

345 CALIFORNIA NEWSLETTER

Q1 2020



Coronavirus Information Brief

At this time, the 2019 Novel Coronavirus, also known as COVID-19 has spread in the community in the United States. 345 California is actively monitoring potential health risks of the virus. Please note that we have 2 hand sanitizer stations by the lobby doors, and have staff actively wiping down the common areas. As information becomes available, we will keep you informed.

Below are some safety guidelines provided by the CDC to help prevent the exposure to this virus.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. Avoid touching your eyes, nose, and mouth with unwashed hands.
- If soap and water are not readily available use an alcohol-based hand sanitizer with at least 60% alcohol.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, or your elbow or shoulder if one is not available.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- The CDC does not recommend that people who are well to wear a facemask to protect themselves from respiratory diseases, including COVID-19. They should be used by people who show symptoms of COVID-19 to help prevent the disease to others.

345 California Tenant Lounge — The Room

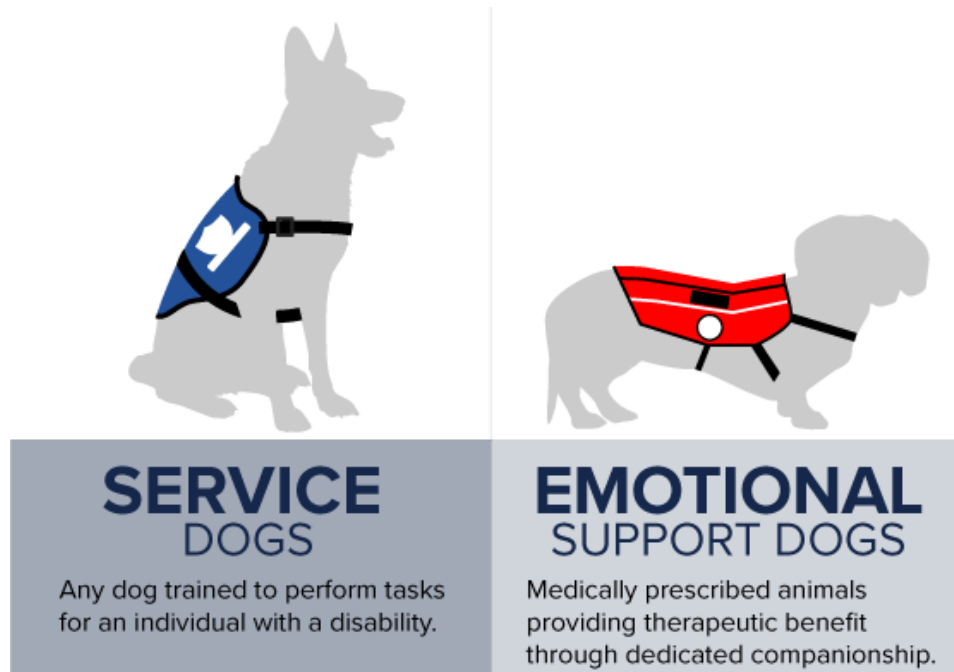
The Room is envisioned to be a place where you can collaborate or relax. It can be used for a lunch break, for a meeting or for just a quick change of mood. It is located at the back of the lobby. The Room is equipped with an overhead projector and screen for streaming content and a hi-fidelity record player with an assortment of albums. The Room will be open from 7 am to 7 pm, Monday to Friday. It is available to be reserved for a private event. For a reservation, please email Gene He at ghe@345cal.com.



Service Animals

As a reminder emotional support animals are not allowed inside 345 California. However, in support of Title III of the Americans with Disabilities Act of 1990 (42 U.S.C 12181) service animals trained to assist people with disabilities are allowed.

An emotional support animal differs from a service animal. Service animals are trained to perform specific tasks (such as helping a blind person navigate). Any animal that provides support, well-being, comfort, or aid, to an individual through companionship, unconditional positive regard, and affection may be regarded as an emotional support animal.



CCure, Turnstiles and Access Cards

As a reminder the turnstiles in the building lobby control access to our elevator banks. The turnstiles are designed to allow for a steady flow of foot traffic in and out of the passenger elevator lobbies while enhancing our security by requiring employees to swipe their access card and visitors to obtain credentials from security before entering the passenger elevator lobby.

- Tenants with access cards already have been given access to the elevator lobbies.
- Facility managers will have to register for an account on the visitor management system, CCure (https://visitor.345cal.com/ccure_portal).
- Visitors must be registered in CCure and not Building Engines in order to gain access to the building.
- Visitors must show government-issued photo identification to receive a temporary ticket. Acceptable forms of identification are a driver’s license or ID card issued by a state’s bureau of motor vehicles, state-issued ID card, passport, or any photo ID issued by a municipality, county, or the federal government.
- Please no “tail-gating.” The turnstiles will beep and notify the lobby officers if you do not scan your badge.

New Property Manager – Jennifer Ryken

Please welcome 345 California's new Property Manager, Jennifer (Jenny) Ryken! Jenny has over ten years' experience in Commercial Real Estate, most recently working as a Property Manager for Union Property Capital, a San Francisco based real estate company. Prior to that Jenny worked at several leading national real estate firms in various property management roles.

Jenny is a native San Franciscan and is a graduate of the University of San Francisco. She is looking forward to meeting as many of you as soon as possible and in making your tenancy at 345 California a successful and enjoyable experience. Please join us in welcoming Jenny to the 345 California Staff. She is a great addition to our team.



Four Seasons at 345 California



FOUR SEASONS

HOTEL

SAN FRANCISCO AT EMBARCADERO

The new Four Seasons Hotel San Francisco at Embarcadero is now confirming arrivals beginning May 1, 2020.

Located on the top 11 floors of the 48-story 345 California Center, the second – and tallest – Four Seasons hotel in the Bay Area will reopen this spring after extensive enhancements as a Four Seasons experience. All 155 rooms and suites have been completely redesigned, with new natural wood floors, modern furnishings, and deep soaking tubs. And, every room boasts stunning panoramic views.

In addition, Four Seasons Hotel San Francisco at Embarcadero will offer a street-level restaurant and bar, 24/7 fitness center and business center.

Parking – Debit Program

The 345 California Garage has a debit card parking program. To participate in the program your building access card will be programmed into the garage's parking equipment. You will need to furnish your credit card information at the time of sign-up, at which time your access card will be linked to your credit card account. This program works very similar to a Clipper card. You can replenish the debit amount at any time or when the card reaches a minimum amount, your credit card will be charged the amount you establish. The debit card program rate is \$31.00 daily with in/out privileges. This is a discounted rate compared to our daily maximum of \$36.00. In addition, 345 California offers monthly parking passes. You may load a monthly parking pass on your building access cards for \$450/month.

If you are interested, you may obtain an application from the garage attendants. Wesley Carter can assist you should you have any questions, please call (415) 434-7743.

345 Fit

345 Fit, our on-site fitness center, is furnished with state-of-the-art fitness equipment, five-star locker room with showers and towel services. A great workout is only an elevator ride away. Experience the transformation at 345 Fit, our brand-new fitness center designed for the exclusive use of 345 California Tenants.

There is no contract, no initiation or cancellation fees. The monthly fee is only \$25 a month or \$270 annually. Please contact Gene He, Property Administrator, for a tour of the facilities or for more information.



Bicycle Parking

345 California bicycle parking area is conveniently located in our garage on the B1 level across from the parking attendant's office. Accessible via access card and with parking for sixty-six (66) bicycles the bicycle parking area is equipped with a fix-it station, air pump and day-use lockers for all your gear.

The bicycle parking area is free and for the exclusive use of 345 California Tenants! Please contact the Property Administrator, Gene He, for access.



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