

<i>Potential Hazard Review</i>	
<u>Biological Hazards</u>	
<ul style="list-style-type: none"><li>• Bloodborne pathogens</li></ul>	
<i>Related Safe Work Practices</i>	
<ul style="list-style-type: none"><li>• Hazardous Substances</li><li>• Infectious Materials</li><li>• Personal Protective Equipment</li></ul>	
<i>Personal Protective Equipment</i>	
<ul style="list-style-type: none"><li>• Face coverings</li><li>• Face shields</li><li>• Gloves</li></ul>	
<i>Authority</i>	
<ul style="list-style-type: none"><li>• CCR Title 8 Section 3203, 3205.1, 3205.2</li></ul>	
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This Safe Work Practice (SWP) addresses the hazards from COVID-19 and is organized into the following areas:

- A. General Precautions (applies to all employees, worksites, and activities)
- B. Offices
- C. Parks and Open Spaces (Field Staff, Custodians)
- D. Park Rangers
- E. Capital and Planning
- F. Recreation

References to the following regulatory requirements in the specific Title 8 sections as noted in the “authority” section were not included in this SWP because they are covered in policies by other divisions within RPD, or other city departments (DHR, DPH). Specific links to the documents not included due to the quickly changing nature of these documents and links:

1. Procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness (see the Human Resources division)
2. Contact tracing procedures, which includes reporting to DPH as needed, and multiple infections and outbreaks (see RPD COVID-19 Procedures on the Intranet)
3. Correction of COVID-19 hazards. This is covered under the RPD Injury and Illness Prevention SWP as any hazard would be covered.
4. Information on COVID-19 related benefits (see the Human Resources division)
5. Exclusion of COVID-19 cases from the workplace (isolation and quarantine) (see DHR's Requirements for Employees Returning to Work Sites after COVID-19 Illness or Exposure on the Intranet)
6. Return to work criteria (see DHR's Requirements for Employees Returning to Work Sites after COVID-19 Illness or Exposure on the Intranet)

This SWP is dedicated to helping you avoid an injury or illness from known hazards and their consequences: Infection/disease (COVID-19).

You are advised to read and follow this SWP and any related SWPs, follow their recommendations, complete any required or recommended training, and to obtain advice from a *Qualified Person* if you have any questions.

A *Qualified Person* is a person, designated by the employer, who has the training, experience, or instruction, combined with the demonstrated ability to safely perform all assigned duties, and, as required, is properly licensed in accordance with federal, state, or local laws and regulations.

All tasks require that you:

1. Use any equipment in accordance with the guidelines set forth by the manufacturer. This includes following all signs and labels and reviewing any manufacturer's operating manuals.
  - a. If the instructions provided in the operating manual conflict with this SWP, then follow the instructions in the manual. The manufacturer's instructions prevail over this SWP.
2. Review the safety data sheets (SDSs) for any chemical used.
3. Be trained on this SWP and those listed above as related.
  - a. [DHR COVID-19 training](#) (which includes site-specific training) must also be completed.

## A. GENERAL PRECAUTIONS

1. COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales
  - a. COVID19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common.
  - b. An infectious person may have no symptoms.
2. Information related to re-opening a site that has been closed, increasing staff at a site that is already open, or to add a public facing activity can be found [here](#). To do that, a [Re-Opening during COVID-19 Proposal Package](#) must be submitted and approved.
  - a. If your site and activity never closed (e.g. SMD, ECYCs.), you are most likely already covered by the RPD Certification for Open Sites (see the attachments to this SWP).
3. You must report any COVID019 symptoms, possible COVID exposures and possible COVID hazards to your supervisor. RPD or its representatives are prohibited from reprisal.
4. All employees must complete the required health screening prior to starting work (you may use the Self-Assessment Tool - <https://sf.gov/check-your-health-city-staff> or your supervisor may use other methods such as checking off your screening on a paper time sheet when you get to work).
  - a. If you fail the screening, follow the [City procedure](#).
  - b. Testing through [CityTestSF](#) is available to all city employees.
  - c. Contact tracing for your workplace contacts will be conducted by staff if you test positive. Close contacts will be required to quarantine. A close contact is defined as
    - i. Living in the same household or being an intimate partner of someone who has confirmed COVID-19, OR
    - ii. Spending more than 15 minutes cumulatively over a 24-hour period within 6 feet of someone with confirmed COVID-19, OR
    - iii. Having direct contact for any amount of time with bodily fluids and/or secretions of someone with confirmed COVID-19 (coughed or sneezed on, shared utensils with).
  - d. You may be entitled to leave or Workers' Compensation benefits if you get COVID-19. For leave related questions, contact Human Resources. If you want to claim a WC benefit, you must call the Injury Reporting Hotline (855-850-2249).
5. Stay home if you are sick and avoid close contact with people who are sick. This helps to limit community spread. Telework may be an option for persons at home; talk to your supervisor for more information.

6. Particles containing the virus can travel more than six feet, especially indoors. As a result, physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
7. Wash your hands frequently with soap and water for at least 20 seconds. Use hand sanitizer with at least 60 percent alcohol when soap and water are not available. Always follow good handwashing practices:
  - a. Upon arriving at work and before going home at the end of the day
  - b. Before and after eating
  - c. After using the toilet
  - d. After touching garbage or other waste materials
8. Cover your mouth and nose when you cough and sneeze into a tissue if possible or your upper sleeve or elbow, not your hands, when tissues are not available. Dispose of tissues in the trash after use.
9. Avoid touching your eyes, nose or mouth as much as possible.
10. Practice social distancing by limiting person-to-person contact that is within six feet, especially in large groups or in enclosed spaces whenever possible. If it is not possible, be as far apart as possible. Methods of physical distancing include:
  - a. Telecommuting or remote work
  - b. Reducing the number of persons in an area at one time, including visitors
  - c. Visual cues such as signs and floor markings to indicate where employees or others should be located or their direction and path of travel
  - d. Staggered arrival, departure, work and break times
  - e. Adjusted work processes or procedures
11. Don't shake hands when greeting others.
12. You must wear a face covering when
  - a. Working outside within 6 feet of anyone. (Note that DHR training states this is 30 feet. However, the Health Order no longer requires this, but suggests that you should be ready to put on a face covering if someone is approaching you from 30 feet away).
  - b. Inside any City workspace, unless you are alone in a private office with the door closed, so long as you can put on the face covering quickly if someone enters.
  - c. When operating a city vehicle.
  - d. Exceptions include:
    - i. If you are working outside alone and not within 6 feet of anyone. However, you must have the face covering visible and immediately ready to cover the nose and mouth. You must start putting it on early enough to meet the six

- foot requirement should someone approach, and you must keep it on where distances between people change frequently and often come to six feet or less, such as a busy sidewalk
- ii. Eating or drinking while maintaining 6-foot distancing
  - iii. When alone in a City vehicle that is permanently assigned to you and not shared with other employees
13. RPD's supply of face coverings are limited, but we are doing all we can to keep non-medical barrier masks stocked. Therefore, please use them as long as possible (until soiled, wet, or damaged). You are also free to bring your own, including homemade face coverings. Remember, these do not protect you from exposure to small contaminants in the air, but will help prevent you from possibly spreading the virus.
- a. Cloth masks that you bring from home should be made of 2-3 layers of tightly woven breathable fabric. Single layer gaiters, scarves, ski masks, balaclavas and bandanas are not recommended. However, these may be worn over an acceptable face covering.
  - b. Face coverings should be washed frequently with detergent and hot water and dried using a hot cycle.
  - c. For instructions on how to make a cloth face covering at home view [this video](#).
14. There are a number of ways to improve mask fit and filtration which may include double masking. Please refer to the [DPH masking guidance](#) for more information.
15. DPH also recommends that unvaccinated people in the groups listed in the link shown in "a" below use higher quality masks with improved fit and filtration. People in those groups may want to consider wearing an N95 respirator.
- a. Those who are at higher risk of severe illness if they get COVID-19 due to age or underlying medical conditions (see <http://www.sfcddcp.org/vulnerable> for a list).
  - b. Those who must be in higher-risk situations, where they can't practice common COVID safety precautions (such as working indoors without being able to maintain a 6-foot distance).
16. If you are in a group where use of a higher quality mask is recommended, and you voluntarily opt to use a N-95 respirators, then be aware of the following:
- a. In order to be effective at preventing COVID-19, N95 respirators need to form a complete seal against your face. Gaps in face contact (e.g., beards or other facial hair) will cause the respirator to leak and not add protection from COVID.
  - a. N95 respirators are not for everyone, are not designed for children, and will increase the effort required to breath, which may make it difficult to wear for long periods.
  - b. If you feel worse when wearing an N95 respirator, please use a different kind of face covering instead.

- c. Read more on how to safely and properly wear and N95 at <http://www.sfc-dcp.org/ppewww.sfc-dcp.org/ppe>.
17. N95 respirators are not required for tasks performed by RPD staff at this time for the COVID-19 outbreak. If you have been previously approved (medically cleared, fit tested and trained) to wear an N95 respirator for a specific task you should continue to use a respirator for that task. You may also continue to use paper dust masks for nuisance dust (non-hazardous dusts that may be a nuisance, such as dust created by leaf blowing). See the [Personal Protective Equipment Safe Work Practice](#) for more general respirator information.
18. To reduce sources of contact transmission, routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, handles and doorknobs.
- a. Review [DPH COVID-19: Cleaning and Disinfectant Safety & Approved Disinfectants](#).
- b. Increase the frequency of cleaning and disinfecting key touch points and objects, including but not limited to:
- i. doorknobs and handles
  - ii. elevator buttons
  - iii. handrails (stairwells and entries)
  - iv. light switches
  - v. restroom sinks and faucets
  - vi. countertops
  - vii. front of kitchen appliances and vending machines.
19. Wipe down touch points, common areas, and personal areas, before and after shifts:
- a. Hand Tools – Wear work gloves when using or handling various hand tools. Wipe down hand tools with disinfectant after use. Avoid sharing hand tools, whenever possible.
- b. Computer Stations – Wipe the keyboard, mouse and surrounding area with a disinfectant wipe. If the station is shared, wipe as described prior to and after each use.
- c. Radios & Cell Phones –Do not share. If items must be shared, disinfect without damaging the equipment.
20. Conduct line-up or other meetings outdoors or in a large enough interior space where all staff can maintain social distancing.
- a. Reduce the need for entry into a building or office to receive start-of-shift information.
- b. Utilize phone communication as a substitute for non-essential person to person congregation.

21. Direct employees not to gather at an office location before or after a shift. Reduce in-person meetings.
22. In certain cases, supervisors may instruct employees to report directly to a project or job site to eliminate unnecessary assembly at the check in/check out locations.
23. In certain cases, supervisors may alter employee schedules to reduce numbers of employees working together on a specific shift. Supervisors should get approval from next level manager for any schedule changes.
24. If materials or equipment pickup are required, stage material pick-up in an open exterior location, and stagger pick up times so crews are picking up/reloading at designated times throughout the day. Eliminate queuing and waiting to pick-up materials or equipment.
25. Use the following practices to minimize potential exposure during travel in vehicles:
  - a. Shared vehicles must be cleaned and disinfected before and after use. Focus on [touchpoints](#). Check the product label and test in an inconspicuous location that the product does not damage or discolor the materials; then you can spray cloth seats with disinfectant. See the [DPH COVID-19: Cleaning and Disinfectant Safety & Approved Disinfectants](#).
  - b. Whenever possible enable staff to use separate vehicles to travel to job sites. Strive for consistent use of one vehicle by one employee. Where individual vehicle use is not possible, strive to complete work with smaller teams (ideally 2 people). Maintain consistent team partners to limit possible exposure.
  - c. Employees are allowed to use personal vehicles on a voluntary basis to get to a project or jobsite provided they comply with the [Operations memo](#). This memo includes reimbursement instructions for employees.
26. As always, use other PPE as required and specified by the products you are using. The PPE information for the product you are using can be found on the product label or the Safety Data Sheet. Avoid sharing PPE.
27. Additionally, you should always refer to the task-specific [Safe Work Practice](#) for more definitive guidance.
28. Continue to call the Staff Incident Hotline, (855) 850-2249, for any new injury or illness.

## **B. OFFICES**

29. This section applies to those sites where the primary use or design of the space is as an office (e.g. McLaren Lodge, Capital and Planning, Park Rangers, Urban Forestry, Structural Maintenance, Millwright's Cottage, Park Aid Station).
  - a. Where that is not the case, or where the office is located in an area which is also used in other ways (e.g. workshop, storage, meeting room) it can be used as a guide. Supervisors can use those parts of it that may be relevant to their situation as they like.
  - b. If you are not sure, or if you have questions about this, contact EHS.
  
30. Site Managers should review the three documents attached to this SWP (GSA Certification, DPH Social Distancing Protocol, and GSA Offices Health and Safety Plan). These are generic guidelines. If a Site Manager has unique activities contact EHS to help determine if more specific SFDPH Orders and Guides apply. Examples of activities and facilities that need to comply with specific health orders and guidance include Out of School Time Programs, Summer Camps, and non-office-based programs.
  
31. Site Managers must provide a copy of the GSA certification (attached) to all employees at the site. This can be done via email or hard copy. It is suggested that Site Managers obtain verification that the GSA certification was disseminated to their staff. Verification can include a return email from the employee or by other means of documentation convenient for the Site Manager. Site Managers should retain each verification for their records.
  
32. Site Managers must serve as the COVID-19 Safety Plan Monitor (SPM) for their site. A SPM is responsible for enforcing the safety controls identified in the documents. If the SPM identifies additional staff to serve as a SPM, then the Site Manager should email EHS and identify the additional SPM by name and DSW number.
  
33. Post the following at each public entrance:
  - a. A [sign](#) instructing people to not enter if experiencing COVID-19 symptoms, to maintain social distancing of 6 feet, and to wear a face covering .
  - b. A copy of Appendix A: Social Distancing Protocol (attached).
  - c. A sign showing maximum number of people who can be in the facility.
  
34. High touch areas should be regularly disinfected. Bathrooms should be disinfected 3-4 times daily based on frequency and intensity of usage. Contacted areas in break rooms should be disinfected after each use. Employees should have access to cleaning supplies so that they can clean surfaces on their own when custodial staff is not available.
  
35. Hand sanitizer should be provided in areas with high touch surfaces.



36. Shared food prep equipment (e.g. microwaves) may not be used unless disinfected between use. Water coolers can be used if hand sanitizer is provided nearby.
37. The office layout should be configured to allow for proper social distancing.
38. Policies for the use of stairs (or elevators) should be developed to allow for proper social distancing when in use (this may include one way travel).
39. More specific instructions and information can be found in the Social Distancing Protocol, and within the Offices Health and Safety Plan (attached). Note that your site may have a more stringent health and safety plan to address specific site conditions.

### **C. PARKS AND OPEN SPACES (FIELDWORK, CUSTODIANS)**

40. Observe level of park use and try to schedule maintenance activities at sites when pedestrian traffic/park use is minimal. If the number of users makes sustaining social distancing too difficult, allow employees to move on to tasks that minimize interactions with the public at another facility or area of the park.

### **D. PARK RANGERS**

41. When writing citations, maintain a six-foot distance as much as possible. Wear disposable gloves and face coverings. Any items shared with the citation receiver should be wiped down with disinfectant. Remove gloves inside out and dispose of as conventional waste.
42. Conducting arrests.
  - a. Do not arrest or transport someone if you suspect or have confirmed that they have COVID-19 (symptoms similar to the flu). Call SFPD for backup.
  - b. Maintain as much distance between yourself and the arrestee as possible.
  - c. Don gloves, face coverings and goggles/face shields if you have the opportunity to do so.
  - d. When done, remove PPE, disinfect or dispose of PPE if wearing.
  - e. Wash hands thoroughly.
  - f. If you are physically assaulted, return to the Ranger station, disinfect your clothing and gear (by laundering clothing in hot water), and shower as you feel you need to.
43. Outreach Team (entering homeless encampments):
  - a. Maintain six-foot distance at all times from members of the public.
  - b. If you are touching any belongings, don gloves and Tyvek suits as needed.

- c. When done, take PPE off inside out and dispose of as conventional waste.
- d. Wash hands thoroughly.

#### **E. CAPITAL AND PLANNING**

44. When entering a trailer operated by a vendor, you can best ensure your safety by looking to see they are doing the following:
- a. Ask for and review their DPH Social Distancing Protocol and any other relevant materials.
  - b. Look to see that they have the DPH Social Distancing Protocol and COVID safe work practices sign(s) posted.
  - c. The Protocol and Signs should cover:
    - i. Limiting the max number of occupants in trailers to allow up to six-feet between each person.
    - ii. Complying with DPH [ventilation requirements](#).
    - iii. Increasing their cleaning and disinfecting schedules of trailer interior, tools, high touch surfaces such as restrooms, handles, tables, light switches and doors.
45. Limit gate opening/closing to a designated person.

#### **F. RECREATION**

46. Recreation programming (e.g. childcare, community learning hubs) are governed by the [DPH Schools and Childcare Team](#), and should be following all applicable protocols.

**For any questions, please contact EHS at 415-831-2780.**

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#### References:

1. [DPH COVID-19: Cleaning and Disinfectant Safety & Approved Disinfectants](#)
2. [RPD Operations Memorandum – Temporary Authorization for Business Use of Personal Vehicles During COVID-19 Health Order](#)
3. [DHR Face Covering Requirements at Work](#)
4. [DPH Update on Masking: When and How to Use Higher Quality Masks](#)
5. [DPH Interim Guidance: Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic](#)
6. [WCD Clinic Information for COVID-19](#)

7. [OSHA's Guidance on Preparing Workplaces for COVID-19](#)
8. [CDC's Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020](#)

## Checklist

### Health Officer Directive No. 2020-18 (Exhibit B) Health and Safety Plan (issued 6/13/2020)

Each Office Facility must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below that apply and list other required information.

*Business/Entity name:*

*Contact name:*

*Facility Address:*

*Contact telephone:*

*(You may contact the person listed above with any questions or comments about this plan.)*

- Office Facility is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-18, available at <http://www.sfdph.org/directives>.
- Completed any necessary adjustments to the layout of the Office Facility to allow for proper social distancing.
- Plumbing is functioning and, if the Office Facility was dormant, the pipes are flushed.
- Completed any necessary improvements to the ventilation of the Office Facility.
- Developed a plan to ensure Personnel comply with social distancing requirements and to limit the number of people in the Office Facility at a given time, consistent with the requirements in the Stay-Safe-at-Home Order.
- Modified policies for using elevators and stairs, including placing signage regarding any applicable limits on use of elevators.
- Personnel and members of the public who enter the Office Facility are required to wear Face Coverings as provided in the Face Covering Order.
- Developed and implemented a plan and implement daily COVID-19 symptom self-verifications for all Personnel as required by the Social Distancing Protocol.
- Developed and implemented a plan and implemented sanitization requirements.
- Personnel have access to cleaning supplies so that they can clean surfaces as needed on their own when custodial staff is not available.
- High touch surfaces in common areas are cleaned and disinfected routinely throughout the day.

#### **Additional Requirement Applicable to Non-Essential Businesses:**

- Adjusted maximum occupancy rules based on the size of the facility to limit the number of people (including Personnel and members of the public) in the Office Facility.

#### **Additional Measures**

Explain:

Each business allowed to operate in San Francisco must complete, post onsite, and follow this Social Distancing Protocol checklist. The attached **Instructions and Requirements** detail what is required and how to complete this checklist.

Check off all items below that apply and list other required information.

*Business name:*

*Contact name:*

*Facility Address:*

*Email / telephone:*

*(You may contact the person listed above with any questions or comments about this protocol.)*

### **SIGNAGE & EDUCATION**

- Post signage at each public entrance of the facility requiring of everyone:
  - (1) do not enter if experiencing COVID-19 symptoms (cough, fever, or not feeling well);
  - (2) maintain a minimum six-foot distance from others in line and in the facility;
  - (3) wear a face covering; and
  - (4) for self-brought bags, keep bags in a cart/basket or carry them and self-place items in bags after checkout
- Post a copy of this two-page Social Distancing Protocol checklist at each public entrance
- Post signage showing maximum number of patrons who can be in line and in the facility
- Educate Personnel about this Protocol and other COVID-19 related safety requirements

### **PROTECTIVE MEASURES**

- Follow Sections 2.1 through 2.4 below, including:
  - Ensure Personnel stay home or leave work if they are sick
  - Provide Personnel a copy of the Personnel Screening Attachment (A-1) to ensure they understand when to stay home; translated versions are available online
  - Ensure Personnel review health criteria before each shift and advise Personnel what to do if they are required to stay home
- Require Personnel and patrons to wear a face covering as required by Health Officer orders
- Implement a plan to keep site Personnel safe, including by limiting the number of Personnel and patrons onsite to a number that ensures physical distancing and favoring allowing Personnel to carry out their duties from home when possible
- Ensure that patrons may cancel an appointment or reservation without financial penalty based on any COVID-19 symptoms or a COVID-19 related reason and require cancelation for fever or severe coughing not explained by a pre-existing condition, but you may offer to reschedule for another time if the patron wants to reschedule instead of to cancel

### **MEASURES TO PREVENT UNNECESSARY CONTACT**

- Tell Personnel and patrons to maintain physical distancing of at least six feet, except Personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary
- Separate all used desks or individual work stations by at least six feet
- Place markings in patron line areas to ensure six feet physical distancing (inside and outside)

Provide for contactless payment systems or, if not feasible, disinfect payment systems regularly. The Board of Supervisors has required businesses to accept cash—if cash is used encourage exact change.

Maintain Plexiglas or other barriers between patrons and Personnel at point of payment (if not possible, then ensure at least six feet of distance)

Limit the number of patrons in the business at any one time to: \_\_\_\_\_

Separate ordering areas from delivery areas or similarly help distance patrons when possible

Optional—Describe other measures:

## SANITIZING MEASURES

Regularly disinfect high touch areas, and do so continuously for surfaces patrons touch (countertops, payment systems, pens, and styluses)

Provide disinfecting wipes that are effective against SARS-CoV-2 near shopping carts, shopping baskets, and high-touch surfaces and provide hand sanitizer

Have Personnel disinfect carts and baskets after each use

Provide hand sanitizer, sink with soap and water, and/or disinfecting wipes to patrons and Personnel at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions

Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:

Break rooms:

Bathrooms:

Other: Program spaces after each use

Prevent people from self-serving any items that are food-related:

Provide lids and utensils for food items by Personnel, not for patrons to grab

Limit access to bulk-item food bins to Personnel—no self-service use

Require patrons and Personnel to follow requirements of Section 3.25 below for self-brought bags, and prohibit patrons from bringing any other reusable items such as coffee mugs.

Prohibit Personnel from using shared food prep equipment for their own use (e.g., microwaves, water coolers), but microwaves may be used if disinfected between each use and hand sanitizer is available nearby and water coolers may be used as outlined in Section 3.14 below.

Optional—Describe other measures (e.g., providing senior-only hours): THIS SECTION NOT APPLICABLE TO SF RPD

## INDUSTRY-SPECIFIC DIRECTIVES

Ensure that you have read and implemented the attached list of requirements.

In addition to complying with the Social Distancing Protocol, many businesses must comply with additional, industry-specific directives. Go to [www.sfdph.org/directives](http://www.sfdph.org/directives) and check to see if your business is subject to one or more additional directives. For each one, you must review the Health and Safety Plan (HSP) requirements and post an additional checklist for each one that applies. In the event that any directive changes the requirements of the Social Distancing Protocol, the more specific language of the directive controls, even if it is less restrictive. Check this box after you have checked the list of directives and posted any other required HSP.

\* Any additional measures may be listed on separate pages and attached.

**[You are not required to post these Instructions and Requirements]****Instructions:**

The two-page Social Distancing Protocol checklist above must reflect the business's completion of each requirement listed below unless an item is not applicable. Use the two-page checklist above to show compliance with these requirements. The business does not need to post these Instructions and Requirements, only the checklist above. The term "Personnel" is defined in Health Officer Order to which this Appendix is attached. The term "patron" includes customers, others seeking services, visitors, and guests.

**Requirements:**

In addition to the items below, this protocol requires the business to ensure that Personnel who perform work associated with the business are covered by the Social Distancing Protocol checklist and comply with those requirements. Each business is required to take certain steps in the protocol related to its Personnel, including the actions listed in Sections 2.1 through 2.4 below if Personnel are sick. Each business is prohibited from taking any adverse action against any Personnel for staying home in the circumstances listed in Sections 2.1 through 2.4 below. Personnel of each business are prohibited from coming to work if they are sick and must comply with the protocol, including the rules for returning to work listed in Sections 2.1 through 2.4 below.

**1. Signage and Education**

- 1.1.** Post signage at each public entrance of the facility or location (if any) to inform all patrons that they must: not wait in line or enter the facility or location if they have a cough or fever or are not feeling well; maintain a minimum six-foot distance from others while in line or in the facility or location; wear a face covering or barrier mask (a "Face Covering") at all times; not shake hands or engage in any unnecessary physical contact; and, if they bring their own reusable bags, leave the bags in a shopping cart/basket or carry them and bag their own items after checkout. Criteria for Face Coverings and the requirements related to their use are set forth in Health Officer Order No. C19-12, issued on April 17, 2020 (the "Face Covering Order"), including as that order is updated in the future. Sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. A list of common symptoms of COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- 1.2.** Post a copy of the Social Distancing Protocol checklist at each public entrance to the facility or location.
- 1.3.** Distribute to all Personnel copies of the Social Distancing Protocol checklist in hardcopy or electronic format.
- 1.4.** Educate all Personnel on the requirements of the Social Distancing Protocol and any other Health Officer directive that applies.

**2. Screening Requirements and Related Restrictions**

[Entire section revised 9/14/20] Businesses and other entities in the City that are allowed to operate must screen all Personnel each day using the screening process described in Sections 2.1 through 2.4 below. Attached to this Appendix is the Personnel Screening Attachment (**Attachment A-1**) which provides the questions that must be used for that purpose. That form

may be used, or the business may adapt the questions for use through another method such as by phone, text message, email, web interface, or app.

Separately, many businesses and other entities that are allowed to operate are required by separate directives to screen guests, visitors, customers, or others using similar questions. Attached to this Appendix is the San Francisco COVID-19 Health Screening Form (**Attachment A-2**) that may be used for this purpose. If a directive requires use of the San Francisco COVID-19 Health Screening Form, then that form must be used or the business or entity may adapt the questions for use through another method such as by phone, text message, email, web interface, or app.

A copy of the applicable screening form should be provided to anyone on request, although a poster or other large-format version of the form may be used to review the questions with people verbally at entrances. Businesses and organizations can use the guidance available online at <https://www.sfdcp.org/wp-content/uploads/2020/05/COVID19-Screening-Questions-UPDATE-05.26.2020.pdf> for determining how best to conduct screening. The City has flyers, posters, fact sheets, and social media graphics available in multiple languages for use by the community. These resources include posters regarding use of Face Coverings and screening. These resources are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

The screening requirements listed in this Appendix are subject to any more specific (or different) requirements that apply under any other Health Officer directive or order.

#### Personnel Screening and Restrictions:

- 2.1.** Instruct all Personnel orally and in writing not to come to work or the facility if they are sick.
- 2.2.** Provide a copy of the Personnel Screening Attachment (**Attachment A-1**) to all Personnel who regularly work at the facility or location in hardcopy format or electronically. PDF and translated versions of the Personnel Screening Attachment can be found at [www.sfdcp.org/screening-handout](http://www.sfdcp.org/screening-handout). If the Personnel Screening Attachment is updated, provide an updated copy to all Personnel. Instead of sending out the attachment, Businesses may adopt the questions from the Personnel Screening Attachment and ask Personnel those questions through another format.
- 2.3.** Review the criteria listed in Part 1 of the Personnel Screening Attachment on a daily basis with all Personnel in the City who regularly work at the facility or location before each person enters work spaces or begins a shift. If such a review is not feasible because the business does not directly interact with some Personnel onsite daily, then that business must for those Personnel (1) instruct such Personnel to review the criteria before each shift in the City and (2) have such Personnel report to the business that they are okay to begin the shift such as through an app, website, or phone call.

Instruct any Personnel who answered yes to any question in Part 1 of the Personnel Screening Attachment to return home or not come to work and follow the directions on the Attachment.

- 2.4.** Instruct Personnel who stayed home or who went home based on the criteria listed on the Personnel Screening Attachment that they must follow the criteria as well as any applicable requirements from the quarantine and isolation directives (available at [www.sfdph.org/healthorders](http://www.sfdph.org/healthorders)) before returning to work. If they are required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may only return to work after



waiting for the amount of time listed on the Attachment after their symptoms have resolved. Personnel are not required to provide a medical clearance letter to return to work as long as they have met the requirements outlined on the Personnel Screening Attachment. Additional information about isolation and quarantine is available online at [www.sfcdcp.org/i&q](http://www.sfcdcp.org/i&q).

### Guest, Visitor, Customer, and Other People Screening and Restrictions:

**2.5.** Health Officer directives may require screening of guests, visitors, customers, and others using the San Francisco COVID-19 Health Screening Form (**Attachment A-2**). In general, anyone who answers “yes” to any screening question on the San Francisco COVID-19 Health Screening Form should not enter the business or facility because they are at risk of having the virus that causes COVID-19. The form lists steps that should be taken by anyone who answers “yes” to a screening question. In some instances, a Health Officer directive will require that anyone who answers “yes” to be prevented from entry. In other situations, the Department of Public Health discourages organizations from denying essential services to those who may answer “yes” to any of the questions and encourages organizations to find alternative means to meet clients’ needs that would not require them to enter the facility.

### **3. Other Personnel and Patron Protection and Sanitation Requirements:**

- 3.1.** Businesses must periodically check the following website for any testing requirements for employers and businesses: [www.sfcdcp.org/covid19](http://www.sfcdcp.org/covid19). If requirements are added, ensure that the business and all Personnel comply with testing requirements.
- 3.2.** If an aspect of the business is allowed to operate and is covered by a Health Officer directive, then the business must comply with all applicable directives as well as this Social Distancing Protocol. Copies of other directives are available online at [www.sfdph.org/directives](http://www.sfdph.org/directives). For each directive that applies, review the Health and Safety Plan (HSP) requirements and post an additional HSP checklist for each one that applies. In the event that any directive changes the requirements of the Social Distancing Protocol, the more specific language of the directive controls, even if it is less restrictive.
- 3.3.** Instruct all Personnel and patrons to maintain at least a six-foot distance from others, including when in line and when shopping or collecting goods on behalf of patrons, except when momentarily necessary to facilitate or accept payment and hand off items or deliver goods. Note that if the business cannot ensure maintenance of a six-foot distance within the location or facility between Personnel or other people onsite, such as by moving work stations or spreading Personnel out, it must reduce the number of Personnel permitted in the location or facility accordingly.
- 3.4.** Provide Face Coverings for all Personnel, with instructions that they must wear Face Coverings at all times when at work, as further set forth in the Face Covering Order. A sample sign is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. Allow Personnel to bring their own Face Covering if they bring one that has been cleaned before the shift. In general, people should have multiple Face Coverings (whether reusable or disposable) to ensure they use a clean one each day. The Face Covering Order permits certain exceptions, and the business should be aware of exceptions that allow a person not to wear a Face Covering (for example, children 12 years old or younger or based on a written medical excuse). When Personnel do not wear a Face Covering because of an exception, take steps to otherwise increase safety for all.
- 3.5.** If patrons wait in line outside or inside any facility or location operated by the business, require patrons to wear a Face Covering while waiting in line outside or inside the facility or

location. This includes taking steps to notify patrons they will not be served if they are in line without a Face Covering and refusing to serve a patron without a Face Covering, as further provided in the Face Covering Order. The business may provide a clean Face Covering to patrons while in line. For clarity, the transaction or service must be aborted if the patron is not wearing a Face Covering. But the business must permit a patron who is excused by the Face Covering Order from wearing a Face Covering to conduct their transaction or obtain service, including by taking steps that can otherwise increase safety for all.

- 3.6.** Provide a sink with soap, water, and paper towels for handwashing for all Personnel working onsite at the facility or location and for patrons if sinks and restrooms are open to patrons. Require that all Personnel wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, smoking (to the extent smoking is allowed by law and the business), or using the restroom, when changing tasks, and, when possible, frequently during each shift. Personnel who work off-site, such as driving or delivering goods, must be required to use hand sanitizer throughout their shift.
- 3.7.** Provide hand sanitizer effective against SARS-CoV-2, the virus that causes COVID-19, at appropriate locations for patrons and elsewhere at the facility or location for Personnel. Sanitizer must also be provided to Personnel who shop, deliver, or drive for use when they are shopping, delivering, or driving. If sanitizer cannot be obtained, a handwashing station with soap, water, and paper towels will suffice for Personnel who are on-site at the facility or location. But for Personnel who shop, deliver, or drive in relation to their work, the business must provide hand sanitizer effective against SARS-CoV-2 at all times; for any period during which the business does not provide sanitizer to such shopping, delivery, or driving Personnel, the business is not allowed for that aspect of its service to operate in the City. Information on hand sanitizer, including sanitizer effective against SARS-CoV-2 and how to obtain sanitizer, is available online from the Food and Drug Administration here: <https://www.fda.gov/drugs/information-drug-class/ga-consumers-hand-sanitizers-and-covid-19>.
- 3.8.** Provide disinfectant and related supplies to Personnel and require Personnel to sanitize all high-touch surfaces under their control, including but not limited to: shopping carts and baskets used by Personnel and patrons; countertops, food/item display cases, refrigerator and freezer case doors, drawers with tools or hardware, and check-out areas; cash registers, payment equipment, and self-check-out kiosks; door handles; tools and equipment used by Personnel during a shift; and any inventory-tracking or delivery-tracking equipment or devices which require handling throughout a work shift. These items should be routinely disinfected during the course of the day, including as required below. A list of products listed by the United States Environmental Protection Agency as meeting criteria for use against SARS-CoV-2 can be found online here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- 3.9.** Ensure that all shared devices and equipment are cleaned and/or sanitized by Personnel on frequent schedules, not less than at the beginning and end of each Personnel member's work shift and during the shift.
- 3.10.** Direct all Personnel to avoid touching unsanitized surfaces that may be frequently touched, such as door handles, tools, or credit cards, unless protective equipment such as gloves (provided by the business) are used and discarded after each use or hand sanitizer is used after each interaction.
- 3.11.** Frequently disinfect any break rooms, bathrooms, and other common areas. Create and use a daily checklist to document each time disinfection of these rooms or areas occurs.

Conspicuously post the checklist inside each respective break room, bathroom, or other common area clearly detailing the dates and times the room was last cleaned, disinfected, or restocked.

- 3.12.** For any facility or location that has carts, baskets, or other equipment for use by Personnel, assign Personnel to disinfect carts, baskets, or other equipment after each use and take steps to prevent anyone from grabbing used carts, baskets, or other equipment before disinfection.
- 3.13.** Establish adequate time in the work day to allow for proper cleaning and decontamination throughout the facility or location by Personnel including, but not limited to, before closing for the day and opening in the morning.
- 3.14.** *[Revised 8/14/20]* Except as listed in this Section 3.14, suspend use of any microwaves, water coolers, drinking fountains, and other similar group equipment for breaks until further notice. Microwaves may be used if disinfected by wiping the interior and exterior with an approved disinfectant after each use. Water coolers may be used if: i) touch surfaces are wiped down with an approved disinfectant after each use; and ii) any person changing a container-type water cooler must wash their hands or use hand sanitizer immediately prior to handling/replacing the water container.
- 3.15.** When possible, provide a barrier between the patron and the cashier such as a plexi-glass temporary barrier. When not possible, create sufficient space to enable the patron to stand more than six feet away from the cashier while items are being scanned/tallied and bagged.
- 3.16.** Provide for contactless payment systems or, if not feasible, sanitize payment systems, including touch screens, payment portals, pens, and styluses, after each patron use. Patrons may pay with cash but to further limit person-to-person contact, Personnel should encourage patrons to use credit, debit, or gift cards for payment.
- 3.17.** For any larger facility or location, appoint a designated sanitation worker at all times to continuously clean and sanitize commonly touched surfaces and meet the environmental cleaning guidelines set by the Center for Disease Control and Prevention.
- 3.18.** If an employee or other Personnel tests positive for COVID-19 or SARS-CoV-2, follow the guidance on “Business guidance if a staff member tests positive for COVID-19,” available at <https://sf.gov/business-guidance-if-staff-member-tests-positive-covid-19>.
- 3.19.** Post signs to advise patrons of the maximum line capacity to ensure that the maximum number of patrons in line is not exceeded. Once the maximum number of patrons is reached, patrons should be advised to return later to prevent buildup of congestion in the line.
- 3.20.** Place tape or other markings on the sidewalk or floor at least six feet apart in patron line areas with signs directing patrons to use the markings to maintain distance.
- 3.21.** When stocking shelves, if any, ensure that Personnel wash or sanitize hands before placing items on shelves, making sure to again wash or sanitize hands if they become contaminated by touching face or hair or being exposed to other soiled surfaces.
- 3.22.** Ensure that all Personnel who select items on behalf of patrons wear a Face Covering when selecting, packing, and/or delivering items.
- 3.23.** Require Personnel to wash hands frequently, including:

- When entering any kitchen or food preparation area
- Before starting food preparation or handling
- After touching their face, hair, or other areas of the body
- After using the restroom
- After coughing, sneezing, using a tissue, smoking, eating, or drinking
- Before putting on gloves
- After engaging in other activities that may contaminate the hands

**3.24.** Assign Personnel to keep soap and paper towels stocked at sinks and handwashing stations at least every hour and to replenish other sanitizing products.

**3.25.** [Added 7/13/20] If patrons bring their own reusable shopping bags, ensure that such bags, even in contexts other than grocery stores, are handled in a manner consistent with Cal/OSHA requirements available at <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Grocery-Stores.pdf>, including all of the following:

- Post signs at all entrances with infection control information to patrons, including requiring patrons to leave their own bags in the shopping cart or basket or carry them and bag their own items after checkout;
- Ensure that Personnel do not touch the bags or place items in them;
- Bags must not be placed on a conveyor belt, checkout area countertop, or other surface where patrons are served;
- Ensure that patrons bag their own items if they bring their own bags;
- Bags may not be loaded on the checkout area surface. Items can be left in a cart/basket and bagged elsewhere by the patron after checkout;
- Ensure that patrons maintain physical distancing while bagging their items; and
- Increase the frequency of disinfection in bagging areas and patron service areas frequented by patrons.

**3.26.** [Added 7/13/20] If a patron has symptoms of COVID-19 (see Section 1.1 above) or is otherwise unable to participate in an appointment or reservation for a COVID-19 related reason, the business must allow the patron to cancel without any financial penalty. If the patron reports having a fever or has a severe cough not explained by a pre-existing condition, the business must cancel the appointment or reservation. The business may offer to reschedule the appointment or reservation but cannot require rescheduling instead of allowing the patron to cancel. In the healthcare context, more specific Health Officer directives may allow appointments when a patient or client is ill, and the requirements of the directive must be followed in that situation.

Note – Sections 3.14 and 3.26 control over any contrary language in Health Officer Directive Nos. 2020-05, 2020-06, and 2020-07 until each of them is amended or updated.

# City Offices Safety Protocol – Department Certification

This self-certification form is to be completed by departments who have worksites which are currently operational and where they do not anticipate increasing the number of employees working on site during the next 12 months nor reopening any public-facing services for in-person transactions. By signing below, the department head certifies that the below listed worksites comply with the City Offices Safety Protocol. *This Certification may be submitted to the City Administrator as the Site-Specific Health and Safety Plan required by the Protocol.* **The department must submit an explanation for any of the below requirements with which it is not complying at the time this Department Certification is submitted.**

**Department name:** Recreation and Parks Department

**Department Head Name:** Phil Ginsburg

**Department Head has reviewed and approved this Certification:** Yes  No

**Department worksite address(es):**

McLaren Lodge/Annex: 501 Stanyan Street, San Francisco, Ca, 94117

- Environment, Health, and Safety
- Finance Administration
- Human Resources
- Management Information Systems
- Operations Administration
- Payroll
- Public Information & Outreach
- Purchasing
- Strategic Planning

RPD Field Operations:

- Golf & Turf: 899 Lake Merced Boulevard, San Francisco, CA 94132
- Marina Small Craft Harbor: 3950 Scott Street, San Francisco, CA 94123
- Parks & Open Spaces - all essential maintenance functions operated continuously throughout all RPD properties
- Park Rangers: 755 Stanyan Street, San Francisco, Ca, 94117
- Structural Maintenance Yard: 100 Martin Luther King Jr. Drive, San Francisco, CA 94122
- Urban Forestry: no physical address, Golden Gate Park, Section 4, Urban Forestry Yard
- Urban Agriculture: 2100 Martin Luther King Jr. Drive, San Francisco, CA 94122
- Volunteers: 2100 Martin Luther King Jr. Drive, San Francisco, CA 94122

Recreation & Community Services

- Bernal Heights Rec Center: 500 Moultrie San Francisco, CA 94110
- Betty Ann Ong Chinese Rec Center: 1101 Washington Street, San Francisco, CA 94108
- Corona Heights: Roosevelt & Museum Way, San Francisco, CA 94114
- Crocker Amazon Playground: Moscow & Geneva Streets, San Francisco, CA 94112
- Douglass Playground: 26th & Douglass Street, San Francisco, CA 94131
- Duboce Park: Duboce & Scott Streets, San Francisco, CA 94117
- Eugene Friend Rec Center: 270 6th Street, San Francisco, CA 94103
- Eureka Rec Center: 100 Collingwood Street, San Francisco, CA 94114
- Excelsior Playground: Russia Avenue & Madrid, San Francisco, CA 94112
- Father Alfred E. Boeddeker Park: 246 Eddy Street, San Francisco, CA 94102
- GGP - County Fair Building: 1199 9th Avenue, San Francisco, CA 94122

- GGP - Kezar Pavillion: 755 Stanyan Street, San Francisco, CA 94117
- Glen Park: Elk Street & O'Shaughnessy Blvd, San Francisco, CA 94127
- Hamilton Rec Center: 1900 Geary Boulevard, San Francisco, CA 94115
- Harvey Milk Center for the Arts 50 Scott Street, San Francisco, CA 94117
- Herz Playground: Hahn & Visitacion, San Francisco, CA 94134
- J. P. Murphy Playground: 1960 Ninth Avenue, San Francisco, CA 94116
- Jackson Playground: 17th & Arkansas Streets , San Francisco, CA 94107
- Joe DiMaggio North Beach Playground: 651 Lombard Street, San Francisco, CA 94133
- Joseph Lee Rec Center: 1395 Mendell Street, San Francisco, CA 94124
- Louis Sutter Playground: Wayland & University, San Francisco, CA 94134
- Midtown Terrace Playground: Clarendon & Olympia Way, San Francisco, CA 94131
- Minnie & Lovie Ward Rec Center: 650 Capitol, San Francisco, CA 94112
- Miraloma Playground: Omar & Sequoia Way, San Francisco, CA 94127
- Mission Art Center: 745 Treat Avenue, San Francisco, CA 94110
- Mission Playground: 19th Street & Linda, San Francisco, CA 94110
- Mission Rec Center: 2450 Harrison Street, San Francisco, CA 94110
- Moscone Rec Center: 1800 Chestnut Street, San Francisco, CA 94123
- Palega Rec Center: 500 Felton Street, San Francisco, CA 94134
- Potrero Hill Rec Center: 801 Arkansas Street, San Francisco, CA 94107
- Randall Museum: 199 Museum Way, San Francisco, CA 94114
- Richmond Rec Center: 251 - 18th Avenue, San Francisco, CA 94121
- Sharon Art Studio: 300 Bowling Green Drive, San Francisco, CA 94117
- St Mary's Rec Center: Murray & Justin Drive, San Francisco, CA 94110
- Sunnyside Playground: 233 Melrose Avenue, San Francisco, CA 94127
- Sunset Playground: 2201 Lawton Street, San Francisco, CA 94122
- Sunset Rec Center: 2201 Lawton Street, San Francisco, CA 94122
- Tenderloin Rec Center: 570 Ellis Street, San Francisco, CA 94109
- Upper Noe Rec Center: Day & Sanchez Streets, San Francisco, CA 94131
- West Portal Playground: Ulloa & Lenox Streets, San Francisco, CA 94127
- Youngblood Coleman Playground: 1398 Hudson Street, San Francisco, CA 94124

**You may contact the following person with any questions about this Certification:**

**Name: Jeffrey Bramlett**

**Phone: 415.831.2707**

**Email: [Jeffrey.Bramlett@sfgov.org](mailto:Jeffrey.Bramlett@sfgov.org)**

This safety protocol document is primarily focused on office work environments and public-facing services performed in office buildings. Other protocols may be necessary for specialized work environments where risk profiles are different.

The following restrictions and requirements must be in place at all department worksites:

- 1) Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and

regulations and/or this guidance, the stricter standard will apply.

- 2) Prepare a Site-Specific Health and Safety Plan to address COVID-19 related issues, provide a copy of the Plan to the City Administrator for review, and provide a copy of the approved Plan to all employees and contractors who would normally work at the worksite with a confirmation that it has been read. The Plan must be translated as necessary to ensure that all non-English speaking employees and contractors who would normally work at the worksite are able to understand the Plan.
- 3) Facial Coverings must be worn by all individuals when they enter the worksite and within the workspace in compliance with requirements set forth in the Health Officer's Order. If the employee does not have a facial covering, it is the responsibility of the department to provide one to the employee. Departments must provide personal protective equipment (PPE) for employees as appropriate and as needed for the activity being performed.
- 4) Implement a daily employee health self-assessment certification protocol at your worksite which is required to be completed prior to an employee entering the worksite. Guidance on the employee health self-assessment which can be incorporated into your Site-Specific Health and Safety Plan will be provided by a separate document.
- 5) Prohibit sharing of phones, facial coverings, and PPE.
- 6) If pedestal fans or hard mounted fans are used in the worksite, take steps to minimize air from fans blowing from one employee directly at another employee. Personal cooling fans should be removed from the workplace to reduce the potential spread of any airborne or aerosolized viruses.
- 7) Minimize non-essential travel, between worksites and for business travel outside of San Francisco
- 8) Any office spaces with gyms or other exercise equipment should not allow use of the equipment until Public Health guidance is issued regarding safety protocols for gym facilities in San Francisco. Once issued, City departments should follow the operational and cleaning protocols which Public Health requires for all gym facilities.
- 9) Implement physical distancing requirements at your worksite including, at minimum:
  - a) Always require physical distancing for all individuals at the worksite by maintaining a minimum six-foot distance between individuals, except as strictly necessary to carry out a time-limited task.
  - b) Develop a plan specific to your program's activities and your worksite's floor plan which allows for maintenance of the physical distancing requirements.
  - c) Prohibit gatherings at the worksite if physical distancing requirements cannot be maintained. Workshops and training should be conducted online or via video to the extent physical distancing cannot be maintained at a physical site as part of the activity.
  - d) Remove or rearrange chairs and tables in break rooms and other areas where employees may gather to provide for physical distancing and consider alternative areas to accommodate overflow volume for break and lunch areas.
  - e) Identify and control "choke points" and "high-risk areas" where employees are unable to maintain minimum six-foot physical distancing and prohibit or limit use to ensure that minimum six-foot distancing can easily be maintained between individuals.

- f) Provide visual cues (e.g., floor markings, signs) as a reminder to employees, contractors, and visitors to maintain physical distancing.
  - g) Minimize interactions and maintain physical distancing with all worksite visitors. To the extent you provide in-person transactions at the worksite where lines may form, markings should be indicated at six-foot increments at a minimum establishing where individuals should stand to maintain adequate physical distancing.
  - h) For public-facing service counters where physical distancing is not possible, provide a physical barrier between the employee and public such as a plexiglass temporary barrier.
  - i) Prohibit employees from using others' phones or desks. Any work tools or equipment that must be used by more than one individual must be cleaned with disinfectants that are effective against COVID-19 before use by another individual. If an employee is using another work area to comply with physical distancing, then the location shall be disinfected before and after use.
  - j) Post a notice in an area visible to all employees, contractors and visitors instructing them to do the following:
    - i. Do not touch your face with unwashed hands or with gloves.
    - ii. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
    - iii. At least daily, clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons and doorknobs.
    - iv. Cover your mouth and nose when coughing or sneezing or cough, or sneeze into the crook of your arm at your elbow/sleeve.
    - v. Do not enter the worksite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home. San Francisco offers free testing through CityTestSF.
    - vi. Constantly observe your work distances in relation to other staff. Always maintain a minimum six feet of separation between individuals.
  - k) The notice in section 9.j must be translated as necessary to ensure that all non-English speaking employees, contractors, and visitors are able to understand the notice.
- 10) Implement cleaning and sanitization practices to frequently clean and sanitize, in accordance with CDC guidelines, all high-traffic and high-touch areas including, at a minimum: meeting areas, lunch and break areas (microwave or refrigerator handles or vending machine touchpads), entrances and exits to the office, and equipment.
- 11) Prohibit any sharing of any food or beverage. Prohibit sharing of pens or other writing equipment between employees or with the public. Staff shall avoid sharing individual work tools (pens, clipboards, etc.) and personal items (utensils, dishes, etc.) with members of the public or co-workers to the greatest extent possible.
- 12) Provide for contactless payment systems or, if not feasible to do so, provide for disinfecting all payment portals, pens, and styluses after each use.
- 13) Designate a COVID-19 Safety Plan Monitor (SPM) or Monitors for your program worksite to enforce this guidance and ensure the SPO's name and contact information is shared with



all employees at the worksite and listed in the Site-Specific Plan. The SPO must:

- a) Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the worksite.
- b) Report repeated non-compliance with this Safety Protocol and related site-specific plans to the appropriate worksite supervisors and a designated City Administrator representative.
- c) Establish a system for employees to notify their supervisors if they are experiencing signs or symptoms of COVID-19 or if they have recent contact with a suspected or confirmed COVID-19 case.

14) In the event of a confirmed case of COVID-19 at a worksite, the department should take the following actions (see more detailed information available at [www.sfcddcp.org/covid19](http://www.sfcddcp.org/covid19) under Businesses and Employers):

- a) Immediately remove the infected individual from the worksite with directions to seek medical care and follow applicable self-isolation requirements.
- b) Decontaminate and sanitize each location at which the infected employee was present.
- c) Notify the Public Health Department Communicable Disease Control (CD Control) immediately at (415) 554-2830 and the Department of Human Resources. Follow all directives and complete any additional requirements by the health officials, including full compliance with any tracing efforts by the City.