SAMPLE TENANT LETTERS RE: SHELTER IN PLACE/ESSENTIAL ACTIVITIES
(Content provided anonymously with permission by BOMA SF Principal Building members as of 3/17/2020)

SAMPLE 1
Dear Tenants:

As you are aware, earlier today, The City and County of San Francisco issued an order requiring individuals living in the county to Shelter In Place, effective at 12:01 AM on Tuesday, March 17, 2020. The order requires that all individuals residing in the city or county of San Francisco shelter at their residences through April 7, 2020. A copy of the Order is attached for your review. The Order exempts individuals employed in providing “certain essential activities and work to provide essential businesses and government services or perform essential public infrastructure construction, including housing”.

[Company] is committed to continuing to provide our tenants with excellent service during this challenging time. We recognize that this order may cause many of our tenants engaged in business not classified as essential under the language of this order to suspend or sharply curtail their operations at [building/building address].

While [building/building address] will remain open during the duration of this order, [Company] is required to comply and will take the following actions –

- Property Management personnel will be required to work from home but will continue to oversee the building remotely.
- Security and access control at our buildings will be maintained.
- Engineering staffing at our buildings will be reduced, but operational coverage will be maintained.
- Janitorial service will be suspended in the leased premises of tenants with non-essential businesses that choose to close.

If you are an Essential Business as defined in the order, it is expected that you will remain open during the duration of the order and building services will continue to be provided to your leased premises. If this is not the case, please inform the building management office at [phone number].

[Company] stands ready to assist our tenants during this unprecedented and difficult time. If you should have any questions or if there is any way that we may be of further assistance to you, please contact us.

SAMPLE 2
Dear Tenants,

As you may be aware, there has been a directive from the Mayor’s Office regarding “Shelter in place” with the exception of essential personnel. This building will remain open for the foreseeable future. We consider essential personnel for the building to include Engineering, Security and Janitorial, as such these team members will be on-site servicing the building.

We highly encourage you and your teams to work from home, if those capabilities are available. As our current federal government administrations press conference earlier announced gatherings should be
limited to fewer than 10 people. We advise your organization to review the Order, and to determine what is needed to continue to operate Minimum Basic Operations. Please advise the building management office on whether your office will be working from home during this time period.

Below are the guidelines for Essential Businesses and Essential Travel, along with the link for the Shelter in Place Order for the City and County of San Francisco.

**Essential Businesses include:** Healthcare operations and essential infrastructure; grocery stores; gas stations; media outlets; banks; hardware stores; laundromats; restaurants and other facilities that prepare and service food, but only for delivery and carry out; and hardware stores.

**Essential Travel includes:** Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations; Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel; Travel to return to a place of residence from outside the jurisdiction; Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons; Travel required by law enforcement or court order and Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.


As always, feel free to contact us with any questions or concerns.