancy shall be capped at 4 people (max) per ride. Emergency exit stairwells will remain open during the day for exiting the building only.



FACE MASK & HYGIENE

Tenants and visitors are encouraged to wear a protective face covering while walking through common areas. Wash hands frequently and avoid touching your face. If you feel sick please stay home.



BEHAVIORAL BEST PRACTICES

Tenants are encouraged to use best practices for their employees inside the work place, and within common areas of the building. Such practices shall include:

- Touch-less introductions, greetings, and goodbyes.
- Maintain a clean and safe workplace environment. Minimize transferring items to and from the workplace.
- Use personal mobile devices as much as possible and maintain their cleanliness.
- Minimize personal deliveries to and from the work place.



KEEP A POSITIVE ATTITUDE

We are all in this together and appreciate everyone’s support!



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ONE BAY
BURLINGAME, CA

HVAC MAINTENANCE & FILTRATION: WE USE THE BEST

HVAC Maintenance: www.therma.com For over 50 years, Therma has been delivering client-driven mechanical solutions as one of California's leading commercial HVAC contractors.

Air Filters: Air filters have been upgraded.

Increased Outside Air: One Bay's HVAC system is now running longer than normal to bring more air circulation throughout the building each day.

JANITORIAL & BUILDING ENGINEER: WE'VE GOT IT COVERED

ABLE Services maintains the building with the following:

- Full time day porter for cleaning common areas throughout the day.
- Full time building engineer on-site for building maintenance and sanitation.
- Evening janitorial 5 nights per week.

ABLE Services: <https://ableserve.com/>

YouTube Video: <https://youtu.be/PwPjK6832Aw>

Common Area Janitorial Protocols:

- All restroom surfaces are being disinfected throughout the day. At night, all restroom hardware, counter tops, and wall/floors are cleaned using disinfectants.
- Both daily and nightly, all common area surfaces will be disinfected.
- Both daily and nightly, all common area door handles and elevator buttons will be disinfected.
- Both daily and nightly, all staircases and lobbies will be disinfected.

Office Cleaning Protocols:

- All door handles, light switches, and card readers will be cleaned nightly.
- Disinfectants will be used for all surface cleaning.
- Trash removed from each office suite.
- Floors spot vacuumed and cleaned as requested.