

FILE NO. 210072

Petitions and Communications received from January 21, 2021, through January 28, 2021, for reference by the President to Committee considering related matters, or to be ordered filed by the Clerk on February 2, 2021.

Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information will not be redacted.

From the Department of Public Health, submitting Order of the Health Officer No. C19-07r and C19-07s; and Health Directive Nos. 2020-28b, 2020-17b, 2020-07c, 2020-30c, 2020-12c, 2020-16e, 2020-19e, 2020-27b, 2020-15d, 2020-29d, 2020-28c, and 2020-33b. Copy: Each Supervisor. (1)

From the Office of the Mayor, pursuant to Charter, Section 4.109, making the following appointment to the Police Commission: Copy: Each Supervisor. (2)

- **Larry Yee** - term ending April 30, 2024

From the Department of Homelessness and Supportive Housing, pursuant to Ordinance No. 273-20, submitting the Shelter in Place Hotel Report #3. File No. 201328. Copy: Each Supervisor. (3)

From the Office of the Mayor, submitting a press release, titled "Mayor London Breed to Appoint Joaquin Torres as Assessor-Recorder." Copy: Each Supervisor. (4)

From the Office of the Mayor, submitting a press release, titled "Mayor London Breed Announces New Director of Behavioral Health Services and Mental Health SF." Copy: Each Supervisor. (5)

From the Office of the Mayor, submitting a press release, titled "Mayor London Breed On School Renaming." Copy: Each Supervisor. (6)

From the Department of Public Health, regarding vaccine rollout. Copy: Each Supervisor. (7)

From the Office of Small Business, submitting the Legacy Business Program Annual Report, 2019-20. Copy: Each Supervisor. (8)

From the San Francisco Law Library, regarding Free Legal Live Online Programs. Copy: Each Supervisor. (9)

From the City Administrator, Contract Monitoring Division, pursuant to Administrative Code, Chapter 14B.15(A), submitting the Local Business Enterprise Participation Quarterly Report for first quarter of Fiscal Year 2020-2021. Copy: Each Supervisor. (10)

From the Department of Emergency Management, submitting a notification of the Winter Storm January 2021. Copy: Each Supervisor. (11)

From the Department of Public Health, pursuant to Ordinance No. 108-19, Administrative Code, Section 5.37-1 through 5.37-5, submitting the Housing Conservatorship Working Group annual report. Copy: Each Supervisor. (12)

From John P. Elia, regarding opening the Great Highway. Copy: Each Supervisor. (13)

From Bruce Fichelson, regarding the City's disintegration. Copy: Each Supervisor. (14)

From Eileen Boken, submitting public comment on various files. File No. 201294, 201295, 201259, 210037. 2 letters. Copy: Each Supervisor. (15)

From concerned citizens, regarding the Mayoral Appointment of Carmen Chu as City Administrator. File No. 210060. 4 letters. Copy: Each Supervisor. (16)

From Anonymous, regarding various subjects pertinent to public records. 4 letters. Copy: Each Supervisor. (17)

From Shad Fenton, regarding Navigation Center living and safety. 13 letters. Copy: Each Supervisor. (18)

From RJ Sloan, submitting public comment on various items. 2 letters. Copy: Each Supervisor. (19)

From Richie Greenberg, submitting 15,001 names and 520 complaints from the ChesaMustResign.com petition. Copy: Each Supervisor. (20)

From Potrero Boosters Neighborhood Association, regarding the Hearing for the Redevelopment Plan Amendments at Mission Bay South, 1450 Owens Street. File No. 201331. 2 letters. Copy: Each Supervisor. (21)

From concerned citizens, regarding the Municipal Transportation Agency's proposal for Twin Peaks. 2 letters. Copy: Each Supervisor. (22)

From concerned citizens, regarding reforming San Francisco zoning to expand affordable housing options. 92 letters. Copy: Each Supervisor. (23)

From concerned citizens, regarding support for nurses during the COVID-19 pandemic. 47 letters. Copy: Each Supervisor. (24)

From concerned citizens, regarding the project located at 321 Florida Street. 4 letters. Copy: Each Supervisor. (25)

From Patrick Monette-Shaw, regarding proposed appointments to the Sunshine Ordinance Task Force. File No. 210048. Copy: Each Supervisor. (26)

From the Pedestrian Safety Advisory Committee, regarding welcoming the new members of the Board of Supervisors. Copy: Each Supervisor. (27)

From Julie Barry, regarding the end of the ten-day travel quarantine. Copy: Each Supervisor. (28)

From Carmen Chu, submitting her resignation from the San Francisco Employees' Retirement System Board, effective February 1, 2021. Copy: Each Supervisor. (29)

From concerned citizens, regarding the renewed UCSF Parnassus Heights and solutions for San Francisco. 2 letters. Copy: Each Supervisor. (30)



ORDER OF THE HEALTH OFFICER No. C19-07r

**ORDER OF THE HEALTH OFFICER
OF THE CITY AND COUNTY OF SAN FRANCISCO
DIRECTING ALL INDIVIDUALS IN THE COUNTY TO CONTINUE
STAYING SAFER AT THEIR PLACES OF RESIDENCE TO THE
EXTENT THEY CAN EXCEPT FOR IDENTIFIED NEEDS AND
ACTIVITIES, AND TO FOLLOW HEALTH RISK REDUCTION
MEASURES OUTSIDE THEIR RESIDENCES; URGING GOVERNMENT
AGENCIES TO PROVIDE SHELTER AND SANITATION FACILITIES
TO INDIVIDUALS EXPERIENCING HOMELESSNESS; REQUIRING
ALL BUSINESSES AND RECREATION FACILITIES THAT ARE
ALLOWED TO OPERATE TO IMPLEMENT HEALTH RISK
REDUCTION MEASURES; AND DIRECTING ALL BUSINESSES,
FACILITY OPERATORS, AND GOVERNMENTAL AGENCIES TO
CONTINUE THE TEMPORARY CLOSURE OF ALL OPERATIONS
THAT ARE NOT YET SAFE ENOUGH TO RESUME**

(STAY SAFER AT HOME)

DATE OF ORDER: January 20, 2021

San Francisco is continuing to experience a significant surge in COVID-19 cases. This Order incorporates suspensions, reductions in capacity limits, and other restrictions contained in the Regional Stay At Home Order issued by the California Department of Public Health on December 3, 2020 (the CDPH Order). Effective December 17, 2020, the Bay Area Region, including San Francisco, is required to comply with the State's December 3, 2020 Regional Stay at Home Order and supplemental orders issued by the State Health Officer (the "Regional Stay at Home Order").

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, et seq.; California Penal Code §§ 69, 148(a)(1); and San Francisco Administrative Code § 7.17(b))

Summary: On February 25, 2020 the Mayor of the City and County of San Francisco (the "County") declared a state of emergency to prepare for coronavirus disease 2019 ("COVID-19"). On March 5, 2020 the County recorded its first reported case of COVID-19. On March 16, 2020 the County and five other Bay Area counties and the City of Berkeley, working together, were the first in the State to implement shelter-in-place orders in a collective effort to reduce the impact of the virus that causes COVID-19.



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Since that time, we have come to learn that the virus can be transmitted in the air through aerosols and that the risk of such airborne transmission is generally higher indoors. Also, while treatments for the disease are improving and vaccines are on the horizon, treatments remain limited and a vaccine will not likely be generally available until mid-2021. The vast majority of the population remains susceptible to infection, and local conditions could rapidly worsen if people fail to safely modify their behavior, including wearing face coverings, adhering to social distancing requirements, and avoiding gatherings.

Initially the shelter-in-place orders generally required individuals to stay in their residences except for essential needs like grocery shopping, working in essential businesses, providing essential government functions, or engaging in essential travel. Over time, and based on health data and a risk analysis, the County allowed the phased resumption of some businesses and activities, consistent with the roadmap that the State has established under its order. Consistent with the State's April 2020 initial four-stage roadmap for reopening, the County created its own phased reopening plan. The County's plan provides for the incremental resumption of certain business and other activities to gradually increase the volume of person-to-person contact to help contain the risk of a surge in COVID-19 cases in the County and the region. The County's plan is available online at <https://sf.gov/topics/reopening>.

Because of the density of San Francisco and local health conditions, the County has moved more cautiously than the State otherwise allows. Our collective effort had a positive impact on limiting the spread of the virus. Early on the County, along with the other Bay Area jurisdictions, were able to bend the curve and preserve hospital capacity. Still, the severe danger the virus poses to the health and welfare of all continues. We need to be vigilant and there remains a continuing risk a surge will overwhelm the capacity of our hospital system.

Indeed, back in July 2020 the County and the region experienced a second surge in infections and hospitalizations, and took appropriate steps to respond, including pausing the reopening process. Along with all the other counties in the Bay Area, the County was placed on the State monitoring list and temporarily suspended certain additional business activities as required by the State Health Officer. Over the next month, with the collective efforts of businesses and residents, the County was able again to reduce its virus transmission rate and resume re-opening some businesses and other activities.

On August 28, 2020 the State adopted a new four-tiered, color-coded framework based on the prevalence of virus transmission in each county to guide reopening statewide—the Blueprint for a Safer Economy—and the State has revised that framework since its initial implementation. That framework can be found online at <https://covid19.ca.gov/safer-economy>. Under the State's framework, counties can be more restrictive than this State framework allows. The State initially assigned the County to the second most restrictive tier, substantial (red). In September and October, the County advanced from the moderate (orange) tier to the minimal (yellow) tier. As case rates and other indicators



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have changed, the State has moved counties between tiers, and in November 2020 with case rates increasing most counties have moved to the more restrictive tiers.

Along with most of the rest of the country and State, the County is in the midst of a third surge of the virus. Based on increased case rates, on November 17, 2020, the State reassigned the County backward to the substantial (red) tier and on November 28, 2020, back to the most restrictive (purple) tier. The County's case rates and hospitalizations have continued to increase and are now higher than they were at the peak of the second (July) surge. Local COVID-19 cases have more than tripled since early November 2020. San Francisco is currently averaging 309 new COVID-19 positive cases per day compared to the 34 per day that it averaged in late October. Moreover, the City currently has approximately 2,150 COVID-19 cases diagnosed per week and hospitalizations have nearly tripled over the last month. As a result, the City's hospital capacity is under considerable stress. Unlike in previous surges, the rest of the State's hospital capacity is strained and reaching patient limits and it is unlikely there will be additional hospital capacity in other counties if San Francisco's is compromised.

On December 3, 2020, the State issued a new Regional Stay at Home Order in an effort to slow the spread of COVID-19 and avoid overwhelming the State's hospitals. The December 3 order places each of the State's counties into one of five regions, with San Francisco included in the "Bay Area" region. Under the new order, once a region's capacity of adult intensive care unit ("ICU") beds reaches a threshold that is less than 15%, the region is subject to shelter-in-place restrictions similar to those enacted by the State in March 2020 during the first surge though not as restrictive in certain limited respects. The State's Regional Stay at Home Order remains in effect until the State's four-week projections of the region's total available adult ICU bed capacity is greater than or equal to 15%.

Absent additional and immediate intervention to reduce the transmission of COVID-19, the County's and Bay Area's COVID-19 cases and hospitalizations will continue to rise and could overwhelm hospital capacity for the region. By continuing to act, and administering COVID-19 vaccines as they become available, the County and the region have the opportunity to bend the curve, avoid overwhelming hospitals, protect health care workers and first responders. As we have done twice already, the County's and region's residents and businesses can yet again bend the curve and save lives.

We are going to have to live with the threat of the virus for months to come. And for us to be able to keep our schools open and continue to reopen those that are not yet providing in-person education, as well as re-open and expand business and other activities and promote the recovery of our economy, we are all going to have to take responsibility to act safely, including wearing face coverings, keeping at least six feet from others who are not in our household, washing our hands frequently, conducting activities outdoors rather than indoors where possible and avoiding gatherings. We are all in this together, and each of us is going to have to make sacrifices for the good of the community as a whole, including for our most vulnerable members.



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This Order includes the following requirements, and you should review the Order itself for additional details.

General Requirements. The Order:

- Requires all residents in the County to reduce the risk of COVID-19 transmission by staying in their residences to the extent possible and minimizing trips and activities outside the home;
- Allows people to engage in listed activities, including, for example, working for or going to the businesses listed below and certain governmental and essential infrastructure activities, as well as engaging in essential activities, outdoor activities, certain additional activities, and travel related to those activities;
- Urges older individuals and others who have serious underlying health conditions to remain home other than essential needs;
- Continues to require everyone to wear face coverings while outside their residences, subject to limited exceptions;
- Continues to require everyone to follow social distancing requirements, including staying at least six feet away from members outside of their household, subject to limited exceptions;
- Continues to urge government agencies to provide shelter and sanitation facilities for individuals experiencing homelessness;
- Continues to require everyone to comply with requirements issued by the State and other Health Officer orders and directives; and
- Prohibits gatherings among different households to help reduce the transmission of the virus.

Requirements for All Businesses. The Order:

- Allows only listed businesses to operate onsite, including essential businesses, outdoor businesses, healthcare operations, and certain additional businesses;
- Allows other businesses only to operate Minimum Basic Operations (as defined in the Order) onsite;
- Requires that businesses continue to maximize the number of people who work remotely from home to the extent possible;
- Requires businesses to complete and post a Social Distancing Protocol checklist in the form attached to the Order as Appendix A;
- Requires businesses to direct personnel to stay home when sick and prohibits adverse action against personnel for doing so;
- Requires businesses and governmental entities to report to the San Francisco Department of Public Health when three or more personnel test positive for the virus that causes COVID-19 within a two-week period;
- Requires businesses to post certain signage, including for many indoor businesses signage regarding ventilation systems;
- Urges businesses that operate indoors to implement ventilation guidelines, requires all businesses that operate indoors and are open to members of the public



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to post a placard about what, if any, ventilation measures they are implementing, and requires at least one ventilation measure for certain of those businesses;

- Allows for customers to use reusable shopping bags at businesses; and
• Requires businesses to cancel reservations or appointments without a financial penalty when a customer has a COVID-19 related reason.

Mandatory Best Practices Health Officer Directives. The Order requires that businesses and other entities currently permitted to operate review and comply with any applicable Health Officer Directives, and many of them require a Health and Safety Plan be completed and posted. These requirements include measures to help protect health of workers and customers, such as face covering, social distancing and sanitation protocols and in many instances capacity limits. All directives are available online at www.sfdph.org/directives.

Term. This Order, and specifically the more restrictive obligations it imposes based on the State’s Regional Stay at Home Order, will remain in effect until the Bay Area Region is no longer subject to that order and the Health Officer has also had an adequate opportunity to evaluate whether reopening is supported by other factors including ICU availability and other hospital capacity in the County and COVID-19 hospitalization and case rates. Given the current state of the pandemic, a version of this Order will likely remain in place after it is revised to begin allowing reopening and the resumption of some activities. The Order may be extended, rescinded, superseded, or amended in writing by the Health Officer depending on local conditions and health indicators and as may otherwise be required by the State. The Health Officer will continue to carefully monitor the evolving situation and will periodically revise this Order to loosen – or, if need be, tighten – restrictions as conditions warrant, to help further the safer economic recovery and resumption of activities.

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**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE
SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE CITY AND
COUNTY OF SAN FRANCISCO (“HEALTH OFFICER”) ORDERS:**

1. Purpose and Findings.

a. Purpose. As of the effective date and time set forth in Section 13, below, this Order supersedes the December 9, 2020 Order of the Health Officer, No. C19-07q (updated on December 30, 2020), (the “Prior Order”), and all individuals, Businesses (as defined in Section 8.e below), and applicable government agencies in the County are required to follow the provisions of this Order. This Order continues to temporarily prohibit certain Businesses and activities from resuming and limits gatherings with individuals from other Households (as defined in Section 3.b below) until it is safer to do so. But it allows certain other Businesses, activities, travel and governmental functions to occur subject to specified health and safety restrictions, limitations, and conditions to limit the transmission of Novel Coronavirus Disease 2019 (“COVID-19”). COVID-19 continues to pose a severe risk to residents of our County, and significant safety measures are necessary to protect against a surge in COVID-19 cases, serious illnesses and deaths. Accordingly, this Order requires risk reduction measures to be in place across Business sectors and activities that are allowed to occur, ensuring necessary precautions are followed as we adapt the way we live and function in light of the ongoing threat that the virus now poses and is very likely to continue to pose for some time to come. The Health Officer will continue to monitor data regarding COVID-19 and the evolving scientific understanding of the risks



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COVID-19 poses and may amend or rescind this Order based on analysis of that data and knowledge.

- b. Intent. The primary intent of this Order is to ensure that County residents continue to stay safer in their Residences (as defined in Section 3.b, below) to the extent possible and that together as a community our residents, along with visitors and workers in the County, take appropriate risk reduction measures, especially while outside their Residences, to slow the spread of COVID-19 and mitigate its impact on the delivery of critical healthcare services in the County and the region. As further provided in Section 2, below, the Health Officer intends to allow the phased resumption of Businesses and activities to provide for a safer reopening, with specified risk reduction measures, all while the Health Officer continues to assess the transmissibility and clinical severity of COVID-19 in light of the COVID-19 Indicators and risk framework described in Section 2 below.
- c. Interpretation. All provisions of this Order must be interpreted to effectuate the intent of this Order as described in subsection (b) above. The summary at the beginning of this Order as well as the headings and subheadings of sections contained in this Order are for convenience only and may not be used to interpret this Order; in the event of any inconsistency between the summary, headings or subheadings and the text of this Order below, the text will control. Certain initially capitalized used in this Order have the meanings given them in Section 8 below. The interpretation of this Order in relation to the health orders of the State is described in Section 10 below.
- d. Effect of Failure to Comply. Failure to comply with any of the provisions of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both, as further provided in Section 12 below.
- e. Continuing Severe Health and Safety Risk Posed by COVID-19. This Order is issued based on evidence of continued significant community transmission of COVID-19 within the County and throughout the Bay Area; continued uncertainty regarding the degree of undetected asymptomatic transmission; scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically; evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19; and further evidence that others, including younger and otherwise healthy people, are also at risk for serious outcomes including death. Due to the outbreak of COVID-19 in the general public, which remains a pandemic according to the World Health Organization, there is a public health emergency throughout the County, region and State. That immediate threat to public health and safety is also reflected in the continuing declarations of emergency referenced in Section 9.a below. Making the problem worse, some individuals who contract the virus causing the COVID-19 disease have no symptoms or have mild symptoms, which means they may not be



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aware they carry the virus and are transmitting it to others. Further, evidence shows that the virus can survive for hours to days on surfaces and be indirectly transmitted between individuals and also may be transmitted through airborne micro-droplets. Because even people without symptoms can transmit the infection, and because evidence shows the infection is easily spread, gatherings of people and other direct or indirect interpersonal interactions, particularly those that occur indoors, can result in preventable transmission of the virus.

- f. Local Health Conditions Relating to COVID-19. The efforts taken beginning in March 2020 under the prior shelter-in-place orders of the Health Officer, along with those of health officers of five neighboring counties, slowed the virus's trajectory. While the public health emergency and threat to the County's population remain severe, the region has significantly increased its capacity to detect cases, contain spread, and treat infected patients through widespread testing; greatly expanded its case investigation and contact tracing program and workforce; and expanded hospital resources and capacity. At the same time, across the region and the rest of the State, there had been a significant reopening of Businesses and activities, accompanied by an increase in cases and hospitalizations, which increases carry risks to County residents and resources. As we continue to evolve our strategies for protecting residents of the County from COVID-19, we must consider both the trajectory of the virus in the County and across the region, and the increased health risks associated with the opening of many Businesses and activities under the Prior Order. To protect the community from COVID-19, we must ensure that when people engage in activities they are doing so as safely as possible.
 - g. Cases, Hospitalizations and Deaths. As of January 17, 2021, there were 29,180 confirmed cases of COVID-19 in the County (up from 37 on March 16, 2020, the day before the first shelter-in-place order in the County went into effect) as well as at least 266 deaths (up from a single death on March 17, 2020). This information, as well as information regarding hospitalizations and hospital capacity, is regularly updated on the San Francisco Department of Public Health's website at <https://data.sfgov.org/stories/s/fjki-2fab>. Local COVID-19 cases have more than tripled since early November 2020. San Francisco is currently averaging 309 new COVID-19 positive cases per day compared to the 34 per day that it averaged in late October. Moreover, the City currently has approximately 2,150 COVID-19 cases diagnosed per week and hospitalizations have nearly tripled over the last month. As a result, the City's hospital capacity is under considerable stress. Unlike in previous surges, the rest of the State's hospital capacity is strained and reaching patient limits and it is unlikely there will be additional hospital capacity in other counties if San Francisco's is compromised.
2. Health Gating and Risk Criteria Framework for Reopening.
 - a. Health Gating. To inform decisions about whether and how to augment, limit, or temporarily prohibit Businesses or activities to slow the spread of COVID-19, the



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Health Officer will continually review (1) progress on the COVID-19 Indicators; (2) developments in epidemiological and diagnostic methods for tracing, diagnosing, treating, or testing for COVID-19; and (3) scientific understanding of the transmission dynamics and clinical impact of COVID-19.

The COVID-19 Indicators and vaccine coverage will be key drivers in the Health Officer's gating decisions. In particular, the number of new COVID-19 cases per 100,000 residents, the rate of change in COVID-19 hospitalizations, and the amount of available hospital capacity will help guide decisions. If any indicator or a collection of these and other indicators are orange or red, then the Health Officer will give serious consideration to pausing or even reversing openings if appropriate. Also, the total number of hospitalized COVID-19 patients, and whether this total number is significantly increasing, flat, or decreasing, will play a role in gating decisions. Modeling estimates of peak hospitalizations will also be considered.

Information about San Francisco's status under the COVID-19 Indicators is available on the City's website at <https://data.sfgov.org/stories/s/Key-Health-Indicators-on-Containing-COVID-19/epem-wyzb>.

In addition to evaluating the COVID-19 Indicators in making gating decisions, the Health Officer will also consider the estimate of the effective reproductive number (Re), and whether there is evidence it is increasing, stable, or decreasing. The effective reproductive number (Re) is the average number of secondary cases per infectious case in the setting of public health interventions (e.g., sheltering in place, Face Coverings, physical distancing, etc.). When $Re > 1$, the epidemic curve increases. When $Re < 1$, the epidemic curve decreases. When $Re \sim 1$, the epidemic curve is flat.

b. Risk Criteria for Additional Businesses and Additional Activities Under Phased Reopening.

In connection with the health indicators and other public health data discussed above, the Health Officer will consider the risk of transmission involved in Businesses or activities in determining when and how they can safely resume, or if they must remain or be ordered temporarily closed. The following risk criteria will inform this analysis:

- 1) *Ability to modify behavior to reduce risk*—whether individuals engaged in the Business or other activity can wear Face Coverings at all times, maintain at least six feet of physical distancing at all times, and comply with other Social Distancing Requirements, including hand washing and sanitation;
- 2) *Avoidance of risky activities*—whether the nature of the Business or activity necessarily involves eating or drinking (which requires removing Face Covering); gatherings with other Households (which presents risks as



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described in subsection d below); or singing, chanting, shouting, or playing wind/brass instruments (which all present significant risk of airborne transmission);

- 3) *Setting*—Outdoor Businesses and activities are safer than indoor businesses or activities, so outdoors is strongly preferred;
- 4) *Mixing of Households*—Mixing of people from different Households present higher risk of virus transmission and community spread, and the more different Households that mix, the greater the cumulative risk;
- 5) *Number, frequency, duration and distance of contacts*—The more people who interact, the higher the risk of virus transmission; and the more people who gather at a site, or the more sites involved in the business, possible interactions increase exponentially (number of contacts). The more often people interact, the higher the risk of virus transmission (frequency of contacts). The longer the duration of contacts, the higher the risk of virus transmission (duration of contacts). The closer the proximity of people, the higher the risk of virus transmission (distance of contacts); and
- 6) *Modification potential*—the degree to which best practices health protocols can reduce the risk of transmission, where those protocols can be properly implemented.

3. General Requirements for Individuals.

- a. Staying Safer At Home Is The Best Way To Control Risk. Staying home as much as possible is the best way to prevent the risk of COVID-19 transmission, and therefore minimizing trips and activities outside the home helps reduce risk to individuals and the community. All activities that involve contact with people from different Households increase the risk of transmission of COVID-19. Accordingly, all individuals currently living within the County are for the time being ordered to stay in their place of Residence to the extent possible. They may leave their Residence only to:

- Work for or access Businesses that are allowed to be open under this Order (Essential Businesses, Outdoor Businesses, and Additional Businesses, as those terms are defined in Sections 8.a, 8.b and 8.c);
- Work for, volunteer at, or access services at Healthcare Operations, as that term is defined in Section 8.g;
- Engage in activities that are allowed under this Order (Essential Activities, Outdoor Activities, and Additional Activities, as those terms are defined in Sections 8.h, 8.i and 8.j); and
- Engage in Essential Travel, as that term is defined in Section 8.k; or



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- Provide any services or perform any work necessary to the operation maintenance of Essential Governmental Functions or Essential Infrastructure, as those terms are defined in Sections 8.l and 8.m.

Further, on November 19, 2020, the Acting California State Public Health Officer issued an order (the “Limited Stay At Home Order”) requiring that “all gatherings with members of other households and all activities conducted outside the residence, lodging, or temporary accommodation with members of other households cease between 10:00 p.m. and 5:00 a.m., except for those activities associated with the operation, maintenance, or usage of critical infrastructure or required by law.” The Limited Stay At Home Order is available at

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/limited-stay-at-home-order.aspx>.

Beginning at 10:00 p.m. on November 30, 2020, and continuing until the earlier of the expiration of the Limited Stay At Home Order or the State’s reassignment of San Francisco to a tier that is less restrictive than the State Blueprint’s purple tier, and in addition to the requirements of this Order, all covered individuals are required to comply with the limitations on gatherings and the other requirements set forth in the Limited Stay At Home Order, as it may be amended or extended.

- Residences and Households. For purposes of this Order, “Residences” include hotels, motels, shared rental units, and similar facilities. Residences also include living structures and outdoor spaces associated with those living structures, such as patios, porches, backyards, and front yards that are only accessible to a single family or Household. For purposes of this order “Household” means people living in a single Residence or shared living unit. Households do not refer to individuals who live together in an institutional group living situation such as in a dormitory, fraternity, sorority, monastery, convent, or residential care facility.
- Individuals Experiencing Homelessness. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter. Government agencies and other entities operating shelters and other facilities that house or provide meals or other necessities of life for individuals experiencing homelessness are strongly urged to, as soon as possible, make such shelter available, and must take appropriate steps to help ensure compliance with Social Distancing Requirements, including adequate provision of hand sanitizer. Also, individuals experiencing homelessness who are unsheltered and living in encampments should, to the maximum extent feasible, abide by 12 foot by 12 foot distancing for the placement of tents, and government agencies should provide restroom and hand washing facilities for individuals in such encampments as set forth in Centers for Disease Control and Prevention Interim Guidance Responding to Coronavirus 2019 (COVID-19) Among People Experiencing Unsheltered Homelessness (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/unsheltered-homelessness.html>).



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- d. Older Adults and Individuals of Any Age with Certain Medical Conditions. Older adults and individuals with certain medical conditions—including cancer, chronic kidney disease, chronic obstructive pulmonary disease, immunocompromised state from solid organ transplant, obesity, serious heart conditions (such as heart failure, coronary artery disease, or cardiomyopathies), sickle cell disease, smoking, and Type 2 diabetes—are strongly urged to stay in their Residence except to access critical necessities such as food, and to seek or provide medical care or Essential Governmental Functions. Individuals with other medical conditions might be at increased risk for severe illness from COVID-19 and are encouraged to minimize activities and interactions with people outside their Household to the extent practicable, except as necessary to seek or provide medical care or Essential Governmental Functions. The most up-to-date information about who is at increased risk of severe illness and people who need to take extra precautions can be found at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>.
- e. Mandatory Risk Reduction Measures For Individuals Outside their Place of Residence. When people leave their place of Residence, they must (1) strictly comply with the Social Distancing Requirements as defined in Section 8.o, including maintaining at least six feet of social distance from other people not in the same Household, except as expressly provided in this subsection below or elsewhere in this Order, and (2) wear Face Coverings as defined and provided in, and subject to the limited exceptions in, Health Officer Order No. C19-12d issued December 22, 2020 (the “Face Covering Order”), including any future amendments to that order. The requirement to strictly comply with Social Distancing Requirements is subject to a limited exception as necessary to provide care (including childcare, adult or senior care, care to individuals with special needs, and patient care); as necessary to carry out the work of Essential Businesses, Essential Governmental Functions, or provide for Minimum Basic Operations; or as otherwise expressly provided in this Order. For clarity, individuals who do not currently reside in the County must comply with all applicable requirements of this Order when in the County.
- f. Limitations on Gatherings that Involve Mixing of Different Households to Reduce Virus Transmission Risk. Gatherings of individuals from different Households pose a significant risk of virus transmission to the community. The greater the number of people from different households in a gathering, the greater the risk of the spread of COVID-19. All public and private gatherings of any number of people occurring outside a single Household are prohibited, except as expressly permitted in this Order including, but not limited to, gatherings allowed as Additional Activities in Appendix C-2. If, despite this prohibition, people find themselves with members of other Households, they are required to follow the health guidelines for safer interactions set forth in the Tip Sheet for Safer Interactions During COVID-19 Pandemic, posted at: www.sfchcp.com/municable-disease/diseases-a-z/covid19whatsnew.



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- g. Quarantine and Isolation Requirements and Recommendations Upon Moving to, Traveling to, or Returning to the County. Given the current surge, everyone is strongly encouraged not to travel, especially for recreational or non-essential purposes, and anyone who travels is strongly encouraged to quarantine on return to or arrival in the County. All individuals are required to comply with any travel-related orders—including any requirements for mandatory quarantine and isolation—that are issued by the State of California or the San Francisco Department of Public Health. Visit www.sfdcp.org/travel for more information.
4. General Requirements for Businesses and Business Activities.
- a. Allowed Businesses. Essential Businesses, Outdoor Businesses, and Additional Businesses, as defined in Sections 8.a, 8.b and 8.c, are allowed to operate in the County under this Order. All other Businesses are temporarily required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 8.d. Except as otherwise provided in Appendix C-1, Businesses that include allowed operations alongside other operations that are not yet allowed must, to the extent feasible, scale down their operations to the allowed components only.
- b. Maximization of Telework. All Businesses must continue to maximize the number of Personnel who work remotely from their place of Residence, subject to the conditions and limitations provided in Appendix C-1.
- c. Activities that Can Occur Outdoors. All Businesses are strongly urged to move as many operations as possible outdoors, to the extent permitted by local law and permitting requirements, where there is generally less risk of COVID-19 transmission. Businesses that operate outdoors may, subject to any applicable permit requirements, conduct their operations in a tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>).
- d. Social Distancing Protocol. As a condition of operating under this Order, the operators of all Businesses allowed to operate must comply with the requirements of the Social Distancing Protocol attached to this Order as Appendix A and must complete a Social Distancing Protocol checklist for each of their facilities in the County frequented by Personnel or members of the public. The Social Distancing Protocol checklist must be posted at or near each public entrance of each of the Business facilities and must be easily viewable by the public and Personnel. A copy



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of the Social Distancing Protocol checklist must also be provided in hardcopy or electronic format to each person performing work at the facility. Each Business subject to this paragraph must provide evidence of its implementation of the Social Distancing Protocol requirements to any authority enforcing this Order upon demand. A copy of the Social Distancing Protocol checklist must also be provided by the Business or entity to any member of the public on request.

With the exception of construction activities—which must comply with the Construction Project Safety Protocols set forth in Appendix B—each Business must use the Social Distancing Protocol checklist included in Appendix A or a form that is substantially similar.

- e. Industry Specific Requirements. In addition to the Social Distancing Protocol, all Businesses allowed to operate under this Order must follow any industry or activity-specific guidance issued by the Health Officer related to COVID-19 (available online at <http://www.sfdph.org/directives>) and any conditions on operation specified in this Order, including those specified in Appendix C-1.
- f. Businesses Must Allow Personnel to Stay Home When Sick. As outlined in the Social Distancing Protocol, Businesses are required to allow Personnel to stay home if they have symptoms associated with COVID-19 that are new or not explained by another condition (see <http://www.sfdcp.org/covid19symptoms>), and Personnel are prohibited from coming to work if they are sick and may only return to work as outlined in the Social Distancing Protocol. Generally speaking, Personnel with any single COVID-19 symptom that is new or not explained by another condition must have a negative COVID-19 test OR stay out of work for at least 10 days since symptoms started in order to return to work. Those who are close contacts of someone with COVID-19 must remain out of work for 10 days since their last close contact. See Personnel Screening Attachment (A-1) of the Social Distancing Protocol for more details (also posted at www.sfdcp.org/screening-handout). Each Business that is required to comply with the Social Distancing Protocol is prohibited from taking any adverse action against any Personnel for staying home in the circumstances listed in the Social Distancing Protocol.
- g. Signage For Indoor Activities. Although this Order allows certain indoor activities to resume, those activities are allowed subject to more stringent safety measures and, as a general matter, remain inherently riskier than activities that are done outdoors. All businesses that are allowed to be open indoors for the public must conspicuously post signage, including at all primary public entrances, reminding people to adhere to physical distancing, hygiene, and Face Covering requirements and to stay home when they feel ill. They must also post a stand-alone sign bearing the message that:
(1) COVID-19 is transmitted through the air, and the risk is generally higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. The templates may be updated



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from time to time, and businesses are strongly urged to keep informed of those changes and update their signage accordingly.

- h. Signage For Employees To Report Unsafe Conditions Related To COVID-19. All businesses are required to post signs in employee break rooms or areas informing employees that they can report violations of COVID-19 health orders and directives by calling 311 or visiting www.sf.gov/report-health-order-violation. Signage should also state that the employee's identity will not be disclosed to the employer. Sample signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- i. Ventilation Requirements.
 - i. All businesses that are allowed to be open indoors must review SFPDH's Guidance on "Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic," available online at <https://www.sfdcp.org/COVID-Ventilation> ("Ventilation Guidance"). Those businesses must: (1) implement as many improvements in the Ventilation Guidance document as feasible, and (2) keep a hand-annotated copy of the Ventilation Guidance showing which improvements were considered and implemented. Ventilation guidance from recognized authorities such as the CDC, ASHRAE, or the state of California can be used as an alternate to the DPH Ventilation Guidance with an annotated version of the alternate guidance kept on hand.
 - ii. As soon as possible, but no later than December 4, 2020, all businesses—including essential businesses—that operate indoors and serve members of the public indoors, except hospitals and medical offices that meet Title 24 requirements for ventilation for healthcare facilities, must conspicuously post signage, including at all primary public entrances, indicating which of the following ventilation strategies are used at the facility: All available windows and doors accessible to fresh outdoor air are kept open; Fully Operational HVAC systems; Appropriately sized portable air cleaners in each room; or None of the above.

The County is making templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. The templates may be updated from time to time, and businesses are strongly urged to keep informed of those changes and update their signage accordingly.
- iii. [Temporarily suspended.]
- j. Compliance With State Orders. All businesses that are allowed to operate under this Order must operate in compliance with any applicable orders issued by the State that may limit the hours or manner of operation of businesses including, without limitation, the Acting California State Public Health Officer's November 19, 2020 Limited Stay At Home Order available at



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<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/limited-stay-at-home-order.aspx>.

For clarity, and without limiting other applicable exemptions, under the Limited Stay At Home Order essential work is permitted to continue between 10:00 p.m. and 5:00 a.m., and, subject to other applicable legal requirements, essential retail establishments may remain open during those hours, and food and beverage establishments may continue to operate for delivery and takeout during those hours.

- k. Capacity Limitations. With the exception of standalone grocery stores, all businesses that operate indoors and serve members of the public indoors (including but not limited to essential and non-essential retail stores, and other essential businesses such as banks and businesses providing mailing and shipping services) must limit capacity to the lesser of: (1) 20% the store's maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other in the facility at all times.

Standalone grocery stores must limit capacity to the lesser of: (1) 35% the store's maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other in the facility at all times.

Unless otherwise provided in an industry specific health officer directive, the capacity limit includes all staff and other personnel of a business.

Businesses are urged to institute special hours for seniors and others with chronic conditions or compromised immune systems.

- l. Metering Requirements. All businesses that that operate indoors and serve members of the public indoors subject to a capacity limitation must develop and implement written procedures to "meter" or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written "metering" procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.

5. Schools, Childcare, Youth Programs, and Higher Education

- a. Schools. Transitional kindergarten (TK)-12 schools may operate for in-person instruction subject to the following requirements and conditions.

1) TK-6 Grade.

- a) Schools serving grades TK-6 may **reopen** for indoor in-person instruction if they:



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- i. obtain advance written approval of the Health Officer, and
- ii. complete and post a Covid-19 Safety Plan (CSP)—as described in the California Department of Public Health “Covid-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-21 School Year (available at https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)—to their website homepage and submit the CSP to SFDPH and the State Safe Schools for All Team and there are no identified deficiencies.

More information about this process will be available at <https://www.sfdph.org/dph/covid-19/schools-education.asp> or email the Schools and Childcare Hub at schools-childcaresites@sfdph.org.

Note that only grades TK-6 may reopen for indoor in-person education even if the grade configuration at the school includes additional grades.

- b) Schools that have **already opened** and are providing in-person instruction to students in grades TK-6 may continue to do so if they complete and post a CSP to their website homepage or, in the case of schools that do not maintain websites, in another publicly available manner no later than February 1, 2021.

2) 7-12 Grade.

- a) Schools may **not reopen** for indoor in-person instruction for students in grades 7-12 at this time.
- b) Schools that have **already opened** and are providing in-person instruction to students in grades 7-12 may continue to do so if they complete and post a CSP to their website homepage or, in the case of schools that do not maintain websites, in another publicly available manner no later than February 1, 2021.
- c) Schools that have approved applications to provide indoor in-person instruction for students in grades 7-12, but have not yet reopened may not reopen for indoor instruction at this time.
- d) Middle and high schools interested in operating *outdoor* in-person programs should visit <https://www.sfdph.org/dph/covid-19/schools-education.asp> or email the Schools and Childcare Hub at schools-childcaresites@sfdph.org for more information.

- 3) Specialized Targeted Support Services. TK-12 schools may operate to provide in-person specialized and targeted support services to vulnerable children and youth. Schools providing specialized targeted support services



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do not need to obtain a waiver or advance written approval of the Health Officer, but must comply with the Health Officer Directive No. 2020-26b. Additional information about what qualifies as specialized targeted support services and which students may be served in these specialized programs is available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.

- 4) Requirements for All TK-12 Schools. All TK-12 schools must follow any applicable directives issued by the County Health Officer, including Health Officer Directive No. 2020-33b (www.sfdph.org/directives), as it may be updated in the future, and any applicable “COVID-19 Industry Guidance” issued by the California Department of Public Health, available at <https://covid19.ca.gov/industry-guidance/>.

For clarity, this subsection applies to public and private schools operating in San Francisco, including independent, parochial and charter schools.

- b. Home-Based Care for Children. Home-based care for children is permitted under Section 8.a.xxi, below.
- c. Childcare Programs for Young Children. Group care facilities for children who are not yet in elementary school—including, for example, licensed childcare centers, daycares, family daycares, and preschools (including cooperative preschools)—may operate subject to, and to the extent permitted by, the health and safety requirements set forth in Section 3.b.1 of Appendix C-1 and Health Officer Directive No. 2020-14e, as it may be amended in the future.
- d. Out of School Time Programs. With the exception of schools, which are addressed in subsection (a) above, educational or recreational institutions or programs that provide care or supervision for school-aged children and youth—including for example, learning hubs, other programs that support and supplement distance learning in schools, school-aged childcare programs, youth sports programs, and afterschool programs—may operate subject to, and to the extent permitted by, the health and safety requirements set forth in Section 3.b.3 of Appendix C-1 and Health Officer Directive No. 2020-21e, as it may be amended in the future.
- e. Institutions of Higher Education and Adult Education. Institutions of higher education (“IHEs”), such as colleges and universities, and other programs offering adult education—including, for example, programs offering job skills training and English as a second language classes to adults—may operate subject to, and to the extent permitted by, the health and safety requirements set forth in Section 14 of Appendix C-1, and any relevant industry-specific Health Officer directives.
- f. Additional Information. Additional information about the operational requirements and restrictions relating to COVID-19 for schools, childcare, and youth programs is



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available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.

6. Public Transit.

- a. Transit agencies, people riding or waiting to ride on public transit, and people at or near a public transit stop or station must comply with Social Distancing Requirements, as defined in Section 8.o, except as provided in subsection (b) below. Personnel and passengers must wear Face Coverings as required by the Face Covering Order. Also, people riding or waiting to ride on public transit must follow any applicable directives issued by the County Health Officer (www.sfdph.org/directives) and any applicable "COVID-19 Industry Guidance" issued by the California Department of Public Health, available at <https://covid19.ca.gov/industry-guidance/>. For clarity, public transit may continue to operate under the State's Limited Stay At Home Order.
- b. Transit agencies that have submitted an acceptable health and safety plan to the Department of Public Health may relax the six-foot social distancing requirement between riders, provided that they encourage riders from different Households to maintain six feet social distance to the greatest extent feasible, and in no event shall the distance between riders from different Households be less than three feet. Transit agencies that have submitted an acceptable health plan must still ensure that there is at least six-feet social distance between transit operators and members of the public. The Department of Public Health has posted a template health and safety plan at www.sfdph.org/directives.

7. Mandatory Reporting by Businesses and Government Entities When Three or More Personnel Contract COVID-19 Within Two Weeks.

Businesses and governmental entities must require that all Personnel immediately alert the Business or governmental entity if they test positive for COVID-19 and were present in the workplace within the 48 hours before onset of symptoms or, if asymptomatic, within 48 hours of the date on which they were tested. Businesses and governmental entities can learn more about what to do after a positive COVID-19 case among Personnel at www.sfdcp.org/covid19-positive-workplace. If a Business or governmental entity has three or more Personnel who test positive for COVID-19 within a two-week period, then the Business or governmental entity is required to call the San Francisco Department of Public Health at 628-217-6100 immediately to report the cluster of cases. Businesses and governmental entities must also comply with all case investigation and contact tracing measures by the County, including providing any information requested.

8. Definitions.

For purposes of this Order, the following initially capitalized terms have the meanings given below.



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Allowed Businesses and Business Activities.

- a. *Essential Businesses.* “Essential Businesses” means:
- i. Healthcare Operations (as defined in subsection g below);
 - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of unprepared food, canned food, dry goods, non-alcoholic beverages, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, as well as hygienic products and household consumer products necessary for personal hygiene or the habitability, sanitation, or operation of Residences. The Businesses included in this subsection include establishments that sell multiple categories of products provided that they sell a significant amount of essential products identified in this subsection, such as liquor stores that also sell a significant amount of food;
 - iii. Food cultivation, including farming, livestock, and fishing;
 - iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - v. Construction, but only as permitted under the State Shelter Order and only pursuant to the Construction Safety Protocols listed in Appendix B and incorporated into this Order by this reference. City public works projects shall also be subject to Appendix B, except if other protocols are specified by the Health Officer;
 - vi. Newspapers, television, radio, and other media services;
 - vii. Gas stations and auto-supply, auto-repair (including, but not limited to, for cars, trucks, motorcycles and motorized scooters), and automotive dealerships, but only for the purpose of providing auto-supply and auto-repair services. This subsection (vii) does not restrict the on-line purchase of automobiles if they are delivered to a Residence or Essential Business;
 - viii. Bicycle repair and supply shops;
 - ix. Banks and related financial institutions;
 - x. Service providers that enable real estate transactions (including rentals, leases, and home sales), including, but not limited to, real estate agents, escrow agents, notaries, and title companies, provided that appointments and other residential real estate viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same Household and one individual showing the unit (except that in person visits are not allowed when the occupant is present in the Residence);
 - xi. Hardware stores;



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- xii. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the habitability, sanitation, or operation of Residences and Essential Businesses;
- xiii. Businesses providing mailing and shipping services, including post office boxes;
- xiv. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, or as allowed under subsection (xxvi), provided that social distancing of six feet per person is maintained to the greatest extent possible;
- xv. Laundromats, drycleaners, and laundry service providers;
- xvi. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
- xvii. Funeral home providers, mortuaries, cemeteries, and crematoriums, to the extent necessary for the transport, preparation, or processing of bodies or remains;
- xviii. Businesses that supply other Essential Businesses and Outdoor Businesses with the support or supplies necessary to operate, but only to the extent that they support or supply these Businesses. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;
- xix. Businesses that have the primary function of shipping or delivering groceries, food, or other goods directly to Residences or Businesses. This exemption shall not be used to allow for manufacturing or assembly of non-essential products or for other functions besides those necessary to the delivery operation;
- xx. Airlines, taxis, rental car companies, rideshare services (including shared bicycles and scooters), and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
- xxi. Home-based care for seniors, adults, children, and pets;
- xxii. Residential facilities and shelters for seniors, adults, and children;
- xxiii. Professional services, such as legal, notary, or accounting services, when necessary to assist in compliance with non-elective, legally required activities or in relation to death or incapacity;
- xxiv. Services to assist individuals in finding employment with Essential Businesses;
- xxv. Moving services that facilitate residential or commercial moves that are allowed under this Order;



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- xxvi. Childcare establishments and other educational or recreational institutions or programs providing care or supervision for children (with the exception of summer camps, which are addressed separately in Appendix C-1, and schools, which are addressed separately in Section 6.b, above) that enable owners and Personnel of Essential Businesses and providers of Essential Governmental Functions to work as allowed under this Order;
 - xxvii. Businesses that operate, maintain, or repair Essential Infrastructure.
- b. *Outdoor Businesses*. “Outdoor Businesses” means:
- i. The following Businesses that normally operated primarily outdoors before March 16, 2020, and where there is the ability to fully maintain social distancing of at least six feet between all persons:
 - 1. Businesses primarily operated outdoors, such as wholesale and retail plant nurseries, agricultural operations, and garden centers; and
 - 2. Service providers that primarily provide outdoor services, such as landscaping and gardening services, and environmental site remediation services.
- For clarity, “Outdoor Businesses” do not include outdoor restaurants, cafes, or bars. Except as otherwise provided in Appendix C-1, they also do not include Businesses that promote large, coordinated, and prolonged gatherings, such as outdoor concert venues and amusement parks.
- Outdoor Businesses may conduct their operations in a tent, canopy, or other shelter as provided in Section 4.c above.
- c. *Additional Businesses*. “Additional Business” means any Business identified as an Additional Business in Appendix C-1, which will be updated as warranted based on the Health Officer’s ongoing evaluation of the COVID-19 Indicators and other data. In addition to the other requirements in this Order, operation of those Additional Businesses is subject to any conditions and health and safety requirements set forth in Appendix C-1 and in any industry-specific guidance issued by the Health Officer.
- d. *Minimum Basic Operations*. “Minimum Basic Operations” means the following activities for Businesses, provided that owners, Personnel, and contractors comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain and protect the value of the Business’s inventory and facilities; ensure security, safety, and sanitation; process payroll and employee benefits; provide for the delivery of existing inventory directly to Residences or Businesses; and related functions. For clarity, this section does not permit Businesses to provide curbside pickup to customers; and



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- ii. The minimum necessary activities to facilitate owners, Personnel, and contractors of the Business being able to continue to work remotely from their Residences, and to ensure that the Business can deliver its service remotely.
- e. *Business.* A “Business” includes any for-profit, non-profit, or educational entity, whether a corporate entity, organization, partnership or sole proprietorship, and regardless of the nature of the service, the function it performs, or its corporate or entity structure.
- f. *Personnel.* “Personnel” means the following people who provide goods or services associated with the Business in the County: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the Business); independent contractors; vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Business. “Personnel” includes “gig workers” who perform work via the Business’s app or other online interface, if any.
- g. *Healthcare Operations.* “Healthcare Operations” includes, without limitation, hospitals, clinics, COVID-19 testing locations, dentists, pharmacies, blood banks and blood drives, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption for Healthcare Operations must be construed broadly to avoid any interference with the delivery of healthcare, broadly defined. “Healthcare Operations” excludes fitness and exercise gyms and similar facilities.

Allowed Activities.

- h. *Essential Activities.* “Essential Activities” means to:
 - i. Engage in activities or perform tasks important to their health and safety, or to the health and safety of their family or Household members (including pets);
 - ii. Obtain necessary services or supplies for themselves and their family or Household members, or to deliver those services or supplies to others;
 - iii. Provide necessary care for a family member or pet in another Household who has no other source of care;
 - iv. Attend a funeral with no more than 12 individuals present (or, if higher, the number of individuals allowed to gather for social gatherings under Appendix C-2); and
 - v. Move Residences.



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- i. *Outdoor Activities*. “Outdoor Activities” means:
- i. To engage in outdoor recreation activity, including, by way of example and without limitation, walking, hiking, bicycling, and running, in compliance with Social Distancing Requirements and with the following limitations:
 1. Outdoor recreation activity at parks, beaches, and other open spaces must comply with any restrictions on access and use established by the Health Officer, government, or other entity that manages such area to reduce crowding and risk of transmission of COVID-19;
 2. Except as otherwise provided in Appendix C-2 or as otherwise authorized in writing by the Health Officer, use of outdoor recreational areas and facilities with high-touch equipment or that encourage gathering—including playgrounds, gym equipment, climbing walls, pools, spas, and barbecue areas—is prohibited outside of Residences, and all such areas must be closed to public access including by signage and, as appropriate, by physical barriers; and
 3. Except as otherwise provided in Appendix C-2, sports or activities that include the use of shared equipment or physical contact between participants may only be engaged in by members of the same Household.

Outdoor Activities may be conducted in a tent, canopy, or other shelter, as provided in Section 4.c above.

- j. *Additional Activities*. “Additional Activities” means:
- i. To engage in outdoor recreation activities or other activities set forth in Appendix C-2, subject to any conditions and health and safety requirements set forth there.

Allowed Travel.

- k. *Essential Travel*. “Essential Travel” means travel for any of the following purposes:
- i. Travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, Minimum Basic Operations, Outdoor Activities, Outdoor Businesses, Additional Activities, and Additional Businesses;
 - ii. Travel to care for any elderly, minors, dependents, or persons with disabilities;
 - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services;
 - iv. Travel to return to a place of Residence from outside the County;
 - v. Travel required by law enforcement or court order;



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- vi. 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 before commencing such travel;
- vii. Travel to manage after-death arrangements and burial;
- viii. Travel to arrange for shelter or avoid homelessness;
- ix. Travel to avoid domestic violence or child abuse;
- x. Travel for parental custody arrangements; and
- xi. Travel to a place to temporarily reside in a Residence or facility to avoid potentially exposing others to COVID-19, such as a hotel or other facility provided by a governmental authority for such purposes.

Governmental Functions.

- l. *Essential Infrastructure.* “Essential Infrastructure,” including airports, utilities (including water, sewer, gas, and electrical), oil refining, roads and highways, public transportation, solid waste facilities (including collection, removal, disposal, recycling, and processing facilities), cemeteries, mortuaries, crematoriums, and telecommunications systems (including the provision of essential global, national, and local infrastructure for internet, computing services, Business infrastructure, communications, and web-based services).
- m. *Essential Governmental Functions.* “Essential Governmental Functions” are determined by the governmental entity performing those functions in the County. Each governmental entity shall identify and designate appropriate Personnel, volunteers, or contractors to continue providing and carrying out any Essential Governmental Functions, including the hiring or retention of new personnel or contractors to perform such functions. Each governmental entity and its contractors must employ all necessary emergency protective measures to prevent, mitigate, respond to, and recover from the COVID-19 pandemic, and all Essential Governmental Functions must be performed in compliance with Social Distancing Requirements to the greatest extent feasible. All first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order to the extent they are performing those essential services.

The County may operate facilities as needed to address health emergencies related to weather conditions or acts of nature, such as excessive heat or smoke from wildfires, even if those facilities are not otherwise allowed to open for their intended purposes under this Order, provided that the operation of such facilities must be done in compliance with any COVID-19 related guidance that the Health Officer may issue. Those facilities include, but are not limited to, cooling centers and smoke respite centers, and may be operated directly by the County or by other entities at the



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direction of or in coordination with the County or as otherwise provided for in such guidance.

Residences and Households.

n. “Residences” and “Households” are defined as set forth in Section 3.b, above.

Social Distancing.

- o. *Social Distancing Requirements.* “Social Distancing Requirements” mean:
- i. Maintaining at least six-foot social distancing from individuals who are not part of the same Household;
 - ii. Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combatting COVID-19;
 - iii. Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands);
 - iv. Wearing a Face Covering when out in public, consistent with the orders or guidance of the Health Officer; and
 - v. Avoiding all non-essential interaction outside the Household when sick with any COVID-19 symptom listed at www.sfcdep.org/covid19symptoms that is new or not explained by another condition.

9. Incorporation of State and Local Emergency Proclamations and State Health Orders.

- a. State and Local Emergency Proclamations. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 12, 2020 Executive Order (Executive Order N-25-20) issued by Governor Gavin Newsom, the February 25, 2020 Proclamation by the Mayor Declaring the Existence of a Local Emergency issued by Mayor London Breed, as supplemented on March 11, 2020, the March 6, 2020 Declaration of Local Health Emergency Regarding Novel Coronavirus 2019 (COVID-19) issued by the Health Officer, and guidance issued by the California Department of Public Health, as each of them have been and may be supplemented.
- b. State Health Orders. This Order is also issued in light of the March 19, 2020 Order of the State Public Health Officer (the “State Shelter Order”), which set baseline statewide restrictions on non-residential Business activities, effective until further notice, the Governor’s March 19, 2020 Executive Order N-33-20 directing California residents to follow the State Shelter Order, and the July 13, 2020, August 28, 2020, November 19, 2020, and December 3, 2020 Orders of the State Public Health Officer. The May 4, 2020 Executive Order issued by Governor Newsom and May 7, 2020 Order of the State Public Health Officer permit certain Businesses to reopen if a local health officer believes the conditions in that jurisdictions warrant it, but expressly



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acknowledge the authority of local health officers to establish and implement public health measures within their respective jurisdictions that are more restrictive than those implemented by the State Public Health Officer. The December 3, 2020 Order of the State Public Health Officer acknowledges the current surge and imposes restrictions on many activities in an effort to help stop that surge, and this Order has been substantially revised in order to comport with that December 3, 2020 order. Also on November 16, 2020 the State Department of Public Health issued updated guidance for the use of Face Coverings, requiring all people in the State to wear Face Coverings when outside the home, subject to limited exceptions.

10. Obligation to Follow Stricter Requirements of Orders.

This Order adopts certain health and safety restrictions that are more stringent than those contained in the State Shelter Order. Without this tailored set of restrictions that further reduces the number of interactions between persons, scientific evidence indicates that the public health crisis in the County will worsen to the point at which it may overtake available health care resources within the County and increase the death rate. Where a conflict exists between this Order and any state public health order related to the COVID-19 pandemic, the most restrictive provision (i.e., the more protective of public health) controls. Consistent with California Health and Safety Code section 131080 and the Health Officer Practice Guide for Communicable Disease Control in California, except where the State Health Officer may issue an order expressly directed at this Order and based on a finding that a provision of this Order constitutes a menace to public health, any more restrictive measures in this Order continue to apply and control in this County. Also, to the extent any federal guidelines allow activities that are not allowed by this Order, this Order controls and those activities are not allowed.

11. Obligation to Follow Health Officer Directives and Mandatory State Guidance.

In addition to complying with all provisions of this Order, all individuals and entities, including all Businesses and governmental entities, must also follow any applicable directives issued by the County Health Officer (www.sfdph.org/directives) and any applicable "COVID-19 Industry Guidance" issued by the California Department of Public Health, available at <https://covid19.ca.gov/industry-guidance/>. To the extent that provisions in the directives of the County Health Officer and the guidance of the State Health Officer conflict, the more restrictive provisions (i.e., the more protective of public health) apply. In the event of a conflict between provisions of any previously-issued Health Officer directive and this Order (including the revised provisions of the Appendixes), this Order controls over the conflicting provisions of the Health Officer directive.

12. Enforcement.

Under Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and the Chief of Police in the County



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ensure compliance with and enforce this Order. The violation of any provision of this Order (including, without limitation, any Health Directives) constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both. The San Francisco Department of Public Health is authorized to respond to such public nuisances by issuing Notice(s) of Violation and ordering premises vacated and closed until the owner, tenant, or manager submits a written plan to eliminate all violations and the Department of Public Health finds that plan satisfactory. Such Notice(s) of Violation and orders to vacate and close may be issued based on a written report made by any City employees writing the report within the scope of their duty. The Department of Public Health must give notice of such orders to vacate and close to the Chief of Police or the Chief's designee to be executed and enforced by officers in the same manner as provided by San Francisco Health Code section 597.

13. Effective Date.

This Order becomes effective immediately upon issuance, and will continue in effect (as it may be updated) until the Health Officer rescinds, supersedes, or amends it in writing. The Health Officer intends to amend this Order to begin resuming the gradual re-opening of businesses and activities in the County, with safety modifications, after the Bay Area Region is no longer subject to the State's Regional Stay at Home Order, and the Health Officer has had an adequate opportunity to evaluate whether reopening is supported by (a) ICU availability and other hospital capacity in the County and (b) COVID-19 hospitalization and case rates. A revised version of the Order will be issued before or at that time based on then-present conditions.

14. Relation to Other Orders of the San Francisco Health Officer.

Effective as of the effective date and time in Section 13 above, this Order revises and replaces Order Number C19-07q, issued December 4, 2020, and updated December 30, 2020. This Order also extends Order Nos. C19-04 (imposing cleaning standards for residential hotels) and C19-11 (placing Laguna Honda Hospital and Rehabilitation Center under protective quarantine) without any further need to amend those orders, with those listed orders otherwise remaining in effect until the specific listed order or this Order is extended, rescinded, superseded, or amended in writing by the Health Officer. This Order does not prohibit amendment of those orders separately. This Order also does not alter the end date of any other Health Officer order or directive having its own end date or which continues indefinitely.

15. Copies.

The County must promptly provide copies of this Order as follows: (1) by posting on the Department of Public Health website (www.sfdph.org/healthorders); (2) by posting at City Hall, located at 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102; and (3) by providing to any member of the public requesting a copy. Also, the owner, manager, or



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operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public asking for a copy.

16. Severability.

If any provision of this Order or its application to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:

A handwritten signature in black ink, appearing to read "Susan Philip", written over a horizontal line.

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Dated: January 20, 2021

Attachments:

- Appendix A – Social Distancing Protocol for Businesses (revised January 20, 2021)
- Appendix B – Construction Project Safety Protocol (revised January 20, 2021)
- Appendix C-1 – Additional Businesses (revised January 20, 2021)
- Appendix C-2 – Additional Activities (revised January 20, 2021)

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. List the symptoms in the San Francisco COVID-19 Health Screening Form for non-personnel (**Attachment A-2**). The list of symptoms can also be found online at www.sfcddcp.org/covid19symptoms.
 - (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 answer yes to any of the three questions on the Personnel Screening Attachment (**Attachment A-1**). See www.sfcddcp.org/screen for this form including translations.
 - Provide Personnel a copy of the Personnel Screening Attachment (A-1) to ensure they understand when to stay home and for how long. That form discusses rules for staying out of work due to concerns of COVID-19 exposure. Translated versions of the Personnel Screening Attachment (A-1) are available online at www.sfcddcp.org/screen.
 - Ensure Personnel review health questions on the Personnel Screening Attachment (A-1) 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
- Require that patrons cancel or reschedule appointments or reservations for non-essential services if they have COVID-19 symptoms or exposure, as described in San Francisco COVID-19 Screening Form (Attachment A-2). Ensure that patrons can cancel an appointment or reservation for COVID-19 symptoms or exposure without financial penalty. 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:
- 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):

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 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. [Minor edits to this section 11/3/20] 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 symptom of COVID-19 that is new or not explained by another condition, listing the symptoms from the Screening Form for non-personnel (Attachment A-2) or using the symptom list available online at www.sfcddcp.org/covid19symptoms; 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. C19-12d, issued on December 22, 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; minor edits made 11/3/20] 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 three questions that must be used for that purpose. That form may be used, or the business may adapt the questions and the information contained in that form 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 for non-personnel (**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 and the information contained in that form 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.sfgcdcp.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. [Updated 1/20/21] Instruct all Personnel orally and in writing not to come to work or the facility if they answer yes to any of the three questions on the Personnel Screening Attachment (**Attachment A-1**). See www.sfgcdcp.org/screen for this form including translations.
- 2.2. Provide a copy of the Personnel Screening 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.sfgcdcp.org/screen. 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 and information contained on the Personnel Screening Attachment and ask Personnel those questions and deliver the information contained in that form through another format.
- 2.3. [Updated 1/20/21] Review the three questions on the Personnel Screening Attachment on a daily basis with all Personnel in the City who 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 questions 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 of the three questions on the Personnel Screening Attachment to return home or not come to work and follow the directions on the Attachment. Generally speaking, Personnel with any single COVID-19 symptom that is new or not explained by another condition (and who has not already been diagnosed with COVID-19) MUST have a negative COVID-19 test OR stay out of work for at least 10 days since symptoms started in order to return to work. Those who have been diagnosed with COVID-19

or had a test confirming they have the virus cannot return to work until at least 10 days after their symptoms have started; if they never had symptoms but had a positive COVID-19 test they can return 10 days after the date their test was collected. Those who are close contacts of someone with COVID-19 must remain out of work for 10-14 days since their last close contact; the exact duration depends on their occupation (details can be found at www.sfcdcp.org/quarantineduration).

- 2.4.** Instruct Personnel who stayed home or who went home based on the questions listed on the Personnel Screening Attachment that they must follow the instructions on that form as well as any applicable requirements from the quarantine and isolation directives (available at 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 if they meet the criteria explained on the Personnel Screening Attachment: www.sfcdcp.org/screen. 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 insulation and quarantine, including translations, is available online at 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 for non-personnel (**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. 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. 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; updated 11/3/20] 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 cancel the appointment or reservation if it is not for

essential services (such as food, medicine, shelter, or social services) and allow the patron to cancel without any financial penalty. 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.

Attachment A-1: Personnel Screening Form

Last updated: January 20, 2021

Personnel at businesses and other entities operating during the COVID-19 pandemic MUST answer these questions before starting work every day, either in person or online, and MUST stay out of work for the appropriate amount of time if they answer YES to any of the questions. For information about paid sick leave options, visit www.sfgov.org/olse and www.sfcddcp.org/workerfaq.

If your answer is **YES to any question, do NOT enter the location.**



- **Stay at home**, except to get tested or get needed medical care.
- **Follow the steps mandated by Health Directive 2020-02/03 and explained at:** www.sfcddcp.org/isolationandquarantine

Question #1: In the last 24 hours, including today, have you had ANY of the symptoms below, that is new or not explained by another condition?

Fever (100.4°F/38°C or greater), chills, shivering	Feeling unusually weak or fatigued	Diarrhea
Cough	Loss of taste or smell	Runny or congested nose
Sore throat	Muscle or body aches	Nausea or vomiting
Shortness of breath, difficulty breathing	Headache	

Question #2: In the past 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Question #3: In the past 10-14 days, have you had “close contact” with anyone who has COVID-19, during their contagious period?

If you have recovered from COVID-19 in the last three months, speak to your healthcare provider.

Quick overview of what to do and the earliest personnel may return to work, if you had:	
Symptoms WITHOUT a COVID-19 test (answered YES to Question 1)	GET TESTED. Without a test, the Business must treat you as being positive for COVID-19 and prohibit you from entering for at least 10 calendar days.
A positive COVID-19 test WITH symptoms (answered YES to Question 2)	You can return to work: <ul style="list-style-type: none"> • 10 days after first onset of symptoms, AND • You have improvement of symptoms, AND • You have had no fever for over 24 hours without taking fever-reducing medicine
A positive COVID-19 test WITHOUT symptoms (answered YES to Question 2)	You can return to work 10 days after the day your COVID-19 test was collected as long as you have no symptoms.
“Close contact” with anyone with COVID-19 during their contagious period (answered YES to Question 3)	GET TESTED, ideally 6 days or more after your last contact with the person with COVID-19. You can return to work 10 days after your last close contact with the person with COVID-19 UNLESS: <ul style="list-style-type: none"> • Your COVID-19 test is positive (see boxes above for positive COVID-19 test) OR • You develop symptoms (GET TESTED if you develop symptoms) OR • You work in a jail, long term care facility, shelter, or dormitory (you cannot return to work until 14 days after your last close contact—check with your employer whether there are staffing shortages that may change this duration)

“Close contact” means having any of following interactions with someone with COVID-19 while they were contagious (they are contagious 48 hours before their symptoms began until at least 10 days after the start of symptoms). If the person with COVID-19 never had symptoms, they are contagious 48 hours before their COVID-19 test was collected until 10 days after they were tested.

- Within 6 feet of them for a total of 15 minutes or more in a 24-hour period
- Having direct contact with their bodily fluids (coughed or sneezed on you or shared food utensils)
- Living or staying overnight with them
- Having physical or intimate contact including hugging and kissing
- Taking care of them, or having them take care of you

Businesses have specific requirements to ensure Personnel stay out of work the appropriate amount of time. Some businesses may have additional screening requirements or forms to use. Go to www.sfcddcp.org/screen for more information on those requirements and a copy of this form. To report a violation of San Francisco COVID-19 health orders and directives (www.sfdph.org/healthorders), including not screening workers, letting sick workers stay at work, not social distancing or not requiring facemasks, call: 311 or 415-701-2311 (English) or 415-701-2322 (Español, 中文, TTY). You can request for your identity to remain confidential.

Attachment A-2: Screening Form for Non-Personnel

Last updated: January 20, 2021

To businesses, organizations, and programs: This form is for screening clients, customers and other visitors before letting them enter your facility. Health Officer Directives may have additional requirements regarding screening in a specific context. The San Francisco Department of Public Health discourages you from denying core essential services (such as food, medicine, shelter, or social services) to people who answer “yes” to any of the questions below. You are encouraged to find alternative ways to meet clients’ needs that do not require them to enter your location, such as curbside pickup or delivery services. This form is available at www.sfdcp.org/screen.

Screening Questions and Information for Non-Personnel:

If your answer is **YES** to any question, do NOT enter the location.



- **Stay at home**, except to get tested or get needed medical care.
- **Follow the steps mandated by Health Directive 2020-02/03 and explained at:** sfdcp.org/isolationandquarantine

Question #1: In the last 24 hours, including today, have you had ANY of the symptoms below, that is new or not explained by another condition?

Fever (100.4°F/38°C or greater), chills, shivering	Feeling unusually weak or fatigued*	Diarrhea
Cough	Loss of taste or smell	Runny or congested nose*
Sore throat	Muscle or body aches*	Nausea or vomiting
Shortness of breath, difficulty breathing	Headache	

*Children and youth under 18 years old do not need to be screened for these symptoms

Question #2: In the past 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Question #3: In the past 10-14 days, have you had “close contact” with anyone who has COVID-19, during their contagious period?

If you have recovered from COVID-19 in the last three months, speak to your healthcare provider.

Quick overview of what to do and the earliest you may enter a location, if you had:	
Symptoms WITHOUT a COVID-19 test (answered YES to Question 1)	GET TESTED. Without a test, the location must treat you as being positive for COVID-19 and require you to stay out for at least 10 calendar days.
A positive COVID-19 test WITH symptoms (answered YES to Question 2)	You can return to the location: <ul style="list-style-type: none"> 10 days after first onset of symptoms, AND You have improvement of symptoms, AND You have had no fever for over 24 hours without taking fever-reducing medicine
A positive COVID-19 test WITHOUT symptoms (answered YES to Question 2)	You can return to the location 10 days after the day your COVID-19 test was collected as long as you have no symptoms
“Close contact” with anyone with COVID-19 during their contagious period (answered YES to Question 3)	GET TESTED, ideally 6 days or more after your last contact with the person with COVID-19. You can return to the location 10 days after your last close contact with the person with COVID-19 UNLESS: <ul style="list-style-type: none"> Your COVID-19 test is positive (see boxes above for positive COVID-19 test) OR You develop symptoms (GET TESTED if you develop symptoms)

“Close contact” means having any of following interactions with someone with COVID-19 while they were contagious (they are contagious 48 hours before their symptoms began until at least 10 days after the start of symptoms). If the person with COVID-19 never had symptoms, they are contagious 48 hours before their COVID-19 test was collected until 10 days after they were tested.

- Within 6 feet of them for a total of 15 minutes or more in a 24-hour period
- Having direct contact with their bodily fluids (coughed or sneezed on you or shared food utensils)
- Living or staying overnight with them
- Having physical or intimate contact including hugging and kissing
- Taking care of them, or having them take care of you

Your health is important! To report a violation of San Francisco COVID-19 health orders and directives (www.sfdph.org/healthorders), including not screening visitors, letting sick visitors enter a location, not social distancing or not requiring facemasks, call: 311 or 415-701-2311 (English) or 415-701-2322 (Español, 中文, TTY). You can request for your identity to remain confidential.



Checklist

Each Construction Project allowed to operate in San Francisco must complete, post onsite, and follow this Safety Protocol checklist.

The attached Instructions and Requirements provide definitions and details about how to complete this checklist.

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

Type of Project (see Definitions): Small Construction Project Large Construction Project

Project name:

Project Address:

Small Construction Projects: (see Section 8 of the Requirements)

COVID-19 Site Supervisor(s):

Email / Phone:

Large Construction Projects: (see Section 9 of the Requirements)

Safety Compliance Officer (SCO):

Email / Phone:

Jobsite Safety Accountability Supervisor (JSAS):

Email / Phone:

(Any of the persons listed above may be contacted with any questions or comments about this protocol.)

SIGNAGE & EDUCATION

- Post a copy of this Construction Project Safety Protocol (CPSP) checklist at each entrance to the project
- Post the flyer describing COVID information for construction workers in [English](#), [Spanish](#), [Chinese](#) and [Filipino](#) and provide electronically or as hard copy upon request.
- Post signage at entrances informing Personnel and Visitors they may not enter the site if experiencing COVID-19 symptoms, if they have been diagnosed with COVID-19, or if they have had Close Contact with someone who has COVID-19.
 - Personnel must complete the COVID-19 Health Screening Form for personnel (Attachment A-1) (see sfcdcp.org/screening-handout)
 - Visitors must complete the COVID-19 Health Screening Form for non-personnel (Attachment A-2) also found at sfcdcp.org/screeningvisitors.
 - The list of symptoms can also be found at sfcdcp.org/covid19symptoms.

- Post signage requiring all Personnel and Visitors to wear a face covering at all times except when actively putting food or drink into one's mouth.
- Post signage requiring Personnel and Visitors to maintain a minimum six-foot distance from others at all times.
- Post signage showing maximum number of Personnel and Visitors who can be present at the site.
- Provide information on [safer transportation to the workplace](#).
- Review this CPSP Protocol with all workers and visitors to the construction site.

PROTECTIVE MEASURES

- 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
- 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 CPSP Protocol, the stricter, more health protective standard shall apply.
- Ensure Personnel stay home or leave work if they are sick or have any single symptom of COVID-19 that is new or not explained by another condition. See the Personnel Screening Attachment (A-1) at sfcdcp.org/screening-handout.
- Ensure Personnel review health criteria on the [Personnel Screening Attachment \(A-1\) before each shift](#) and advise Personnel what to do if they are required to stay home.
- Maintain a daily attendance log of all workers and visitors that includes contact information, including name, phone number, address, and email.

MEASURES TO PREVENT UNNECESSARY CONTACT

- Tell Personnel and Visitors to maintain physical distancing of at least six feet, except as strictly necessary to carry out a task associated with the construction project.
- Stagger trades as necessary to reduce density and allow for easy maintenance of minimum six-foot separation.
- Prohibit smoking on the jobsite, or designate a clear area where workers may smoke with markings 6 feet apart to ensure appropriate physical distancing.
- Place markings in elevators, at elevator waiting areas, and at restrooms to ensure six feet physical distancing
- Control "choke points" and "high-risk areas" to ensure that six-foot distance can easily be maintained between individuals.
- In office areas, separate all desks or individual work stations by at least six feet
- Limit the number of Personnel and Visitors on the site at any one time to: ____

- Prohibit gatherings of any size on the jobsite, especially during meal times as this is a high-risk time for exposure because people have to remove their mask to eat or drink

SANITIZING MEASURES

- Prohibit sharing of Personal Protective Equipment (PPE)
- Regularly disinfect high touch areas or shared equipment.
- Provide hand sanitizer, sink with soap and water, and/or disinfecting wipes to Personnel at or near the entrance of the site
- Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
 - Break rooms:
 - Bathrooms:
 - Other:
- 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 in the Social Distancing Protocol Instructions.

CONSTRUCTION WORK IN AN OCCUPIED FACILITY:

- Seal off work areas from the occupied areas with physical barriers such as plastic sheeting or closed doors sealed with tape
- Workers must/should access the work area from an alternative entry/exit door to the entry/exit door used by occupants.
- Available windows and exhaust fans must be used to ventilate the work area.
- If occupants have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays.
- Minimize contact between workers and occupants, including maintaining a minimum of six feet of distance at all times.

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

Each Construction Project allowed to operate in San Francisco must complete, post onsite, and follow the Construction Project Safety Protocol (CPSP) Checklist.

This CPSP requirement does not apply to construction projects where a person is performing construction on their current residence either alone or solely with members of their own household.

Definitions:

Large Construction Projects are those meeting any of the following specifications:

- a. For residential projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of more than 10 units.
- b. For commercial projects, any construction, renovation, or tenant improvement project consisting of more than 20,000 square feet of floor area.
- c. For construction of Essential Infrastructure, as defined in [Section 8.I of the Order](#), any project that requires twenty or more workers at the jobsite at any one time.

Small Construction Projects are those meeting any of the following specifications:

- a. For residential projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of 10 units or fewer.
- b. For commercial projects, any construction, renovation, or tenant improvement project consisting of 20,000 square feet of floor area or less.
- c. For mixed-use projects, any project that meets both of the specifications (a) and (b).
- d. All other construction projects that do not meet the definition of Large Construction Projects (above).

Personnel is defined in Health Officer Order to which this Appendix is attached and includes full time personnel, contractors and tradespeople.

Visitor includes delivery personnel, inspectors, customers and guests.

Requirements:

The CPSP checklist must reflect the project's completion of each requirement listed below unless an item is not applicable. Use the checklist to show compliance with these requirements. The Construction Project does not need to post these Instructions and Requirements, only the checklist above.

In addition to the applicable items in Parts 1, 2 and 3 of the instructions for the [Social Distancing Protocol \(Appendix A of the Stay Safer at Home Health Order\)](#), the following requirements correspond to items in the accompanying checklist:

1. Consistent use of face covering is critical to preventing COVID-19 transmission. Most COVID-19 infections are caused by people who have no symptoms of illness at all. They can infect others by simply breathing out virus particles which is why it is [critically important to wear a face covering in accordance with Health Officer Order No. C19-12d](#), issued December 22, 2020, or any subsequently issued or amended order.
2. 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 CPSP Protocol, the stricter, more health protective standard shall apply.
3. Complete, post onsite, and follow this CPSP. Distribute copies to all staff in hardcopy or electronic format in their preferred language.
4. Post the flyer describing COVID information for construction workers in [English](#), [Spanish](#), [Chinese](#) and [Filipino](#) and provide electronically or as hard copy upon request.
5. Where construction work occurs within an occupied residential unit, separate work areas must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of distance at all times.
6. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, separate work areas must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.
7. Prohibit gatherings of any size on the jobsite, including gatherings for breaks or eating, except for meetings regarding compliance with this protocol or as strictly necessary to carry out a task associated with the construction project.
8. Cal-OSHA requires employers to provide water, which should be provided in single-serve containers. Sharing of any of any food or beverage is strictly prohibited and if sharing is observed, the worker must be sent home for the day.

9. Required Personnel for Small Construction Projects:

9.1. Designate **Site-specific COVID-19 Supervisor** (or supervisors). The COVID-19 Supervisor may be an on-site worker who is designated to serve in this role to:

- 9.1.1. Be present on the construction site at all times during construction activities;
- 9.1.2. Review this CPSP with all workers and visitors to the construction site; and
- 9.1.3. Enforce this CPSP, particularly consistent proper use of face covering and ensuring adequate physical distancing of at least 6 feet.

10. Required Personnel for Large Construction Projects:

10.1. Designate **COVID-19 Safety Compliance Officer (SCO)** whose responsibilities include:

- 10.1.1. Be present on the construction site at all times during construction activities;
- 10.1.2. Ensure implementation of this CPSP at the jobsite.
- 10.1.3. Conduct daily briefings in person or by teleconference that must cover the following topics:
 - 10.1.3.1. Conveying updated information regarding COVID-19.
 - 10.1.3.2. New jobsite rules and pre-job site travel restrictions for the prevention of COVID-19 community spread.
 - 10.1.3.3. Emphasize the critical importance of consistent proper use of face covering and the critical importance of maintaining at least 6 feet of physical distance at all times.
 - 10.1.3.4. Sanitation and hygiene:
 - Review of sanitation and hygiene procedures.
 - Coordination of construction site daily cleaning/sanitation requirements.
 - Solicitation of worker feedback on improving safety and sanitation.
 - Protocols in the event of an exposure or suspected exposure to COVID-19 (see sfcdcp.org/covid19-positive-workplace).
- 10.1.4. Compile daily written verification that each jobsite is compliant with the components of this CPSP. Each written verification form must be copied, stored, and made immediately available upon request by any County official.

10.1.5. In the event of noncompliance, the SCO:

- 10.1.5.1. Must not permit any construction activity to continue without bringing such activity into compliance with these requirements.
- 10.1.5.2. Develop and ensure implementation of a Remediation Plan to address any noncompliance with this CPSP.
- 10.1.5.3. Post the Remediation Plan at the entrance and exit of the jobsite during remediation period. The remediation plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the document.
- 10.1.5.4. Report repeated non-compliance to the appropriate jobsite supervisors and a designated County official.

10.2. Designate a **COVID-19 Third-Party Jobsite Safety Accountability Supervisor (JSAS)**. The JSAS must hold an OSHA-30 certificate and first-aid training within the past two years, and must be trained in the CPSP requirements. The JSAS responsibilities include:

- 10.2.1. Verify compliance, including by visual inspection and random interviews with workers, with this CPSP.
- 10.2.2. Within seven calendar days of each jobsite visit, the JSAS must complete a written assessment identifying any failure to comply with this CPSP Protocol. The written assessment must be copied, stored, and, upon request by the County, sent to a designated County official.
- 10.2.3. If the JSAS discovers that a jobsite is not in compliance with this CPSP the JSAS must:
 - 10.2.3.1. Work with the SCO to develop and implement a Remediation Plan.
 - 10.2.3.2. Coordinate with the SCO to prohibit continuation of any non-compliant work activity until addressed and the continuing work is compliant.
 - 10.2.3.3. Send the Remediation Plan to a designated County official within five calendar days of the JSAS's discovery of the failure to comply.

Order No. C19-07r – Appendix C-1: Additional Businesses Permitted to Operate

[Revised January 20, 2021]

A. General Requirements

The “Additional Businesses” listed below may begin operating, subject to the requirements set forth in the Order and to any additional requirements set forth below or in separate industry-specific guidance by the Health Officer. These businesses were selected based on current health-related information, the risk criteria set forth in Section 3, the State’s December 3, 2020 Stay-At-Home Order, of the Order, and the overall impact that allowing these businesses to resume operation will have on mobility and volume of activity in the County.

To mitigate the risk of transmission to the greatest extent possible, before resuming operations, each Additional Business must:

- Comply with Social Distancing Requirements (Section 8.o of the Order) and prepare, post, implement, and distribute to their Personnel a Social Distancing Protocol checklist as specified in Section 5.d and Appendix A of the Order for each of their facilities in the County where Personnel or members of the public will be onsite;
- Prepare, post, implement, and distribute to their Personnel a written health and safety plan checklist that addresses all applicable best practices set forth in relevant Health Officer directives; and
- Comply with any relevant state guidance and local directives. If a conflict exists between state guidance and local public health directives related to the COVID-19 pandemic, the most restrictive provision shall be followed, as further provided in Section 10 of the Order.

Businesses that operate outdoors may, subject to any applicable permit requirements, conduct their operations in a tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>).

Finally, on November 19, 2020, the Acting California State Public Health Officer issued an order (the “Limited Stay At Home Order”) requiring that “all gatherings with members of other households and all activities conducted outside the residence, lodging, or temporary accommodation with members of other households cease between 10:00pm PST and 5:00am PST, except for those activities associated with the operation, maintenance, or usage of critical infrastructure or required by law.” The Limited Stay At Home Order is available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/limited-stay-at-home-order.aspx>. Until the Limited Stay Safe at Home Order expires or is no longer applicable to San Francisco, all businesses that are allowed to operate under this Order must operate in compliance with the Limited Stay At Home Order.

The health-related basis for selection of Additional Businesses and the specific requirements for risk mitigation are summarized below. The bases for the additions were amended on July 13, 2020, to reflect an updated and refined analysis under the risk criteria set forth in Section 3 of the amended Order.

Order No. C19-07r – Appendix C-1: Additional Businesses Permitted to Operate

[Revised January 20, 2021]

B. List of Additional Businesses

For purposes of the Order, Additional Businesses include the following, subject to the stated limitations and conditions:

(1) Retail Stores for Goods—REDUCED CAPACITY	3
(2) Manufacturing, Warehousing and Logistical Support	6
(3) Childcare and Youth Programs for All Children	7
(4) Low Contact Retail Services—CURBSIDE ONLY	9
(5) Equipment Rental Businesses—REDUCED CAPACITY	10
(6) Professional Sports Teams: Practices, Games, and Tournaments without In-Person Spectators with an Approved Plan	11
(7) Entertainment Venues: Live Streaming or Broadcasting Events without In-Person Audiences with an Approved Plan	12
(8) Dining—SUSPENDED	13
(9) Outdoor Fitness Classes—REDUCED CAPACITY	13
(10) Indoor Household Services	14
(11) Offices for Non-Essential Businesses—SUSPENDED	15
(12) Outdoor Zoos with an Approved Plan—SUSPENDED	15
(13) Open Air Boat Operators—SUSPENDED	16
(14) Institutions of Higher Education and Adult Education—SUSPENDED IN PART	16
(15) Personal Service Providers—SUSPENDED	18
(16) Gyms and Fitness Centers—SUSPENDED IN PART	18
(17) Indoor Museums, Aquariums, and Zoos—SUSPENDED	19
(18) Outdoor Family Entertainment Centers—SUSPENDED	19
(19) Open-Air Tour Bus Operators—SUSPENDED	19
(20) Lodging Facilities for Tourism	19
(21) Indoor Movie Theaters—SUSPENDED	20
(22) Film and Media Productions	20
(23) Real Estate Showings—SUSPENDED	24
(24) Commercial Parking Garages	24
(25) Limited One-on-One Personal Training Inside Gyms and Fitness Centers—SUSPENDED	25

Order No. C19-07r – Appendix C-1: Additional Businesses Permitted to Operate

[Revised January 20, 2021]

(1) Retail Stores for Goods—REDUCED CAPACITY

a. Basis for Addition. Personnel and customers can wear Face Coverings at all times and maintain at least six feet of physical distance except for brief interactions (e.g., while paying for goods). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. While shopping, customers interact only with a small number of individuals from other Households. Although Personnel are interacting with a moderate number of people, the duration of those interactions are low and safety limitations can ensure adequate physical distancing and adherence with other Social Distancing Requirements (Section 8.o of the Order) and other worker protection measures and decrease the risk of virus transmission. Consistent with Section 5.c of the Order and to the extent possible, retail stores are urged to conduct curbside/outdoor pickup to further decrease the risk.

b. Description and Conditions to Operate.

1. Curbside/Outdoor Pickup: Retail stores may operate for curbside/outside pickup of goods, subject to the following limitations:

- i. The store must limit the number of Personnel in the facility so that Personnel can comply with Social Distancing Requirements;
- ii. The store must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-10b, as that directive may be amended from time to time, regarding required best practices for retail businesses with curbside pickup—including the requirement to create a Health and Safety Plan;
- iii. If a store chooses to display merchandise for sale on tables or otherwise outside the store, it must comply with the following specific requirements:
 - The store must obtain any necessary permits from the County;
 - Customers must either use hand sanitizer before touching items or ask the vendor to hand items to them;
 - Only the number of customers who can maintain at least six feet of physical distancing may approach the table at a time;
 - Chalk demarcations must be placed on the ground to indicate where shoppers should stand behind others, while waiting to purchase items; and
 - The store must take measures to help ensure against congestion and blocking passage by pedestrians, including people with disabilities.

Stores may apply for a free temporary permit to use the sidewalk or parking lane for retail operations at <https://sf.gov/use-sidewalk-or-parking-lane-your-business>.

- iv. The store must have direct access to an immediately adjacent sidewalk, street, alley, or parking area for pickup by customers using any mode of travel, without blocking pedestrian access or causing pedestrian or vehicle congestion; and

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- v. Retail stores that are in an enclosed Indoor Shopping Center (defined as a large building or group of buildings where customer access to stores is possible only through indoor passage ways or indoor common areas, such as Stonestown Galleria, and Westfield San Francisco Centre) and that do not have direct access to adjacent sidewalk, street, parking lot or alley area, may only reopen for curbside/outdoor pickup at this time if the Indoor Shopping Center operator submits to the Health Officer a proposed plan for reopening and that plan is approved as provided below. The proposed plan must include:
 - a. the number of stores and businesses that would be resuming operation;
 - b. the number of Personnel associated with each store or business;
 - c. the number of customers expected daily; and
 - d. the specific social distancing and sanitation measures the shopping center would employ to prevent congestion at the doorways and streets, and protect customers and Personnel.

Plans must be submitted to HealthPlan@sfcityatty.org. Subject to the advance written approval of the Health Officer or the Health Officer’s designee, retailers in the Indoor Shopping Center may then operate for curbside pickup consistent with the approved plan.

2. In-Store Retail: Retail stores may operate for indoor shopping, subject to the following limitations and conditions:
 - i. The store must reduce maximum occupancy to limit the number of people (including both customers and Personnel) to the lesser of: (1) 20% the store’s maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other in the store at all times;
 - ii. All retail establishments must develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.
 - iii. Before opening for in-store shopping, the store must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-17, as that directive may be amended from time to time, regarding required best practices for retail businesses offering in-store shopping or services—including the requirement to create a Health and Safety Plan;
 - iv. If a store chooses to display merchandise for sale on tables or otherwise outside the store, it must comply with the following specific requirements:
 - The store must obtain any necessary permits from the County;

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- Customers must either use hand sanitizer before touching items or ask the vendor to hand items to them;
- Only the number of customers who can maintain at least six feet physical distancing may approach the table at a time;
- Chalk demarcations must be placed on the ground to indicate where shoppers should stand behind others, while waiting to purchase items; and
- The store must take measures to help ensure against congestion and blocking passage by pedestrians, including people with disabilities.

Stores may apply for a free temporary permit to use the sidewalk or parking lane for retail operations at <https://sf.gov/use-sidewalk-or-parking-lane-your-business>.

- v. Retail stores that are in an enclosed Indoor Shopping Center (as defined in subsection 1.b.1.v above) and that do not have direct access to adjacent sidewalk, street, parking lot or alley area, may only reopen for in-store retail, subject to the following conditions, if the Indoor Shopping Center has a plan for reopening that is approved by the Health Officer as provided below:
- The Indoor Shopping Center must limit capacity in the facility and in each individual storefront to the lesser of: (1) 20% the maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other at all times.
 - Common areas must be closed.
 - Food court must be closed for indoor dining. Food may be served for take-out, but seating areas must be closed.

The proposed plan must include:

- a. the number of stores and businesses that would be resuming operation;
- b. the number of Personnel associated with each store or business;
- c. the number of customers expected daily;
- d. confirmation that the Indoor Shopping Center will close all food courts for indoor dining and a description of how that closure will be effectuated;
- e. how the Indoor Shopping Center will regulate the number of people in the paths of travel of the shopping center and close any common gathering areas;
- f. how the Indoor Shopping Center will address HVAC/circulated air, use of elevators, use and cleaning of bathrooms;
- g. any special considerations for indoor parking garages and access points;

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- h. whether the Indoor Shopping Center will permit curbside pickup; and
- i. adoption of a Health and Safety Plan addressing the requirements of Appendix A to the Order.

Plans must be submitted to HealthPlan@sfcityatty.org. Subject to the written advance approval of the Health Officer or the Health Officer’s designee, the Indoor Shopping Center may then operate for in-store retail consistent with the approved plan.

For clarity, operation of retail stores under category (1) and (2), above, applies only to the sale of goods and not to the provision of services or the rental of equipment, which are covered separately in Sections (4) and (5), below.

(Added May 17, 2020; Revised June 1, 2020, June 11, 2020, and September 30, 2020; Non-substantive revisions July 13, 2020, October, 20, 2020, and November 3, 2020; Subsection suspended July 20, 2020, with minor update on August 14, 2020; Subsection reinstated with amendments on September 1, 2020; Subsection suspended November 10, 2020; Capacity reduced November 28, 2020, and December 4, 2020)

(2) Manufacturing, Warehousing and Logistical Support

- a. Basis for Addition. Personnel can wear Face Coverings and maintain at least six feet of physical distance at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Personnel will interact only with a consistent and moderately sized group of people (i.e., the business’s other Personnel) as members of the public do not generally frequent these businesses. Finally, risks of virus transmission associated with this activity can be mitigated through Social Distancing Requirements (Order Section 8.o) and sanitation, and other worker safety protocols.
- b. Description and Conditions to Operate.
 - 1. Manufacturing: Manufacturing businesses—including non-essential manufacturing businesses—may operate, subject to the following limitations and conditions:
 - i. The business must limit the number of Personnel in the facility so that Personnel can comply with Social Distancing Requirements; and
 - ii. The business must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-11, as that directive may be amended from time to time, regarding required best practices for manufacturing businesses—including the requirement to create a Health and Safety Plan.
 - 2. Warehousing and Logistical Support: Businesses that provide warehousing and logistical support—including non-essential businesses —may operate, subject to the following limitations and conditions:

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- i. The business must limit the number of Personnel in the facility so that Personnel can comply with Social Distancing Requirements; and
- ii. The business must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-12, as that directive may be amended from time to time, regarding required best practices for warehouse and logistical support businesses—including the requirement to create a Health and Safety Plan.

(Added May 17, 2020; Revised June 1, 2020, and June 11, 2020; Non-substantive revisions July 13, 2020)

(3) Childcare and Youth Programs for All Children

- a. Basis for Addition. Childcare and educational or recreational programs for youth are critical to early education and developmental equity, family social and economic wellbeing, and economic recovery from the pandemic. More specifically, such programs are an important element for a child’s social and emotional development, as well as for a child’s physical health and wellness. Also, childcare and youth programs are often necessary to allow parents or guardians to work, making the availability of such programs important for individual families as well as the local economy. Although attendance at a childcare or youth program involves a high number of close contacts that may be of lengthy duration, the risks of virus transmission can be reduced by mitigation measures, as generally described below. But children’s inability to consistently follow social distancing and sanitation recommendations means that even with the mitigation measures the risk of transmission is higher than in interactions exclusively among adults. And while based on available evidence, children do not appear to be at higher risk for COVID-19 than adults, medical knowledge about the possible health effects of COVID-19 on children is evolving. Accordingly, the decision about whether to enroll a child in a childcare or youth program is an individualized inquiry that should be made by parents/guardians with an understanding of the risks that such enrollment entails. Parents/guardians may discuss these risks and their concerns with their pediatrician. The Health Officer will continue to monitor the changing situation and may amend this section as necessary to protect the public health.
- b. Description and Conditions to Operate.
 1. Childcare Programs: Group care facilities for very young children who are not yet in elementary school—including, for example, licensed childcare centers, daycares, family daycares, and preschools (including cooperative preschools)—(collectively, “Childcare Programs”) may open and operate, subject to the following limitations and conditions:
 - i. Childcare Programs may not enroll children for fewer than three weeks;
 - ii. Childcare Programs must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with all of the

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requirements set forth in Health Officer Directive No. 2020-14c, including any limits on the number of children that can be in a group, and the requirements to have the parent(s) or guardian(s) of any child attending the program sign an acknowledgement of health risks, and to prepare and implement a written health and safety plan to mitigate the risk of virus transmission to the greatest extent feasible.

2. Summer Camps: Summer camps and summer learning programs that operate exclusively outside of the academic school year (“Summer Camps”) may operate for all children over the age of six and school-aged children currently in grades transitional kindergarten (TK) and above who are under age six, subject to the following limitations and conditions:
 - i. Summer Camps must limit group size to 12 children (a “pod”) per room or space;
 - ii. Summer Camp sessions must last at least three weeks;
 - iii. Children must remain in the same pod for at least three weeks, and preferably for the entire time throughout the summer.
 - iv. Summer Camps may not begin to operate until they have created, posted and implemented a Social Distancing Protocol checklist (Appendix A to this Order) and complied with all of the requirements set forth in relevant industry-specific Health Officer directives (*see* Health Officer Directive No. 2020-13b) including the requirements to complete an online form with general information about the program and required certifications, to have the parent(s) or guardian(s) of any child attending the program sign an acknowledgement of health risks, and to prepare and implement a written health and safety plan to mitigate the risk of virus transmission to the greatest extent feasible.
3. Out of School Time Programs: Educational or recreational institutions or programs that provide care or supervision for school-aged children and youth—including for example, learning hubs, other programs that support distance learning, school-aged childcare programs, youth sports programs, and afterschool programs (“Out of School Time Programs” or “OST Programs”) may open for all children, subject to the following limitations and conditions:
 - i. OST Program sessions must be at least three weeks long, and programs without set sessions may not enroll children for fewer than three weeks;
 - ii. OST Programs must create, post, and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with all of the requirements set forth in Health Officer Directive No. 2020-21, including any limits on the number of children that can be in a group, and also the requirements to complete an online form with general information about the program and required certifications, to have the parent(s) or guardian(s) of any child attending the program sign an acknowledgement of health risks, and to prepare and implement a written Health and Safety Plan to mitigate the risk of virus transmission to the greatest extent feasible.

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For clarity, this Section does not apply to schools, which are addressed separately in Section 6.b of the Order; Childcare Programs, which are addressed separately in subsection b.1 of this Appendix above; or Summer Camps, which are addressed separately in subsection b.2 of this Appendix above. OST Programs are intended to supplement, rather than replace, school programming.

(Added May 22, 2020; Revised June 1, 2020, July 13, 2020, and August 14, 2020; Non-substantive revisions June 11, 2020)

(4) Low Contact Retail Services—CURBSIDE ONLY

- a. Basis for Addition. Personnel and customers can wear Face Coverings at all times and maintain at least six feet of physical distance except for brief interactions (e.g., in some instances where remote payment is not feasible, while paying for services). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Customers interact only with a small number of individuals from other Households, and although Personnel are interacting with a moderate number of people, the duration of those interactions are low and safety limitations can ensure adequate social distancing and decrease the risk of virus transmission. As modified, the customer interactions will occur outdoors, which further decreases risk—and consistent with Section 5.c of the Order.
- b. Description and Conditions to Operate. Services that do not generally require close customer contact (e.g., dog grooming and shoe or electronics repair) may operate, subject to the following limitations and conditions:
 - i. All interactions and transactions between Personnel and customers must occur outdoors;
 - ii. The store must limit the number of Personnel in the facility so that Personnel can comply with Social Distancing Requirements (Section 8.o of the Order);
 - iii. The businesses must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with Health Officer Directive No. 2020-10b, as that directive may be amended from time to time, regarding required best practices for retail businesses with curbside pickup and drop-off;
 - iv. The stores must have direct access to an immediately adjacent sidewalk, street, alley, or parking area for pickup by customers using any mode of travel, without blocking pedestrian access or causing pedestrian or vehicle congestion; and
 - v. Stores in an enclosed indoor shopping center that do not have direct access to adjacent sidewalk, street, parking lot or alley area may not reopen at this time unless they are located in an approved Indoor Shopping Center as described in 1.b above.

For clarity, this provision does not apply to personal service businesses, such as hair salons, barbershops, nail salons, or piercing or tattoo parlors.

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As discussed in Section 1.b above regarding retail stores and Indoor Shopping Centers, stores within enclosed shopping centers may operate only upon advance written approval by the Health Officer or the Health Officer’s designee of a plan submitted by the Indoor Shopping Center operator. Plans must be submitted to HealthPlan@sfcityatty.org.

(Added June 1, 2020; Revised June 11, 2020, and July 20, 2020; Non-substantive revisions July 13, 2020; Capacity reduced November 28, 2020, and December 4, 2020)

(5) Equipment Rental Businesses—REDUCED CAPACITY

- a. **Basis for Addition.** Personnel and customers can wear Face Coverings at all times and maintain at least six feet of physical distance except for brief interactions (e.g., while paying for services). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Customers interact only with a small number of individuals from other Households, and although Personnel are interacting with a moderate number of people, the duration of those interactions are low and safety limitations can ensure adequate social distancing and decrease the risk of virus transmission. The majority of interactions can occur outdoors, which further decreases risk—and businesses are strongly urged to conduct interactions outdoors to the largest extent possible. Also, the risk of multiple individuals using shared equipment can be mitigated through sanitation measures. Finally, resumption of these businesses is expected to result in only a small increase in the number of people reentering the workforce and the overall volume of commercial activity.
- b. **Description and Conditions to Operate.** Businesses that rent equipment for permissible recreational activities (e.g., bicycles, kayaks, paddleboards, boats, horseback riding, climbing equipment, or fishing equipment) may operate, subject to the following limitations and conditions:
 - i. To the extent feasible, all interactions and transactions between Personnel and customers should occur outdoors;
 - ii. The business must limit capacity in the facility to the lesser of: (1) 20% the facility’s maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other in the facility at all times;
 - iii. The business must have created, posted and implemented a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-10b, as that directive may be amended from time to time, regarding required best practices for retail businesses with curbside pickup and drop-off;
 - iv. All retail establishments—including equipment rental businesses—must develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The

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establishment must provide a copy of its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.

- v. The business must have direct access to an immediately adjacent sidewalk, street, alley, or parking area for pickup by customers using any mode of travel, without blocking pedestrian access or causing pedestrian or vehicle congestion;
- vi. Businesses in an enclosed indoor shopping center that do not have direct access to adjacent sidewalk, street, parking lot or alley area may not reopen at this time unless they are in an approved Shopping Center as described in 1.b above; and
- vii. All equipment must be thoroughly cleaned and disinfected between each use with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

As discussed in Section 1.b above regarding retail stores and Indoor Shopping Centers, stores within Indoor Shopping Centers may operate only upon the advance written approval by the Health Officer or the Health Officer’s designee of a plan submitted by the Indoor Shopping Center operator. Proposed plans must be submitted to HealthPlan@sfcityatty.org.

(Added June 1, 2020; Revised June 11, 2020, and October 27, 2020; Non-substantive revisions July 13, 2020; Suspension note added July 20, 2020 and removed September 1, 2020; Capacity reduced November 28, 2020, and December 4, 2020)

(6) Professional Sports Teams: Practices, Games, and Tournaments without In-Person Spectators with an Approved Plan

- a. Basis for Addition. Although contact sports may present a significant risk of virus transmission, those risks can be mitigated by stringent social distancing, sanitation, and testing measures. Resuming such events—without a live audience and subject to strict health controls and mitigation measures—represents a first step toward the resumption of professional sports exhibitions that can be broadcast for the entertainment of the public and viewed by the public remotely in a safe manner.
- b. Description and Conditions to Operate. Professional sports teams that wish to resume practices, games, or tournaments and broadcasting of those events in San Francisco, without in-person spectators, may submit to the Health Officer a proposed plan detailing the sanitation, social distancing, health screening, and other procedures that will be implemented to minimize the risk of transmission among players, staff, media, broadcast crew, and any others who will be in the facility. The plan must include a proposal for interval testing (without using City resources) of all players and coaching staff who will be present in the facility. Plans must be submitted to HealthPlan@sfcityatty.org. Subject to the advance written approval of the Health Officer or the Health Officer’s designee, the team may then resume activities consistent with the approved plan, including any conditions to approval of the Health Officer or the Health Officer’s designee. Teams,

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games, exhibitions, and tournaments must also comply with any applicable Health Officer directives to the extent they are consistent with the approved plan; in the event of an inconsistency, the approved plan controls. Finally, crew, athletes, coaching staff and other workers should also abide by protocols agreed to by labor and management, to the extent they are at least as protective of health as the approved plan.

(Added June 1, 2020; Revised June 11, 2020; Non-substantive revisions June 26, 2020; Suspension note added July 20, 2020)

(7) Entertainment Venues: Live Streaming or Broadcasting Events without In-Person Audiences with an Approved Plan

- a. Basis for Addition. Although some types of live entertainment and cultural events, such as music, dance and comedy performances, may present a risk of virus transmission, those risks can be mitigated by stringent social distancing, sanitation, and testing measures. Resuming such events—without a live audience and subject to strict health controls and mitigation measures—represents a first step toward the resumption of these entertainment and cultural activities that can be broadcast and watched by the public remotely in a safe manner.
- b. Description and Conditions to Operate.
 1. Operators of entertainment venues may film, stream, or otherwise broadcast small scale events so long as:
 - i. the venue remains closed to the public;
 - ii. the live stream is limited to the fewest number of Personnel needed (up to a maximum of 12 people in the facility, including, without limitation, media Personnel needed for the broadcast);
 - iii. doors and windows are left open to the extent possible, or mechanical ventilation systems are run, to increase ventilation;
 - iv. the venue complies with the Social Distancing Requirements set forth in Section 8.o of this Order; and
 - v. Because singing and playing wind or brass instruments can transmit particles farther in the air than breathing or speaking quietly, people must be in an isolation booth or in a separate room from others in the facility while singing or playing wind or brass instruments.

To further reduce the risk of transmission, it is strongly recommended that all events allowed under this section be conducted and filmed, streamed, or otherwise broadcast from outdoors. The same outdoors recommendation applies to all other operations that are allowed under the Order to be filmed, live streamed or otherwise broadcast indoors with health restrictions.

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2. Operators of entertainment venues that wish to film, stream, or otherwise broadcast events that require more than 12 people to be on site at the facility at any one time may submit to the Health Officer a proposed plan detailing the sanitation, social distancing, health screening, and other procedures that will be implemented to minimize the risk of transmission among participants. If the event involves singing, playing wind or brass instruments, or physical contact, the plan must include a proposal for interval testing (without using City resources) of those individuals. Proposed plans must be submitted to HealthPlan@sfcityattorney.org. Subject to the advance written approval of the Health Officer or the Health Officer's designee, the venue may then begin operating consistent with the approved plan, including any conditions to approval of the Health Officer or the Health Officer's designee. Cast, crew, and other workers should also abide by protocols agreed to by labor and management, to the extent they are at least as protective of health as the approved plan.

(Added June 11, 2020; Non-substantive revisions June 26, 2020; Revised July 20, 2020)

(8) Dining—SUSPENDED

- Dining Establishments may continue to provide food for delivery and carry out under Section 8.a.xvi of the Order.

(Suspended December 4, 2020)

(9) Outdoor Fitness Classes—REDUCED CAPACITY

- a. Basis for Addition. Outdoor fitness classes involve mixing of Households and a moderate number of contacts. Also, the contacts are often of relatively long duration. Accordingly, and because exercise causes people to more forcefully expel airborne particles, the risk of virus transmission is higher than in other allowable interactions. But participants can—and must—wear Face Coverings and maintain at least six feet of physical distance at all times and not share equipment. Further, outdoor interactions carry a lower risk of transmission than most indoor interactions, and health protocols in outdoor fitness classes can significantly decrease the transmission risk.
- b. Description and Conditions to Operate. Outdoor fitness classes (e.g., outdoor boot camp, non-contact dance classes, tai chi, pilates, and yoga classes) may operate subject to the following limitations and conditions:
 - i. No more than **12** people, including the instructor(s), may participate in an outdoor fitness class at the same time;
 - ii. The business/instructor must ask each participant using the standard screening questions attached to the Order as Appendix A and Attachment A-2 (the

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“Screening Handout for Non-Personnel”). Screening must occur before people are allowed to join the class to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout for Non-Personnel must be provided to anyone on request, although a poster or other large-format version of the Screening Handout for Non-Personnel may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must not be allowed to participate, and must cancel or reschedule their class. The instructor can use the guidance available online at www.sfcdep.org/screen for determining how best to conduct screening;

- iii. All participants must maintain a physical distance of at least six feet from each other, from the instructor(s), and from members of the public at all times;
- iv. The business/instructor must have permission of the property owner to use the space;
- v. All participants and instructors must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time; and
- vi. Equipment (e.g., medicine balls, resistance bands, mats, weights, or yoga blocks) may not be shared by members of the class and must be thoroughly cleaned and disinfected between each use with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

For clarity, this section does not allow contact sports (e.g., football) or fitness classes that involve physical contact (e.g., jiu jitsu or boxing with sparring) to resume. Also, this section does not cover childcare or summer camp programs for children or youth, which are governed by section 3 above and Health Officer Directive Nos. 2020-13b and 2020-14b.

Additional guidance about outdoor fitness classes from the San Francisco Department of Public Health is available at <http://www.sfdph.org/directives>.

(Added June 11, 2020; Non-substantive revisions July 13, 2020, and August 14, 2020; Revised September 30, 2020, October 20, 2020, November 3, 2020, and December 4, 2020)

(10) Indoor Household Services

- a. Basis for Addition. Household service providers and residents can wear Face Coverings and maintain at least six feet of physical distance at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Although indoor household services may involve mixing of Households (if the resident is at home) and occurs indoors, the number of contacts is low. Finally, risks of virus transmission can be

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mitigated through adherence to other Social Distancing Requirements and to sanitation, and other safety protocols.

- b. **Description and Conditions to Operate.** Providers of indoor household services that can be provided while maintaining social distancing (e.g., house cleaners and cooks) may operate, subject to the following limitations and conditions:
- i. Household service providers may not enter a residence to provide services if either the household service provider or anyone in the residence has recent COVID-19 infection, exposure or symptoms, as listed in the standard screening questions attached to the Order as Attachment A-2 (the “Screening Handout for Non-Personnel”). Screening must occur before the household service provider enters the home;
 - ii. When feasible, residents should leave the premises when household services providers are in their home—if leaving the premises is not feasible, residents should try to be in a different room than the household service provider to the greatest extent possible;
 - iii. When feasible, leave windows and doors open to increase ventilation or run mechanical ventilation systems;
 - iv. High touch surfaces and any shared implements or tools should be cleaned at the beginning and end of any service visit;
 - v. Both residents and household service providers must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020.

For clarity, this section does not allow personal service providers, such as hair dressers or personal trainers, to provide in-home services. Also, this section does not apply to in-home childcare, which is independently permissible under Section 8.a.xxi of the Order.

Additional guidance about indoor household services from the San Francisco Department of Public Health is available at <http://www.sfdph.org/directives>.

(Added June 11, 2020; Non-substantive revisions July 13, 2020, and August 14, 2020; Revised November 3, 2020)

(11) Offices for Non-Essential Businesses—SUSPENDED

(Suspended December 4, 2020)

(12) Outdoor Zoos with an Approved Plan—SUSPENDED

(Suspended December 4, 2020)

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(13) Open Air Boat Operators—SUSPENDED

(Suspended December 4, 2020)

(14) Institutions of Higher Education and Adult Education—SUSPENDED IN PART

- a. Basis for Addition. Personnel and students can wear Face Coverings and maintain at least six feet of physical distance from people in different households at all times. Restrictions can be placed to ensure that few inherently risky activities (e.g., singing, shouting, etc.) are involved. And to the extent classes occur outdoors with distancing and Face Coverings, these interactions are safer than indoor interactions. If indoor in person instruction is authorized by the Health Officer for adult education programs under the limited conditions set forth below, then health mitigation measures adopted under detailed prevention plan can decrease the transmission risk.
- b. Description and Conditions to Operate. Institutions of Higher Education (“IHEs”) and other programs offering adult education—including, for example, programs offering job skills training and English as a second language classes (“Adult Education Programs”) (IHEs and Adult Education Programs are collectively referred to below as “Higher Education Programs”)—may operate, subject to the following limitations and conditions:
 - i. Higher Education Programs may operate for purposes of facilitating distance learning and themselves performing essential functions, as set forth in Section 8.a.xiv of the Order;
 - ii. Higher Education Programs may not offer in-person instruction indoors or outdoors unless the specific class:
 - (1) cannot be held remotely due to the need for access to specialized equipment or space,
 - (2) trains students to provide essential functions or services relating to the protection of public health or safety or Essential Government Functions, and
 - (3) is offered in settings with designs that impose substantial physical distancing on participants.Classes that are currently being offered in person and do not meet the above criteria must cease unless they can be held remotely.
 - iii. Higher Education Programs must create and post a Prevention Plan as required by Health Officer Directive 2020-22;
 - iv. Higher Education Programs must screen all Personnel and students for COVID-19 symptoms and exposure to COVID-19 every day before they enter the campus, whether for indoor or outdoor classes or other purposes. Higher Education Programs must use the standard screening questions attached to the Order as Appendix A and Attachment A-2 (the “Screening Handout for Non-Personnel”). A copy of the Screening Handout for Non-Personnel must be provided to anyone

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on request, although a poster or other large-format version of the Screening Handout for Non-Personnel may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the IHE, and should be referred for appropriate support as outlined on the Screening Handout for Non-Personnel. The Higher Education Program can use the guidance available online at www.sfcddcp.org/screen for determining how best to conduct screening;

- v. Face Coverings are required at all times;
- vi. No singing, chanting or shouting, or wind instruments are allowed during in-person instruction (indoors and outdoors) at this time;
- vii. Class capacity must be limited to ensure physical distancing at all times;
- viii. Individual student use of an indoor facility due to the need for access to specialized equipment or space that is not available outside (such as a music practice room or fine arts studio) is allowed subject to safety protocols;
- ix. Collegiate athletics teams that wish to resume practices, games, or tournaments in San Francisco, without in-person spectators, may submit to the Health Officer a proposed plan detailing the sanitation, social distancing, health screening, and other procedures that will be implemented to minimize the risk of transmission among players, staff, and any others who will be in the facility. The plan must include a proposal for interval testing (without using City resources) of all players and coaching staff who will be present in the facility. The plan must also include a commitment to comply with local directives governing isolation and quarantine of individuals who are diagnosed with, or have had close contact with a person who is diagnosed with, COVID-19. Plans must be submitted to healthplan@sfcityatty.org. Subject to the advance written approval of the Health Officer or the Health Officer’s designee, the team may then resume activities consistent with the approved plan, including any conditions to approval of the Health Officer or the Health Officer’s designee. But in connection with an approved plan no in-person spectators will be allowed under any circumstances;
- x. Subject to applicable land use laws and regulations, housing controlled or operated by Higher Education Programs or restricted for the use of students attending a Higher Education Program is permitted to open and operate for students in compliance with any relevant health and safety requirements contained in any relevant industry-specific Health Officer directives. Except for family housing, students must be housed in single rooms (i.e., without a roommate) unless the student specifically requests to be housed with a roommate; and
- xi. All Higher Education Programs must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with relevant health and safety requirements contained in any relevant industry-

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specific Health Officer directives, including, but not limited to, Health Officer Directive No. 2020-22d.

(Added August 14, 2020; Revised September 1, 2020, September 30, 2020; and November 28, 2020; Non-substantive revisions November 3, 2020; Suspended in part December 4, 2020)

(15) Personal Service Providers—SUSPENDED

(Suspended December 4, 2020)

(16) Gyms and Fitness Centers—SUSPENDED IN PART

- a. Basis for Addition. Although gyms and fitness centers involve moderate contact intensity and a moderate number of contacts, the risk of transmission can be significantly lessened by requiring that everyone wear a Face Covering and maintain at least six feet of physical distance at all times. Also, the risk of virus transmission can be reduced through other health and sanitation protocols. Consistent with Section 5.c of the Order and to the extent possible, gyms and fitness centers are urged to provide services outdoors to further decrease the risk.
- b. Description and Conditions to Operate.
 1. Outdoors. Gyms and fitness centers offering space or equipment for customer-directed exercise may operate outdoors, subject to all of the following limitations and conditions:
 - i. Gyms and fitness centers may, subject to any applicable permit requirements, conduct their operations in a tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>);
 - ii. Everyone in the outdoor gym or fitness center facilities must maintain at least six feet of physical distance from people outside of their Household at all times;
 - iii. Gyms and fitness centers must limit the number of people, including Personnel, who are present in the space to the lesser of (1) **12** people or (2) the number of people who can maintain at least six feet of physical distance from each other at all times;

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- iv. Everyone in the outdoor gym or fitness center facilities must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020; and
- v. The gym or fitness center must have created, posted and implemented a Social Distancing Protocol and must comply with any and all requirements contained in Health Officer Directive No. 2020-27, regarding outdoor gyms and fitness centers including, without limitation, all enhanced cleaning requirements.

2. Indoors.

[SUSPENDED]

(Added September 1, 2020; Revised September 14, 2020, September 30, 2020, October 27, 2020, November 10, 2020, November 16, 2020, December 4, 2020, and January 20, 2021; Suspended in part November 28, 2020)

(17) Indoor Museums, Aquariums, and Zoos—SUSPENDED

(Suspended December 4, 2020)

(18) Outdoor Family Entertainment Centers—SUSPENDED

(Suspended December 4, 2020)

(19) Open-Air Tour Bus Operators—SUSPENDED

(Suspended December 4, 2020)

(20) Lodging Facilities for Tourism

- a. Basis for Addition. As long as guests refrain from congregating in common areas, and capacity and other health safety mitigation measures are used, lodging facilities involve low contact intensity and a low number of contacts. Personnel and guests can wear Face Coverings whenever they are in common areas and can maintain at least six feet of physical distance except for brief interactions (e.g., while checking in). In indoor common areas, no inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved.

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- b. Description and Conditions to Operate. Lodging facilities, including hotels, motels, hostels, bed and breakfasts, inns and short-term rentals, may operate, subject to all of the following limitations and conditions:
- i. Lodging facilities may offer lodging for essential functions and travel including COVID-19 mitigation and containment measures, treatment measures, accommodation for Essential Workers, or housing solutions, including measures to protect homeless populations. Sports teams operating under an approved plan and film/media crews allowed to operate under this Order are considered essential workers for purposes of this Section.
 - ii. Except as provided above or otherwise provided by law, lodging facilities cannot accept or honor in-state reservations for non-essential travel.
 - iii. Except as provided above or otherwise provided by law, no hotel or lodging entity may accept or honor out of state reservations for non-essential travel, unless the reservation is for at least the minimum time period required for quarantine and the persons identified in the reservation will quarantine in the hotel or lodging period until after that time period has expired.
 - iv. Indoor pools, restaurants and cafes, indoor gyms and fitness centers, ballrooms, conference rooms, business centers, lounge areas, and other indoor gathering places must remain closed (outdoor pools and outdoor fitness centers must be operated in compliance with the relevant requirements of this Order and with Health Officer Directives 2020-24 and 2020-27, respectively).
 - v. The Lodging Facility must have created, posted and implemented a Social Distancing Protocol and must comply with any and all requirements contained in Health Officer Directive No. 2020-29 regarding best practices for lodging facilities, as well as any other relevant Health Officer Directives, including, for example, Directive Nos. 2020-05 (if food is prepared and sold on-site for take-away) and Directive No. 2020-17 (if there is a gift-shop or other retail on-site).

(Added September 14, 2020; Revised September 30, 2020, October 27, 2020, November 16, 2020, December 4, 2020, and December 9, 2020; Non-substantive revisions October 20, 2020 and November 3, 2020; Revised and subsection suspended November 10, 2020)

(21) Indoor Movie Theaters—SUSPENDED

(Suspended December 4, 2020)

(22) Film and Media Productions

- a. Basis for Addition. When capacity is limited and health safety mitigation measures are used, film and media productions involve relatively low contact intensity and number of

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contacts. Restrictions can be placed to ensure that few inherently risky activities (e.g., singing, shouting, etc.) are involved. And when such activities are involved, additional preventive measures—such as physical distancing, improved ventilation, and surveillance testing—can be used to address the resulting risk. Accordingly, the risk of transmission is relatively low as long as adequate precautions are taken.

b. Description and Conditions to Operate.

1. Film and Media Productions covered by the September 21, 2020 “COVID-19 Return To Work Agreement With DGA, IATSE, SAG-AFTRA and Teamsters/Basic Crafts” (https://www.sagaftra.org/files/sa_documents/ReturnToWorkAgreement_wAMPTP.pdf) (“Return to Work Agreement”) may operate subject to compliance with all of the terms and conditions set forth in that agreement, except that:
 - i. The cast, crew, and other Personnel on location is limited to the fewest number of Personnel needed (up to a maximum of 25 people in one location); and
 - ii. if the production is complying with the pre-employment testing requirement by using two rapid tests conducted within 48 hours before the start of employment, as provided in Section 2.a.i.(3) of the Return to Work Agreement, the two samples must be collected at different times: one 24-48 hours before the start of employment and one within 24 hours before the start of employment.
2. Outdoor Film and Media Productions: Outdoor film and media production that are not covered by the Return to Work Agreement may operate, subject to the following conditions:
 - i. The cast, crew, and other Personnel on location is limited to the fewest number of Personnel needed (up to a maximum of 25 people in one location, subject to clause v below);
 - ii. The film or media production must ensure COVID-19 symptom and exposure screening is completed for all cast, crew, and other Personnel on each day of the production as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers “yes” to a screening question must not be permitted to enter the location;
 - iii. Face Coverings must be worn at all times, except (a) as specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time, or (b) while filming outdoors as long as the person remains at least six feet from other talent, crew, and other Personnel, and the public at all times;
 - iv. Because singing and playing wind or brass instruments can transmit particles farther in the air than breathing or speaking quietly, singing and playing wind or brass instruments is not allowed outdoors unless (a) the individual is at least 12-feet away from crew, cast, and other Personnel, and public and uses a Face

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Covering for singing or a mask or other fabric over the wind instrument's bells or openings where air/sound exit, or (b) the individuals is at least 30 feet from all crew, cast, and other Personnel, and the public; and

- v. The production must comply with the Social Distancing Requirements set forth in Section 8.o of this Order.
3. Indoor Film and Media Productions: Indoor film and media production that are not covered by the Return to Work Agreement may operate, subject to the following conditions:
- i. The cast, crew, and other Personnel on location is limited to the fewest number of Personnel needed (up to a maximum of 25 people in one location, subject to clause v below);
 - ii. The film or media production must ensure COVID-19 symptom and exposure screening is completed for all cast, crew, and other Personnel before they enter the location on each day of the production as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers "yes" to a screening question must not be permitted to enter the location;
 - iii. Except as provided below, Face Coverings must be worn by all cast, crew, and other Personnel at all times:
 - a) Individuals who are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time are excused from the Face Covering requirement;
 - b) Cast members may remove Face Coverings while personal services (e.g., makeup or hair) are being provided and filming if all of the following conditions are met:
 - (1) All other crew and Personnel in the room must wear a non-vented N-95 mask to provide maximum protection;
 - (2) The production must increase ventilation as much as possible, including by implementing at least one of the following ventilation measures:
 - All available windows and doors are kept open (Doors and Windows required to be kept closed for fire/life safety purposes are exempt. Make sure open windows do not create falling hazards especially for children.)
 - HVAC systems fully operational
 - Appropriately sized Portable Air Cleaners

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If due to smoke or other conditions the production cannot implement any of those measures for a period of time, face coverings cannot be removed until ventilation measures can be reinstated; and

(3) The production must adhere to the following testing requirements:

- If the shoot is scheduled to last one or two days, the cast member(s) who will be removing their Face Coverings must receive a negative nucleic acid diagnostic test for COVID-19 within 72 hours before the shoot starts.
 - If the shoot is scheduled to last between three and seven days, the cast member(s) who will be removing their Face Coverings must receive a (a) negative nucleic acid diagnostic test for COVID-19 within 72 hours before the shoot starts and (b) a negative nucleic acid diagnostic test or rapid test every other day starting on the third day of the production.
 - If the shoot is scheduled to last more than seven days, the Production must submit a plan to the Health Officer for pre-approval, as discussed below.
 - All testing must be done using tests that are approved by the United States Food and Drug Administration or by the California Department of Public Health.
 - All processing of tests must be conducted by a lab that complies with Health Officer Order No. C19-10 (available online at www.sfdph.org/healthorders), including that the lab must meet the requirements to perform testing classified as high complexity under the Clinical Laboratory Improvement Amendments (“CLIA”) of Section 353 of the Public Health Service Act (including but not limited to having a CLIA waiver to perform such tests). Any lab that processes tests must also submit all results (not just positive results) via the State of California’s California Reportable Disease Information Exchange (“CalREDIE”) system or any replacement to that system adopted by the State of California.
 - The production must maintain a log of testing for all cast members who will be removing their Face Coverings, including name, date tested, type of test, and test result. The log must be retained for 12 months and be made available to SFDPH upon request.
- iv. High touch surfaces must be cleaned and disinfected frequently using procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC

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guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>).

- v. The production must comply with the Social Distancing Requirements set forth in Section 8.o of this Order.
- vi. Because singing and playing wind or brass instruments can transmit particles farther in the air than breathing or speaking quietly, filming of cast singing or playing a wind or brass instrument is prohibited unless the individual is in an isolation booth or in a separate room and the camera is operated remotely. Sufficient ventilation of the space being used must occur for at least 15 minutes before other Personnel enter the space.
- vii. Productions may not have craft service and catering at indoor locations. Productions may provide cast, crew, and other Personnel may with pre-packaged food, which individuals must eat outdoors at least 6 feet from other people.

Companies that wish to proceed with productions that deviate from these conditions may submit to the Health Officer a proposed plan detailing the sanitation, social distancing, ventilation, testing, health screening, and other procedures (for example, creating quarantine bubbles) that will be implemented to minimize the risk of transmission among participants. Plans must be submitted to HealthPlan@sfcityatty.org. Subject to the advance written approval of the Health Officer or the Health Officer’s designee, the production may then proceed consistent with the approved plan.

(Added November 3, 2020; Revised December 4, 2020 and December 9, 2020)

(23) Real Estate Showings—SUSPENDED

- Real estate agents may continue to offer virtual and limited viewings in compliance with the requirements set forth in Section 8.a.x of the Order.

(Suspended December 4, 2020)

(24) Commercial Parking Garages

- a. Basis for Addition. Personnel and customers can wear Face Coverings at all times and can maintain at least six feet of physical distance except for brief interactions (e.g., while transferring keys). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. This section reflects an existing FAQ—added on June 30, 2020—stating that garages were permitted to be open under specific health and safety conditions.
- b. Description and Conditions to Operate. Parking garages are permitted to operate for parking under the following conditions:
 - i. Garages must provide Face Coverings (as provided in Health Order No. C19-12d, issued on December 22, 2020, and any future amendment to that order), hand

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- sanitizer or handwashing stations, or both, and disinfectant and related supplies to all Personnel;
- ii. Face coverings must be worn by Personnel and customers at all times, except as specifically exempted from the face covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;
 - iii. Garages must comply with the Social Distancing Requirements set forth in Section 15.o of the Stay-Safe-at-Home Order and prepare a Social Distancing Protocol as required in Section 5.d of the Order;
 - iv. Garages should encourage customers to use touchless payment options. When touchless payment is not used, sanitize any pens, counters, trays, or point of sale systems between each use by a customer. Create sufficient space to enable the customer to stand at least six feet away from the cashier while paying, or provide a physical barrier (e.g., Plexiglas of sufficient height and width to prevent transmission of respiratory droplets) between the customer and the cashier;
 - v. Vehicle windows must be left open to the greatest extent possible—particularly in the moments before and during a transfer; and
 - vi. Whenever possible, steering wheels should be wiped down before transferring the vehicle from one person to another.

(Added November 16, 2020)

**(25) Limited One-on-One Personal Training Inside Gyms and Fitness Centers—
SUSPENDED**

- One-on-one personal training is not permitted indoors at this time; however, limited one-on-one personal training may occur outdoors in compliance with the requirements for outdoor fitness classes set forth in Section 9 above.

(Suspended December 4, 2020)

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A. General Requirements

The “Additional Activities” listed below may resume, subject to the requirements set forth in the Order and to any additional requirements set forth below or in separate guidance by the Health Officer. These activities were selected based on current health-related information, the risk criteria set forth in Section 3 of the Order, and the overall impact that allowing these activities to resume will have on mobility and volume of activity in the County.

On November 19, 2020, the Acting California State Public Health Officer issued an order (the “Limited Stay At Home Order”) requiring that “all gatherings with members of other households and all activities conducted outside the residence, lodging, or temporary accommodation with members of other households cease between 10:00 p.m. and 5:00 a.m., except for those activities associated with the operation, maintenance, or usage of critical infrastructure or required by law.” The Limited Stay At Home Order is available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/limited-stay-at-home-order.aspx>. Until the Limited Stay Safe at Home Order expires or is no longer applicable to San Francisco, all activities that are allowed to resume under this Order must comply with the Limited Stay At Home Order.

The health-related basis for selection of Additional Activities and the specific requirements for risk mitigation are summarized below. The bases for the additions were amended on July 13, 2020, to reflect an updated and refined analysis under the risk criteria set forth in Section 3 of the amended Order.

Activities that are permitted to operate outdoors may, subject to any applicable permit requirements, conduct their operations under a tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>).

B. List of Additional Activities

For purposes of the Order, Additional Activities include the following based on the summarized health risk related rationale:

- (1) Outdoor Museums, Outdoor Historical Sites, and Outdoor Public Gardens—
SUSPENDED IN PART 2
- (2) Outdoor Recreation: Golf and Tennis 3
- (3) Outdoor Recreation: Dog Parks 4

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(4)	Small Outdoor Gatherings—RESTRICTED	5
(5)	Libraries for Curbside Pickup and Return	5
(6)	Outdoor Recreation: Other Outdoor Recreation and Athletic Activities— RESTRICTED	6
(7)	Outdoor Recreation: Outdoor Swimming Pools	6
(8)	Drive-In Gatherings—SUSPENDED IN PART.....	7
(9)	Religious Activities.....	8
(10)	Political Activity	10
(11)	Outdoor Playgrounds	11

**(1) Outdoor Museums, Outdoor Historical Sites, and Outdoor Public Gardens—
SUSPENDED IN PART**

- This section is temporarily suspended with respect to outdoor museums, which are not permitted to operate at this time.
- Outdoor historical sites and public gardens may operate—and individuals may leave their residence and travel to visit these locations—subject to the following conditions:
 1. Only outdoor spaces may be open to the public, except for restrooms as provided below.
 2. Face Coverings must be worn by all staff and visitors, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), including as that order is amended in the future;
 3. Physical distancing of at least six-feet must be maintained at all times other than between members of the same Household;
 4. Other than picnic tables, which may be available for use with signs instructing patrons to clean them before and after use, common high-touch equipment and fixtures must be off-limits, with signage and with physical barriers as appropriate;
 5. Public restrooms, if any, must
 - a. be routinely disinfected frequently throughout the day,
 - b. have open doors to prevent touching of door handles or knobs,
 - c. have soap and paper towels, and
 - d. have signs promoting handwashing;
 6. The facility must provide for contactless payment systems or, if not feasible, sanitize any payment systems, including touch screens, payment portals, pens, and styluses, after each customer use. Under San Francisco’s Legal Tender Law, customers must be allowed to pay with cash but to further limit person-to-person

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contact, Personnel should encourage customers to use credit, debit, or gift cards for payment;

7. Signage must be posted at each public entrance to inform all personnel and customers that they must not enter if they are experiencing COVID-19 symptoms (list the symptoms in the San Francisco COVID-19 Health Screening Form for non-personnel (Attachment A-2), maintain a minimum six-foot distance from one another while in the facility or location, wear a Face Covering at all times, and not shake hands or engage in any unnecessary physical contact (sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>);

For clarity, this section does not apply to outdoor zoos, which are covered under Section 12 of Appendix C-1.

(Added May 17, 2020; revised June 1, 2020 and November 3, 2020; Non-substantive revisions on July 13, 2020; Revised and suspended in part on December 4, 2020)

(2) Outdoor Recreation: Golf and Tennis

- a. **Basis for Addition.** Non-contact outdoor sports like tennis and golf involve a low number of contacts and a high proximity of contact, as long as the groups engaged in play together are small, maintain required physical distance, and do not share equipment among different Households. Also, interactions and activities that occur outdoors carry a lower risk of transmission than most indoor interactions and activities. And the risk of transmission can be further mitigated by sanitation and hygiene practices. Finally, because outdoor recreation is already allowed under the Order, resumption of this activity is expected to result in only a relatively modest increase in mobility and may decrease congestion in other outdoor locations like public parks and beaches.
- b. **Description and Conditions.** Individuals may play tennis and golf outdoors, and outdoor tennis and golf facilities/clubs may open, subject to the following conditions:
 1. Face Coverings must be worn by all golf and tennis facility/club Personnel, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), including as that order is amended in the future;
 2. All golf and tennis players must wear a Face Covering while in facility/club parking lots, when entering and exiting facilities/clubs, and while waiting to play—Face Coverings may be removed during play if nobody from a different Household is within 30 feet of the player;
 3. For golf, a maximum of two people from the same or different Households may share a tee time but members of different Households may not share a golf cart or any equipment and must maintain at least six feet of physical distance from each other at all times;

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4. No more than two people from the same or different Household may play tennis together at any one time (singles only). Tennis players from different Households may not share equipment and must maintain at least six feet of physical distance from each other at all times; and
5. Before resuming or continuing operations, each golf or tennis facility/club must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with Health Officer Directive No. 2020-15 as that directive has been amended or updated regarding required best practices for tennis and golf.

(Added June 1, 2020; Non-substantive revisions July 13, 2020; Revised September 1, 2020, December 4, 2020, and December 9, 2020)

(3) Outdoor Recreation: Dog Parks

- a. **Basis for Addition.** Although taking a dog to a dog park may involve mixing of Households, individuals can wear Face Coverings at all times and maintain at least six feet of physical distance from members of other Households except for short interactions. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Also, outdoor activities carry a lower risk of transmission than indoor interactions and activities, and risk of transmission can be reduced through health protocols.
- b. **Description and Conditions.** Individuals may take their dogs to dog parks (both enclosed and unenclosed), and all dog parks may open, subject to the following conditions:
 1. Face Coverings must be worn by all people in the dog park, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), including as that order is amended in the future;
 2. The Centers for Disease Control and Prevention (CDC) has advised that “[u]ntil we learn more about how this virus affects animals,” owners should “treat pets as you would other human family members to protect them from a possible infection.” Specifically, the CDC recommends that pet owners: “Do not let pets interact with people or other animals outside the household,” “Walk dogs on a leash, maintaining at least 6 feet (2 meters) from other people and animals,” and “Avoid dog parks or public places where a large number of people and dogs gather.” Accordingly, pet owners are urged to use on-leash dog parks or keep their dogs on a leash, particularly if the dog is not under voice control—pet owners who choose to let their dogs be off leash in an off-leash dog park should prevent their dog from interacting with other people or animals to the greatest extent feasible;
 3. People in the dog park should maintain at least six feet of physical distance from people or animals other than those in their same Household;
 4. People must bring their own water for themselves and their pets, and must not use common touch water facilities in the park;

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5. People must use their sleeve or a disposable cloth to touch high-touch surfaces like gates;
6. People should bring their own bags for picking up and disposing of pet waste;
7. Signage must be posted at each dog park to inform people that they must: avoid entering the location if they have a cough or fever, maintain a minimum six-foot distance from one another, wear a Face Covering at all times, and not shake hands or engage in any unnecessary physical contact (sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>); and
8. People must follow any other rules and regulations adopted by the operator of the dog park.

(Added June 1, 2020; Non-substantive revisions July 13, 2020)

(4) Small Outdoor Gatherings—RESTRICTED

- Except as expressly provided below or elsewhere in this Order, gathering with people from other Households is prohibited at all times. Outdoor gatherings away from home with people from the **same** Household are limited to **12** people total or **6** people if eating or drinking.
 - **Two** people from different Households may meet outdoors as long as they maintain at least six feet of physical distance and wear face coverings at all times except when eating or drinking (subject to the limited exceptions in Health Officer Order No. C19-12d).

(Suspended December 4, 2020; Revised December 9, 2020)

(5) Libraries for Curbside Pickup and Return

- a. **Basis for Addition.** Personnel and patrons can wear Face Coverings at all times and maintain at least six feet of physical distance except for brief interactions (e.g., while picking up items). Patrons interact only with a small number of individuals from other Households, and although Personnel are interacting with a moderate number of people, the duration of those interactions are low and safety limitations can ensure adequate social distancing and decrease the risk of virus transmission. In addition, interactions can occur outdoors, which further decreases risk.
- b. **Description and Conditions to Operate.** Libraries may open for curbside/outside pickup and drop off of items, and approved by the City Administrator. All Personnel and patrons must comply with Social Distancing Requirements—including the requirement to maintain at least six feet of physical distance—and wear a Face Covering at all times,

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subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), as that order may be amended from time to time.

(Added July 20, 2020)

**(6) Outdoor Recreation: Other Outdoor Recreation and Athletic Activities—
RESTRICTED**

- a. Basis for Addition. Non-contact recreational and athletic activities such as pickleball, lawn bowling, bocce ball and frisbee have low-to-moderate levels of transmission risk. Participants can wear Face Coverings and maintain at least six feet of physical distance at all times, and outdoor activities are safer than indoor interactions.
- b. Description and Conditions. Non-contact recreational and athletic activities with members of other Households may occur, subject to the following conditions:
 1. Except as expressly provided elsewhere in this Order, no more than two individuals from different Households may engage in these recreational and athletic activities together at any one time;
 2. No equipment may be shared between Households;
 3. All recreational and athletic activities with members of another Household must occur entirely outdoors;
 4. Members of separate Households cannot have contact with each other and must remain at least six feet apart at all times;
 5. Pickleball is allowed under this section, provided that operators of facilities and players must follow the same guidelines that apply to Tennis Facilities under Health Officer Directive No. 2020-15b; and
 6. Face Coverings must be worn at all times, subject to the limited exceptions in Health Officer Order No. C19-12d, issued on December 22, 2020 (e.g., for young children).

(Added September 1, 2020; Suspended December 4, 2020; Reinstated and revised December 9, 2020)

(7) Outdoor Recreation: Outdoor Swimming Pools

- a. Basis for Addition. Outdoor swimming pools have few high-touch surfaces and do not require shared equipment. Risks associated with outdoor swimming pools can be substantially mitigated with limitations to ensure adequate social distancing and limit intermixing between Households.

Order No. C19-07r – Appendix C-2: Allowed Additional Activities

[Revised January 20, 2021]

- b. **Description and Conditions.** Beginning at 9:00 a.m. on September 1, 2020, individuals may use outdoor swimming pools, and outdoor swimming pools may open and operate, subject to the following conditions:
1. Lap swimming must be limited to one swimmer per lane, except that members of the same Household may occupy a single lane;
 2. Use of shared swimming areas must be limited to no more than two swimmers from different Households per 300 square feet of shared pool space;
 3. Except for members of the same Household, swimmers must remain at least six feet apart at all times;
 4. Locker rooms must be closed to the public, except for use as a restroom;
 5. All gatherings are prohibited outside the pool, such as on pool decks, except (1) as expressly provided in Section 4, above, or Section 9 of Appendix C-1; and (2) members of a Household may observe a child or other person swimming to ensure safety and supervision; and
 6. Before resuming operations, each outdoor swimming pool must create, post and implement a Social Distancing Protocol and comply with the relevant provisions of Health Officer Directive No. 2020-24.

(Added September 1, 2020; Non-substantive revisions December 4, 2020)

(8) Drive-In Gatherings—SUSPENDED IN PART

- a. **Basis for Addition.** Drive-In Gatherings where all individuals remain in vehicles with members of their Household involve low contact intensity and frequency. Also, outdoor activities carry a lower risk of transmission than indoor interactions and activities, and risk of transmission can be reduced through health protocols.
- b. **Description and Conditions.** Drive-in gatherings, where participants stay in their vehicles, are permitted subject to the following conditions:
1. All Drive-In Gatherings must be provided entirely outdoors in an area large enough to accommodate all distancing requirements of Directive 2020-28;
 2. Each Drive-In Gathering is limited to a maximum of 100 vehicles;
 3. Participants must remain within the bounds of the four wheels of their vehicle at all times except to use the restroom or during an emergency;
 4. Food and beverage concessions remain suspended and are not permitted during Drive-In Gatherings at this time;
 5. Live speakers, performers, or presenters remain suspended and are not permitted during Drive-In Gatherings at this time;

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[Revised January 20, 2021]

6. Face Coverings must be worn at all times a participant is outside the bounds of their vehicle or inside or sitting on the vehicle unless the participant is inside the vehicle and all windows are closed, in accordance with Health Officer Order C19-12d, issued on December 22, 2020, and as it may be amended (the “Face Covering Order”); and
7. Before hosting a Drive-In Gathering, the Host must create, post and implement a Social Distancing Protocol and comply with the relevant provisions of Health Officer Directive No. 2020-28.

(Added September 14, 2020; Suspended December 4, 2020; Reinstated in part and revised January 20, 2021)

(9) Religious Activities

- a. Basis for Addition. In an effort to balance core First Amendment interests with public health, the Health Officer is creating special provisions for faith-based services and ceremonies. Even with adherence to physical distancing and face covering requirements, bringing members of different households together to engage in in-person religious gatherings carries a higher risk of widespread transmission of COVID-19. Such gatherings may result in increased rates of infection, hospitalization, and death, especially among more vulnerable populations. Therefore, even though in-person religious gatherings are allowed by this provision, with safety limitations, it is strongly recommended that individuals use alternative means to practice their faith for the time being, such as the many online and broadcasting platforms available in the digital age, in place of in-person gatherings.
- b. Description and Conditions to Operate.
 1. Individual indoor prayer and counseling in houses of worship: Members of the public may enter a house of worship, subject to the following conditions:
 - i. Only one individual member of the public may enter the house of worship at a time. If the person is a parent or guardian of minor children, the person may bring their children with them but not other adults from the same household. If the person is an adult who needs assistance, the person may bring a caregiver.
 - ii. The member of the public must maintain at least six feet of physical distance from any Personnel present in the facility;
 - iii. All individuals in the facility must wear a Face Covering, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children);
 - iv. Doors and windows must be left open to the extent possible, or mechanical ventilation systems must be run, to increase ventilation;
 - v. The house of worship must establish protocols for frequent cleaning and disinfection of commonly used surfaces and high traffic areas such as lobbies, hallways, and chapels;

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[Revised January 20, 2021]

- vi. Signage must be posted at each public entrance to inform all individuals that they must: avoid entering the house of worship if they have a cough or fever, maintain a minimum six-foot distance from one another while in the facility or location, wear a Face Covering at all times, and not shake hands or engage in any unnecessary physical contact (sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>); and
 - vii. The house of worship must comply with the Social Distancing Requirements set forth in Section 15.k of this Order—and create, post and implement a Social Distancing Protocol (Appendix A of this Order).
2. **Outdoor Religious Gatherings and Funerals:** Houses of worship and operators of other facilities or groups may hold outdoor gatherings for the practice of religion, including religious services and funerals, subject to the following conditions:
- i. No more than 200 individuals may participate in the gathering (subject to Social Distancing Requirements) and simultaneous gatherings in the same location or vicinity are prohibited;
 - ii. Participants must maintain at least six feet of distance from members of different households;
 - iii. All participants must wear a face covering, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children); and
 - iv. No food or beverages may be served or sold;
 - v. One individual at a time may sing, chant, or shout, provided: (1) the person singing, chanting, or shouting is at least 12-feet from any other person; and (2) the person singing, chanting, or shouting is wearing a Face Covering at all times;
 - vi. No sharing or common use of objects or equipment is permitted unless those objects or equipment are sanitized with cleaning products effective against COVID-19 in between uses by members of different households;
 - vii. The gathering must comply with all of the relevant requirements set forth in Health Officer Directive No. 2020-19c regarding outdoor gatherings; and
 - viii. All participants must comply with any requirements—including permitting requirements and conditions—imposed by applicable public authorities.

3. **Gatherings for Indoor Religious Services and Cultural Ceremonies**

[Temporarily Suspended on November 28, 2020]

(Added September 14, 2020; Revised September 30, 2020, and December 4, 2020; Non-substantive revisions October 20, 2020; Revised and subsection suspended November 28, 2020)

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[Revised January 20, 2021]

(10) Political Activity

- a. Basis for Addition. In an effort to balance core First Amendment interests with public health, the Health Officer is creating special provisions for political activities. Even with adherence to physical distancing and face covering requirements, bringing members of different households together to engage in in-person protests carries a higher risk of widespread transmission of COVID-19. Such gatherings may result in increased rates of infection, hospitalization, and death, especially among more vulnerable populations. In particular, activities like chanting, shouting, singing, and group recitation negate the risk-reduction achieved through six feet of physical distancing and face covering. Therefore, even though in-person political protests are allowed by this provision, with safety limitations, it is strongly recommended that individuals use alternative means of expression for the time being, such as the many online and broadcasting platforms available in the digital age, in place of in-person gatherings.
- b. Description and Conditions to Operate.
 1. Individual indoor political offices: A single individual may be inside a campaign office or other political office, subject to the following conditions:
 - i. Only one person may be in the office or facility at a time except as outlined in this section b.1.
 - ii. One other individual at a time may temporarily come into the office or facility, such as for a brief meeting or to pick up or drop off materials.
 - iii. All individuals in the facility must wear a Face Covering as required by Health Officer Order No. C19-12d, subject to the limited exceptions in that order;
 - iv. Doors and windows must be left open to the extent possible, or mechanical ventilation systems must be run, to increase ventilation;
 - v. The facility must establish protocols for frequent cleaning and disinfection of commonly used surfaces and high traffic areas such as lobbies, hallways, and offices;
 - vi. Signage must be posted at each public entrance to inform all individuals that they must: avoid entering the location if they have a cough or fever, maintain a minimum six-foot distance from one another while in the facility or location, wear a Face Covering at all times, and not shake hands or engage in any unnecessary physical contact (sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>); and
 - vii. The facility or office must comply with the Social Distancing Requirements set forth in Section 15.k of this Order—and create, post and implement a Social Distancing Protocol (Appendix A of this Order).
 2. Political Protest Gatherings: Facilities and groups may hold outdoor gatherings for in-person political protests, subject to the following conditions, subject to the following conditions:

Order No. C19-07r – Appendix C-2: Allowed Additional Activities

[Revised January 20, 2021]

- i. No more than 200 individuals may participate in the gathering (subject to Social Distancing Requirements) and simultaneous gatherings in the same location or vicinity are prohibited;
- ii. Participants must maintain at least six feet of distance from members of different households;
- iii. All participants must wear a Face Covering, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children); and
- iv. No food or beverages may be served or sold;
- v. One individual at a time may sing, chant, or shout, provided: (1) the person singing, chanting, or shouting is at least 12-feet from any other person; and (2) the person singing, chanting, or shouting is wearing a Face Covering at all times;
- vi. No sharing or common use of objects or equipment is permitted unless those objects or equipment are sanitized with cleaning products effective against COVID-19 in between uses by members of different households;
- vii. The gathering must comply with all of the relevant requirements set forth in Health Officer Directive No. 2020-19c regarding outdoor gatherings; and
- viii. All participants must comply with any requirements—including permitting requirements and conditions—imposed by applicable public authorities.

(Added September 14, 2020; Revised September 30, 2020, and December 4, 2020; Non-substantive revisions October 20, 2020)

(11) Outdoor Playgrounds

- a. Basis for Addition. Although taking children to a playground may involve mixing of Households, individuals can wear Face Coverings at all times and maintain at least six feet of physical distance from members of other Households except for short interactions. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Also, outdoor activities carry a lower risk of transmission than indoor interactions and activities, and risk of transmission can be reduced through health protocols.
- b. Description and Conditions. Outdoor public playgrounds may open subject to the following conditions:
 1. Face Coverings must be worn by all people in the playground at all times, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), including as that order is amended in the future;
 2. All people (including children and adults) in the playground must maintain at least six feet of physical distance from people other than those in their same Household;

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[Revised January 20, 2021]

3. Outdoor public playground operators and all people (including children and adults) in playgrounds must comply with all of the relevant requirements set forth in Health Officer Directive No. 2020-36 regarding outdoor public playgrounds.

(Added September 30, 2020; Revised November 3, 2020; Suspended December 4, 2020; Reinstated and revised December 9, 2020)



ORDER OF THE HEALTH OFFICER No. C19-07s

**ORDER OF THE HEALTH OFFICER
OF THE CITY AND COUNTY OF SAN FRANCISCO
DIRECTING ALL INDIVIDUALS IN THE COUNTY TO CONTINUE
STAYING SAFER AT THEIR PLACES OF RESIDENCE TO THE
EXTENT THEY CAN EXCEPT FOR IDENTIFIED NEEDS AND
ACTIVITIES, AND TO FOLLOW HEALTH RISK REDUCTION
MEASURES OUTSIDE THEIR RESIDENCES; URGING GOVERNMENT
AGENCIES TO PROVIDE SHELTER AND SANITATION FACILITIES
TO INDIVIDUALS EXPERIENCING HOMELESSNESS; REQUIRING
ALL BUSINESSES AND RECREATION FACILITIES THAT ARE
ALLOWED TO OPERATE TO IMPLEMENT HEALTH RISK
REDUCTION MEASURES; AND DIRECTING ALL BUSINESSES,
FACILITY OPERATORS, AND GOVERNMENTAL AGENCIES TO
CONTINUE THE TEMPORARY CLOSURE OF ALL OPERATIONS
THAT ARE NOT YET SAFE ENOUGH TO RESUME**

(STAY SAFER AT HOME)

DATE OF ORDER: January 27, 2021

This Order generally allows re-openings of businesses and activities consistent with the State's assignment of the County to the purple tier (tier 1) because of widespread transmission of the virus, subject to certain further San Francisco restrictions based on local health conditions.

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, et seq.; California Penal Code §§ 69, 148(a)(1); and San Francisco Administrative Code § 7.17(b).)

Summary: On February 25, 2020 the Mayor of the City and County of San Francisco (the "County") declared a state of emergency to prepare for coronavirus disease 2019 ("COVID-19"). On March 5, 2020 the County recorded its first reported case of COVID-19. On March 16, 2020 the County and five other Bay Area counties and the City of Berkeley, working together, were the first in the State to implement shelter-in-place orders in a collective effort to reduce the impact of the virus that causes COVID-19. Since that time, we have come to learn that the virus can be transmitted in the air through aerosols and that the risk of such airborne transmission is generally higher indoors. Also, while treatments for the disease are improving and vaccines are on the horizon, treatments remain limited and a vaccine will not likely be generally available until mid-2021. The vast majority of the population remains susceptible to infection, and local



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conditions could rapidly worsen if people fail to safely modify their behavior, including wearing face coverings, adhering to social distancing requirements, and avoiding gatherings.

Initially the shelter-in-place orders generally required individuals to stay in their residences except for essential needs like grocery shopping, working in essential businesses, providing essential government functions, or engaging in essential travel. Over time, and based on health data and a risk analysis, the County allowed the phased resumption of some businesses and activities, consistent with the roadmap that the State has established under its order. Consistent with the State's April 2020 initial four-stage roadmap for reopening, the County created its own phased reopening plan. The County's plan provides for the incremental resumption of certain business and other activities to gradually increase the volume of person-to-person contact to help contain the risk of a surge in COVID-19 cases in the County and the region. The County's plan is available online at <https://sf.gov/topics/reopening>.

Because of the density of San Francisco and local health conditions, the County has moved more cautiously than the State otherwise allows. Our collective effort had a positive impact on limiting the spread of the virus. Early on the County, along with the other Bay Area jurisdictions, were able to bend the curve and preserve hospital capacity. Still, the severe danger the virus poses to the health and welfare of all continues. We need to be vigilant and there remains a continuing risk a surge will overwhelm the capacity of our hospital system.

Indeed, back in July 2020 the County and the region experienced a second surge in infections and hospitalizations, and took appropriate steps to respond, including pausing the reopening process. Along with all the other counties in the Bay Area, the County was placed on the State monitoring list and temporarily suspended certain additional business activities as required by the State Health Officer. Over the next month, with the collective efforts of businesses and residents, the County was able again to reduce its virus transmission rate and resume re-opening some businesses and other activities.

On August 28, 2020 the State adopted a new four-tiered, color-coded framework based on the prevalence of virus transmission in each county to guide reopening statewide—the Blueprint for a Safer Economy—and the State has revised that framework since its initial implementation. That framework can be found online at <https://covid19.ca.gov/safer-economy>. Under the State's framework, counties can be more restrictive than this State framework allows. The State initially assigned the County to the second most restrictive tier, substantial (red). In September and October, the County advanced from the moderate (orange) tier to the minimal (yellow) tier. As case rates and other indicators have changed, the State has moved counties between tiers, and in November 2020 with case rates increasing most counties have moved to the more restrictive tiers.



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San Francisco along with the rest of the Bay Area appears to have bent the curve and be on the other side of the surge in cases and hospitalizations that began last Fall, as San Francisco has done twice before. On January 26, 2021 the State removed the Bay Area from the State's Regional Stay At Home Order, and San Francisco reverted to the purple tier (tier 1, widespread virus transmission) under the California Blueprint for a Safer Economy.

Consistent with the State's Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021, with some additional required safety requirements under the amended Stay-Safer-At-Home Order and companion health directives. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress. COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State's purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly. But the opening of sectors does not necessarily signify that these activities are "safe." The purpose of the required safety protocols contained in the order and directives is to make these activities and sectors safer for workers and the public. Reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible, including, for example, wearing Face Coverings that cover your mouth and nose especially when talking, avoiding indoor settings to the extent possible, maintaining at least six feet of distance from people who are not in your Household, avoiding get-togethers and gatherings to the extent possible, getting tested and isolating if you are ill, and complying with additional health protocols required for open businesses and other activities.

We are going to have to live with the threat of the virus for months to come. And for us to be able to keep our schools open and continue to reopen those that are not yet providing in-person education, as well as re-open and expand business and other activities and promote the recovery of our economy, we are all going to have to take responsibility to act safely, including wearing face coverings, keeping at least six feet from others who are not in our household, washing our hands frequently, conducting activities outdoors rather than indoors where possible and avoiding gatherings. We are all in this together, and each of us is going to have to make sacrifices for the good of the community as a whole, including for our most vulnerable members.

This Order includes the following requirements, and you should review the Order itself for additional details.



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General Requirements. The Order:

- Requires all residents in the County to reduce the risk of COVID-19 transmission by staying in their residences to the extent possible and minimizing trips and activities outside the home;
- Allows people to engage in listed activities, including, for example, working for or going to the businesses listed below and certain governmental and essential infrastructure activities, as well as engaging in essential activities, outdoor activities, certain additional activities, and travel related to those activities;
- Urges older individuals and others who have serious underlying health conditions to remain home other than essential needs;
- Continues to require everyone to wear face coverings while outside their residences, subject to limited exceptions;
- Continues to require everyone to follow social distancing requirements, including staying at least six feet away from members outside of their household, subject to limited exceptions;
- Continues to urge government agencies to provide shelter and sanitation facilities for individuals experiencing homelessness;
- Continues to require everyone to comply with requirements issued by the State and other Health Officer orders and directives; and
- Prohibits gatherings among different households to help reduce the transmission of the virus.

Requirements for All Businesses. The Order:

- Allows only listed businesses to operate onsite, including essential businesses, outdoor businesses, healthcare operations, and certain additional businesses;
- Allows other businesses only to operate Minimum Basic Operations (as defined in the Order) onsite;
- Requires that businesses continue to maximize the number of people who work remotely from home to the extent possible;
- Requires businesses to complete and post a Social Distancing Protocol checklist in the form attached to the Order as Appendix A;
- Requires businesses to direct personnel to stay home when sick and prohibits adverse action against personnel for doing so;
- Requires businesses and governmental entities to report to the San Francisco Department of Public Health when three or more personnel test positive for the virus that causes COVID-19 within a two-week period;
- Requires businesses to post certain signage, including for many indoor businesses signage regarding ventilation systems;
- Urges businesses that operate indoors to implement ventilation guidelines, requires all businesses that operate indoors and are open to members of the public to post a placard about what, if any, ventilation measures they are implementing, and requires at least one ventilation measure for certain of those businesses;



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- Requires all businesses that operate indoors and serve members of the public indoors to implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded; and
Requires businesses to cancel reservations or appointments without a financial penalty when a customer has a COVID-19 related reason.

Mandatory Best Practices Health Officer Directives. The Order requires that businesses and other entities currently permitted to operate review and comply with any applicable Health Officer Directives, and many of them require a Health and Safety Plan be completed and posted. These requirements include measures to help protect health of workers and customers, such as face covering, social distancing and sanitation protocols and, in many instances, capacity limits. All directives are available online at www.sfdph.org/directives.

Term. This Order will remain in effect, without a specific expiration date, for so long as the threat of the pandemic continues, or until this Order is otherwise extended, rescinded, superseded, or amended in writing by the Health Officer. But the Health Officer will continue to carefully monitor the evolving situation and will periodically revise this Order to loosen – or, if need be, tighten – restrictions as conditions warrant, to help further the safer economic recovery , re-opening of schools and resumption of other activities.

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UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE CITY AND COUNTY OF SAN FRANCISCO ("HEALTH OFFICER") ORDERS:

- 1. Purpose and Findings.
a. Purpose. As of the effective date and time set forth in Section 13, below, this Order supersedes the January 20, 2021 Order of the Health Officer, No. C19-07r (the "Prior Order")...
b. Intent. The primary intent of this Order is to ensure that County residents continue to stay safer in their Residences...



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Residences, to slow the spread of COVID-19 and mitigate its impact on the delivery of critical healthcare services in the County and the region. As further provided in Section 2, below, the Health Officer intends to allow the phased resumption of Businesses and activities to provide for a safer reopening, with specified risk reduction measures, all while the Health Officer continues to assess the transmissibility and clinical severity of COVID-19 in light of the COVID-19 Indicators and risk framework described in Section 2 below.

- c. Interpretation. All provisions of this Order must be interpreted to effectuate the intent of this Order as described in subsection (b) above. The summary at the beginning of this Order as well as the headings and subheadings of sections contained in this Order are for convenience only and may not be used to interpret this Order; in the event of any inconsistency between the summary, headings or subheadings and the text of this Order below, the text will control. Certain initially capitalized used in this Order have the meanings given them in Section 8 below. The interpretation of this Order in relation to the health orders of the State is described in Section 10 below.
- d. Effect of Failure to Comply. Failure to comply with any of the provisions of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both, as further provided in Section 12 below.
- e. Continuing Severe Health and Safety Risk Posed by COVID-19. This Order is issued based on evidence of continued significant community transmission of COVID-19 within the County and throughout the Bay Area; continued uncertainty regarding the degree of undetected asymptomatic transmission; scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically; evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19; and further evidence that others, including younger and otherwise healthy people, are also at risk for serious outcomes including death. Due to the outbreak of COVID-19 in the general public, which remains a pandemic according to the World Health Organization, there is a public health emergency throughout the County, region and State. That immediate threat to public health and safety is also reflected in the continuing declarations of emergency referenced in Section 9.a below. Making the problem worse, some individuals who contract the virus causing the COVID-19 disease have no symptoms or have mild symptoms, which means they may not be aware they carry the virus and are transmitting it to others. Further, evidence shows that the virus can survive for hours to days on surfaces and be indirectly transmitted between individuals and also may be transmitted through airborne micro-droplets. Because even people without symptoms can transmit the infection, and because evidence shows the infection is easily spread, gatherings of people and other direct or indirect interpersonal interactions, particularly those that occur indoors, can result in preventable transmission of the virus.



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- f. Local Health Conditions Relating to COVID-19. The efforts taken beginning in March 2020 under the prior shelter-in-place orders of the Health Officer, along with those of health officers of five neighboring counties, slowed the virus's trajectory. While the public health emergency and threat to the County's population remain severe, the region has significantly increased its capacity to detect cases, contain spread, and treat infected patients through widespread testing; greatly expanded its case investigation and contact tracing program and workforce; and expanded hospital resources and capacity. At the same time, across the region and the rest of the State, there had been a significant reopening of Businesses and activities, accompanied by an increase in cases and hospitalizations, which increases carry risks to County residents and resources. As we continue to evolve our strategies for protecting residents of the County from COVID-19, we must consider both the trajectory of the virus in the County and across the region, and the increased health risks associated with the opening of many Businesses and activities under the Prior Order. To protect the community from COVID-19, we must ensure that when people engage in activities they are doing so as safely as possible.
 - g. Cases, Hospitalizations and Deaths. As of January 24, 2021, there were 30,478 confirmed cases of COVID-19 in the County (up from 37 on March 16, 2020, the day before the first shelter-in-place order in the County went into effect) as well as at least 297 deaths (up from a single death on March 17, 2020). This information, as well as information regarding hospitalizations and hospital capacity, is regularly updated on the San Francisco Department of Public Health's website at <https://data.sfgov.org/stories/s/fjki-2fab>. The local COVID-19 case rate remains much higher than it was before the current surge started in November 2020, and the City's hospital capacity remains under stress. Unlike in previous surges in mid-2020, much of the rest of the State's hospital capacity remains strained as well.
2. Health Gating and Risk Criteria Framework for Reopening.
 - a. Health Gating. To inform decisions about whether and how to augment, limit, or temporarily prohibit Businesses or activities to slow the spread of COVID-19, the Health Officer will continually review (1) progress on the COVID-19 Indicators; (2) developments in epidemiological and diagnostic methods for tracing, diagnosing, treating, or testing for COVID-19; and (3) scientific understanding of the transmission dynamics and clinical impact of COVID-19.

The COVID-19 Indicators and vaccine coverage will be key drivers in the Health Officer's gating decisions. In particular, the number of new COVID-19 cases per 100,000 residents, the rate of change in COVID-19 hospitalizations, and the amount of available hospital capacity will help guide decisions. If any indicator or a collection of these and other indicators are orange or red, then the Health Officer will give serious consideration to pausing or even reversing openings if appropriate. Also, the total number of hospitalized COVID-19 patients, and whether this total number is significantly increasing, flat, or decreasing, will play



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a role in gating decisions. Modeling estimates of peak hospitalizations will also be considered.

Information about San Francisco's status under the COVID-19 Indicators is available on the City's website at <https://data.sfgov.org/stories/s/Key-Health-Indicators-on-Containing-COVID-19/epem-wyzb>.

In addition to evaluating the COVID-19 Indicators in making gating decisions, the Health Officer will also consider the estimate of the effective reproductive number (Re), and whether there is evidence it is increasing, stable, or decreasing. The effective reproductive number (Re) is the average number of secondary cases per infectious case in the setting of public health interventions (e.g., sheltering in place, Face Coverings, physical distancing, etc.). When $Re > 1$, the epidemic curve increases. When $Re < 1$, the epidemic curve decreases. When $Re \sim 1$, the epidemic curve is flat.

b. Risk Criteria for Additional Businesses and Additional Activities Under Phased Reopening.

In connection with the health indicators and other public health data discussed above, the Health Officer will consider the risk of transmission involved in Businesses or activities in determining when and how they can safely resume, or if they must remain or be ordered temporarily closed. The following risk criteria will inform this analysis:

- 1) *Ability to modify behavior to reduce risk*—whether individuals engaged in the Business or other activity can wear Face Coverings at all times, maintain at least six feet of physical distancing at all times, and comply with other Social Distancing Requirements, including hand washing and sanitation;
- 2) *Avoidance of risky activities*—whether the nature of the Business or activity necessarily involves eating or drinking (which requires removing Face Covering); gatherings with other Households (which presents risks as described in subsection d below); or singing, chanting, shouting, or playing wind/brass instruments (which all present significant risk of airborne transmission);
- 3) *Setting*—Outdoor Businesses and activities are safer than indoor businesses or activities, so outdoors is strongly preferred;
- 4) *Mixing of Households*—Mixing of people from different Households present higher risk of virus transmission and community spread, and the more different Households that mix, the greater the cumulative risk;
- 5) *Number, frequency, duration and distance of contacts*—The more people who interact, the higher the risk of virus transmission; and the more people who gather at a site, or the more sites involved in the business, possible interactions increase exponentially (number of contacts). The more often



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people interact, the higher the risk of virus transmission (frequency of contacts). The longer the duration of contacts, the higher the risk of virus transmission (duration of contacts). The closer the proximity of people, the higher the risk of virus transmission (distance of contacts); and

- 6) *Modification potential*—the degree to which best practices health protocols can reduce the risk of transmission, where those protocols can be properly implemented.

3. General Requirements for Individuals.

- a. Staying Safer At Home Is The Best Way To Control Risk. Staying home as much as possible is the best way to prevent the risk of COVID-19 transmission, and therefore minimizing trips and activities outside the home helps reduce risk to individuals and the community. All activities that involve contact with people from different Households increase the risk of transmission of COVID-19. Accordingly, all individuals currently living within the County are for the time being ordered to stay in their place of Residence to the extent possible. They may leave their Residence only to:

- Work for or access Businesses that are allowed to be open under this Order (Essential Businesses, Outdoor Businesses, and Additional Businesses, as those terms are defined in Sections 8.a, 8.b and 8.c);
- Work for, volunteer at, or access services at Healthcare Operations, as that term is defined in Section 8.g;
- Engage in activities that are allowed under this Order (Essential Activities, Outdoor Activities, and Additional Activities, as those terms are defined in Sections 8.h, 8.i and 8.j); and
- Engage in Essential Travel, as that term is defined in Section 8.k; or
- Provide any services or perform any work necessary to the operation maintenance of Essential Governmental Functions or Essential Infrastructure, as those terms are defined in Sections 8.l and 8.m.

Further, until further order of the Health Officer, all gatherings with members of other Households and all activities conducted outside the Residence with members of other Households must still cease between 10:00 p.m. and 5:00 a.m., except for those activities associated with the operation, maintenance, or usage of Essential Businesses or Essential Services, or as required by law.

- b. Residences and Households. For purposes of this Order, “Residences” include hotels, motels, shared rental units, and similar facilities. Residences also include living structures and outdoor spaces associated with those living structures, such as patios, porches, backyards, and front yards that are only accessible to a single family or Household. For purposes of this order “Household” means people living in a single Residence or shared living unit. Households do not refer to individuals who live



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together in an institutional group living situation such as in a dormitory, fraternity, sorority, monastery, convent, or residential care facility.

- c. Individuals Experiencing Homelessness. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter. Government agencies and other entities operating shelters and other facilities that house or provide meals or other necessities of life for individuals experiencing homelessness are strongly urged to, as soon as possible, make such shelter available, and must take appropriate steps to help ensure compliance with Social Distancing Requirements, including adequate provision of hand sanitizer. Also, individuals experiencing homelessness who are unsheltered and living in encampments should, to the maximum extent feasible, abide by 12 foot by 12 foot distancing for the placement of tents, and government agencies should provide restroom and hand washing facilities for individuals in such encampments as set forth in Centers for Disease Control and Prevention Interim Guidance Responding to Coronavirus 2019 (COVID-19) Among People Experiencing Unsheltered Homelessness (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/unsheltered-homelessness.html>).
- d. Older Adults and Individuals of Any Age with Certain Medical Conditions. Older adults and individuals with certain medical conditions—including cancer, chronic kidney disease, chronic obstructive pulmonary disease, immunocompromised state from solid organ transplant, obesity, serious heart conditions (such as heart failure, coronary artery disease, or cardiomyopathies), sickle cell disease, smoking, and Type 2 diabetes—are strongly urged to stay in their Residence except to access critical necessities such as food, and to seek or provide medical care or Essential Governmental Functions. Individuals with other medical conditions might be at increased risk for severe illness from COVID-19 and are encouraged to minimize activities and interactions with people outside their Household to the extent practicable, except as necessary to seek or provide medical care or Essential Governmental Functions. The most up-to-date information about who is at increased risk of severe illness and people who need to take extra precautions can be found at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>.
- e. Mandatory Risk Reduction Measures For Individuals Outside their Place of Residence. When people leave their place of Residence, they must (1) strictly comply with the Social Distancing Requirements as defined in Section 8.o, including maintaining at least six feet of social distance from other people not in the same Household, except as expressly provided in this subsection below or elsewhere in this Order, and (2) wear Face Coverings as defined and provided in, and subject to the limited exceptions in, Health Officer Order No. C19-12d issued December 22, 2020 (the “Face Covering Order”), including any future amendments to that order. The requirement to strictly comply with Social Distancing Requirements is subject to a limited exception as necessary to provide care (including childcare, adult or senior



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care, care to individuals with special needs, and patient care); as necessary to carry out the work of Essential Businesses, Essential Governmental Functions, or provide for Minimum Basic Operations; or as otherwise expressly provided in this Order. For clarity, individuals who do not currently reside in the County must comply with all applicable requirements of this Order when in the County.

Importantly, while the COVID-19 vaccines have been shown to be highly effective at preventing people from getting sick, we do not yet know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Accordingly, people who have been vaccinated must continue to follow these mandatory risk reduction measures when they leave their place of residence.

- f. Limitations on Gatherings that Involve Mixing of Different Households to Reduce Virus Transmission Risk. Gatherings of individuals from different Households pose a significant risk of virus transmission to the community. The greater the number of people from different households in a gathering, the greater the risk of the spread of COVID-19. All public and private gatherings of any number of people occurring outside a single Household are prohibited, except as expressly permitted in this Order including, but not limited to, gatherings allowed as Additional Activities in Appendix C-2. If, despite this prohibition, people find themselves with members of other Households, they are required to follow the health guidelines for safer interactions set forth in the Tip Sheet for Safer Interactions During COVID-19 Pandemic, posted at: www.sfcddcp.org/communicable-disease/diseases-a-z/covid19whatsnew.
 - g. Quarantine and Isolation Requirements and Recommendations Upon Moving to, Traveling to, or Returning to the County. Everyone is strongly encouraged not to travel, especially for recreational or non-essential purposes, and anyone who travels is strongly encouraged to quarantine on return to or arrival in the County. All individuals are required to comply with any travel-related orders—including any requirements for mandatory quarantine and isolation—that are issued by the State of California or the San Francisco Department of Public Health. Visit www.sfcddcp.org/travel for more information.
4. General Requirements for Businesses and Business Activities.
 - a. Allowed Businesses. Essential Businesses, Outdoor Businesses, and Additional Businesses, as defined in Sections 8.a, 8.b and 8.c, are allowed to operate in the County under this Order. All other Businesses are temporarily required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 8.d. Except as otherwise provided in Appendix C-1, Businesses that include allowed operations alongside other operations that are not yet allowed must, to the extent feasible, scale down their operations to the allowed components only.



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- b. Maximization of Telework. All Businesses must continue to maximize the number of Personnel who work remotely from their place of Residence, subject to the conditions and limitations provided in Appendix C-1.
- c. Activities that Can Occur Outdoors. All Businesses are strongly urged to move as many operations as possible outdoors, to the extent permitted by local law and permitting requirements, where there is generally less risk of COVID-19 transmission. Businesses that operate outdoors may, subject to any applicable permit requirements, conduct their operations in a tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) the San Francisco Department of Public Health’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/jg/Guidance-Shared-Outdoor-Spaces.pdf>).
- d. Social Distancing Protocol. As a condition of operating under this Order, the operators of all Businesses allowed to operate must comply with the requirements of the Social Distancing Protocol attached to this Order as Appendix A and must complete a Social Distancing Protocol checklist for each of their facilities in the County frequented by Personnel or members of the public. The Social Distancing Protocol checklist must be posted at or near each public entrance of each of the Business facilities and must be easily viewable by the public and Personnel. A copy of the Social Distancing Protocol checklist must also be provided in hardcopy or electronic format to each person performing work at the facility. Each Business subject to this paragraph must provide evidence of its implementation of the Social Distancing Protocol requirements to any authority enforcing this Order upon demand. A copy of the Social Distancing Protocol checklist must also be provided by the Business or entity to any member of the public on request.
- With the exception of construction activities—which must comply with the Construction Project Safety Protocols set forth in Appendix B—each Business must use the Social Distancing Protocol checklist included in Appendix A or a form that is substantially similar.
- e. Industry Specific Requirements. In addition to the Social Distancing Protocol, all Businesses allowed to operate under this Order must follow any industry or activity-specific guidance issued by the Health Officer related to COVID-19 (available online at <http://www.sfdph.org/directives>) and any conditions on operation specified in this Order, including those specified in Appendix C-1.
- f. Businesses Must Allow Personnel to Stay Home When Sick. As outlined in the Social Distancing Protocol, Businesses are required to allow Personnel to stay home



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if they have symptoms associated with COVID-19 that are new or not explained by another condition (see <http://www.sfdcp.org//covid19symptoms>), and Personnel are prohibited from coming to work if they are sick and may only return to work as outlined in the Social Distancing Protocol. Generally speaking, Personnel with any single COVID-19 symptom that is new or not explained by another condition must have a negative COVID-19 test OR stay out of work for at least 10 days since symptoms started in order to return to work. Those who are close contacts of someone with COVID-19 must remain out of work for 10 days since their last close contact. See Personnel Screening Attachment (A-1) of the Social Distancing Protocol for more details (also posted at www.sfdcp.org/screening-handout). Each Business that is required to comply with the Social Distancing Protocol is prohibited from taking any adverse action against any Personnel for staying home in the circumstances listed in the Social Distancing Protocol.

- g. Signage For Indoor Activities. Although this Order allows certain indoor activities to resume, those activities are allowed subject to more stringent safety measures and, as a general matter, remain inherently riskier than activities that are done outdoors. All businesses that are allowed to be open indoors for the public must conspicuously post signage, including at all primary public entrances, reminding people to adhere to physical distancing, hygiene, and Face Covering requirements and to stay home when they feel ill. They must also post a stand-alone sign bearing the message that: (1) COVID-19 is transmitted through the air, and the risk is generally higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. The templates may be updated from time to time, and businesses are strongly urged to keep informed of those changes and update their signage accordingly.
- h. Signage For Employees To Report Unsafe Conditions Related To COVID-19. All businesses are required to post signs in employee break rooms or areas informing employees that they can report violations of COVID-19 health orders and directives by calling 311 or visiting www.sf.gov/report-health-order-violation. Signage should also state that the employee's identity will not be disclosed to the employer. Sample signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- i. Ventilation Requirements.
- i. All businesses that are allowed to be open indoors must review the San Francisco Department of Public Health's Guidance on "Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic," available online at <https://www.sfdcp.org/COVID-Ventilation> ("Ventilation Guidance"). Those businesses must: (1) implement as many improvements in the Ventilation Guidance document as feasible, and (2) keep a hand-annotated copy of the Ventilation Guidance showing which improvements were considered and implemented. Ventilation guidance from recognized



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authorities such as the CDC, ASHRAE, or the state of California can be used as an alternate to the DPH Ventilation Guidance with an annotated version of the alternate guidance kept on hand.

- ii. All businesses—including essential businesses—that operate indoors and serve members of the public indoors, except hospitals and medical offices that meet Title 24 requirements for ventilation for healthcare facilities, must conspicuously post signage, including at all primary public entrances, indicating which of the following ventilation strategies are used at the facility: All available windows and doors accessible to fresh outdoor air are kept open; Fully Operational HVAC systems; Appropriately sized portable air cleaners in each room; or None of the above.

In addition, as soon as possible, but no later than February 3, 2021, all businesses—including hospitals and medical offices that meet Title 24 requirements for ventilation for healthcare facilities—must conspicuously post this same ventilation signage in any and all breakrooms in their facilities.

The County is making templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. The templates may be updated from time to time, and businesses are strongly urged to keep informed of those changes and update their signage accordingly.

- iii. [Temporarily suspended.]
- j. Compliance With State Orders. All businesses that are allowed to operate under this Order must operate in compliance with any applicable orders issued by the State that may limit the hours or manner of operation of businesses.
- k. Capacity Limitations. With the exception of standalone grocery stores, all businesses that operate indoors and serve members of the public indoors (including but not limited to essential and non-essential retail stores, and other essential businesses such as banks and businesses providing mailing and shipping services) must limit capacity to the lesser of: (1) 25% the store's maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other in the facility at all times.

Standalone grocery stores must limit capacity to the lesser of: (1) 50% the store's maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other in the facility at all times.

Unless otherwise provided in an industry specific health officer directive, the capacity limit does **not** include staff or other Personnel of a business.



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Businesses are urged to institute special hours for seniors and others with chronic conditions or compromised immune systems.

- l.* Metering Requirements. All businesses that that operate indoors and serve members of the public indoors subject to a capacity limitation must develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.
- m.* Until further order of the Health Officer, all non-essential businesses must close between 10:00 p.m. and 5:00 a.m. For clarity, and without limiting other applicable exemptions, essential work is permitted to continue between 10:00 p.m. and 5:00 a.m., and, subject to other applicable legal requirements, essential retail establishments may remain open during those hours, and food and beverage establishments may continue to operate for delivery and takeout during those hours. Personnel may also commute to and from work during those hours for a business that is allowed to operate under this Order.
5. Schools, Childcare, Youth Programs, and Higher Education

 - a.* Schools. Transitional kindergarten (TK)-12 schools may operate for in-person instruction subject to the following requirements and conditions.

 - 1) TK-6 Grade.

 - a)* Schools serving grades TK-6 may **reopen** for indoor in-person instruction if they:

 - i.* obtain advance written approval of the Health Officer, and
 - ii.* complete and post a Covid-19 Safety Plan (CSP)—as described in the California Department of Public Health “Covid-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-21 School Year (available at https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)—to their website homepage and submit the CSP to the San Francisco Department of Public Health and the State Safe Schools for All Team and there are no identified deficiencies.

More information about this process will be available at <https://www.sfdph.org/dph/covid-19/schools-education.asp> or email the Schools and Childcare Hub at schools-childcaresites@sfdph.org.

Note that only grades TK-6 may reopen for indoor in-person education even if the grade configuration at the school includes additional grades.



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- b) Schools that have **already opened** and are providing in-person instruction to students in grades TK-6 may continue to do so if they complete and post a CSP to their website homepage or, in the case of schools that do not maintain websites, in another publicly available manner no later than February 1, 2021.
- 2) 7-12 Grade.
 - a) Schools may **not reopen** for indoor in-person instruction for students in grades 7-12 at this time.
 - b) Schools that have **already opened** and are providing in-person instruction to students in grades 7-12 may continue to do so if they complete and post a CSP to their website homepage or, in the case of schools that do not maintain websites, in another publicly available manner no later than February 1, 2021.
 - c) Schools that have approved applications to provide indoor in-person instruction for students in grades 7-12, but have not yet reopened may not reopen for indoor instruction at this time.
 - d) Middle and high schools interested in operating *outdoor* in-person programs should visit <https://www.sfdph.org/dph/covid-19/schools-education.asp> or email the Schools and Childcare Hub at schools-childcaresites@sfdph.org for more information.
 - 3) Specialized Targeted Support Services. TK-12 schools may operate to provide in-person specialized and targeted support services to vulnerable children and youth. Schools providing specialized targeted support services do not need to obtain a waiver or advance written approval of the Health Officer, but must comply with the Health Officer Directive No. 2020-26b. Additional information about what qualifies as specialized targeted support services and which students may be served in these specialized programs is available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.
 - 4) Requirements for All TK-12 Schools. All TK-12 schools must follow any applicable directives issued by the County Health Officer, including Health Officer Directive No. 2020-33b (www.sfdph.org/directives), as it may be updated in the future, and any applicable “COVID-19 Industry Guidance” issued by the California Department of Public Health, available at <https://covid19.ca.gov/industry-guidance/>.

For clarity, this subsection applies to public and private schools operating in San Francisco, including independent, parochial and charter schools.



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- b. Home-Based Care for Children. Home-based care for children is permitted under Section 8.a.xxi, below.
 - c. Childcare Programs for Young Children. Group care facilities for children who are not yet in elementary school—including, for example, licensed childcare centers, daycares, family daycares, and preschools (including cooperative preschools)—may operate subject to, and to the extent permitted by, the health and safety requirements set forth in Section 3.b.1 of Appendix C-1 and Health Officer Directive No. 2020-14e, as it may be amended in the future.
 - d. Out of School Time Programs. With the exception of schools, which are addressed in subsection (a) above, educational or recreational institutions or programs that provide care or supervision for school-aged children and youth—including for example, learning hubs, other programs that support and supplement distance learning in schools, school-aged childcare programs, youth sports programs, and afterschool programs—may operate subject to, and to the extent permitted by, the health and safety requirements set forth in Section 3.b.3 of Appendix C-1 and Health Officer Directive No. 2020-21e, as it may be amended in the future.
 - e. Institutions of Higher Education and Adult Education. Institutions of higher education (“IHEs”), such as colleges and universities, and other programs offering adult education—including, for example, programs offering job skills training and English as a second language classes to adults—may operate subject to, and to the extent permitted by, the health and safety requirements set forth in Section 14 of Appendix C-1, and any relevant industry-specific Health Officer directives.
 - f. Additional Information. Additional information about the operational requirements and restrictions relating to COVID-19 for schools, childcare, and youth programs is available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.
6. Public Transit.
- a. Transit agencies, people riding or waiting to ride on public transit, and people at or near a public transit stop or station must comply with Social Distancing Requirements, as defined in Section 8.o, except as provided in subsection (b) below. Personnel and passengers must wear Face Coverings as required by the Face Covering Order. Also, people riding or waiting to ride on public transit must follow any applicable directives issued by the County Health Officer (www.sfdph.org/directives) and any applicable “COVID-19 Industry Guidance” issued by the California Department of Public Health, available at <https://covid19.ca.gov/industry-guidance/>. For clarity, public transit may continue to operate between 10:00 p.m. and 5:00 a.m.
 - b. Transit agencies that have submitted an acceptable health and safety plan to the Department of Public Health may relax the six-foot social distancing requirement



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between riders, provided that they encourage riders from different Households to maintain six feet social distance to the greatest extent feasible, and in no event shall the distance between riders from different Households be less than three feet. Transit agencies that have submitted an acceptable health plan must still ensure that there is at least six-foot social distance between transit operators and members of the public. The Department of Public Health has posted a template health and safety plan at www.sfdph.org/directives.

7. Mandatory Reporting by Businesses and Government Entities When Three or More Personnel Contract COVID-19 Within Two Weeks.

Businesses and governmental entities must require that all Personnel immediately alert the Business or governmental entity if they test positive for COVID-19 and were present in the workplace within the 48 hours before onset of symptoms or, if asymptomatic, within 48 hours of the date on which they were tested. Businesses and governmental entities can learn more about what to do after a positive COVID-19 case among Personnel at www.sfdcp.org/covid19-positive-workplace. If a Business or governmental entity has three or more Personnel who test positive for COVID-19 within a two-week period, then the Business or governmental entity is required to call the San Francisco Department of Public Health at 628-217-6100 immediately to report the cluster of cases. Businesses and governmental entities must also comply with all case investigation and contact tracing measures by the County, including providing any information requested.

8. Definitions.

For purposes of this Order, the following initially capitalized terms have the meanings given below.

Allowed Businesses and Business Activities.

a. *Essential Businesses.* “Essential Businesses” means:

- i. Healthcare Operations (as defined in subsection g below);
- ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of unprepared food, canned food, dry goods, non-alcoholic beverages, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, as well as hygienic products and household consumer products necessary for personal hygiene or the habitability, sanitation, or operation of Residences. The Businesses included in this subsection include establishments that sell multiple categories of products provided that they sell a significant amount of essential products identified in this subsection, such as liquor stores that also sell a significant amount of food;
- iii. Food cultivation, including farming, livestock, and fishing;



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- iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
- v. Construction, but only as permitted under the State Order and only pursuant to the Construction Safety Protocols listed in Appendix B and incorporated into this Order by this reference. City public works projects are not subject to Appendix B, but rather must comply with Health Officer Directive No. 2020-04 (as that directive may be updated or revised) regarding the Construction Safety Protocols for City Public Works Projects;
- vi. Newspapers, television, radio, and other media services;
- vii. Gas stations and auto-supply, auto-repair (including, but not limited to, for cars, trucks, motorcycles and motorized scooters), and automotive dealerships, but only for the purpose of providing auto-supply and auto-repair services. This subsection (vii) does not restrict the on-line purchase of automobiles if they are delivered to a Residence or Essential Business;
- viii. Bicycle repair and supply shops;
- ix. Banks and related financial institutions;
- x. Service providers that enable real estate transactions (including rentals, leases, and home sales), including, but not limited to, real estate agents, escrow agents, notaries, and title companies, provided that appointments and other residential real estate viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same Household and one individual showing the unit (except that in person visits are not allowed when the occupant is present in the Residence);
- xi. Hardware stores;
- xii. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the habitability, sanitation, or operation of Residences and Essential Businesses;
- xiii. Businesses providing mailing and shipping services, including post office boxes;
- xiv. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, or as allowed under subsection (xxvi), provided that social distancing of six feet per person is maintained to the greatest extent possible;
- xv. Laundromats, drycleaners, and laundry service providers;
- xvi. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food



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services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;

- xvii. Funeral home providers, mortuaries, cemeteries, and crematoriums, to the extent necessary for the transport, preparation, or processing of bodies or remains, and for those same entities, as well as for houses of worship, to hold (a) indoor funerals for no more than 12 individuals (or, if higher, the number of individuals then allowed to gather for indoor religious services and cultural ceremonies under Section (9)b.3 of Appendix C-2), and (b) outdoor funerals subject to the capacity limits for outdoor religious gatherings under Section (9)b.2 of Appendix C-2, but if the number of people allowed for a funeral indoors is more than 12, then indoor and outdoor funerals cannot be held concurrently for the funeral for the same individual at the same location;
- xviii. Businesses that supply other Essential Businesses and Outdoor Businesses with the support or supplies necessary to operate, but only to the extent that they support or supply these Businesses. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;
- xix. Businesses that have the primary function of shipping or delivering groceries, food, or other goods directly to Residences or Businesses. This exemption shall not be used to allow for manufacturing or assembly of non-essential products or for other functions besides those necessary to the delivery operation;
- xx. Airlines, taxis, rental car companies, rideshare services (including shared bicycles and scooters), and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
- xxi. Home-based care for seniors, adults, children, and pets;
- xxii. Residential facilities and shelters for seniors, adults, and children;
- xxiii. Professional services, such as legal, notary, or accounting services, when necessary to assist in compliance with non-elective, legally required activities or in relation to death or incapacity;
- xxiv. Services to assist individuals in finding employment with Essential Businesses;
- xxv. Moving services that facilitate residential or commercial moves that are allowed under this Order;
- xxvi. Childcare establishments and other educational or recreational institutions or programs providing care or supervision for children (with the exception of summer camps, which are addressed separately in Appendix C-1, and schools, which are addressed separately in Section 6.b, above) that enable owners and Personnel of Essential Businesses and providers of Essential Governmental Functions to work as allowed under this Order;
- xxvii. Businesses that operate, maintain, or repair Essential Infrastructure.



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- b. *Outdoor Businesses.* “Outdoor Businesses” means:
- i. The following Businesses that normally operated primarily outdoors before March 16, 2020, and where there is the ability to fully maintain social distancing of at least six feet between all persons:
 1. Businesses primarily operated outdoors, such as wholesale and retail plant nurseries, agricultural operations, and garden centers; and
 2. Service providers that primarily provide outdoor services, such as landscaping and gardening services, and environmental site remediation services.
- For clarity, “Outdoor Businesses” do not include outdoor restaurants, cafes, or bars. Except as otherwise provided in Appendix C-1, they also do not include Businesses that promote large, coordinated, and prolonged gatherings, such as outdoor concert venues and amusement parks.
- Outdoor Businesses may conduct their operations in a tent, canopy, or other shelter as provided in Section 4.c above.
- c. *Additional Businesses.* “Additional Business” means any Business identified as an Additional Business in Appendix C-1, which will be updated as warranted based on the Health Officer’s ongoing evaluation of the COVID-19 Indicators and other data. In addition to the other requirements in this Order, operation of those Additional Businesses is subject to any conditions and health and safety requirements set forth in Appendix C-1 and in any industry-specific guidance issued by the Health Officer.
- d. *Minimum Basic Operations.* “Minimum Basic Operations” means the following activities for Businesses, provided that owners, Personnel, and contractors comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain and protect the value of the Business’s inventory and facilities; ensure security, safety, and sanitation; process payroll and employee benefits; provide for the delivery of existing inventory directly to Residences or Businesses; and related functions. For clarity, this section does not permit Businesses to provide curbside pickup to customers; and
 - ii. The minimum necessary activities to facilitate owners, Personnel, and contractors of the Business being able to continue to work remotely from their Residences, and to ensure that the Business can deliver its service remotely.
- e. *Business.* A “Business” includes any for-profit, non-profit, or educational entity, whether a corporate entity, organization, partnership or sole proprietorship, and regardless of the nature of the service, the function it performs, or its corporate or



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entity structure.

- f. *Personnel*. “Personnel” means the following people who provide goods or services associated with the Business in the County: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the Business); independent contractors; vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Business. “Personnel” includes “gig workers” who perform work via the Business’s app or other online interface, if any.
- g. *Healthcare Operations*. “Healthcare Operations” includes, without limitation, hospitals, clinics, COVID-19 testing locations, dentists, pharmacies, blood banks and blood drives, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption for Healthcare Operations must be construed broadly to avoid any interference with the delivery of healthcare, broadly defined. “Healthcare Operations” excludes fitness and exercise gyms and similar facilities.

Allowed Activities.

- h. *Essential Activities*. “Essential Activities” means to:
 - i. Engage in activities or perform tasks important to their health and safety, or to the health and safety of their family or Household members (including pets);
 - ii. Obtain necessary services or supplies for themselves and their family or Household members, or to deliver those services or supplies to others;
 - iii. Provide necessary care for a family member or pet in another Household who has no other source of care;
 - iv. Attend a funeral with no more than 12 individuals present (or, if higher, the number of individuals allowed to gather for social gatherings under Appendix C-2); and
 - v. Move Residences.
- i. *Outdoor Activities*. “Outdoor Activities” means:
 - i. To engage in outdoor recreation activity, including, by way of example and without limitation, walking, hiking, bicycling, and running, in compliance with Social Distancing Requirements and with the following limitations:
 - 1. Outdoor recreation activity at parks, beaches, and other open spaces must comply with any restrictions on access and use established by the Health Officer, government, or other entity that manages such area to reduce crowding and risk of transmission of COVID-19;



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2. Except as otherwise provided in Appendix C-2 or as otherwise authorized in writing by the Health Officer, use of outdoor recreational areas and facilities with high-touch equipment or that encourage gathering—including playgrounds, gym equipment, climbing walls, pools, spas, and barbecue areas—is prohibited outside of Residences, and all such areas must be closed to public access including by signage and, as appropriate, by physical barriers; and
3. Except as otherwise provided in Appendix C-2, sports or activities that include the use of shared equipment or physical contact between participants may only be engaged in by members of the same Household.

Outdoor Activities may be conducted in a tent, canopy, or other shelter, as provided in Section 4.c above.

- j. *Additional Activities*. “Additional Activities” means:
- i. To engage in outdoor recreation activities or other activities set forth in Appendix C-2, subject to any conditions and health and safety requirements set forth there.

Allowed Travel.

- k. *Essential Travel*. “Essential Travel” means travel for any of the following purposes:
- i. Travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, Minimum Basic Operations, Outdoor Activities, Outdoor Businesses, Additional Activities, and Additional Businesses;
 - ii. Travel to care for any elderly, minors, dependents, or persons with disabilities;
 - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services;
 - iv. Travel to return to a place of Residence from outside the County;
 - v. Travel required by law enforcement or court order;
 - vi. 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 before commencing such travel;
 - vii. Travel to manage after-death arrangements and burial;
 - viii. Travel to arrange for shelter or avoid homelessness;
 - ix. Travel to avoid domestic violence or child abuse;
 - x. Travel for parental custody arrangements; and



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- xi. Travel to a place to temporarily reside in a Residence or facility to avoid potentially exposing others to COVID-19, such as a hotel or other facility provided by a governmental authority for such purposes.

Governmental Functions.

- l. *Essential Infrastructure.* “Essential Infrastructure,” including airports, utilities (including water, sewer, gas, and electrical), oil refining, roads and highways, public transportation, solid waste facilities (including collection, removal, disposal, recycling, and processing facilities), cemeteries, mortuaries, crematoriums, and telecommunications systems (including the provision of essential global, national, and local infrastructure for internet, computing services, Business infrastructure, communications, and web-based services).
- m. *Essential Governmental Functions.* “Essential Governmental Functions” are determined by the governmental entity performing those functions in the County. Each governmental entity shall identify and designate appropriate Personnel, volunteers, or contractors to continue providing and carrying out any Essential Governmental Functions, including the hiring or retention of new personnel or contractors to perform such functions. Each governmental entity and its contractors must employ all necessary emergency protective measures to prevent, mitigate, respond to, and recover from the COVID-19 pandemic, and all Essential Governmental Functions must be performed in compliance with Social Distancing Requirements to the greatest extent feasible. All first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order to the extent they are performing those essential services.

The County may operate facilities as needed to address health emergencies related to weather conditions or acts of nature, such as excessive heat or smoke from wildfires, even if those facilities are not otherwise allowed to open for their intended purposes under this Order, provided that the operation of such facilities must be done in compliance with any COVID-19 related guidance that the Health Officer may issue. Those facilities include, but are not limited to, cooling centers and smoke respite centers, and may be operated directly by the County or by other entities at the direction of or in coordination with the County or as otherwise provided for in such guidance.

Residences and Households.

- n. “Residences” and “Households” are defined as set forth in Section 3.b, above.

Social Distancing.

- o. *Social Distancing Requirements.* “Social Distancing Requirements” mean:



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- i. Maintaining at least six-foot social distancing from individuals who are not part of the same Household;
 - ii. Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combatting COVID-19;
 - iii. Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands);
 - iv. Wearing a Face Covering when out in public, consistent with the orders or guidance of the Health Officer; and
 - v. Avoiding all non-essential interaction outside the Household when sick with any COVID-19 symptom listed at www.sfcdep.org/covid19symptoms that is new or not explained by another condition.
9. Incorporation of State and Local Emergency Proclamations and Federal and State Health Orders.
 - a. State and Local Emergency Proclamations. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 12, 2020 Executive Order (Executive Order N-25-20) issued by Governor Gavin Newsom, the February 25, 2020 Proclamation by the Mayor Declaring the Existence of a Local Emergency issued by Mayor London Breed, as supplemented on March 11, 2020, the March 6, 2020 Declaration of Local Health Emergency Regarding Novel Coronavirus 2019 (COVID-19) issued by the Health Officer, and guidance issued by the California Department of Public Health, as each of them have been and may be supplemented.
 - b. State Health Orders. This Order is also issued in light of the March 19, 2020 Order of the State Public Health Officer and the State Blueprint for a Safer Economy (the “State Order”), which set baseline statewide restrictions on non-residential Business activities, effective until further notice, the Governor’s March 19, 2020 Executive Order N-33-20 directing California residents to follow the State Order, and the July 13, 2020, August 28, 2020, November 19, 2020, and December 3, 2020 Orders of the State Public Health Officer. The May 4, 2020 Executive Order issued by Governor Newsom and May 7, 2020 Order of the State Public Health Officer permit certain Businesses to reopen if a local health officer believes the conditions in that jurisdictions warrant it, but expressly acknowledge the authority of local health officers to establish and implement public health measures within their respective jurisdictions that are more restrictive than those implemented by the State Public Health Officer. Also on November 16, 2020 the State Department of Public Health issued updated guidance for the use of Face Coverings, requiring all people in the State to wear Face Coverings when outside the home, subject to limited exceptions.
 - c. Federal Executive Orders. This Order is also issued in light of the January 20, 2021 Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing,



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which requires all individuals in Federal buildings and on Federal land to wear Face Coverings, maintain physical distance, and adhere to other public health measures.

10. Obligation to Follow Stricter Requirements of Orders.

This Order adopts certain health and safety restrictions that are more stringent than those contained in the State Order. Without this tailored set of restrictions that further reduces the number of interactions between persons, scientific evidence indicates that the public health crisis in the County will worsen to the point at which it may overtake available health care resources within the County and increase the death rate. Where a conflict exists between this Order and any state public health order related to the COVID-19 pandemic, the most restrictive provision (i.e., the more protective of public health) controls. Consistent with California Health and Safety Code section 131080 and the Health Officer Practice Guide for Communicable Disease Control in California, except where the State Health Officer may issue an order expressly directed at this Order and based on a finding that a provision of this Order constitutes a menace to public health, any more restrictive measures in this Order continue to apply and control in this County. Also, to the extent any federal guidelines allow activities that are not allowed by this Order, this Order controls and those activities are not allowed.

11. Obligation to Follow Health Officer Directives and Mandatory State Guidance.

In addition to complying with all provisions of this Order, all individuals and entities, including all Businesses and governmental entities, must also follow any applicable directives issued by the County Health Officer (www.sfdph.org/directives) and any applicable "COVID-19 Industry Guidance" issued by the California Department of Public Health, available at <https://covid19.ca.gov/industry-guidance/>. To the extent that provisions in the directives of the County Health Officer and the guidance of the State Health Officer conflict, the more restrictive provisions (i.e., the more protective of public health) apply. In the event of a conflict between provisions of any previously-issued Health Officer directive and this Order (including the revised provisions of the Appendixes), this Order controls over the conflicting provisions of the Health Officer directive.

12. Enforcement.

Under Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and the Chief of Police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order (including, without limitation, any Health Directives) constitutes an imminent threat and immediate menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both. The San Francisco Department of Public Health is authorized to respond to such public nuisances by issuing Notice(s) of Violation and ordering premises vacated and closed until the owner, tenant, or manager submits a written plan to eliminate all violations and the San Francisco Department of Public



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Health (“SFDPH”) finds that plan satisfactory. If SFDPH finds that a premises, which has been permitted to re-open after being previously ordered to close, is again violating the terms of this Order (including, without limitation, any Health Directives), SFDPH may issue further Notice(s) of Violation and orders to vacate and close directing that the premises remain closed until both of the following conditions are satisfied: (1) the owner, tenant, or manager submits a written plan to eliminate all violations and SFDPH finds that plan satisfactory; and (2) the State reassigns San Francisco to a tier that is less restrictive than the purple tier. Such Notice(s) of Violation and orders to vacate and close may be issued based on a written report made by any City employees writing the report within the scope of their duty. SFDPH must give notice of such orders to vacate and close to the Chief of Police or the Chief’s designee to be executed and enforced by officers in the same manner as provided by San Francisco Health Code section 597.

13. Effective Date.

This Order becomes effective at 8:00 a.m. on January 28, 2021, and will continue, as updated, to be in effect until it is rescinded, superseded, or amended in writing by the Health Officer.

14. Relation to Other Orders of the San Francisco Health Officer.

Effective as of the effective date and time in Section 13 above, this Order revises and replaces Order Number C19-07r, issued January 20, 2021. This Order also extends Order Nos. C19-04 (imposing cleaning standards for residential hotels) and C19-11 (placing Laguna Honda Hospital and Rehabilitation Center under protective quarantine) without any further need to amend those orders, with those listed orders otherwise remaining in effect until the specific listed order or this Order is extended, rescinded, superseded, or amended in writing by the Health Officer. This Order does not prohibit amendment of those orders separately. This Order also does not alter the end date of any other Health Officer order or directive having its own end date or which continues indefinitely.

15. Copies.

The County must promptly provide copies of this Order as follows: (1) by posting on the Department of Public Health website (www.sfdph.org/healthorders); (2) by posting at City Hall, located at 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102; and (3) by providing to any member of the public requesting a copy. Also, the owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public asking for a copy.

16. Severability.

If any provision of this Order or its application to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision



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to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:

A handwritten signature in black ink, appearing to read "Susan Philip", written over a horizontal line.

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Dated: January 27, 2021

Attachments:

- Appendix A – Social Distancing Protocol for Businesses (revised January 27, 2021)
- Appendix B – Construction Project Safety Protocol (revised January 20, 2021)
- Appendix C-1 – Additional Businesses (revised January 27, 2021)
- Appendix C-2 – Additional Activities (revised January 27, 2021)

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. List the symptoms in the San Francisco COVID-19 Health Screening Form for non-personnel (**Attachment A-2**); (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
- Post required signage in all break rooms and similar indoor spaces used by Personnel stating:
 - (1) COVID-19 is transmitted through the air, and the risk is generally higher indoors.
 - (2) Seniors and those with health risks should avoid indoor settings with crowds.
 - (3) Personnel must remain at least six feet away from others outside their Household at all times
 - (4) A copy of the "Take a Break Safely" Poster (available online at [sf.gov/file/covid-break-room](https://www.sf.gov/file/covid-break-room))
 - (5) Signage indicating which of the following ventilation strategies are used at the facility: All available windows and doors accessible to fresh outdoor air are kept open; Fully Operational HVAC systems; Appropriately sized portable air cleaners in each room; or None of the above.
- 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 answer yes to any of the three questions on the Personnel Screening Attachment (**Attachment A-1**). See www.sfgcdcp.org/screen for this form.
 - Provide Personnel a copy of the Personnel Screening Attachment (A-1) to ensure they understand when to stay home and for how long. That form discusses rules for staying out of work due to concerns of COVID-19 exposure. Translated versions of the Personnel Screening Attachment (A-1) are available online at www.sfgcdcp.org/screen.
 - Ensure Personnel review health questions on the Personnel Screening Attachment (A-1) 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 and favoring allowing Personnel to carry out their duties from home when possible
- Require that patrons cancel or reschedule appointments or reservations for non-essential services if they have COVID-19 symptoms or exposure, as described in San Francisco COVID-19 Screening Form (Attachment A-2). Ensure that patrons can cancel an appointment or reservation for COVID-19 symptoms or exposure without financial penalty. 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
- Add signage and educate Personnel about safer break room practices, including as required in Section 3.27
- 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 people have direct interactions
- Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
 - Break rooms:
 - Bathrooms:
 - Other:
- 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):

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 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.** [Minor edits to this section 11/3/20] 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 symptom of COVID-19 that is new or not explained by another condition, listing the symptoms from the Screening Form for non-personnel (Attachment A-2) or using the symptom list available online at www.sfcddp.org/covid19symptoms; 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. C19-12d, issued on December 22, 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; minor edits made 11/3/20] 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 three questions that must be used for that purpose. That form may be used, or the business may adapt the questions and the information contained in that form 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 for non-personnel (**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 and the information contained in that form 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.sfgdcp.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.** [Updated 1/20/21] Instruct all Personnel orally and in writing not to come to work or the facility if they answer yes to any of the three questions on the Personnel Screening Attachment (**Attachment A-1**). See www.sfgdcp.org/screen for this form including translations.
- 2.2.** Provide a copy of the Personnel Screening 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.sfgdcp.org/screen. 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 and information contained on the Personnel Screening Attachment and ask Personnel those questions and deliver the information contained in that form through another format.
- 2.3.** [Updated 1/20/21] Review the three questions on the Personnel Screening Attachment on a daily basis with all Personnel in the City who 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 questions 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 of the three questions on the Personnel Screening Attachment to return home or not come to work and follow the directions on the Attachment. Generally speaking, Personnel with any single COVID-19 symptom that is new or not explained by another condition (and who has not already been diagnosed with COVID-19) MUST have a negative COVID-19 test OR stay out of work for at least 10 days since symptoms started in order to return to work. Those who have been diagnosed with COVID-19 or had a test confirming they have the virus cannot return to work until at least 10 days after their symptoms have started; if they never had symptoms but had a positive COVID-19 test they can return 10 days after the date their test was collected. Those who are close contacts of someone with COVID-19 must remain out of work for 10-14 days since their last close contact; the exact duration depends on their occupation (details can be found at www.sfdcp.org/quarantineduration).

- 2.4.** Instruct Personnel who stayed home or who went home based on the questions listed on the Personnel Screening Attachment that they must follow the instructions on that form as well as any applicable requirements from the quarantine and isolation directives (available at 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 if they meet the criteria explained on the Personnel Screening Attachment: www.sfdcp.org/screen. 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, including translations, is available online at www.sfdcp.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 for non-personnel (**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.sfdcp.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. 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; updated 11/3/20] 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 cancel the appointment or reservation if it is not for essential services (such as food, medicine, shelter, or social services) and allow the patron to cancel without any financial penalty. 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.

3.27.[Added 1/27/21] As soon as possible, but by no later than February 3, 2021, businesses that make break rooms, cafeterias, or other similar indoor spaces available to Personnel must comply with the following requirements:

3.27.1. The business must notify Personnel that they are advised against eating indoors to the greatest extent possible. Where feasible, businesses should provide an outdoor area where Personnel can eat their meals. If Personnel must eat indoors, the business must encourage Personnel to eat away from others, including at their own desks or workspaces. Businesses must discourage Personnel from congregating in cafeterias, break rooms, or other similar indoor spaces.

3.27.2. Businesses must stagger and schedule breaks for their Personnel and the use of break rooms or other similar indoor spaces to avoid crowding and help limit socializing.

3.27.3. Post the following signage in any break room, cafeteria, or similar indoor space. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

3.27.3.1. A sign bearing the message that: (1) COVID-19 is transmitted through the air, and the risk is generally higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds.

3.27.3.2. A sign informing Personnel that they must remain at least six feet away from others outside their Household at all times.

- 3.27.3.3.** A copy of the “Take a Break Safely” Poster (available online at sf.gov/file/covid-break-room).
- 3.27.3.4.** Signage indicating which of the following ventilation strategies are used at the facility: All available windows and doors accessible to fresh outdoor air are kept open; Fully Operational HVAC systems; Appropriately sized portable air cleaners in each room; or None of the above.
- 3.27.4.** Limit the number of people in indoor break rooms, cafeterias, or other similar spaces to the lesser of: (a) 25% of the maximum occupancy; or (b) the number of people that can safely maintain at least six feet of distance from each other at all times.
- 3.27.5.** Businesses that provide onsite food serve to Personnel must operate in accordance with Health Officer Directives 2020-05 (Food Preparation for Essential Delivery Businesses) and 2020-16 (Indoor and Outdoor Dining) and any amendments to those directives. Businesses must strongly encourage Personnel to take food items to-go and eat outside or in areas away from other Personnel. Consider limiting offerings to pre-packed and grab-n-go style meals.
- 3.27.6.** Businesses are strongly recommended to take all available steps to protect their Personnel, including using visual cues to promote proper distancing and expanding the number of break spaces to prevent crowding.

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.

Attachment A-1: Personnel Screening Form

Last updated: January 20, 2021

Personnel at businesses and other entities operating during the COVID-19 pandemic MUST answer these questions before starting work every day, either in person or online, and MUST stay out of work for the appropriate amount of time if they answer YES to any of the questions. For information about paid sick leave options, visit www.sfgov.org/olse and www.sfcddcp.org/workerfaq.

If your answer is **YES to any question, do NOT enter the location.**



- **Stay at home**, except to get tested or get needed medical care.
- **Follow the steps mandated by Health Directive 2020-02/03 and explained at:** www.sfcddcp.org/isolationandquarantine

Question #1: In the last 24 hours, including today, have you had ANY of the symptoms below, that is new or not explained by another condition?

Fever (100.4°F/38°C or greater), chills, shivering	Feeling unusually weak or fatigued	Diarrhea
Cough	Loss of taste or smell	Runny or congested nose
Sore throat	Muscle or body aches	Nausea or vomiting
Shortness of breath, difficulty breathing	Headache	

Question #2: In the past 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Question #3: In the past 10-14 days, have you had “close contact” with anyone who has COVID-19, during their contagious period?

If you have recovered from COVID-19 in the last three months, speak to your healthcare provider.

Quick overview of what to do and the earliest personnel may return to work, if you had:	
Symptoms WITHOUT a COVID-19 test (answered YES to Question 1)	GET TESTED. Without a test, the Business must treat you as being positive for COVID-19 and prohibit you from entering for at least 10 calendar days.
A positive COVID-19 test WITH symptoms (answered YES to Question 2)	You can return to work: <ul style="list-style-type: none"> • 10 days after first onset of symptoms, AND • You have improvement of symptoms, AND • You have had no fever for over 24 hours without taking fever-reducing medicine
A positive COVID-19 test WITHOUT symptoms (answered YES to Question 2)	You can return to work 10 days after the day your COVID-19 test was collected as long as you have no symptoms.
“Close contact” with anyone with COVID-19 during their contagious period (answered YES to Question 3)	GET TESTED, ideally 6 days or more after your last contact with the person with COVID-19. You can return to work 10 days after your last close contact with the person with COVID-19 UNLESS: <ul style="list-style-type: none"> • Your COVID-19 test is positive (see boxes above for positive COVID-19 test) OR • You develop symptoms (GET TESTED if you develop symptoms) OR • You work in a jail, long term care facility, shelter, or dormitory (you cannot return to work until 14 days after your last close contact—check with your employer whether there are staffing shortages that may change this duration)

“Close contact” means having any of following interactions with someone with COVID-19 while they were contagious (they are contagious 48 hours before their symptoms began until at least 10 days after the start of symptoms). If the person with COVID-19 never had symptoms, they are contagious 48 hours before their COVID-19 test was collected until 10 days after they were tested.

- Within 6 feet of them for a total of 15 minutes or more in a 24-hour period
- Having direct contact with their bodily fluids (coughed or sneezed on you or shared food utensils)
- Living or staying overnight with them
- Having physical or intimate contact including hugging and kissing
- Taking care of them, or having them take care of you

Businesses have specific requirements to ensure Personnel stay out of work the appropriate amount of time. Some businesses may have additional screening requirements or forms to use. Go to www.sfcddcp.org/screen for more information on those requirements and a copy of this form. To report a violation of San Francisco COVID-19 health orders and directives (www.sfdph.org/healthorders), including not screening workers, letting sick workers stay at work, not social distancing or not requiring facemasks, call: 311 or 415-701-2311 (English) or 415-701-2322 (Español, 中文, TTY). You can request for your identity to remain confidential.

Attachment A-2: Screening Form for Non-Personnel

Last updated: January 20, 2021

To businesses, organizations, and programs: This form is for screening clients, customers and other visitors before letting them enter your facility. Health Officer Directives may have additional requirements regarding screening in a specific context. The San Francisco Department of Public Health discourages you from denying core essential services (such as food, medicine, shelter, or social services) to people who answer “yes” to any of the questions below. You are encouraged to find alternative ways to meet clients’ needs that do not require them to enter your location, such as curbside pickup or delivery services. This form is available at www.sfdcp.org/screen.

Screening Questions and Information for Non-Personnel:

If your answer is **YES** to any question, do NOT enter the location.



- **Stay at home**, except to get tested or get needed medical care.
- **Follow the steps mandated by Health Directive 2020-02/03 and explained at:** sfdcp.org/isolationandquarantine

Question #1: In the last 24 hours, including today, have you had ANY of the symptoms below, that is new or not explained by another condition?

Fever (100.4°F/38°C or greater), chills, shivering	Feeling unusually weak or fatigued*	Diarrhea
Cough	Loss of taste or smell	Runny or congested nose*
Sore throat	Muscle or body aches*	Nausea or vomiting
Shortness of breath, difficulty breathing	Headache	

*Children and youth under 18 years old do not need to be screened for these symptoms

Question #2: In the past 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Question #3: In the past 10-14 days, have you had “close contact” with anyone who has COVID-19, during their contagious period?

If you have recovered from COVID-19 in the last three months, speak to your healthcare provider.

Quick overview of what to do and the earliest you may enter a location, if you had:	
Symptoms WITHOUT a COVID-19 test (answered YES to Question 1)	GET TESTED. Without a test, the location must treat you as being positive for COVID-19 and require you to stay out for at least 10 calendar days.
A positive COVID-19 test WITH symptoms (answered YES to Question 2)	You can return to the location: <ul style="list-style-type: none"> • 10 days after first onset of symptoms, AND • You have improvement of symptoms, AND • You have had no fever for over 24 hours without taking fever-reducing medicine
A positive COVID-19 test WITHOUT symptoms (answered YES to Question 2)	You can return to the location 10 days after the day your COVID-19 test was collected as long as you have no symptoms
“Close contact” with anyone with COVID-19 during their contagious period (answered YES to Question 3)	GET TESTED, ideally 6 days or more after your last contact with the person with COVID-19. You can return to the location 10 days after your last close contact with the person with COVID-19 UNLESS: <ul style="list-style-type: none"> • Your COVID-19 test is positive (see boxes above for positive COVID-19 test) OR • You develop symptoms (GET TESTED if you develop symptoms)

“Close contact” means having any of following interactions with someone with COVID-19 while they were contagious (they are contagious 48 hours before their symptoms began until at least 10 days after the start of symptoms). If the person with COVID-19 never had symptoms, they are contagious 48 hours before their COVID-19 test was collected until 10 days after they were tested.

- Within 6 feet of them for a total of 15 minutes or more in a 24-hour period
- Having direct contact with their bodily fluids (coughed or sneezed on you or shared food utensils)
- Living or staying overnight with them
- Having physical or intimate contact including hugging and kissing
- Taking care of them, or having them take care of you

Your health is important! To report a violation of San Francisco COVID-19 health orders and directives (www.sfdph.org/healthorders), including not screening visitors, letting sick visitors enter a location, not social distancing or not requiring facemasks, call: 311 or 415-701-2311 (English) or 415-701-2322 (Español, 中文, TTY). You can request for your identity to remain confidential.



Checklist

Each Construction Project allowed to operate in San Francisco must complete, post onsite, and follow this Safety Protocol checklist.

The attached Instructions and Requirements provide definitions and details about how to complete this checklist.

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

Type of Project (see Definitions): Small Construction Project Large Construction Project

Project name:

Project Address:

Small Construction Projects: (see Section 8 of the Requirements)

COVID-19 Site Supervisor(s):

Email / Phone:

Large Construction Projects: (see Section 9 of the Requirements)

Safety Compliance Officer (SCO):

Email / Phone:

Jobsite Safety Accountability Supervisor (JSAS):

Email / Phone:

(Any of the persons listed above may be contacted with any questions or comments about this protocol.)

SIGNAGE & EDUCATION

- Post a copy of this Construction Project Safety Protocol (CPSP) checklist at each entrance to the project
- Post the flyer describing COVID information for construction workers in [English](#), [Spanish](#), [Chinese](#) and [Filipino](#) and provide electronically or as hard copy upon request.
- Post signage at entrances informing Personnel and Visitors they may not enter the site if experiencing COVID-19 symptoms, if they have been diagnosed with COVID-19, or if they have had Close Contact with someone who has COVID-19.
 - Personnel must complete the COVID-19 Health Screening Form for personnel (Attachment A-1) (see sfcdcp.org/screening-handout)
 - Visitors must complete the COVID-19 Health Screening Form for non-personnel (Attachment A-2) also found at sfcdcp.org/screeningvisitors.
 - The list of symptoms can also be found at sfcdcp.org/covid19symptoms.

- Post signage requiring all Personnel and Visitors to wear a face covering at all times except when actively putting food or drink into one's mouth.
- Post signage requiring Personnel and Visitors to maintain a minimum six-foot distance from others at all times.
- Post signage showing maximum number of Personnel and Visitors who can be present at the site.
- Provide information on [safer transportation to the workplace](#).
- Review this CPSP Protocol with all workers and visitors to the construction site.

PROTECTIVE MEASURES

- 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
- 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 CPSP Protocol, the stricter, more health protective standard shall apply.
- Ensure Personnel stay home or leave work if they are sick or have any single symptom of COVID-19 that is new or not explained by another condition. See the Personnel Screening Attachment (A-1) at sfcdcp.org/screening-handout.
- Ensure Personnel review health criteria on the [Personnel Screening Attachment \(A-1\) before each shift](#) and advise Personnel what to do if they are required to stay home.
- Maintain a daily attendance log of all workers and visitors that includes contact information, including name, phone number, address, and email.

MEASURES TO PREVENT UNNECESSARY CONTACT

- Tell Personnel and Visitors to maintain physical distancing of at least six feet, except as strictly necessary to carry out a task associated with the construction project.
- Stagger trades as necessary to reduce density and allow for easy maintenance of minimum six-foot separation.
- Prohibit smoking on the jobsite, or designate a clear area where workers may smoke with markings 6 feet apart to ensure appropriate physical distancing.
- Place markings in elevators, at elevator waiting areas, and at restrooms to ensure six feet physical distancing
- Control "choke points" and "high-risk areas" to ensure that six-foot distance can easily be maintained between individuals.
- In office areas, separate all desks or individual work stations by at least six feet
- Limit the number of Personnel and Visitors on the site at any one time to: ____

- Prohibit gatherings of any size on the jobsite, especially during meal times as this is a high-risk time for exposure because people have to remove their mask to eat or drink

SANITIZING MEASURES

- Prohibit sharing of Personal Protective Equipment (PPE)
- Regularly disinfect high touch areas or shared equipment.
- Provide hand sanitizer, sink with soap and water, and/or disinfecting wipes to Personnel at or near the entrance of the site
- Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
 - Break rooms:
 - Bathrooms:
 - Other:
- 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 in the Social Distancing Protocol instructions.

CONSTRUCTION WORK IN AN OCCUPIED FACILITY:

- Seal off work areas from the occupied areas with physical barriers such as plastic sheeting or closed doors sealed with tape
- Workers must/should access the work area from an alternative entry/exit door to the entry/exit door used by occupants.
- Available windows and exhaust fans must be used to ventilate the work area.
- If occupants have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays.
- Minimize contact between workers and occupants, including maintaining a minimum of six feet of distance at all times.

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

Each Construction Project allowed to operate in San Francisco must complete, post onsite, and follow the Construction Project Safety Protocol (CPSP) Checklist.

This CPSP requirement does not apply to construction projects where a person is performing construction on their current residence either alone or solely with members of their own household.

Definitions:

Large Construction Projects are those meeting any of the following specifications:

- a. For residential projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of more than 10 units.
- b. For commercial projects, any construction, renovation, or tenant improvement project consisting of more than 20,000 square feet of floor area.
- c. For construction of Essential Infrastructure, as defined in [Section 8.I of the Order](#), any project that requires twenty or more workers at the jobsite at any one time.

Small Construction Projects are those meeting any of the following specifications:

- a. For residential projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of 10 units or fewer.
- b. For commercial projects, any construction, renovation, or tenant improvement project consisting of 20,000 square feet of floor area or less.
- c. For mixed-use projects, any project that meets both of the specifications (a) and (b).
- d. All other construction projects that do not meet the definition of Large Construction Projects (above).

Personnel is defined in Health Officer Order to which this Appendix is attached and includes full time personnel, contractors and tradespeople.

Visitor includes delivery personnel, inspectors, customers and guests.

Requirements:

The CPSP checklist must reflect the project's completion of each requirement listed below unless an item is not applicable. Use the checklist to show compliance with these requirements. The Construction Project does not need to post these Instructions and Requirements, only the checklist above.

In addition to the applicable items in Parts 1, 2 and 3 of the instructions for the [Social Distancing Protocol \(Appendix A of the Stay Safer at Home Health Order\)](#), the following requirements correspond to items in the accompanying checklist:

Instructions and Requirements

1. Consistent use of face covering is critical to preventing COVID-19 transmission. Most COVID-19 infections are caused by people who have no symptoms of illness at all. They can infect others by simply breathing out virus particles which is why it is [critically important to wear a face covering in accordance with Health Officer Order No. C19-12d](#), issued December 22, 2020, or any subsequently issued or amended order.
2. 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 CPSP Protocol, the stricter, more health protective standard shall apply.
3. Complete, post onsite, and follow this CPSP. Distribute copies to all staff in hardcopy or electronic format in their preferred language.
4. Post the flyer describing COVID information for construction workers in [English](#), [Spanish](#), [Chinese](#) and [Filipino](#) and provide electronically or as hard copy upon request.
5. Where construction work occurs within an occupied residential unit, separate work areas must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of distance at all times.
6. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, separate work areas must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.
7. Prohibit gatherings of any size on the jobsite, including gatherings for breaks or eating, except for meetings regarding compliance with this protocol or as strictly necessary to carry out a task associated with the construction project.
8. Cal-OSHA requires employers to provide water, which should be provided in single-serve containers. Sharing of any of any food or beverage is strictly prohibited and if sharing is observed, the worker must be sent home for the day.

Instructions and Requirements

9. Required Personnel for Small Construction Projects:

9.1. Designate **Site-specific COVID-19 Supervisor** (or supervisors). The COVID-19 Supervisor may be an on-site worker who is designated to serve in this role to:

- 9.1.1. Be present on the construction site at all times during construction activities;
- 9.1.2. Review this CPSP with all workers and visitors to the construction site; and
- 9.1.3. Enforce this CPSP, particularly consistent proper use of face covering and ensuring adequate physical distancing of at least 6 feet.

10. Required Personnel for Large Construction Projects:

10.1. Designate **COVID-19 Safety Compliance Officer (SCO)** whose responsibilities include:

- 10.1.1. Be present on the construction site at all times during construction activities;
- 10.1.2. Ensure implementation of this CPSP at the jobsite.
- 10.1.3. Conduct daily briefings in person or by teleconference that must cover the following topics:

- 10.1.3.1. Conveying updated information regarding COVID-19.
- 10.1.3.2. New jobsite rules and pre-job site travel restrictions for the prevention of COVID-19 community spread.
- 10.1.3.3. Emphasize the critical importance of consistent proper use of face covering and the critical importance of maintaining at least 6 feet of physical distance at all times.
- 10.1.3.4. Sanitation and hygiene:
 - Review of sanitation and hygiene procedures.
 - Coordination of construction site daily cleaning/sanitation requirements.
 - Solicitation of worker feedback on improving safety and sanitation.
 - Protocols in the event of an exposure or suspected exposure to COVID-19 (see sfcdcp.org/covid19-positive-workplace).

10.1.4. Compile daily written verification that each jobsite is compliant with the components of this CPSP. Each written verification form must be copied, stored, and made immediately available upon request by any County official.

Instructions and Requirements

10.1.5. In the event of noncompliance, the SCO:

- 10.1.5.1. Must not permit any construction activity to continue without bringing such activity into compliance with these requirements.
- 10.1.5.2. Develop and ensure implementation of a Remediation Plan to address any noncompliance with this CPSP.
- 10.1.5.3. Post the Remediation Plan at the entrance and exit of the jobsite during remediation period. The remediation plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the document.
- 10.1.5.4. Report repeated non-compliance to the appropriate jobsite supervisors and a designated County official.

10.2. Designate a **COVID-19 Third-Party Jobsite Safety Accountability Supervisor (JSAS)**. The JSAS must hold an OSHA-30 certificate and first-aid training within the past two years, and must be trained in the CPSP requirements. The JSAS responsibilities include:

- 10.2.1. Verify compliance, including by visual inspection and random interviews with workers, with this CPSP.
- 10.2.2. Within seven calendar days of each jobsite visit, the JSAS must complete a written assessment identifying any failure to comply with this CPSP Protocol. The written assessment must be copied, stored, and, upon request by the County, sent to a designated County official.
- 10.2.3. If the JSAS discovers that a jobsite is not in compliance with this CPSP the JSAS must:
 - 10.2.3.1. Work with the SCO to develop and implement a Remediation Plan.
 - 10.2.3.2. Coordinate with the SCO to prohibit continuation of any non-compliant work activity until addressed and the continuing work is compliant.
 - 10.2.3.3. Send the Remediation Plan to a designated County official within five calendar days of the JSAS's discovery of the failure to comply.

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A. General Requirements

The “Additional Businesses” listed below may begin operating, subject to the requirements set forth in the Order and to any additional requirements set forth below or in separate industry-specific guidance by the Health Officer. These businesses were selected based on current health-related information, the risk criteria set forth in Section 3, the State’s December 3, 2020 Stay-At-Home Order, of the Order, and the overall impact that allowing these businesses to resume operation will have on mobility and volume of activity in the County.

To mitigate the risk of transmission to the greatest extent possible, before resuming operations, each Additional Business must:

- Comply with Social Distancing Requirements (Section 8.o of the Order) and prepare, post, implement, and distribute to their Personnel a Social Distancing Protocol checklist as specified in Section 5.d and Appendix A of the Order for each of their facilities in the County where Personnel or members of the public will be onsite;
- Prepare, post, implement, and distribute to their Personnel a written health and safety plan checklist that addresses all applicable best practices set forth in relevant Health Officer directives; and
- Comply with any relevant state guidance and local directives. If a conflict exists between state guidance and local public health directives related to the COVID-19 pandemic, the most restrictive provision shall be followed, as further provided in Section 10 of the Order.

Businesses that operate outdoors may, subject to any applicable permit requirements, conduct their operations in a tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>).

Until further order of the Health Officer, all non-essential businesses must close between 10:00 p.m. and 5:00 a.m. For clarity, and without limiting other applicable exemptions, essential work is permitted to continue between 10:00 p.m. and 5:00 a.m., and, subject to other applicable legal requirements, essential retail establishments may remain open during those hours, and food and beverage establishments may continue to operate for delivery and takeout during those hours. Personnel may also commute to and from work during those hours for a business that is allowed to operate under this Order.

The health-related basis for selection of Additional Businesses and the specific requirements for risk mitigation are summarized below. The bases for the additions were amended on July 13, 2020, to reflect an updated and refined analysis under the risk criteria set forth in Section 3 of the amended Order.

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B. List of Additional Businesses

For purposes of the Order, Additional Businesses include the following, subject to the stated limitations and conditions:

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(1) Retail Stores for Goods—REDUCED CAPACITY

a. Basis for Addition. Personnel and customers can wear Face Coverings at all times and maintain at least six feet of physical distance except for brief interactions (e.g., while paying for goods). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. While shopping, customers interact only with a small number of individuals from other Households. Although Personnel are interacting with a moderate number of people, the duration of those interactions are low and safety limitations can ensure adequate physical distancing and adherence with other Social Distancing Requirements (Section 8.o of the Order) and other worker protection measures and decrease the risk of virus transmission. Consistent with Section 5.c of the Order and to the extent possible, retail stores are urged to conduct curbside/outdoor pickup to further decrease the risk.

b. Description and Conditions to Operate.

1. Curbside/Outdoor Pickup: Retail stores may operate for curbside/outside pickup of goods, subject to the following limitations:

- i. The store must limit the number of Personnel in the facility so that Personnel can comply with Social Distancing Requirements;
- ii. The store must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-10b, as that directive may be amended from time to time, regarding required best practices for retail businesses with curbside pickup—including the requirement to create a Health and Safety Plan;
- iii. If a store chooses to display merchandise for sale on tables or otherwise outside the store, it must comply with the following specific requirements:
 - The store must obtain any necessary permits from the County;
 - Customers must either use hand sanitizer before touching items or ask the vendor to hand items to them;
 - Only the number of customers who can maintain at least six feet of physical distancing may approach the table at a time;
 - Chalk demarcations must be placed on the ground to indicate where shoppers should stand behind others, while waiting to purchase items; and
 - The store must take measures to help ensure against congestion and blocking passage by pedestrians, including people with disabilities.

Stores may apply for a free temporary permit to use the sidewalk or parking lane for retail operations at <https://sf.gov/use-sidewalk-or-parking-lane-your-business>.

- iv. The store must have direct access to an immediately adjacent sidewalk, street, alley, or parking area for pickup by customers using any mode of travel, without blocking pedestrian access or causing pedestrian or vehicle congestion; and

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- v. Retail stores that are in an enclosed Indoor Shopping Center (defined as a large building or group of buildings where customer access to stores is possible only through indoor passage ways or indoor common areas, such as Stonestown Galleria, and Westfield San Francisco Centre) and that do not have direct access to adjacent sidewalk, street, parking lot or alley area, may only reopen for curbside/outdoor pickup at this time if the Indoor Shopping Center operator submits to the Health Officer a proposed plan for reopening and that plan is approved as provided below. The proposed plan must include:
 - a. the number of stores and businesses that would be resuming operation;
 - b. the number of Personnel associated with each store or business;
 - c. the number of customers expected daily; and
 - d. the specific social distancing and sanitation measures the shopping center would employ to prevent congestion at the doorways and streets, and protect customers and Personnel.

Plans must be submitted to HealthPlan@sfcityatty.org. Subject to the advance written approval of the Health Officer or the Health Officer’s designee, retailers in the Indoor Shopping Center may then operate for curbside pickup consistent with the approved plan.

2. In-Store Retail: Retail stores may operate for indoor shopping, subject to the following limitations and conditions:
 - i. The store must reduce maximum occupancy to limit the number of customers to the lesser of: (1) 25% the store’s maximum occupancy or (2) the number of people (customers and Personnel) who can maintain at least six feet of physical distance from each other in the store at all times;
 - ii. All retail establishments must develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.
 - iii. Before opening for in-store shopping, the store must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-17, as that directive may be amended from time to time, regarding required best practices for retail businesses offering in-store shopping or services—including the requirement to create a Health and Safety Plan;
 - iv. If a store chooses to display merchandise for sale on tables or otherwise outside the store, it must comply with the following specific requirements:
 - The store must obtain any necessary permits from the County;

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- Customers must either use hand sanitizer before touching items or ask the vendor to hand items to them;
- Only the number of customers who can maintain at least six feet physical distancing may approach the table at a time;
- Chalk demarcations must be placed on the ground to indicate where shoppers should stand behind others, while waiting to purchase items; and
- The store must take measures to help ensure against congestion and blocking passage by pedestrians, including people with disabilities.

Stores may apply for a free temporary permit to use the sidewalk or parking lane for retail operations at <https://sf.gov/use-sidewalk-or-parking-lane-your-business>.

- v. Retail stores that are in an enclosed Indoor Shopping Center (as defined in subsection 1.b.1.v above) and that do not have direct access to adjacent sidewalk, street, parking lot or alley area, may only reopen for in-store retail, subject to the following conditions, if the Indoor Shopping Center has a plan for reopening that is approved by the Health Officer as provided below:
- The Indoor Shopping Center must limit capacity in the facility and in each individual storefront to the lesser of: (1) 25% the maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other at all times.
 - Common areas must be closed.
 - Food court must be closed for indoor dining. Food may be served for take-out, but seating areas must be closed.

The proposed plan must include:

- a. the number of stores and businesses that would be resuming operation;
- b. the number of Personnel associated with each store or business;
- c. the number of customers expected daily;
- d. confirmation that the Indoor Shopping Center will close all food courts for indoor dining and a description of how that closure will be effectuated;
- e. how the Indoor Shopping Center will regulate the number of people in the paths of travel of the shopping center and close any common gathering areas;
- f. how the Indoor Shopping Center will address HVAC/circulated air, use of elevators, use and cleaning of bathrooms;
- g. any special considerations for indoor parking garages and access points;

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- h. whether the Indoor Shopping Center will permit curbside pickup; and
- i. adoption of a Health and Safety Plan addressing the requirements of Appendix A to the Order.

Plans must be submitted to HealthPlan@sfcityatty.org. Subject to the written advance approval of the Health Officer or the Health Officer’s designee, the Indoor Shopping Center may then operate for in-store retail consistent with the approved plan.

For clarity, operation of retail stores under category (1) and (2), above, applies only to the sale of goods and not to the provision of services or the rental of equipment, which are covered separately in Sections (4) and (5), below.

(Added May 17, 2020; Revised June 1, 2020, June 11, 2020, and September 30, 2020; Non-substantive revisions July 13, 2020, October, 20, 2020, and November 3, 2020; Subsection suspended July 20, 2020, with minor update on August 14, 2020; Subsection reinstated with amendments on September 1, 2020; Subsection suspended November 10, 2020; Capacity reduced November 28, 2020, and December 4, 2020; Capacity increased January 27, 2021)

(2) Manufacturing, Warehousing and Logistical Support

- a. Basis for Addition. Personnel can wear Face Coverings and maintain at least six feet of physical distance at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Personnel will interact only with a consistent and moderately sized group of people (i.e., the business’s other Personnel) as members of the public do not generally frequent these businesses. Finally, risks of virus transmission associated with this activity can be mitigated through Social Distancing Requirements (Order Section 8.o) and sanitation, and other worker safety protocols.
- b. Description and Conditions to Operate.
 - 1. Manufacturing: Manufacturing businesses—including non-essential manufacturing businesses—may operate, subject to the following limitations and conditions:
 - i. The business must limit the number of Personnel in the facility so that Personnel can comply with Social Distancing Requirements; and
 - ii. The business must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-11, as that directive may be amended from time to time, regarding required best practices for manufacturing businesses—including the requirement to create a Health and Safety Plan.
 - 2. Warehousing and Logistical Support: Businesses that provide warehousing and logistical support—including non-essential businesses —may operate, subject to the following limitations and conditions:

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- i. The business must limit the number of Personnel in the facility so that Personnel can comply with Social Distancing Requirements; and
- ii. The business must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-12, as that directive may be amended from time to time, regarding required best practices for warehouse and logistical support businesses—including the requirement to create a Health and Safety Plan.

(Added May 17, 2020; Revised June 1, 2020, and June 11, 2020; Non-substantive revisions July 13, 2020)

(3) Childcare and Youth Programs for All Children

- a. Basis for Addition. Childcare and educational or recreational programs for youth are critical to early education and developmental equity, family social and economic wellbeing, and economic recovery from the pandemic. More specifically, such programs are an important element for a child’s social and emotional development, as well as for a child’s physical health and wellness. Also, childcare and youth programs are often necessary to allow parents or guardians to work, making the availability of such programs important for individual families as well as the local economy. Although attendance at a childcare or youth program involves a high number of close contacts that may be of lengthy duration, the risks of virus transmission can be reduced by mitigation measures, as generally described below. But children’s inability to consistently follow social distancing and sanitation recommendations means that even with the mitigation measures the risk of transmission is higher than in interactions exclusively among adults. And while based on available evidence, children do not appear to be at higher risk for COVID-19 than adults, medical knowledge about the possible health effects of COVID-19 on children is evolving. Accordingly, the decision about whether to enroll a child in a childcare or youth program is an individualized inquiry that should be made by parents/guardians with an understanding of the risks that such enrollment entails. Parents/guardians may discuss these risks and their concerns with their pediatrician. The Health Officer will continue to monitor the changing situation and may amend this section as necessary to protect the public health.
- b. Description and Conditions to Operate.
 1. Childcare Programs: Group care facilities for very young children who are not yet in elementary school—including, for example, licensed childcare centers, daycares, family daycares, and preschools (including cooperative preschools)—(collectively, “Childcare Programs”) may open and operate, subject to the following limitations and conditions:
 - i. Childcare Programs may not enroll children for fewer than three weeks;
 - ii. Childcare Programs must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with all of the

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requirements set forth in Health Officer Directive No. 2020-14c, including any limits on the number of children that can be in a group, and the requirements to have the parent(s) or guardian(s) of any child attending the program sign an acknowledgement of health risks, and to prepare and implement a written health and safety plan to mitigate the risk of virus transmission to the greatest extent feasible.

2. Summer Camps: Summer camps and summer learning programs that operate exclusively outside of the academic school year (“Summer Camps”) may operate for all children over the age of six and school-aged children currently in grades transitional kindergarten (TK) and above who are under age six, subject to the following limitations and conditions:
 - i. Summer Camps must limit group size to 12 children (a “pod”) per room or space;
 - ii. Summer Camp sessions must last at least three weeks;
 - iii. Children must remain in the same pod for at least three weeks, and preferably for the entire time throughout the summer.
 - iv. Summer Camps may not begin to operate until they have created, posted and implemented a Social Distancing Protocol checklist (Appendix A to this Order) and complied with all of the requirements set forth in relevant industry-specific Health Officer directives (*see* Health Officer Directive No. 2020-13b) including the requirements to complete an online form with general information about the program and required certifications, to have the parent(s) or guardian(s) of any child attending the program sign an acknowledgement of health risks, and to prepare and implement a written health and safety plan to mitigate the risk of virus transmission to the greatest extent feasible.
3. Out of School Time Programs: Educational or recreational institutions or programs that provide care or supervision for school-aged children and youth—including for example, learning hubs, other programs that support distance learning, school-aged childcare programs, youth sports programs, and afterschool programs (“Out of School Time Programs” or “OST Programs”) may open for all children, subject to the following limitations and conditions:
 - i. OST Program sessions must be at least three weeks long, and programs without set sessions may not enroll children for fewer than three weeks;
 - ii. Any youth sports or exercise taking place as part of an OST or organized and supervised youth sports program must take place outside only;
 - iii. OST Programs must create, post, and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with all of the requirements set forth in Health Officer Directive No. 2020-21, including any limits on the number of children that can be in a group, and also the requirements to complete an online form with general information about the program and required certifications, to have the parent(s) or guardian(s) of any child attending the program sign an acknowledgement of health risks, and to

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prepare and implement a written Health and Safety Plan to mitigate the risk of virus transmission to the greatest extent feasible.

For clarity, this Section does not apply to schools, which are addressed separately in Section 6.b of the Order; Childcare Programs, which are addressed separately in subsection b.1 of this Appendix above; or Summer Camps, which are addressed separately in subsection b.2 of this Appendix above. OST Programs are intended to supplement, rather than replace, school programming.

(Added May 22, 2020; Revised June 1, 2020, July 13, 2020, and August 14, 2020; Non-substantive revisions June 11, 2020; Non-substantive revision January 27, 2021)

(4) Low Contact Retail Services—REDUCED CAPACITY

- a. Basis for Addition. Personnel and customers can wear Face Coverings at all times and maintain at least six feet of physical distance except for brief interactions (e.g., in some instances where remote payment is not feasible, while paying for services). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Customers interact only with a small number of individuals from other Households, and although Personnel are interacting with a moderate number of people, the duration of those interactions are low and safety limitations can ensure adequate social distancing and decrease the risk of virus transmission. The majority of interactions can occur outdoors, which further decreases risk—and consistent with Section 5.c of the Order, businesses are strongly urged to conduct interactions with customers outdoors—through curbside drop-off and pick-up—to the largest extent possible.
- b. Description and Conditions to Operate. Services that do not generally require close customer contact (e.g., dog grooming and shoe or electronics repair) may operate, subject to the following limitations and conditions:
 - i. To the extent feasible, all interactions and transactions between Personnel and customers should occur outdoors;
 - ii. The store must limit capacity to the lesser of: (1) 25% the store’s maximum occupancy (based on customers only) or (2) the number of people (customers and Personnel) who can maintain at least six feet of physical distance from each other in the facility at all times;
 - iii. The businesses must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with Health Officer Directive No. 2020-10b, as that directive may be amended from time to time, regarding required best practices for retail businesses with curbside pickup and drop-off;
 - iv. The stores must have direct access to an immediately adjacent sidewalk, street, alley, or parking area for pickup by customers using any mode of travel, without blocking pedestrian access or causing pedestrian or vehicle congestion; and

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- v. Stores in an enclosed indoor shopping center that do not have direct access to adjacent sidewalk, street, parking lot or alley area may not reopen at this time unless they are located in an approved Indoor Shopping Center as described in 1.b above.

For clarity, this provision does not apply to personal service businesses, such as hair salons, barbershops, nail salons, or piercing or tattoo parlors.

As discussed in Section 1.b above regarding retail stores and Indoor Shopping Centers, stores within enclosed shopping centers may operate only upon advance written approval by the Health Officer or the Health Officer's designee of a plan submitted by the Indoor Shopping Center operator. Plans must be submitted to HealthPlan@sfcityatty.org.

(Added June 1, 2020; Revised June 11, 2020, July 20, 2020, and January 27, 2021; Non-substantive revisions July 13, 2020; Capacity reduced November 28, 2020, and December 4, 2020)

(5) Equipment Rental Businesses—REDUCED CAPACITY

- a. Basis for Addition. Personnel and customers can wear Face Coverings at all times and maintain at least six feet of physical distance except for brief interactions (e.g., while paying for services). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Customers interact only with a small number of individuals from other Households, and although Personnel are interacting with a moderate number of people, the duration of those interactions are low and safety limitations can ensure adequate social distancing and decrease the risk of virus transmission. The majority of interactions can occur outdoors, which further decreases risk—and businesses are strongly urged to conduct interactions outdoors to the largest extent possible. Also, the risk of multiple individuals using shared equipment can be mitigated through sanitation measures. Finally, resumption of these businesses is expected to result in only a small increase in the number of people reentering the workforce and the overall volume of commercial activity.
- b. Description and Conditions to Operate. Businesses that rent equipment for permissible recreational activities (e.g., bicycles, kayaks, paddleboards, boats, horseback riding, climbing equipment, or fishing equipment) may operate, subject to the following limitations and conditions:
 - i. To the extent feasible, all interactions and transactions between Personnel and customers should occur outdoors;
 - ii. The business must limit capacity in the facility to the lesser of: (1) 25% the facility's maximum occupancy (based on customers only) or (2) the number of people (customers and Personnel) who can maintain at least six feet of physical distance from each other in the facility at all times;

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- iii. The business must have created, posted and implemented a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-10b, as that directive may be amended from time to time, regarding required best practices for retail businesses with curbside pickup and drop-off;
- iv. All retail establishments—including equipment rental businesses—must develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.
- v. The business must have direct access to an immediately adjacent sidewalk, street, alley, or parking area for pickup by customers using any mode of travel, without blocking pedestrian access or causing pedestrian or vehicle congestion;
- vi. Businesses in an enclosed indoor shopping center that do not have direct access to adjacent sidewalk, street, parking lot or alley area may not reopen at this time unless they are in an approved Shopping Center as described in 1.b above; and
- vii. All equipment must be thoroughly cleaned and disinfected between each use with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

As discussed in Section 1.b above regarding retail stores and Indoor Shopping Centers, stores within Indoor Shopping Centers may operate only upon the advance written approval by the Health Officer or the Health Officer’s designee of a plan submitted by the Indoor Shopping Center operator. Proposed plans must be submitted to HealthPlan@sfcityatty.org.

(Added June 1, 2020; Revised June 11, 2020, and October 27, 2020; Non-substantive revisions July 13, 2020; Suspension note added July 20, 2020 and removed September 1, 2020; Capacity reduced November 28, 2020, and December 4, 2020; Capacity increased January 27, 2021)

(6) Professional Sports Teams: Practices, Games, and Tournaments without In-Person Spectators with an Approved Plan

- a. Basis for Addition. Although contact sports may present a significant risk of virus transmission, those risks can be mitigated by stringent social distancing, sanitation, and testing measures. Resuming such events—without a live audience and subject to strict health controls and mitigation measures—represents a first step toward the resumption of professional sports exhibitions that can be broadcast for the entertainment of the public and viewed by the public remotely in a safe manner.

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- b. Description and Conditions to Operate. Professional sports teams that wish to resume practices, games, or tournaments and broadcasting of those events in San Francisco, without in-person spectators, may submit to the Health Officer a proposed plan detailing the sanitation, social distancing, health screening, and other procedures that will be implemented to minimize the risk of transmission among players, staff, media, broadcast crew, and any others who will be in the facility. The plan must include a proposal for interval testing (without using City resources) of all players and coaching staff who will be present in the facility. Plans must be submitted to HealthPlan@sfcityattorney.org. Subject to the advance written approval of the Health Officer or the Health Officer's designee, the team may then resume activities consistent with the approved plan, including any conditions to approval of the Health Officer or the Health Officer's designee. Teams, games, exhibitions, and tournaments must also comply with any applicable Health Officer directives to the extent they are consistent with the approved plan; in the event of an inconsistency, the approved plan controls. Finally, crew, athletes, coaching staff and other workers should also abide by protocols agreed to by labor and management, to the extent they are at least as protective of health as the approved plan.

(Added June 1, 2020; Revised June 11, 2020; Non-substantive revisions June 26, 2020; Suspension note added July 20, 2020)

(7) **Entertainment Venues: Live Streaming or Broadcasting Events without In-Person Audiences with an Approved Plan**

- a. Basis for Addition. Although some types of live entertainment and cultural events, such as music, dance and comedy performances, may present a risk of virus transmission, those risks can be mitigated by stringent social distancing, sanitation, and testing measures. Resuming such events—without a live audience and subject to strict health controls and mitigation measures—represents a first step toward the resumption of these entertainment and cultural activities that can be broadcast and watched by the public remotely in a safe manner.
- b. Description and Conditions to Operate.
1. Operators of entertainment venues may film, stream, or otherwise broadcast small scale events so long as:
 - i. the venue remains closed to the public;
 - ii. the live stream is limited to the fewest number of Personnel needed (up to a maximum of 12 people in the facility, including, without limitation, media Personnel needed for the broadcast);
 - iii. doors and windows are left open to the extent possible, or mechanical ventilation systems are run, to increase ventilation;
 - iv. the venue complies with the Social Distancing Requirements set forth in Section 8.0 of this Order; and

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- v. Because singing and playing wind or brass instruments can transmit particles farther in the air than breathing or speaking quietly, people must be in an isolation booth or in a separate room from others in the facility while singing or playing wind or brass instruments.

To further reduce the risk of transmission, it is strongly recommended that all events allowed under this section be conducted and filmed, streamed, or otherwise broadcast from outdoors. The same outdoors recommendation applies to all other operations that are allowed under the Order to be filmed, live streamed or otherwise broadcast indoors with health restrictions.

- 2. Operators of entertainment venues that wish to film, stream, or otherwise broadcast events that require more than 12 people to be on site at the facility at any one time may submit to the Health Officer a proposed plan detailing the sanitation, social distancing, health screening, and other procedures that will be implemented to minimize the risk of transmission among participants. If the event involves singing, playing wind or brass instruments, or physical contact, the plan must include a proposal for interval testing (without using City resources) of those individuals. Proposed plans must be submitted to HealthPlan@sfcityatty.org. Subject to the advance written approval of the Health Officer or the Health Officer's designee, the venue may then begin operating consistent with the approved plan, including any conditions to approval of the Health Officer or the Health Officer's designee. Cast, crew, and other workers should also abide by protocols agreed to by labor and management, to the extent they are at least as protective of health as the approved plan.

(Added June 11, 2020; Non-substantive revisions June 26, 2020; Revised July 20, 2020)

(8) Dining—SUSPENDED IN PART

- a. Basis for Addition. Dining presents a higher risk of virus transmission than in other allowable interactions because Face Coverings must be removed to eat and drink. But outdoor interactions carry a significantly lower risk of transmission than most indoor interactions, and mitigation measures in outdoor dining establishments can decrease the transmission risk if they are strictly followed by all customers and Personnel.
- b. All Dining – General Conditions to Operate. All restaurants and bars that operate under this Section (8), must comply with all of the following limitations and conditions in relation to all such operations:
 - i. All patrons must be seated at a table to eat or drink—except briefly, standing or lingering between tables or in other areas of the restaurant's outdoor or indoor space is not allowed;
 - ii. Patrons must be seated to be served food or beverages;

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- iii. Patrons must wear Face Coverings when they are not actively eating or drinking, including but not limited to: while they are waiting to be seated; while reviewing the menu and ordering; while socializing at a table waiting for their food and drinks to be served or after courses or the meal is complete; and any time they leave the table, such as to use a restroom. Customers must also wear Face Coverings any time servers, bussers, or other Personnel approach their table;
- iv. Each dining establishment must use signs and verbal directions to notify patrons of the requirements for dining (whether indoor or outdoor), including, but not limited to, the requirements for when to wear a face covering;
- v. Dining establishments must limit tables to two Households up to six people total;
- vi. No dining establishment is permitted to provide alcoholic beverage service without also providing real meal service in a bona fide manner. Bona fide meals must be prepared and served by the dining establishment or another person or business operating under an agreement with the dining establishment. The service of prepackaged food like sandwiches or salads, or simply heating frozen or prepared meals, is not deemed as compliant with this requirement;
- vii. Each patron at a table must order a bona fide meal to receive alcoholic beverage service, and dining establishments must deliver alcoholic beverages to patrons only when they are seated;
- viii. No patrons are allowed to eat or drink indoors in the dining establishment *[SUSPENDED: except when seated at an indoor table under the indoor dining rules below]*;
- ix. No patrons are allowed to use self-serve items (such as buffets or self-serve continental breakfasts);
- x. Areas that may lead to patrons gathering, congregating, or dancing must be closed;
- xi. The dining establishment must screen all patrons and other visitors on a daily basis using the standard screening questions attached to the Order as Appendix A and Attachment A-2 (the “Screening Handout for Non-Personnel”). Screening must occur before people are seated at the dining establishment to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout for Non-Personnel must be provided to anyone on request, although a poster or other large-format version of the Screening Handout for Non-Personnel may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering or being seated by the establishment, and should be referred for appropriate support as outlined on the Screening Handout for Non-Personnel. The establishment can use the guidance available online at www.sfcddcp.org/screen for determining how best to conduct screening. Patrons who are feeling ill, have exhibited symptoms of COVID-19 within 24 hours of arriving at the establishment, or answer “yes” to any screening question must

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cancel or reschedule their reservation. In such cases, patrons must not be charged a cancellation fee or other financial penalty; and

- xii. Each dining establishment must (1) comply with the sections that follow that are applicable to the type of dining being offered by the establishment regarding outdoor dining, indoor dining, or both, (2) have created, posted, and implemented a Social Distancing Protocol checklist (Appendix A to this Order), and (3) also comply with Health Officer Directive No. 2020-16, as that directive may be amended from time to time, regarding required best practices for outdoor dining or indoor dining, as applicable.
- c. Outdoor Dining – Description and Conditions to Operate. Restaurants and bars that serve food may operate for outdoor dining (“outdoor dining establishments”) subject to the following limitations and conditions:
- i. The outdoor dining establishment must comply with all General Conditions to Operate listed in Section (8)b above;
 - ii. Patrons must remain outside the outdoor dining establishment and may enter the establishment only (1) to access a bathroom, (2) to access an outdoor space that is only accessible by traveling through the restaurant, or (3) to order or pickup food at an indoor counter; and
 - iii. Dining establishments must cease outdoor dining operations from 10:00 p.m. to 5:00 a.m. each day; all outdoor dining patrons must leave dining establishments by 10:00 p.m., and dining establishments must plan accordingly to stop evening food and beverage service and collect payment before 10:00 p.m. Dining establishments may continue to offer delivery and take-out services consistent with Health Officer Directive No. 2020-05, and employees may continue to work and commute to and from the Dining Establishment during these hours.

Outdoor dining establishments may apply for a free temporary permit to use the sidewalk or parking lane for business operations at <https://sf.gov/use-sidewalk-or-parking-lane-your-business>.

- d. Indoor Dining – Description and Conditions to Operate.

[SUBSECTION SUSPENDED]

(Added June 11, 2020; Revised July 13, 2020, September 30, 2020, October 27, 2020, and November 28, 2020; Non-substantive revisions October 20, 2020; Subsection suspended November 10, 2020; Suspended in full December 4, 2020; Reinstated in part and revised January 27, 2021)

(9) Outdoor Fitness Classes—REDUCED CAPACITY

- a. Basis for Addition. Outdoor fitness classes involve mixing of Households and a

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moderate number of contacts. Also, the contacts are often of relatively long duration. Accordingly, and because exercise causes people to more forcefully expel airborne particles, the risk of virus transmission is higher than in other allowable interactions. But participants can—and must—wear Face Coverings and maintain at least six feet of physical distance at all times and not share equipment. Further, outdoor interactions carry a lower risk of transmission than most indoor interactions, and health protocols in outdoor fitness classes can significantly decrease the transmission risk.

- b. Description and Conditions to Operate. Outdoor fitness classes (e.g., outdoor boot camp, non-contact dance classes, tai chi, pilates, and yoga classes) may operate subject to the following limitations and conditions:
- i. No more than **25** people, including the instructor(s), may participate in an outdoor fitness class at the same time;
 - ii. The business/instructor must ask each participant using the standard screening questions attached to the Order as Appendix A and Attachment A-2 (the “Screening Handout for Non-Personnel”). Screening must occur before people are allowed to join the class to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout for Non-Personnel must be provided to anyone on request, although a poster or other large-format version of the Screening Handout for Non-Personnel may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must not be allowed to participate, and must cancel or reschedule their class. The instructor can use the guidance available online at www.sfcdep.org/screen for determining how best to conduct screening;
 - iii. All participants must maintain a physical distance of at least six feet from each other, from the instructor(s), and from members of the public at all times;
 - iv. The business/instructor must have permission of the property owner to use the space;
 - v. All participants and instructors must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time; and
 - vi. Equipment (e.g., medicine balls, resistance bands, mats, weights, or yoga blocks) may not be shared by members of the class and must be thoroughly cleaned and disinfected between each use with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

For clarity, this section does not allow contact sports (e.g., football) or fitness classes that involve physical contact (e.g., jiu jitsu or boxing with sparring) to resume. Also, this section does not cover childcare or summer camp programs for children or youth, which are governed by section 3 above and Health Officer Directive Nos. 2020-13b and 2020-14b.

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Additional guidance about outdoor fitness classes from the San Francisco Department of Public Health is available at <http://www.sfdph.org/directives>.

(Added June 11, 2020; Non-substantive revisions July 13, 2020, and August 14, 2020; Revised September 30, 2020, October 20, 2020, November 3, 2020, and December 4, 2020; Capacity increased January 27, 2021)

(10) Indoor Household Services

- a. **Basis for Addition.** Household service providers and residents can wear Face Coverings and maintain at least six feet of physical distance at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Although indoor household services may involve mixing of Households (if the resident is at home) and occurs indoors, the number of contacts is low. Finally, risks of virus transmission can be mitigated through adherence to other Social Distancing Requirements and to sanitation, and other safety protocols.
- b. **Description and Conditions to Operate.** Providers of indoor household services that can be provided while maintaining social distancing (e.g., house cleaners and cooks) may operate, subject to the following limitations and conditions:
 - i. Household service providers may not enter a residence to provide services if either the household service provider or anyone in the residence has recent COVID-19 infection, exposure or symptoms, as listed in the standard screening questions attached to the Order as Attachment A-2 (the “Screening Handout for Non-Personnel”). Screening must occur before the household service provider enters the home;
 - ii. When feasible, residents should leave the premises when household services providers are in their home—if leaving the premises is not feasible, residents should try to be in a different room than the household service provider to the greatest extent possible;
 - iii. When feasible, leave windows and doors open to increase ventilation or run mechanical ventilation systems;
 - iv. High touch surfaces and any shared implements or tools should be cleaned at the beginning and end of any service visit;
 - v. Both residents and household service providers must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020.

For clarity, this section does not allow personal service providers, such as hair dressers or personal trainers, to provide in-home services. Also, this section does not apply to in-home childcare, which is independently permissible under Section 8.a.xxi of the Order.

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Additional guidance about indoor household services from the San Francisco Department of Public Health is available at <http://www.sfdph.org/directives>.

(Added June 11, 2020; Non-substantive revisions July 13, 2020, and August 14, 2020; Revised November 3, 2020)

(11) Offices for Non-Essential Businesses—SUSPENDED

(Suspended December 4, 2020)

(12) Outdoor Zoos with an Approved Plan

- a. Basis for Addition. Personnel and visitors can wear Face Coverings and maintain at least six feet of physical distance from people in different Households at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. And outdoor businesses are safer than indoor businesses. Finally, the number, frequency and proximity of contacts can be minimized through capacity limitations and the risk of virus transmission can be reduced through other health protocols.
- b. Description and Conditions to Operate. Zoos that wish to resume operations for visits by the public solely in their outdoor spaces may submit to the Health Officer a proposed plan detailing the sanitation, social distancing, health screening, and other procedures that will be implemented to minimize the risk of transmission among Personnel and visitors.

The plan must be submitted to HealthPlan@sfcityattorney.org, and must include detailed descriptions of how the business intends to address the following safety precautions.

- Ensuring that the facility remains below the lesser of: (a) 50% of the maximum capacity (based on patrons only) for the outdoor space that is permitted to open; or (b) the capacity based on the ability of Personnel and patrons to comply with the Social Distancing Requirements;
- Signage regarding Social Distancing Requirements (to include at least six feet of distance, handwashing/sanitizer practices, Face Covering policy);
- Ensuring Personnel and patrons wear Face Coverings at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;
- Ticketing booths and payment systems;
- Personnel safety precautions;

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- Compliance with applicable Health Officer directives (e.g. regarding Food and beverage concessions, and retail gift shops);
- Monitoring and limiting patrons to ensure physical distancing between members of different Households;
- Paths of travel through the establishment and wayfinding signage;
- Sanitation for restrooms;
- Tours and audio self-tour equipment;
- Coat/personal property check services;
- Sanitation for high-touch surfaces and areas; and
- Closing interactive exhibits or modifying those exhibits to prevent common touching.

Subject to the advance written approval of the Health Officer or the Health Officer's designee, the zoo may resume operating its outdoor spaces for visits by the public according to the terms of the approved plan at the lesser of: (a) 50% of the maximum capacity for the outdoor space that is permitted to open; or (b) the capacity based on the ability of Personnel and patrons to comply with the Social Distancing Requirements, consistent with the approved plan, including any conditions to approval of the Health Officer or the Health Officer's designee.

(Added July 13, 2020; Non-substantive revisions August 14, 2020; Suspended December 4, 2020; Reinstated with non-substantive revisions January 27, 2021)

(13) Open Air Boat Operators

- a. Basis for Addition. Personnel and passengers can wear Face Coverings and maintain six feet of physical distance from people in different households at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. And open-air boat excursions occur outside, which is safer than indoor interactions, and have additional air-flow from continual movement. Finally, outdoor boating excursions of socially distanced groups involve only a moderate number of contacts, and health mitigation measures in small boating excursions can significantly decrease the transmission risk.
- b. Description and Conditions to Operate. Individuals or businesses that offer open-air boat excursions ("Open-Air Boat Operators") may operate, subject to the following limitations and conditions:
 - i. If the total number of passengers is greater than 12, then the Open-Air Boat Operator must assign each passenger to a group of no more than 12 people. Multiple groups of 12 may be on an Open-Air Boat simultaneously, subject to the following requirements:
 - Each group of 12 must be kept at least 12 feet apart from each other,
 - The Open-Air Boat Operator must prohibit mingling among passengers in different groups, and

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- Passengers must have a clear path to the restroom and exit without being required to travel through the space occupied by another group.
- ii. All passengers must maintain a physical distance of at least six feet from each other, from the captain, and from Personnel, at all times;
- iii. Before boarding, passengers must wait on the dock at least six feet apart and must not board the vessel until the captain or crew allow boarding;
- iv. For fishing, rod holders must be spaced at least six feet apart from each other;
- v. Bathrooms (if any) must be sanitized frequently following EPA guidelines;
- vi. Passengers must stay in the open-air portion of the boat except for brief periods, such as to use the bathroom;
- vii. Open-Air Boat Operators should ask passengers to voluntarily provide their name and phone number for potential contact tracing purposes—the operator should keep this information on file for at least three weeks;
- viii. Open-Air Boat Operators must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order);
- ix. Open-Air Boat Operators must ensure daily COVID-19 symptom and exposure screening is completed for all Personnel as required by the Social Distancing Protocol and its Attachment A-1;
- x. Open-Air Boat Operators must Screen all customers and other visitors on the day of the boat excursion as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers “yes” to a screening question must not be allowed to board the boat. No cancellation or rescheduling fee may be charged in that situation;
- xi. All passengers and Personnel must wear a Face Covering at all times while waiting to board, at all times while on board—except when eating or drinking, and at all times when disembarking from the vessel, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;
- xii. Passengers from different households should not shake hands, share food or drinks, or engage in any unnecessary physical contact—the captain and crew must instruct passengers about these requirements;
- xiii. Open-Air Boat Operators must make hand sanitizer available throughout the boat and at each rod station (if any);
- xiv. Equipment (e.g., fishing equipment) may not be shared by people outside of a single household, and the boat and all equipment belonging to the Open-Air Boat Operator or otherwise provided by the Open-Air Boat Operator must be thoroughly cleaned and disinfected after each trip with procedures effective

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against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>).

For clarity, this section does not cover vessels used exclusively for Essential Travel (such as ferries and water taxis) and such vessels do not need to follow the conditions set forth in this section.

(Added July 13, 2020; Non-substantive revisions August 14, 2020; Revised September 14, 2020, October 20, 2020, and November 3, 2020; Suspended December 4, 2020; Reinstated with non-substantive revisions January 27, 2021)

(14) Institutions of Higher Education and Adult Education—SUSPENDED IN PART

- a. Basis for Addition. Personnel and students can wear Face Coverings and maintain at least six feet of physical distance from people in different households at all times. Restrictions can be placed to ensure that few inherently risky activities (e.g., singing, shouting, etc.) are involved. And to the extent classes occur outdoors with distancing and Face Coverings, these interactions are safer than indoor interactions. If indoor in person instruction is authorized by the Health Officer for adult education programs under the limited conditions set forth below, then health mitigation measures adopted under detailed prevention plan can decrease the transmission risk.
- b. Description and Conditions to Operate. Institutions of Higher Education (“IHEs”) and other programs offering adult education—including, for example, programs offering job skills training and English as a second language classes (“Adult Education Programs”) (IHEs and Adult Education Programs are collectively referred to below as “Higher Education Programs”)—may operate, subject to the following limitations and conditions:
 - i. Higher Education Programs may operate for purposes of facilitating distance learning and themselves performing essential functions, as set forth in Section 8.a.xiv of the Order;
 - ii. Higher Education Programs may not offer in-person instruction indoors or outdoors unless the specific class:
 - (1) cannot be held remotely due to the need for access to specialized equipment or space,
 - (2) trains students to provide essential functions or services relating to the protection of public health or safety or Essential Government Functions, and
 - (3) is offered in settings with designs that impose substantial physical distancing on participants.

Classes that are currently being offered in person and do not meet the above criteria must cease unless they can be held remotely.

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- iii. Higher Education Programs must create and post a Prevention Plan as required by Health Officer Directive 2020-22;
- iv. Higher Education Programs must screen all Personnel and students for COVID-19 symptoms and exposure to COVID-19 every day before they enter the campus, whether for indoor or outdoor classes or other purposes. Higher Education Programs must use the standard screening questions attached to the Order as Appendix A and Attachment A-2 (the “Screening Handout for Non-Personnel”). A copy of the Screening Handout for Non-Personnel must be provided to anyone on request, although a poster or other large-format version of the Screening Handout for Non-Personnel may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the IHE, and should be referred for appropriate support as outlined on the Screening Handout for Non-Personnel. The Higher Education Program can use the guidance available online at www.sfcdep.org/screen for determining how best to conduct screening;
- v. Face Coverings are required at all times;
- vi. No singing, chanting or shouting, or wind instruments are allowed during in-person instruction (indoors and outdoors) at this time;
- vii. Class capacity must be limited to ensure physical distancing at all times;
- viii. Individual student use of an indoor facility due to the need for access to specialized equipment or space that is not available outside (such as a music practice room or fine arts studio) is allowed subject to safety protocols;
- ix. Collegiate athletics teams that wish to resume practices, games, or tournaments in San Francisco, without in-person spectators, may submit to the Health Officer a proposed plan detailing the sanitation, social distancing, health screening, and other procedures that will be implemented to minimize the risk of transmission among players, staff, and any others who will be in the facility. The plan must include a proposal for interval testing (without using City resources) of all players and coaching staff who will be present in the facility. The plan must also include a commitment to comply with local directives governing isolation and quarantine of individuals who are diagnosed with, or have had close contact with a person who is diagnosed with, COVID-19. Plans must be submitted to healthplan@sfcityattys.org. Subject to the advance written approval of the Health Officer or the Health Officer’s designee, the team may then resume activities consistent with the approved plan, including any conditions to approval of the Health Officer or the Health Officer’s designee. But in connection with an approved plan no in-person spectators will be allowed under any circumstances;
- x. Subject to applicable land use laws and regulations, housing controlled or operated by Higher Education Programs or restricted for the use of students attending a Higher Education Program is permitted to open and operate for

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students in compliance with any relevant health and safety requirements contained in any relevant industry-specific Health Officer directives. Except for family housing, students must be housed in single rooms (i.e., without a roommate) unless the student specifically requests to be housed with a roommate; and

- xi. All Higher Education Programs must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with relevant health and safety requirements contained in any relevant industry-specific Health Officer directives, including, but not limited to, Health Officer Directive No. 2020-22d.

(Added August 14, 2020; Revised September 1, 2020, September 30, 2020; and November 28, 2020; Non-substantive revisions November 3, 2020; Suspended in part December 4, 2020)

(15) Personal Service Providers

- a. Basis for Addition. Although personal services such as hair and nail salons involve moderate to high contact intensity and a moderate number of contacts, the risk of transmission can be significantly lessened by implementing health and safety mitigation measures. Finally, the risk of virus transmission can be reduced through other health and sanitation protocols. Consistent with Section 5.c of the Order and to the extent possible, Personal Service Providers are urged to provide services outdoors to further decrease the risk.
- b. Description and Conditions to Operate.
 - 1. Outdoors. Personal service providers regulated by Division 3, Chapter 10 of the California Business and Professions Code, Division 104, Part 15, Chapter 7 of the California Health and Safety Code, or San Francisco Health Code Article 29 (collectively, “Personal Service Providers”) that can safely offer services outside, including, for example, hair salons, barber shops, nail salons, massage (in a non-healthcare setting), estheticians, skin care, and cosmetology services (collectively, “Outdoor Personal Services”), may operate outdoors, subject to all of the following limitations and conditions:
 - i. The following personal services cannot be offered outside because they cannot be done safely in an outdoor setting: electrolysis, tattooing, piercing, microblading, permanent make-up, and other forms of body art that are invasive and require a controlled hygienic environment. Also, shampooing and chemical hair services are not permitted outside;
 - ii. Outdoor Personal Service Providers may, subject to any applicable permit requirements, conduct their operations under a tent, canopy, or other sun or weather shelter, tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business

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- Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>);
- iii. Both Outdoor Personal Service Providers and clients/customers must wear a Face Covering at all times unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time; and
 - iv. The Outdoor Personal Service Provider must have created, posted and implemented a Social Distancing Protocol and must comply with Health Officer Directive No. 2020-23, as that directive may be amended from time to time, regarding required best practices for outdoor personal services.
2. **Indoors.** Personal service providers regulated by Division 3, Chapter 10 of the California Business and Professions Code, Division 104, Part 15, Chapter 7 of the California Health and Safety Code, or San Francisco Health Code Article 29 including, for example, hair salons, barber shops, nail salons, massage (in a non-healthcare setting), estheticians, skin care, and cosmetology services, electrology, tattooing, piercing, and microblading, may operate indoors (collectively, “Indoor Personal Services,” subject to all of the following limitations and conditions:
- i. Both Indoor Personal Service Providers and clients/customers must wear a Face Covering at all times unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020;
 - ii. The Indoor Personal Service Provider must have created, posted and implemented a Social Distancing Protocol and must comply with Health Officer Directive No. 2020-30, as that directive may be amended from time to time, regarding required best practices for Indoor Personal Services; and
 - iii. The Indoor Personal Service Provider must limit capacity to the lesser of: (1) 25% the store’s maximum occupancy (based on patrons) or (2) the number of people (patrons and Personnel) who can maintain at least six feet of physical distance from each other in the facility at all times.

(Added September 1, 2020; Revised September 14, 2020, and October 27, 2020; Non-substantive revision September 30, 2020; Suspended December 4, 2020; Reinstated with revisions January 27, 2021)

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(16) Gyms and Fitness Centers—SUSPENDED IN PART

- a. Basis for Addition. Although gyms and fitness centers involve moderate contact intensity and a moderate number of contacts, the risk of transmission can be significantly lessened by requiring that everyone wear a Face Covering and maintain at least six feet of physical distance at all times. Also, the risk of virus transmission can be reduced through other health and sanitation protocols. Consistent with Section 5.c of the Order and to the extent possible, gyms and fitness centers are urged to provide services outdoors to further decrease the risk.
- b. Description and Conditions to Operate.
 1. Outdoors. Gyms and fitness centers offering space or equipment for customer-directed exercise may operate outdoors, subject to all of the following limitations and conditions:
 - i. Gyms and fitness centers may, subject to any applicable permit requirements, conduct their operations in a tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>);
 - ii. Everyone in the outdoor gym or fitness center facilities must maintain at least six feet of physical distance from people outside of their Household at all times;
 - iii. Gyms and fitness centers must limit the number of people, including patrons and Personnel, who are present in the space to the number of people who can maintain at least six feet of physical distance from each other at all times;
 - iv. Everyone in the outdoor gym or fitness center facilities must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020; and
 - v. The gym or fitness center must have created, posted and implemented a Social Distancing Protocol and must comply with any and all requirements contained in Health Officer Directive No. 2020-27, regarding outdoor gyms and fitness centers including, without limitation, all enhanced cleaning requirements.
 2. Indoors.

[SUSPENDED]

(Added September 1, 2020; Revised September 14, 2020, September 30, 2020, October 27, 2020, November 10, 2020, November 16, 2020, December 4, 2020, January 20, 2021, and January 27, 2021; Suspended in part November 28, 2020)

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(17) Indoor Museums, Aquariums, and Zoos—SUSPENDED

(Suspended December 4, 2020)

(18) Outdoor Family Entertainment Centers—SUSPENDED IN PART

- a. **Basis for Addition.** Certain outdoor Family Entertainment Centers involve only moderate risk given that they occur outside, they involve moderate contact intensity and a moderate number of contacts, and the risk of transmission can be significantly lessened by requiring that everyone wear a Face Covering and maintain at least six feet of physical distance at all times. The risk of virus transmission can also be reduced through other health and sanitation protocols. And because the State of California has included family entertainment centers on the list of options for all tiers to varying degrees, this Appendix lists those that can be done with appropriate safety protocols. More information about the State of California’s designation can be found online at <https://covid19.ca.gov/safer-economy/>.
- b. **Description and Conditions to Operate.** Family Entertainment Centers, as defined by this Section, may operate only based on the tier assigned by the State, subject to all of the limitations and conditions listed below. The term “Family Entertainment Centers” generally refers to activities that are designed for amusement or recreation, sometimes with shared equipment, that are not generally competitive sports. Because the term is not defined by the State, the specific activities that are allowed under each tier is governed by a combination of the specific State guidance that applies to each tier and local considerations about what can be done safely.

Consistent with the State’s guidelines, available online at <https://files.covid19.ca.gov/pdf/guidance-family-entertainment--en.pdf>, and local considerations, only the following Family Entertainment Center activities that are listed as “allowed” may be operated at this time, and any activities listed (*in italics*) as “prohibited” are prohibited and may not operate in the County. Any activity that is allowed must comply with all restrictions listed in this Section and in the State’s guidelines for Family Entertainment Center activities.

The activities allowed under the current purple tier are as follows:

<u>Allowed Family Entertainment Center activities:</u>	<u>Notes/restrictions:</u>
<p><u>Outdoor</u> activities only, including:</p> <ul style="list-style-type: none">• Outdoor playgrounds;• Outdoor skate parks;• Outdoor roller and ice skating at the	<p>See additional requirements listed below regarding any activity that includes shared or rented equipment (for example, laser tag, skating, batting cages, etc.).</p>

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<p>lesser of 25% capacity (patrons only) or 25 patrons skating;</p> <ul style="list-style-type: none">• Outdoor laser tag;• Outdoor paintball;• Outdoor batting cages;• Outdoor kart racing; and• Outdoor miniature golf.	<p>Outdoor playgrounds must comply with the requirements listed in Section (11) of Appendix C-2 and Health Officer Directive No. 2020-36 (including as that directive is updated in the future), available online at www.sfdph.org/directives.</p> <p>Outdoor miniature golf must comply with the relevant requirements listed in Section (2) of Appendix C-2 and Health Officer Directive No. 2020-15 (including as that directive is updated in the future), available online at www.sfdph.org/directives.</p>
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The activities prohibited under the current tier include, without limitation, the following:

<p><u>Prohibited Family Entertainment Center activities:</u></p> <p><u>Outdoor activities:</u></p> <ul style="list-style-type: none">• <i>Standalone, outdoor attractions (which are ride attractions, such as a carousel, Ferris wheel, or train ride, that are operated independently of, and are located on distinct and separate grounds from, other amusement attractions). (See the note below regarding, amusement parks, or similar venues, which are prohibited.)</i> <p><u>Indoor operations, including:</u></p> <ul style="list-style-type: none">• <i>Indoor bumper cars;</i>• <i>Indoor batting cages;</i>• <i>Bowling alleys;</i>• <i>Escape rooms;</i>• <i>Kiddie rides;</i>• <i>Virtual reality;</i>• <i>Arcade games;</i>• <i>Trampolines and trampoline gyms;</i>• <i>Indoor laser tag;</i>• <i>Indoor roller and ice skating;</i>
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- *Indoor skate parks; and*
- *Indoor playgrounds.*

Also, the State prohibits in the current tier the operation of fairs, amusement parks, or similar venues offering multiple such attractions as Family Entertainment Centers. Also, Family Entertainment Centers must at this time discontinue demonstrations, such as magic, live animal shows, etc., unless Social Distancing Requirements and sanitation protocols are met.

Any Family Entertainment Center that is allowed to operate under this Section based on the County's current tier assignment by the State must comply with all of the following requirements:

- i. If the activity listed above is listed as an outdoor activity, all related operations must be outdoors. In that situation, operations that cannot be safely performed outdoors are not allowed. If there is a mix of indoor and outdoor activities offered by the Family Entertainment Center, only the activities that are allowed under the current tier assignment may occur and may only occur as outlined in this Section.
- ii. Outdoor Family Entertainment Centers may conduct their allowed operations under a tent, canopy, or other sun or weather shelter, as long as the shelter complies with: (1) the California Department of Public Health's November 25, 2020 guidance regarding "Use of Temporary Structures for Outdoor Business Operations" (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH's guidance on "Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19" (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>).
- iii. Everyone in a Family Entertainment Center facility must maintain at least six feet of physical distance from people outside of their Household at all times.
- iv. Family Entertainment Centers must limit the number of people, including Personnel, who are present in the space to ensure that six feet of physical distance can be maintained at all times and must also comply with any maximum limit listed above on the number of people who may be present (including both patrons and Personnel).
- v. Everyone in the Family Entertainment Center facility must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, including as that order is amended.
- vi. The Family Entertainment Center must have created, posted, and implemented a Social Distancing Protocol and must comply with any and all requirements

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contained in relevant Health Officer directives, including, without limitation, all enhanced cleaning requirements.

- vii. For any activity with rented or shared equipment (like kart racing, skating, batting cages, bowling alleys, escape rooms, etc.), services must be provided in compliance with the requirements for equipment cleaning and disinfection listed in Section (5)b.vi of this Appendix.
- viii. *[SUSPENDED (amusement park-type rides are not currently allowed) For outdoor amusement park-type rides, consisting of Ferris wheels, carousels, and miniature train rides, the following additional requirements must be met:*
 - a. *Screen all customers and other visitors prior to entry to the ride as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers “yes” to a screening question must have the ride cancelled or rescheduled. No cancellation or rescheduling fee may be charged in that situation, and the price of any ticket must be refunded if the ride is not rescheduled;*
 - b. *Operators must regulate access by patrons to the equipment to ensure physical distancing;*
 - c. *Any enclosed passenger capsule or seating area must include only members of the same Household, and ventilation must be maximized;*
 - d. *High touch surfaces and equipment must be sanitized in between uses by different Households; and*
 - e. *Hand sanitizer must be placed at the entrances and exits to rides.]*

At this time many outdoor family entertainment-type activities are allowed under other sections and directives, including zoos, outdoor swimming pools, outdoor tennis and pickleball, outdoor golf, outdoor lawn bowling, outdoor museums, and outdoor fitness centers. Individuals and businesses engaging in those activities must review and follow the requirements in those other sections and directives in relation to those activities.

(Added September 14, 2020; Revised September 30, 2020; Revised and subsection suspended November 28, 2020; Suspended December 4, 2020; Reinstated and revised January 27, 2021)

(19) Open-Air Tour Bus Operators

- a. **Basis for Addition.** Personnel and passengers can wear Face Coverings and maintain six feet of physical distance from people in different Households at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. And open-air bus tours occur outside, which is safer than indoor interactions, and have additional air-flow from continual movement. Finally, outdoor tour bus excursions of small, socially distanced groups involve only a moderate number of contacts, and health mitigation measures can significantly decrease the transmission risk.

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- b. Description and Conditions to Operate. Individuals or businesses that offer open-air bus tours (“Open-Air Tour Bus Operators”) may operate, subject to the following limitations and conditions:
- i. If the total number of passengers is greater than 12, the Open-Air Tour Bus Operator must assign each passenger to a group of no more than 12 people. Multiple groups of 12 may be on an Open-Air Tour Bus simultaneously, subject to the following requirements:
 - Each group of 12 must be kept at least 12 feet apart from each other,
 - The Open-Air Tour Bus Operator must prohibit mingling among passengers in different groups, and
 - Passengers must have a clear path to the restroom and exit without being required to travel through the space occupied by another group.
 - ii. All passengers must maintain a physical distance of at least six feet from each other, from the driver, and from Personnel, at all times;
 - iii. Before boarding, passengers must wait at least six feet apart and must not board the bus until the driver or other Personnel allow boarding;
 - iv. Bathrooms (if any) must be sanitized frequently following EPA guidelines;
 - v. Passengers must stay in the open-air portion of the bus except for brief periods, such as to board, disembark and use the bathroom;
 - vi. Open-Air Tour Bus Operators should ask passengers to voluntarily provide their name and phone number for potential contact tracing purposes—the operator should keep this information on file for at least three weeks;
 - vii. Open-Air Tour Bus Operators must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order);
 - viii. Open-Air Tour Bus Operators must ensure daily COVID-19 symptom and exposure screening is completed for all Personnel as required by the Social Distancing Protocol and its Attachment A-1;
 - ix. Open-Air Tour Bus Operators must Screen all customers and other visitors on the day of the tour as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers “yes” to a screening question must not be allowed to board the bus. No cancellation or rescheduling fee may be charged in that situation;
 - x. All passengers and Personnel must wear a Face Covering at all times while waiting to board, at all times while on board—except when eating or drinking, and at all times when disembarking from the bus, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;

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- xi. Passengers from different households should not shake hands, share food or drinks, or engage in any unnecessary physical contact—Personnel must instruct passengers about these requirements;
- xii. Open-Air Tour Bus Operators must make hand sanitizer available;
- xiii. The bus and all equipment belonging to the Open-Air Tour Bus Operator or otherwise provided by the Open-Air Tour Bus Operator must be thoroughly cleaned and disinfected after each trip with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>).

(Added September 14, 2020; Revised November 3, 2020; Suspended December 4, 2020; Reinstated and non-substantive revisions January 27, 2021)

(20) Lodging Facilities for Tourism

- a. **Basis for Addition.** As long as guests refrain from congregating in common areas, and capacity and other health safety mitigation measures are used, lodging facilities involve low contact intensity and a low number of contacts. Personnel and guests can wear Face Coverings whenever they are in common areas and can maintain at least six feet of physical distance except for brief interactions (e.g., while checking in). In indoor common areas, no inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved.
- b. **Description and Conditions to Operate.** Lodging facilities, including hotels, motels, hostels, bed and breakfasts, inns and short-term rentals, may operate, subject to all of the following limitations and conditions:
 - i. Lodging Facilities cannot accept or honor reservations for individuals traveling from outside of the Bay Area for non-essential travel unless: (1) the reservation is for at least 10 days (the minimum time period required for quarantine), and (2) the people identified in the reservation will quarantine in the hotel or lodging entity for at least 10 days;
 - ii. Indoor pools, indoor gyms and fitness centers, ballrooms, conference rooms, business centers, lounge areas, and other indoor gathering places must remain closed (outdoor pools and outdoor fitness centers must be operated in compliance with the relevant requirements of this Order and with Health Officer Directives 2020-24 and 2020-27, respectively);
 - iii. Indoor restaurants and cafes within lodging facilities must temporarily remain closed, but food items may continue to be sold for consumption in individuals' rooms, offsite, or outdoors in compliance with the relevant requirements of this

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Order and with Health Officer Directives 2020-05 and 2020-16, and any future amendments to those directives; and

- iv. The Lodging Facility must have created, posted and implemented a Social Distancing Protocol and must comply with any and all requirements contained in Health Officer Directive No. 2020-29 regarding best practices for lodging facilities, as well as any other relevant Health Officer Directives, including, for example, Directive No. 2020-17 (if there is a gift-shop or other retail on-site).

(Added September 14, 2020; Revised September 30, 2020, October 27, 2020, November 16, 2020, December 4, 2020, December 9, 2020; and January 27, 2021; Non-substantive revisions October 20, 2020 and November 3, 2020; Revised and subsection suspended November 10, 2020)

(21) Indoor Movie Theaters—SUSPENDED

(Suspended December 4, 2020)

(22) Film and Media Productions

- a. Basis for Addition. When capacity is limited and health safety mitigation measures are used, film and media productions involve relatively low contact intensity and number of contacts. Restrictions can be placed to ensure that few inherently risky activities (e.g., singing, shouting, etc.) are involved. And when such activities are involved, additional preventive measures—such as physical distancing, improved ventilation, and surveillance testing—can be used to address the resulting risk. Accordingly, the risk of transmission is relatively low as long as adequate precautions are taken.
- b. Description and Conditions to Operate.
 - 1. Film and Media Productions covered by the September 21, 2020 “COVID-19 Return To Work Agreement With DGA, IATSE, SAG-AFTRA and Teamsters/Basic Crafts” (https://www.sagaftra.org/files/sa_documents/ReturnToWorkAgreement_wAMPTP.pdf) (“Return to Work Agreement”) may operate subject to compliance with all of the terms and conditions set forth in that agreement, except that:
 - i. The cast, crew, and other Personnel on location is limited to the fewest number of Personnel needed (up to a maximum of 25 people in one location); and
 - ii. if the production is complying with the pre-employment testing requirement by using two rapid tests conducted within 48 hours before the start of employment, as provided in Section 2.a.i.(3) of the Return to Work Agreement, the two

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samples must be collected at different times: one 24-48 hours before the start of employment and one within 24 hours before the start of employment.

2. Outdoor Film and Media Productions: Outdoor film and media production that are not covered by the Return to Work Agreement may operate, subject to the following conditions:
 - i. The cast, crew, and other Personnel on location is limited to the fewest number of Personnel needed (up to a maximum of 25 people in one location, subject to clause v below);
 - ii. The film or media production must ensure COVID-19 symptom and exposure screening is completed for all cast, crew, and other Personnel on each day of the production as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers “yes” to a screening question must not be permitted to enter the location;
 - iii. Face Coverings must be worn at all times, except (a) as specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time, or (b) while filming outdoors as long as the person remains at least six feet from other talent, crew, and other Personnel, and the public at all times;
 - iv. Because singing and playing wind or brass instruments can transmit particles farther in the air than breathing or speaking quietly, singing and playing wind or brass instruments is not allowed outdoors unless (a) the individual is at least 12-foot away from crew, cast, and other Personnel, and public and uses a Face Covering for singing or a mask or other fabric over the wind instrument’s bells or openings where air/sound exit, or (b) the individuals is at least 30 feet from all crew, cast, and other Personnel, and the public; and
 - v. The production must comply with the Social Distancing Requirements set forth in Section 8.o of this Order.
3. Indoor Film and Media Productions: Indoor film and media production that are not covered by the Return to Work Agreement may operate, subject to the following conditions:
 - i. The cast, crew, and other Personnel on location is limited to the fewest number of Personnel needed (up to a maximum of 25 people in one location, subject to clause v below);
 - ii. The film or media production must ensure COVID-19 symptom and exposure screening is completed for all cast, crew, and other Personnel before they enter the location on each day of the production as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers “yes” to a screening question must not be permitted to enter the location;

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- iii. Except as provided below, Face Coverings must be worn by all cast, crew, and other Personnel at all times:
- a) Individuals who are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time are excused from the Face Covering requirement;
 - b) Cast members may remove Face Coverings while personal services (e.g., makeup or hair) are being provided and filming if all of the following conditions are met:
 - (1) All other crew and Personnel in the room must wear a non-vented N-95 mask to provide maximum protection;
 - (2) The production must increase ventilation as much as possible, including by implementing at least one of the following ventilation measures:
 - All available windows and doors are kept open (Doors and Windows required to be kept closed for fire/life safety purposes are exempt. Make sure open windows do not create falling hazards especially for children.)
 - HVAC systems fully operational
 - Appropriately sized Portable Air Cleaners
 - (3) The production must adhere to the following testing requirements:
 - If the shoot is scheduled to last one or two days, the cast member(s) who will be removing their Face Coverings must receive a negative nucleic acid diagnostic test for COVID-19 within 72 hours before the shoot starts.
 - If the shoot is scheduled to last between three and seven days, the cast member(s) who will be removing their Face Coverings must receive a (a) negative nucleic acid diagnostic test for COVID-19 within 72 hours before the shoot starts and (b) a negative nucleic acid diagnostic test or rapid test every other day starting on the third day of the production.
- If due to smoke or other conditions the production cannot implement any of those measures for a period of time, face coverings cannot be removed until ventilation measures can be reinstated; and

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- If the shoot is scheduled to last more than seven days, the Production must submit a plan to the Health Officer for pre-approval, as discussed below.
 - All testing must be done using tests that are approved by the United States Food and Drug Administration or by the California Department of Public Health.
 - All processing of tests must be conducted by a lab that complies with Health Officer Order No. C19-10 (available online at www.sfdph.org/healthorders), including that the lab must meet the requirements to perform testing classified as high complexity under the Clinical Laboratory Improvement Amendments (“CLIA”) of Section 353 of the Public Health Service Act (including but not limited to having a CLIA waiver to perform such tests). Any lab that processes tests must also submit all results (not just positive results) via the State of California’s California Reportable Disease Information Exchange (“CalREDIE”) system or any replacement to that system adopted by the State of California.
 - The production must maintain a log of testing for all cast members who will be removing their Face Coverings, including name, date tested, type of test, and test result. The log must be retained for 12 months and be made available to SFDPH upon request.
- iv. High touch surfaces must be cleaned and disinfected frequently using procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>).
- v. The production must comply with the Social Distancing Requirements set forth in Section 8.o of this Order.
- vi. Because singing and playing wind or brass instruments can transmit particles farther in the air than breathing or speaking quietly, filming of cast singing or playing a wind or brass instrument is prohibited unless the individual is in an isolation booth or in a separate room and the camera is operated remotely. Sufficient ventilation of the space being used must occur for at least 15 minutes before other Personnel enter the space.
- vii. Productions may not have craft service and catering at indoor locations. Craft service and catering is allowed outdoors, subject to the following requirements:
- a) Seating in areas designated for eating must be at least 6 feet apart;
 - b) No buffets of self-serve food and beverage stations are allowed—only individually boxed meals and snacks may be offered; and

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- c) Productions should consider staggering meals to lessen the number of people eating in the same area.

Companies that wish to proceed with productions that deviate from these conditions may submit to the Health Officer a proposed plan detailing the sanitation, social distancing, ventilation, testing, health screening, and other procedures (for example, creating quarantine bubbles) that will be implemented to minimize the risk of transmission among participants. Plans must be submitted to HealthPlan@sfcityatty.org. Subject to the advance written approval of the Health Officer or the Health Officer's designee, the production may then proceed consistent with the approved plan.

(Added November 3, 2020; Revised December 4, 2020, December 9, 2020, and January 27, 2021)

(23) Real Estate Showings—SUSPENDED

- Real estate agents may continue to offer virtual and limited viewings in compliance with the requirements set forth in Section 8.a.x of the Order.

(Suspended December 4, 2020)

(24) Commercial Parking Garages

- a. Basis for Addition. Personnel and customers can wear Face Coverings at all times and can maintain at least six feet of physical distance except for brief interactions (e.g., while transferring keys). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. This section reflects an existing FAQ—added on June 30, 2020—stating that garages were permitted to be open under specific health and safety conditions.
- b. Description and Conditions to Operate. Parking garages are permitted to operate for parking under the following conditions:
- i. Garages must provide Face Coverings (as provided in Health Order No. C19-12d, issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to all Personnel;
 - ii. Face coverings must be worn by Personnel and customers at all times, except as specifically exempted from the face covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;

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- iii. Garages must comply with the Social Distancing Requirements set forth in Section 15.o of the Stay-Safe-at-Home Order and prepare a Social Distancing Protocol as required in Section 5.d of the Order;
- iv. Garages should encourage customers to use touchless payment options. When touchless payment is not used, sanitize any pens, counters, trays, or point of sale systems between each use by a customer. Create sufficient space to enable the customer to stand at least six feet away from the cashier while paying, or provide a physical barrier (e.g., Plexiglas of sufficient height and width to prevent transmission of respiratory droplets) between the customer and the cashier;
- v. Vehicle windows must be left open to the greatest extent possible—particularly in the moments before and during a transfer; and
- vi. Whenever possible, steering wheels should be wiped down before transferring the vehicle from one person to another.

(Added November 16, 2020)

(25) Limited One-on-One Personal Training Inside Gyms and Fitness Centers

- a. Basis for Addition. Exercising indoors in an enclosed space involves multiple risk factors, including the enclosed nature of the space and the increased respiration involved with exercise. When coupled with strong mitigation measures such as strictly limiting the number of people present in a facility, mandatory use of Face Coverings, maintaining physical distancing, requiring at least one ventilation measure and following other protocols, the risks associated with limited one-on-one personal training are manageable. Consistent with Section 5.c of the Order and to the extent possible, personal trainers are urged to provide one-on-one personal training services outdoors to further decrease the risk.
- b. Description and Conditions to Operate. Limited one-on-one personal training is allowed indoors subject to the following conditions:
 - i. Only one trainer and one client may be in a facility at any time (if the client is a parent or guardian of minor children, the person may bring their children with them but not other adults from the same Household; if the person is an adult who needs assistance, the person may bring a caregiver);
 - ii. In addition to the trainer and client, one additional individual may be present in the facility to monitor compliance with this Order or manage the facility;
 - iii. Face Coverings must be worn by Personnel and clients at all times, except as specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;

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- iv. All participants must maintain at least six feet from each other at all times and at least twelve feet from each other when engaged in aerobic activity;
- v. The facility must add all COVID-19 related signage to the establishment as required by Sections 4.g, 4.h, and 4.i(ii) of the Stay-Safer-At-Home Order (templates for the signage are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>);
- vi. The facility must use at least one of the following ventilation strategies: (1) All available windows and doors accessible to fresh outdoor air are kept open (doors and windows required to be kept closed for fire/life safety purposes are exempt; make sure open windows do not create falling hazards especially for children); (2) Fully operational HVAC systems; or (3) Portable Air Cleaners in each room that are appropriately sized for the room or area they are deployed in (see SFPD's Guidance on "Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic," available online at <https://www.sfdcp.org/COVID-Ventilation> for more information); and
- vii. The facility must have created, posted and implemented a Social Distancing Protocol and must comply with any and all requirements contained in Health Officer Directive No. 2020-31, regarding indoor gyms and fitness centers including, without limitation, all enhanced cleaning requirements.

(Added November 28, 2020; Suspended December 4, 2020; Reinstated with non-substantive revisions January 27, 2021)

Order No. C19-07s – Appendix C-2: Allowed Additional Activities

[Revised January 27, 2021]

A. General Requirements

The “Additional Activities” listed below may resume, subject to the requirements set forth in the Order and to any additional requirements set forth below or in separate guidance by the Health Officer. These activities were selected based on current health-related information, the risk criteria set forth in Section 3 of the Order, and the overall impact that allowing these activities to resume will have on mobility and volume of activity in the County.

Until further order of the Health Officer, all gatherings with members of other Households and all activities conducted outside the Residence without members of other Households—including the gatherings and activities listed below—must cease between 10:00 p.m. and 5:00 a.m., except for those activities associated with the operation, maintenance, or usage of Essential Businesses or Essential Services, or as required by law.

The health-related basis for selection of Additional Activities and the specific requirements for risk mitigation are summarized below. The bases for the additions were amended on July 13, 2020, to reflect an updated and refined analysis under the risk criteria set forth in Section 3 of the amended Order.

Activities that are permitted to operate outdoors may, subject to any applicable permit requirements, conduct their operations under a tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>).

B. List of Additional Activities

For purposes of the Order, Additional Activities include the following based on the summarized health risk related rationale:

(1)	Outdoor Museums, Outdoor Historical Sites, and Outdoor Public Gardens	2
(2)	Outdoor Recreation: Golf and Tennis	3
(3)	Outdoor Recreation: Dog Parks	4
(4)	Small Outdoor Gatherings—RESTRICTED	5
(5)	Libraries for Curbside Pickup and Return	6
(6)	Outdoor Recreation: Other Outdoor Recreation and Athletic Activities.....	6
(7)	Outdoor Recreation: Outdoor Swimming Pools.....	7
(8)	Drive-In Gatherings—SUSPENDED IN PART.....	8

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(9) Religious Activities..... 9
(10) Political Activity 11
(11) Outdoor Playgrounds 12

(1) Outdoor Museums, Outdoor Historical Sites, and Outdoor Public Gardens

- a. Basis for Addition. Personnel and visitors can wear Face Coverings and maintain at least six feet of physical distance from people in different Households at all times. And outdoor activities are safer than indoor activities. Finally, the number, frequency and proximity of contacts can be minimized through capacity limitations and the risk of virus transmission can be reduced through other health protocols.
- b. Description and Conditions. Outdoor museums, outdoor historical sites, and outdoor public gardens (for example, the Botanical Gardens and Japanese Tea Garden may reopen to the public—and individuals may leave their residence and travel to visit these locations—subject to the following conditions:
 - 1. Only outdoor spaces may be open to the public, except for restrooms as provided below.
 - 2. Face Coverings must be worn by all staff and visitors, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), including as that order is amended in the future;
 - 3. Physical distancing of at least six-feet must be maintained at all times other than between members of the same Household;
 - 4. Other than picnic tables, which may be available for use with signs instructing patrons to clean them before and after use, common high-touch equipment and fixtures must be off-limits, with signage and with physical barriers as appropriate;
 - 5. Public restrooms, if any, must
 - a. be routinely disinfected frequently throughout the day,
 - b. have open doors to prevent touching of door handles or knobs,
 - c. have soap and paper towels, and
 - d. have signs promoting handwashing;
 - 6. The facility must provide for contactless payment systems or, if not feasible, sanitize any payment systems, including touch screens, payment portals, pens, and styluses, after each customer use. Under San Francisco’s Legal Tender Law, customers must be allowed to pay with cash but to further limit person-to-person contact, Personnel should encourage customers to use credit, debit, or gift cards for payment;
 - 7. Signage must be posted at each public entrance to inform all personnel and customers that they must not enter if they are experiencing COVID-19 symptoms

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[Revised January 27, 2021]

(list the symptoms in the San Francisco COVID-19 Health Screening Form for non-personnel (Attachment A-2), maintain a minimum six-foot distance from one another while in the facility or location, wear a Face Covering at all times, and not shake hands or engage in any unnecessary physical contact (sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>);

For clarity, this section does not apply to outdoor zoos, which are covered under Section 12 of Appendix C-1.

(Added May 17, 2020; revised June 1, 2020 and November 3, 2020; Non-substantive revisions on July 13, 2020; Revised and suspended in part on December 4, 2020; Reinstated January 27, 2021)

(2) Outdoor Recreation: Golf and Tennis

- a. Basis for Addition. Non-contact outdoor sports like tennis and golf involve a low number of contacts and a high proximity of contact, as long as the groups engaged in play together are small, maintain required physical distance, and do not share equipment among different Households. Also, interactions and activities that occur outdoors carry a lower risk of transmission than most indoor interactions and activities. And the risk of transmission can be further mitigated by sanitation and hygiene practices. Finally, because outdoor recreation is already allowed under the Order, resumption of this activity is expected to result in only a relatively modest increase in mobility and may decrease congestion in other outdoor locations like public parks and beaches.
- b. Description and Conditions. Individuals may play tennis and golf outdoors, and outdoor tennis and golf facilities/clubs may open, subject to the following conditions:
 1. Face Coverings must be worn by all golf and tennis facility/club Personnel, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), including as that order is amended in the future;
 2. All golf and tennis players must wear a Face Covering while in facility/club parking lots, when entering and exiting facilities/clubs, and while waiting to play—Face Coverings may be removed during play if nobody from a different Household is within 30 feet of the player;
 3. For golf, a maximum of four people from the same or different Households may share a tee time but members of different Households may not share a golf cart or any equipment and must maintain at least six feet of physical distance from each other at all times. Tee times must be scheduled 10 minutes or more apart;
 4. Doubles tennis may be played between members of up to three different Households. Tennis players from different Households may not share equipment and must maintain at least six feet of physical distance from each other at all times;

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[Revised January 27, 2021]

5. In accordance with guidance of the California Department of Public Health, doubles pickleball where any players are from different Households is not permitted at this time; and
6. Before resuming or continuing operations, each golf or tennis facility/club must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with Health Officer Directive No. 2020-15 as that directive has been amended or updated regarding required best practices for tennis and golf.

(Added June 1, 2020; Non-substantive revisions July 13, 2020; Revised September 1, 2020, December 4, 2020, December 9, 2020, and January 27, 2021)

(3) Outdoor Recreation: Dog Parks

- a. Basis for Addition. Although taking a dog to a dog park may involve mixing of Households, individuals can wear Face Coverings at all times and maintain at least six feet of physical distance from members of other Households except for short interactions. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Also, outdoor activities carry a lower risk of transmission than indoor interactions and activities, and risk of transmission can be reduced through health protocols.
- b. Description and Conditions. Individuals may take their dogs to dog parks (both enclosed and unenclosed), and all dog parks may open, subject to the following conditions:
 1. Face Coverings must be worn by all people in the dog park, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), including as that order is amended in the future;
 2. The Centers for Disease Control and Prevention (CDC) has advised that “[u]ntil we learn more about how this virus affects animals,” owners should “treat pets as you would other human family members to protect them from a possible infection.” Specifically, the CDC recommends that pet owners: “Do not let pets interact with people or other animals outside the household,” “Walk dogs on a leash, maintaining at least 6 feet (2 meters) from other people and animals,” and “Avoid dog parks or public places where a large number of people and dogs gather.” Accordingly, pet owners are urged to use on-leash dog parks or keep their dogs on a leash, particularly if the dog is not under voice control—pet owners who choose to let their dogs be off leash in an off-leash dog park should prevent their dog from interacting with other people or animals to the greatest extent feasible;
 3. People in the dog park should maintain at least six feet of physical distance from people or animals other than those in their same Household;
 4. People must bring their own water for themselves and their pets, and must not use common touch water facilities in the park;

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[Revised January 27, 2021]

5. People must use their sleeve or a disposable cloth to touch high-touch surfaces like gates;
6. People should bring their own bags for picking up and disposing of pet waste;
7. Signage must be posted at each dog park to inform people that they must: avoid entering the location if they have a cough or fever, maintain a minimum six-foot distance from one another, wear a Face Covering at all times, and not shake hands or engage in any unnecessary physical contact (sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>); and
8. People must follow any other rules and regulations adopted by the operator of the dog park.

(Added June 1, 2020; Non-substantive revisions July 13, 2020)

(4) Small Outdoor Gatherings—RESTRICTED

- a. Basis for Addition. As provided in Section 4.f of the Order, gatherings among different Households are strongly discouraged to help prevent the spread of COVID-19, and larger gatherings pose higher risks. Although small outdoor gatherings involve mixing of Households, individuals can wear Face Coverings at all times, except when eating and drinking, and maintain at least six feet of physical distance from others outside their Household at all times. Inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) can be—and are strongly urged to be—minimized to the greatest extent possible. Also, outdoor activities carry a lower risk of transmission than indoor interactions and activities, and risk of transmission can be reduced through health protocols.
- b. Description and Conditions. As further provided in Section 3.a of the Order, all people are strongly encouraged to continue staying safe at home and minimizing unnecessary interactions with other Households to the maximum extent possible. But individuals may participate in small outdoor gatherings subject to the following conditions:
 1. No more than three different Households up to a maximum of 12 people in total between all Households, may participate in any other outdoor gathering under this section, unless all are members of the same Household.
 2. Gatherings that involve eating or drinking must be limited to no more than two different Households up to a maximum of six people in total between all Households;
 3. Participants outside of the same Household must remain at least six feet apart from each other. Participants must otherwise follow all Social Distancing Requirements (Section 8.o of the Order), and wear Face Coverings unless eating, drinking, or exempted from wearing a Face Covering under Health Officer Order No. C19-12d (the Face Covering Order); and

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[Revised January 27, 2021]

4. Participants and hosts of small outdoor gatherings must comply with Health Officer Directive No. 2020-19 regarding required best practices for small outdoor gatherings and with the health guidelines for safer interactions set forth in the Tip Sheet for Safer Interactions During COVID-19 Pandemic, posted at: www.sfcdep.org/communicable-disease/diseases-a-z/covid19whatsnew.

For clarity, this section does not allow contact sports to resume among members of different Households except for the low contact recreation activities allowed in Section 6 below. This section does not apply to outdoor religious or political protest gatherings, which are covered by Sections 9 and 10, below. This section does not apply to limit gatherings that are otherwise allowed under the Order or any Health Officer directive providing industry-specific guidance. Indoor social gatherings among different Households are not allowed at this time.

(Added June 11, 2020; Non-substantive revisions July 13, 2020 and September 14, 2020; Revised October 20, 2020; Suspended December 4, 2020; Revised December 9, 2020; Reinstated and revised January 27, 2021)

(5) Libraries for Curbside Pickup and Return

- a. **Basis for Addition.** Personnel and patrons can wear Face Coverings at all times and maintain at least six feet of physical distance except for brief interactions (e.g., while picking up items). Patrons interact only with a small number of individuals from other Households, and although Personnel are interacting with a moderate number of people, the duration of those interactions are low and safety limitations can ensure adequate social distancing and decrease the risk of virus transmission. In addition, interactions can occur outdoors, which further decreases risk.
- b. **Description and Conditions to Operate.** Libraries may open for curbside/outside pickup and drop off of items, and approved by the City Administrator. All Personnel and patrons must comply with Social Distancing Requirements—including the requirement to maintain at least six feet of physical distance—and wear a Face Covering at all times, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), as that order may be amended from time to time.

(Added July 20, 2020)

(6) Outdoor Recreation: Other Outdoor Recreation and Athletic Activities

- a. **Basis for Addition.** Low-contact recreational and athletic activities such as pickleball, lawn bowling, bocce ball and Frisbee have low-to-moderate levels of transmission risk. Participants can wear Face Coverings and maintain at least six feet of physical distance at all times, and outdoor activities are safer than indoor interactions.

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[Revised January 27, 2021]

- b. Description and Conditions. Low-contact recreational and athletic activities with members of other Households may occur, subject to the following conditions:
1. Except as expressly provided elsewhere in this Order, no more than three Households may engage in these recreational and athletic activities together at any one time;
 2. No equipment (except balls, frisbees, or other similar recreational projectiles) may be shared between Households;
 3. All recreational and athletic activities with members of another Household—including youth sports or exercise taking place as part of a OST or organized and supervised youth sports program—must occur entirely outdoors;
 4. Members of separate Households cannot have contact with each other and must remain at least six feet apart at all times;
 5. Pickleball is allowed under this section, but is limited to singles only— operators of facilities and players must follow the same guidelines that apply to Tennis Facilities under Health Officer Directive No. 2020-15d; and
 6. Face Coverings must be worn at all times, subject to the limited exceptions in Health Officer Order No. C19-12d, issued on December 22, 2020 (e.g., for young children).

A description and non-exhaustive list of low-contact outdoor sports permitted in purple tier is available in the California Department of Public Health’s (CDPH) December 14, 2020 Guidance on “Outdoor and Indoor Youth and Adult Sports,” available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>. Sports that are permitted by CDPH only in less restrictive tiers than purple may not be played at this time.

(Added September 1, 2020; Suspended December 4, 2020; Reinstated and revised December 9, 2020; Revised January 27, 2021)

(7) Outdoor Recreation: Outdoor Swimming Pools

- a. Basis for Addition. Outdoor swimming pools have few high-touch surfaces and do not require shared equipment. Risks associated with outdoor swimming pools can be substantially mitigated with limitations to ensure adequate social distancing and limit intermixing between Households.
- b. Description and Conditions. Beginning at 9:00 a.m. on September 1, 2020, individuals may use outdoor swimming pools, and outdoor swimming pools may open and operate, subject to the following conditions:
1. Lap swimming must be limited to one swimmer per lane, except that members of the same Household may occupy a single lane;

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[Revised January 27, 2021]

2. Use of shared swimming areas must be limited to no more than two swimmers from different Households per 300 square feet of shared pool space;
3. Except for members of the same Household, swimmers must remain at least six feet apart at all times;
4. Locker rooms must be closed to the public, except for use as a restroom;
5. All gatherings are prohibited outside the pool, such as on pool decks, except (1) as expressly provided in Section 4, above, or Section 9 of Appendix C-1; and (2) members of a Household may observe a child or other person swimming to ensure safety and supervision; and
6. Before resuming operations, each outdoor swimming pool must create, post and implement a Social Distancing Protocol and comply with the relevant provisions of Health Officer Directive No. 2020-24.

(Added September 1, 2020; Non-substantive revisions December 4, 2020)

(8) Drive-In Gatherings—SUSPENDED IN PART

- a. Basis for Addition. Drive-In Gatherings where all individuals remain in vehicles with members of their Household involve low contact intensity and frequency. Also, outdoor activities carry a lower risk of transmission than indoor interactions and activities, and risk of transmission can be reduced through health protocols.
- b. Description and Conditions. Drive-in gatherings, where participants stay in their vehicles, are permitted subject to the following conditions:
 1. All Drive-In Gatherings must be provided entirely outdoors in an area large enough to accommodate all distancing requirements of Directive 2020-28;
 2. Each Drive-In Gathering is limited to a maximum of 100 vehicles;
 3. Participants must remain within the bounds of the four wheels of their vehicle at all times except to use the restroom or during an emergency;
 4. Live speakers, performers, or presenters remain **suspended** and are not permitted during Drive-In Gatherings at this time;
 5. Face Coverings must be worn at all times a participant is outside the bounds of their vehicle or inside or sitting on the vehicle unless the participant is inside the vehicle and all windows are closed, in accordance with Health Officer Order C19-12d, issued on December 22, 2020, and as it may be amended (the “Face Covering Order”); and

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[Revised January 27, 2021]

6. Before hosting a Drive-In Gathering, the Host must create, post and implement a Social Distancing Protocol and comply with the relevant provisions of Health Officer Directive No. 2020-28.

(Added September 14, 2020; Suspended December 4, 2020; Reinstated in part and revised January 20, 2021; Revised January 27, 2021)

(9) Religious Activities

- a. Basis for Addition. In an effort to balance core First Amendment interests with public health, the Health Officer is creating special provisions for faith-based services and ceremonies. Even with adherence to physical distancing and Face Covering requirements, bringing members of different Households together to engage in in-person religious gatherings carries a higher risk of widespread transmission of COVID-19. Such gatherings may result in increased rates of infection, hospitalization, and death, especially among more vulnerable populations. Therefore, even though in-person religious gatherings are allowed by this provision, with safety limitations, it is strongly recommended that individuals use alternative means to practice their faith for the time being, such as the many online and broadcasting platforms available in the digital age, in place of in-person gatherings.
- b. Description and Conditions to Operate.
 1. Individual indoor prayer and counseling in houses of worship: Members of the public may enter a house of worship, subject to the following conditions:
 - i. Only one individual member of the public may enter the house of worship at a time. If the person is a parent or guardian of minor children, the person may bring their children with them but not other adults from the same Household. If the person is an adult who needs assistance, the person may bring a caregiver.
 - ii. The member of the public must maintain at least six feet of physical distance from any Personnel present in the facility;
 - iii. All individuals in the facility must wear a Face Covering, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children);
 - iv. Doors and windows must be left open to the extent possible, or mechanical ventilation systems must be run, to increase ventilation;
 - v. The house of worship must establish protocols for frequent cleaning and disinfection of commonly used surfaces and high traffic areas such as lobbies, hallways, and chapels;
 - vi. Signage must be posted at each public entrance to inform all individuals that they must: avoid entering the house of worship if they have a cough or fever,

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[Revised January 27, 2021]

maintain a minimum six-foot distance from one another while in the facility or location, wear a Face Covering at all times, and not shake hands or engage in any unnecessary physical contact (sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>); and

- vii. The house of worship must comply with the Social Distancing Requirements set forth in Section 15.k of this Order—and create, post and implement a Social Distancing Protocol (Appendix A of this Order).
2. Outdoor Religious Gatherings and Funerals: Houses of worship and operators of other facilities or groups may hold outdoor gatherings for the practice of religion, including religious services and funerals, subject to the following conditions:
- i. Participants must maintain at least six feet of distance from members of different Households;
 - ii. All participants must wear a face covering, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children); and
 - iii. No food or beverages may be served or sold;
 - iv. One individual at a time may sing, chant, or shout, provided: (1) the person singing, chanting, or shouting is at least 12-feet from any other person; and (2) the person singing, chanting, or shouting is wearing a Face Covering at all times;
 - v. No sharing or common use of objects or equipment is permitted unless those objects or equipment are sanitized with cleaning products effective against COVID-19 in between uses by members of different Households;
 - vi. The gathering must comply with all of the relevant requirements set forth in Health Officer Directive No. 2020-19c regarding outdoor gatherings; and
 - vii. All participants must comply with any requirements—including permitting requirements and conditions—imposed by applicable public authorities.

3. Gatherings for Indoor Religious Services and Cultural Ceremonies

[Temporarily Suspended on November 28, 2020]

(Added September 14, 2020; Revised September 30, 2020, December 4, 2020, and January 27, 2021; Non-substantive revisions October 20, 2020; Revised and subsection suspended November 28, 2020)

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[Revised January 27, 2021]

(10) Political Activity

- a. Basis for Addition. In an effort to balance core First Amendment interests with public health, the Health Officer is creating special provisions for political activities. Even with adherence to physical distancing and face covering requirements, bringing members of different Households together to engage in in-person protests carries a higher risk of widespread transmission of COVID-19. Such gatherings may result in increased rates of infection, hospitalization, and death, especially among more vulnerable populations. In particular, activities like chanting, shouting, singing, and group recitation negate the risk-reduction achieved through six feet of physical distancing and face covering. Therefore, even though in-person political protests are allowed by this provision, with safety limitations, it is strongly recommended that individuals use alternative means of expression for the time being, such as the many online and broadcasting platforms available in the digital age, in place of in-person gatherings.
- b. Description and Conditions to Operate.
 1. Individual indoor political offices: A single individual may be inside a campaign office or other political office, subject to the following conditions:
 - i. Only one person may be in the office or facility at a time except as outlined in this section b.1.
 - ii. One other individual at a time may temporarily come into the office or facility, such as for a brief meeting or to pick up or drop off materials.
 - iii. All individuals in the facility must wear a Face Covering as required by Health Officer Order No. C19-12d, subject to the limited exceptions in that order;
 - iv. Doors and windows must be left open to the extent possible, or mechanical ventilation systems must be run, to increase ventilation;
 - v. The facility must establish protocols for frequent cleaning and disinfection of commonly used surfaces and high traffic areas such as lobbies, hallways, and offices;
 - vi. Signage must be posted at each public entrance to inform all individuals that they must: avoid entering the location if they have a cough or fever, maintain a minimum six-foot distance from one another while in the facility or location, wear a Face Covering at all times, and not shake hands or engage in any unnecessary physical contact (sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>); and
 - vii. The facility or office must comply with the Social Distancing Requirements set forth in Section 15.k of this Order—and create, post and implement a Social Distancing Protocol (Appendix A of this Order).
 2. Political Protest Gatherings: Facilities and groups may hold outdoor gatherings for in-person political protests, subject to the following conditions, subject to the following conditions:

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[Revised January 27, 2021]

- i. Participants must maintain at least six feet of distance from members of different Households;
- ii. All participants must wear a Face Covering, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children); and
- iii. No food or beverages may be served or sold;
- iv. One individual at a time may sing, chant, or shout, provided: (1) the person singing, chanting, or shouting is at least 12-feet from any other person; and (2) the person singing, chanting, or shouting is wearing a Face Covering at all times;
- v. No sharing or common use of objects or equipment is permitted unless those objects or equipment are sanitized with cleaning products effective against COVID-19 in between uses by members of different Households;
- vi. The gathering must comply with all of the relevant requirements set forth in Health Officer Directive No. 2020-19c regarding outdoor gatherings; and
- vii. All participants must comply with any requirements—including permitting requirements and conditions—imposed by applicable public authorities.

(Added September 14, 2020; Revised September 30, 2020, December 4, 2020, and January 27, 2021; Non-substantive revisions October 20, 2020)

(11) Outdoor Playgrounds

- a. Basis for Addition. Although taking children to a playground may involve mixing of Households, individuals can wear Face Coverings at all times and maintain at least six feet of physical distance from members of other Households except for short interactions. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Also, outdoor activities carry a lower risk of transmission than indoor interactions and activities, and risk of transmission can be reduced through health protocols.
- b. Description and Conditions. Outdoor public playgrounds may open subject to the following conditions:
 1. Face Coverings must be worn by all people in the playground at all times, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), including as that order is amended in the future;
 2. All people (including children and adults) in the playground must maintain at least six feet of physical distance from people other than those in their same Household;

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[Revised January 27, 2021]

3. Outdoor public playground operators and all people (including children and adults) in playgrounds must comply with all of the relevant requirements set forth in Health Officer Directive No. 2020-36 regarding outdoor public playgrounds.

(Added September 30, 2020; Revised November 3, 2020; Suspended December 4, 2020; Reinstated and revised December 9, 2020)



SUSPENDED IN PART

San Francisco continues to experience a significant surge of COVID-19 cases and hospitalizations. Because drive-in movie gatherings are expressly permitted under the State’s Regional Stay at Home Order and because Drive-In Gatherings are a lower risk activity when held in strict compliance with all safety measures, effective immediately. Drive-In Gatherings are permitted to operate in accordance with this Directive, but may not include food or beverage concessions and may not include any live speakers or other performers. For clarity, Drive-In Gatherings may operate under the requirements of this Directive except that sections 1.3 (permitting concessions) and 1.4 (permitting live speakers/performers) of Exhibit A to this Directive remain suspended and those activities are not allowed at this time. To the extent of any conflict or inconsistency with any other provision of this directive or guidance, these requirements control. [1/20/2021]

DIRECTIVE OF THE HEALTH OFFICER No. 2020-28b

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR DRIVE-IN GATHERINGS**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: November 3, 2020

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that businesses offering drive-in gatherings as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4e and 11 and Appendix C-2 of Health Officer Order No. C19-07m issued on November 3, 2020 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect immediately upon issuance, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS FOLLOWS:

- 1. This Directive applies to all owners, operators, managers, and supervisors (“Drive-In Gathering Hosts”) of any business hosting Drive-In Gatherings, as set forth in Section 8 of Appendix C-2 the Stay-Safer-At-Home Order.**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Drive-In-Gatherings and Drive-In Gatherings Hosts (the “Best Practices”). Each Drive-In**



Health Officer Directive No. 2020-28b

Gathering Host must comply with all of the relevant requirements listed in the Best Practices.

- 3. Attached as Exhibit B to this Directive is a list of other best practices regarding gatherings titled “Tips and Frequently Asked Questions for Gatherings” (the “Tip Sheet”) issued by the Department of Public Health. Each Drive-In Gathering Host must comply with all of the relevant requirements listed in the Tip Sheet, including as that document is updated or revised. Each Drive-In Gathering Host should regularly check online for an update to the Tip Sheet by going to www.sfdcp.org/gatheringtips.**
- 4. Each Drive-In Gathering Host, before it begins to host or operate a Drive in Gathering, or allow Personnel onsite, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit C.**
- 5. If an aspect, service, or operation of the Drive-In Gathering is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Drive-In Gathering Host must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.**
- 6. Each Drive-In Gathering Host must (a) make the Health and Safety Plan available to a customer and Personnel on request, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Drive-In Gathering Host must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.**
- 7. Each Drive-In Gathering Host subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12c issued on July 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Drive-In Gathering Host is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Drive-In Gathering Host, any such Drive-In Gathering is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.**
- 8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Drive-In Gathering: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Drive-In Gathering Host. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.**



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

Health Officer Directive No. 2020-28b

9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Drive-In Gathering Host must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/directives) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Drive-In Gathering Host under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Drive-In Gathering Host must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

A handwritten signature in blue ink that reads "Tomás Aragón".

Tomás J. Aragón, MD, DrPH,
Health Officer of the
City and County of San Francisco

Date: November 3, 2020



Exhibit A to Health Officer Directive No. 2020-28b (issued 11/3/2020)

Best Practices for Drive-In Gathering Hosts

In addition to preparing, posting, and implementing the Social Distancing Protocol (Appendix A of Health Officer Order No. C19-07m, including as that Order is updated in the future), each Drive-in Gathering Host that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

1. Section 1 – General Requirements for Drive-In Gatherings:

- 1.1.*** All Drive-In Gatherings must be provided entirely outdoors in an area large enough to accommodate all distancing requirements of this Directive. Drive-In Gatherings may not be provided in closed or semi-closed parking structures unless, for example, the Drive-In Gathering occurs entirely on the top floor of a parking structure that has no roof or ceiling above it.
- 1.2.*** Each Drive-In Gathering is limited to a maximum of 100 vehicles. But if the space used for a gathering cannot accommodate 100 vehicles while meeting all distancing requirements of this Directive, then fewer vehicles are allowed. Each Drive-In Gathering must be limited to 4 hours in duration.

- 1.2.1.*** Tickets or invitations to a Drive-In Gathering must be sold or issued before a gathering begins, onsite box-office sales are prohibited. Hosts are strongly encouraged to use online or touchless reservation, payment, and ticketing systems. Participants must be informed during the ticketing or reservation process of their obligation to stay home if they are experiencing or have experienced any COVID-19 symptoms during the preceding 24 hours. For the current list of symptoms, please go to www.sfgdcp.org/covid19symptoms. At the time of issuance of this Directive, the symptoms include the following:

For adults (individuals 18 years or older): temperature greater than 100.4F (38.0C); chills or repeated shaking/shivering; cough; sore throat; shortness of breath or difficulty breathing; feeling unusually weak or fatigued; loss of smell or taste; muscle or body aches; headache; runny or congested nose; diarrhea; nausea or vomiting; or other symptoms if there is associated clinical concern for COVID-19.

For children (those younger than 18 years): temperature greater than 100.4F (38.0C) or chills; new uncontrolled cough that causes difficulty breathing (for youth with chronic allergic/asthmatic cough, a change in their cough from baseline); sore throat; shortness of breath or difficulty breathing (again, a change from baseline); not being able to taste or smell, or saying that things taste or smell different (within the last 10 days); headache; diarrhea; nausea or vomiting; or other symptoms if there is associated clinical concern for COVID-19.

- 1.3.*** Food and beverage concessions may be sold only through an online or remote ordering system. Alcohol may not be sold at a Drive-In Gathering event. Participants should use touchless payment options when feasible. Personnel must deliver concessions to the ordering vehicle. All occupants of a vehicle must wear a Face Covering when any



City and County of San Francisco

Department of Public Health Health Officer Directive

Personnel approaches their vehicle and for the duration of any contact with Personnel. Participants must not be permitted to exit their vehicles to order, purchase or accept concessions. No equipment or other items may be shared among persons from different Households.

- 1.4.** Up to six live speakers, performers, or other presenters (each a “Performer”) may perform during a Drive-In Gathering. Each live Performer must wear a Face Covering at all times and must maintain a minimum of 6 feet of physical space from others while performing. Any Performer who engages in singing, chanting, yelling, or raising their voice or playing a wind instrument must maintain at least 12 feet of physical space from others while singing, chanting, yelling, or raising their voice or playing the wind instrument. Only one performer may sing, chant, yell, raise their voice, or play a wind instrument at any given time. For more details regarding restrictions on Performers, including a requirement to cover the bell or holes of wind instruments, see the Tip Sheet, available online at www.sfc-dcp.org/gatheringtips. Performances may be live-streamed in accordance with the Stay-Safer-At-Home Order.
- 1.5.** Four wheeled vehicles are permitted, including convertible cars and pickup trucks. Bicycles and motorcycles are not permitted at this time.
- 1.6.** Occupants of a vehicle must be members of the same Household and may not change vehicles during the event.
- 1.7.** Face Coverings must be worn at all times a participant is outside a vehicle in accordance with Health Officer Order C19-12c issued July 22, 2020 and as it may be amended (the “Face Covering Order”).
 - 1.7.1.** Face Coverings must be worn whenever a participant is sitting in their vehicle with the windows or convertible top open or sitting on the outside part of their vehicle, such as sitting in the bed of a pickup truck.
 - 1.7.2.** Face Coverings must be worn at all times when interacting with Personnel (such as when Personnel approach a vehicle to serve concessions).
 - 1.7.3.** Face Coverings are not required while seated in a vehicle with the windows closed or while eating or drinking.
- 1.8.** Participants must remain within the bounds of the four wheels of their vehicle at all times except to use the restroom or during an emergency. For clarity, participants may sit in the bed of a pickup truck or on some portion of the vehicle, but their entire bodies and all personal property must remain within the bounds of the four wheels of the vehicle. For further clarity, participants may not use awnings, trailers, or other objects to expand the bounds of their vehicle. Vehicle windows may be left open during the Drive-In Gathering if all occupants of the vehicle are wearing Face Coverings.
- 1.9.** Drive-In Gathering Hosts must not design an event that requires or otherwise encourages simultaneous cheering, yelling, singing or other use of raised voices. Participants are strongly encouraged to avoid raising their voices such as by cheering, yelling, or singing. Applause is allowed.
- 1.10.** Vehicles must remain stationary for the duration of the Drive-In Gathering and must be parked with enough space so that participants and Personnel can maintain a minimum of



six feet of physical distance from others at all times including, for example, when participants are exiting their vehicle to use the restroom, or Personnel are walking among vehicles to serve concessions. Drive-In Gathering Hosts must reserve adequate space for emergencies, including space for emergency vehicles to safely enter, access, and exit the venue. This means that many or all vehicles may need to be parked more than six feet apart.

- 1.10.1.** Drive-In Gathering Hosts must develop a written social distancing, capacity and spacing plan prior to any Drive-In Gathering to ensure adequate space exists for safe movement during an emergency and that Personnel and participants can maintain six feet of distance at all feasible times including when participants exit their vehicles to use a restroom and when Personnel are walking among vehicles to serve concessions. Drive-In Gathering Hosts must maintain a physical copy of the social distancing, capacity and spacing plan and must provide the plan to any public official carrying out inspection or enforcement duties upon request.
- 1.10.2.** Educate Personnel about spacing requirements and capacity limits. Require Personnel to enforce restrictions by, for example, ensuring vehicles park in accordance with the social distancing, capacity, and spacing plan.
- 1.10.3.** Ensure that the plan addresses, and Personnel are taught, about how traffic flow into and out of the performance or event can be managed so as to maintain order, safely check tickets, avoid confusion, minimize chaotic traffic after the event, etc.
- 1.11.** Any restrooms must be sanitized regularly. If restrooms are not equipped with sinks, washing stations must be available. All sinks or washing stations must be equipped with adequate soap, water, and paper towels. Hand sanitizer dispensers should be placed conveniently around the venue for use by Personnel or participants.

 - 1.11.1.** Require Personnel to regularly clean and disinfect high touch areas and surfaces including door handles, faucets, and toilets throughout the day or event following CDC guidelines found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. Provide Personnel adequate time and space to complete all sanitation duties. Disinfecting products must be approved for use against COVID-19 on the Environmental Protection Agency (EPA) – approved list found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Outdoor Gyms must follow all product and safety instructions.
- 1.12.** Drive-In Gatherings must operate in compliance with all laws, regulations, and applicable permitting requirements. For gatherings of more than 10 vehicles, the Host must provide security to maintain safety and ensure compliance with this Directive. The amount of security necessary shall be determined by the entity providing security and must be at least the amount deemed necessary to maintain safety and ensure compliance with this Directive and any other applicable orders or directives of the Health Officer.
- 1.13.** Drive-In Gatherings must address the potential hazards that result from operating outside, including: (1) ensuring participants' safe ingress and egress into the space taking into account pedestrians and traffic moving adjacent to the venue, (2) ensuring use of electrical devices and extension cords in compliance with Cal/OSHA's Guide to Electrical Safety; (3) ensuring there are no tripping hazards from cords or other



equipment; and (4) the issues listed in Section 1.10.3 above.

1.13.1. Drive-In Gatherings must comply with the Cal/OSHA standards for heat and air quality illness prevention for outdoor workers, including an effective heat illness prevention plan with written procedures.

1.14. Place signage around the Drive-In Gathering emphasizing basic infection prevention measures, including the requirements to wear a Face Covering and maintain proper social distance at all times, stay home when feeling sick, and wash or sanitize hands frequently. Conspicuously post a copy of this Directive and all attachments, the Health and Safety Plan, and the Social Distancing Protocol (1) on any public facing website and (2) at the physical Drive-In Gathering site.

Health Officer Directive No. 2020-28b (Exhibit C) Health and Safety Plan (issued 11/3/2020)

Each Drive-In Gathering Host must complete, post onsite and online, 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:

Email / telephone:

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

- Confirm that you are familiar with and have implemented all requirements set forth in Health Officer Directive No. 2020-28b, available online at: www.sfdph.org/directives, including the Tips and FAQs for Gatherings, available online at www.sfcddcp.org/gatheringtips.
- Complete any necessary adjustments to the layout of the Drive-In Gathering space to allow for proper social distancing including adequate distance for emergency ingress, access, and egress.
- Obtain any necessary permits needed for the Drive-In Gathering.
- Complete evaluation of electrical safety and implemented all required precautions.
- Develop a plan to ensure Personnel and participants to comply with social distancing requirements and to limit the number of vehicles at the Drive-In Gathering at a given time, consistent with the requirements in this Directive and the Stay-Safer-at-Home Order.
- Require participants to remain in their vehicles at all times except when using the restroom or during an emergency. *[SUSPENDED: Ensure that any concession sales are conducted remotely and delivered to each vehicle.]*
- Require patrons to wear a Face Covering or alternative Face Covering at all times unless seated in a vehicle with the windows closed. Ensure that Personnel wear Face Coverings at all times as provided in the Face Covering Order.
- Ensure daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol.
- Ensure that patrons are sent the list of COVID-19 symptoms described in Section 1.2.1 of Exhibit A and are told not to attend if they have any such symptoms.
- [SUSPENDED: Ensure that all live Performers wear a Face Covering at all times and maintain at least 6 feet physical distance from all others, including other Performers, at all times, and that at least 12 feet physical distance is maintained from all others when any Performer is singing, yelling, chanting, speaking loudly, or playing a wind instrument (with only one Performer allowed to do any of those higher-risk activities at a time).]*
- Provide hand washing stations or hand sanitizer convenient locations throughout the Drive-In venue.

Checklist

- Implemented all sanitization requirements as described in Directive 2020-28b and the Social Distancing Protocol.
- Ensure that Personnel have access to cleaning supplies so that they can clean surfaces as required.
- Ensure that high-touch surfaces in bathrooms or other common areas are cleaned and disinfected routinely throughout the day or event.
- Post signage reminding customers of their obligations to remain in vehicles, maintain social distance, wear a Face Covering, and wash or sanitize hands frequently.



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State’s purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly.

The opening of sectors does not necessarily signify that these activities are “safe.” The purpose of the required safety protocols contained in the order and directives is make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently following all safety protocols and Social Distancing Requirements.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-17b

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR CERTAIN RETAIL BUSINESSES OFFERING IN-STORE
SHOPPING OR SERVICES**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that certain Additional Businesses providing goods and services described below must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Section 4.e of Health Officer Order No. C19-07s including as it may be amended in the future, (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect on at 8:00 a.m. on January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, their families, and the community.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE
SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS
FOLLOWS:**



Health Officer Directive No. 2020-17b

1. This Directive applies to all owners, operators, managers, and supervisors of any Additional Businesses that the Stay-Safer-At-Home Order permits to be open to the public in the City and County of San Francisco (the “City”) and that provide:
 - a) retail goods as described in subsection B(1) of Appendix C-1 of the Stay-Safe-At-Home Order (“Retail Good Providers”), or
 - b) services involving the pickup of goods or pets for care and generally do not require close contact with customers, as described in subsection B(4) of Appendix C-1 of the Stay-Safe-At-Home Order (“Retail Service Providers”), or
 - c) outdoor activity equipment rental for permissible outdoor recreational activities, as described in subsection B(5) of Appendix C-1 of the Stay-Safe-At-Home Order (“Retail Equipment Rental Providers”) (together with Retail Good Providers and Retail Service Providers, “Retail Businesses”).
2. Attached as Exhibit A to this Directive is a list of best practices that apply to Retail Businesses (the “Best Practices”). Each Retail Business must comply with all of the relevant requirements listed in the Best Practices.
3. Each Retail Business must, before it begins to offer its customers in-store shopping and pickup of goods or services, create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.
4. Guidance from the Department of Public Health related to Retail Businesses offering in-store shopping is attached to this Directive as Exhibit C, and available at <https://www.sfdph.org/directives>.
5. If an aspect, service, or operation of the Retail Business is also covered by another Health Officer directive (all of which are available at <https://www.sfdph.org/directives>), then the Retail Business must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.
6. Each Retail Business must (a) make the Health and Safety Plan available to a member of the public and Personnel on request, (b) provide a summary of the plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the plan at any storefront and at the entrance to any other physical location that the Retail Business operates within the City. Also, each Retail Business must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Order upon demand.
7. Each Retail Business subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to Personnel and to the public, all as required by the Best Practices. If any such Retail Business is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant operation, any such Retail Business is subject to immediate closure and



Health Officer Directive No. 2020-17b

the fines and other legal remedies described below, as a violation of the Stay-Safe-At-Home Order.

8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with the Retail Business: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are permitted to sell goods onsite (such as farmers or others who sell at stalls in farmers’ markets); volunteers; and other individuals who regularly provide services onsite at the request of the Retail Business. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.
9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Retail Business must stay updated regarding any changes to the Stay-Safe-At-Home Order and this Directive by checking the Department of Public Health website (<https://www.sfdph.org/directives>) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Retail Business under the Stay-Safe-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 6 and subsection 15.h of the Stay-Safe-At-Home Order. The Retail Business must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safe-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

This Directive is issued in furtherance of the purposes of the Stay-Safe-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safe-At-Home Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Date: January 27, 2021



Exhibit A to Health Officer Directive No. 2020-17b (issued 1/27/2021)

Best Practices for Retail Businesses Offering In-Store Shopping or Services

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07s (the “Stay-Safer-At-Home Order”), each Retail Business that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

Requirements:

1. Section 1 – Requirements For Retail Businesses Offering In-Store Goods or Services:

- 1.1.*** To minimize the number of customers entering the facility, Retail Businesses that open for in-store operations are strongly encouraged to continue offering alternatives to in-store shopping. For example, Retail Businesses should consider offering or enhancing policies permitting outdoor curbside pickup and drop-off of goods, scheduling of appointments, delivery, and e-commerce. Retail businesses offering curbside pickup or drop-off must continue following the Best Practices for curbside retail contained in Directive 2020-10b (and any future amendment to that directive) for those operations.
- 1.2.*** Make any necessary adjustments to the layout of the Retail Business to allow for proper social distancing. Such changes may include using separate doors as entrances and exits for the facility; creating one-way aisles; adding markers to the floor space to assist with social distancing; spacing racks or shelves six feet or more apart; staggering point of sale terminals; or widening high-traffic areas.
- 1.3.*** Adjust maximum occupancy rules based on the size of the facility to limit the number of people (excluding Personnel) to the **lesser** of: (1) 25% the facility’s maximum occupancy limit or (2) the number of people who can maintain at least six feet of physical distance from each other in the facility at all times.
- 1.4.*** Develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.
- 1.5.*** Comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH’s guidance for improved ventilation available at: <https://www.sfdcp.org/COVID-ventilation>.
- 1.6.*** Add all COVID-19 related signage as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- 1.7.*** Establish a protocol and train Personnel to routinely and safely clean the facility in a manner that complies with the requirements contained in the Social Distancing Protocol (contained in Health Officer No. C19-07s, and any future amendment to that order) (the



“Social Distancing Protocol”). Retail Businesses are strongly encouraged to adjust their business hours to provide extra time for cleaning.

- 1.8.** Ensure customers and Personnel comply with the Social Distancing Protocol. At a minimum, each Retail Business must:
 - 1.8.1.** Require all Personnel to comply with the Face Covering (as provided in Health Order No. C19-12d issued on December 22, 2020, and any future amendment to that order) (the “Face Covering Order”), wash hands frequently before handling merchandise, and maintain physical distance of at least 6-feet to the extent possible.
 - 1.8.2.** Establish designated areas/lines with markings on the ground to indicate 6-foot distancing for patrons.
 - 1.8.3.** Create directional paths of travel where feasible (e.g. separate entrance and exit for patrons, lines for restrooms).
 - 1.8.4.** Advise customers that they must comply with the Face Covering Order.
- 1.9.** Establish procedures for safe handling and sanitization of returned merchandise that can be safely cleaned, such as goods with hard, non-porous surfaces. Such items must be sanitized in a manner that complies with the requirements contained in the Social Distancing Protocol. Consider encouraging customers to send returns or exchanges by a delivery service to reduce unnecessary contact. If feasible, Retail Businesses should isolate returned merchandise that cannot be sanitized for twenty-four hours before returning it to the sales floor.
- 1.10.** Limit the number of customers waiting in line to enter the Retail Business at any one time to a number that allows for customers and Personnel to easily maintain at least six feet of distance from one another and allows sufficient sidewalk space to allow safe pedestrian right-of-way at all times.
- 1.11.** Provide customers with access to hand sanitizer, such as near entrances and exits and at the register or other point-of-sale locations. Provide signage in the store encouraging customers to use hand sanitizer before touching merchandise. The signage must also strongly encourage customers refrain from touching merchandise unnecessarily and to only touch items they are interested in purchasing. Personnel must routinely sanitize merchandise and other high-touch surfaces that can be safely cleaned in a manner that complies with the requirements contained in the Social Distancing Protocol.
- 1.12.** Prohibit customers from self-sampling products in-store, such as perfumes, makeup, or skincare and haircare products. Retail Businesses may permit Personnel to offer samples of non-edible products, but only if the samples can be provided while maintaining at least six-feet of distance between the Personnel and customers and using single-use, disposable materials, such as plastic applicators or containers. Retail Businesses may not offer samples of edible products.
- 1.13.** Consider closing restrooms in the facility to customers. If the restroom will remain open to customers, the Retail Business must comply with the sanitation requirements of the Social Distancing Protocol. Retail Businesses are also highly encouraged to monitor use of restrooms by either requiring a key to access or stationing a bathroom attendant nearby.
- 1.14.** Retail Businesses must establish a training procedure for Personnel to educate them about cleaning and social distancing requirements. Retail Businesses are highly encouraged to



provide Personnel with training on de-escalation techniques for addressing customers to refuse to comply with the Social Distancing Protocol or Face Covering Order.

2. Section 2: Requirements Specific to Retail Businesses Selling Clothing or Other Items that Come Into Contact with the Body

2.1. Consider closing fitting rooms to customers. If fitting rooms remain open, the Retail Business must take the following precautions:

2.1.1. Provide customers with hand sanitizer in or near the fitting room and require that they use it before and after trying on clothing.

2.1.2. Ensure fitting rooms are routinely sanitized, including cleaning all non-porous surfaces in a manner that complies with the sanitation guidance contained in the Social Distancing Protocol.

2.1.3. If the fitting room has a curtain that cannot be routinely sanitized, consider replacing it with a different type of covering that can be sanitized.

2.1.4. Assign and train Personnel to attend fitting rooms to ensure proper sanitization.

2.2. Require customers to wear Face Coverings while they are trying on merchandise.

2.3. After a customer tries on merchandise, if the item is not purchased by the customer, the item should be returned to Personnel for cleaning or sanitizing if feasible. For example, Retail Businesses are strongly encouraged to steam-clean clothing before returning it to the sale floor.

Health Officer Directive No. 2020-17b (Exhibit B)
Health and Safety Plan (issued 1/27/2021)

Each Retail Business 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:

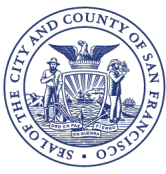
Contact telephone:

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

- Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-17b, available at www.sfdph.org/directives.
- Completed layout changes to ensure social distancing is possible in store, including adjusting maximum capacity to no more than 25% (excluding Personnel).
- Implement a metering plan to monitor capacity limits.
- Add all required signage regarding COVID-19 safety and ventilation.
- Personnel and customers are required to comply with the Face Covering Order.
- Established designated areas/lines with markings on the ground to indicate 6-foot distancing for patrons.
- Customers are advised that they must comply with the Face Covering Order.
- Established and implemented policy for safe return of merchandise.
- Provides customers with access to hand sanitizer.
- Added signage for customers regarding use of hand sanitizer and merchandise handling.
- Routinely sanitize merchandise and other high-touch surfaces that can be safely cleaned.
- Removed all self-serve in-store samples from the sales floor.
- Restrooms are closed or routinely cleaned and sanitized.
- Trained Personnel to comply with cleaning and social distancing requirements.

Additional Measures

Explain:



Tips for Retail Businesses Offering In-Store Shopping or Services During COVID-19

Updated January 27, 2021

AUDIENCE: Businesses that offer in-store retail, services, and outdoor equipment rental during the COVID-19 pandemic.

Summary of revisions since previous versions

- Refer to the [Business Capacities and Activities Table \(BCAT\)](#) for all current restrictions, limitations and suspensions.
- Added the information about the COVID-19 Vaccine.
- Includes information about CA Notify and a recommendation to get a COVID-19 vaccination when it becomes available.
- New or revised information on ventilation, mandatory metering and signage.

COVID-19 Information

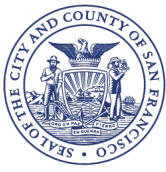
Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These droplets enter the air when a person breathes. Even more droplets can get in the air when infected people talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms and can still be breathing out virus-containing droplets that can infect others. Transmission can occur through:

- Larger droplets. These larger droplets are sometimes called “ballistic droplets” because they travel in straight lines and are pulled down by gravity. People nearby, usually within 6 feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.
- Smaller droplets or infectious particles. These can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols”.

COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite), however this is less common.

COVID-19 Prevention

- [Wash your hands often with soap and water.](#) If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- [Avoid Close Contact.](#) To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don’t live in your Household.
- [Wear a Face Covering.](#) Cover your mouth and nose with a Face Covering in public settings and when around people who don’t live in your Household.
- [Routinely clean and disinfect](#) frequently touched surfaces.



- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and get tested.

Indoor Risk

Scientists agree that the risk of transmitting COVID-19 is generally much greater indoors than outdoors. Consider the increased risk to yourself and your community while planning activities and dining. Any increase in the number of people indoors or the length of time spent indoors increases risk. Small rooms, narrow hallways, small elevators, and weak ventilation all increase indoor risk. Each activity that can be done outdoors, remotely, or by teleconference reduces risk. More detail can be found at www.sfcdcp.org/indoorkick

The Role of Ventilation

Good ventilation controls droplets and infectious particles to prevent COVID-19 transmission by:

- removing air containing droplets and particles from the room,
- diluting the concentration of droplets and particles by adding fresh, uncontaminated air,
- filtering room air, removing droplets and particles from the air.

Whenever you are in a room or space that has been shared or is shared with people from outside your household assure yourself that there is good ventilation and that doors and windows are open, if possible.

COVID-19 vaccine is here

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California's own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and effectiveness of all COVID-19 vaccines. **When the vaccine is available to you, step up for your health, the health of your loved ones, the health of your community, and get vaccinated.** While the vaccine may prevent you from getting sick, we still do not know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Therefore it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wearing a mask that covers your mouth and nose when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least 6 feet away from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

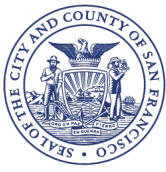
Prepare: Before Your Business Re-Opens

Create Required Plans and Protocols and Post Required Signage

All required signage with approved language is available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

The following must be available for all personnel and posted at the entrance or elsewhere on the business site.

- Fill out and post the [Health and Safety Plan](#) template for Directive 2020-17. If other [Directives](#) apply to your business, you may need to complete more than one Health and Safety Plan.
- Complete and post the [Social Distancing Protocol](#) and any signs that are required by that document.



- Post [signage about the risk of being indoors](#)
- Display the [poster with information about reporting health order violations](#)
- Review the San Francisco Department of Public Health (SFDPH) [Ventilation Guidance](#) and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.

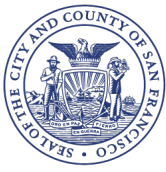
Post signage at public entrances and in all break rooms indicating which of the following systems are used:

- All available windows and doors accessible to fresh outdoor air are kept open
- Fully operational HVAC systems
- Appropriately sized portable air cleaners in each room
- None of the above

Create a Safer Space for Personnel and Customers

You may need to change the physical layout of your business to help social distancing for customers and personnel. Modifications to consider or that are required include:

- All businesses are required to establish a Mandatory Metering System to ensure maximum Capacity Levels specified in the [Business Capacities and Activities Table \(BCAT\)](#) are not exceeded.
 - Develop and implement a written procedure to track the number of persons entering and exiting the facility to ensure at or below allowable capacity.
 - Consider designating personnel to monitor store capacity.
 - Consider increasing the number of on-premises staff to prevent crowding situations during holiday season.
- Provide customers with easy access to hand sanitizer.
- Regularly disinfect high touch areas, including countertops, payment systems, pens, doorknobs, carts/baskets, point of sales area, exit/entrance, and so forth.
- Consider setting special hours for Older Adults and those with Health Risks to shop and avoid exposure to crowds.
- Ensure social distancing protocols and safety measures are maintained.
 - Create designated circles or lines with marking on the ground to indicate six-foot distancing for customers.
 - Create directional paths of travels if applicable, such as one-way entrance and exit for customers, signs for bathrooms.
 - Consider using single line queue, instead of multiple line queues, to reduce customers' wait time and enable easy management of queues.
 - Consider setting up a queue management system to only allow limited number of shoppers at a time so that a six-foot distancing can be maintained among patrons and Personnel at all times, for small square footage or mom-and-pop stores where hiring a designated staff is not necessary or feasible.
 - Maintain Plexiglas or other barriers between customers and cashier. If not possible, please ensure at least six feet of distance.
- Consider outdoor sales -- refer to [the Curbside Retail Guideline](#) for additional information.



- Utilize the [Shared Spaces](#) program for operations on the sidewalk or parking lane
- If operating outdoors, make sure your operations do not block pedestrian passage and ensure people with disabilities have full access.
- Promote flu vaccination.
 - Post signage to encourage flu vaccine among personnel and participants.
 - Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Find out more information at <https://sfcdcp.org/flu>.

Educate and Train Personnel

Businesses should designate a Worksite Safety Monitor who will ensure that Personnel properly clean and disinfect, [screen customers for symptoms](#), and monitor the number of customers in the store or in line. Consider training the Worksite Safety Monitor and other Personnel on de-escalation with customers who do not comply with policies. Personnel may worry about their own risks, so provide resources to address anxiety, stress, and mental health.

Provide information on sick leave and other benefits the employee may be entitled to receive that would make it financially easier to stay at home (see [Paid sick leave in San Francisco](#)). Remember that employees cannot be fired due to COVID-19 results or needed time off related to COVID-19.

Provide information on [CA Notify \(canotify.ca.gov\)](#), an app you can install on your smartphone. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to help stop the spread of the virus in our community.

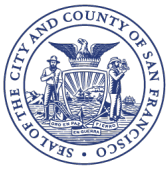
Check Your Space after the Long Period of Low Usage

If your business has been closed for weeks or months, check for pest infestation or harborage, and make sure all pest control measures are functioning. Perform routine maintenance on ventilation systems including air ducts and vents. Flush out the stagnant water from the plumbing lines by running water through fixtures. Detailed guidance may be found at: <https://www.sfwater.org/flushingguidance>.

Getting Back to Business

Follow the Best Practices in [Exhibit A of Directive 2020-17](#). To help compliance, you may need to ask customers to change the way they interact with your business and your products. Changes may include:

- Strongly encourage customers to refrain from touching merchandise unnecessarily and to use hand sanitizer before touching merchandise or upon entry to your business.
- Establish procedures for safe handling and cleaning of returned merchandise.
- Prohibit self-sampling of items such as cosmetics and perfume.
- Consider closing fitting rooms to customers if you can't implement best practices such as cleaning clothing before returning to sale and frequent cleaning of fitting rooms.
- If customers bring their own bags from home ensure that:
 - bags are not placed directly on conveyor belts, outside of shopping carts, or any other surface where customers are served.
 - reusable bags make no contact with employees.
 - customers bag their own merchandise.



- customers do not bag merchandise in the checkout area if they cannot maintain physical distancing.
- If your business uses self-service bins (“Bulk Bins”) for any type of bulk products that customers dispense themselves into containers, follow the requirements in section 3.3 of [Directive 2020-07](#):
 - Signage reminding customers to sanitize their hands, keep their masks on, and maintain 6 foot distance from other customers must be posted next to the Bulk Bins;
 - Hand Sanitizing Stations must be made available next to bins;
 - Reusable containers are allowed only if no one else, including at checkout, will touch the container. Your business must provide containers if this is not possible;
 - Consider providing disposable serving scoops or other utensils and designate this area for more frequent sanitizing by Personnel.

Restrooms for Customers

Consider closing the restroom if you are not able to comply with the sanitation requirements of the Social Distancing and Health Protocol. Businesses are encouraged to monitor use of restrooms by either requiring a key to access or stationing a restroom attendant nearby.

Retail Stores in an Enclosed Indoor Shopping Center

Retail stores in an enclosed Indoor Shopping Center that do not have direct access to adjacent sidewalk, street, parking lot, or alley area, may open for in-store retail as specified in the [Business Capacities and Activities](#) table, and with approval of a plan submitted to the Health Officer.

Resources

- San Francisco:
 - [SFPDH Communicable Disease Control and Prevention COVID-19 information](#)
 - SF.GOV [comprehensive resources for businesses during the COVID-19 pandemic](#).
 - [Downloadable signage to print yourself](#), or to request [printed posters](#)
 - How to get tested for COVID-19 in San Francisco <https://sf.gov/citytestsf>
 - Information from the [San Francisco Office of Economic and Workforce Development about COVID-19](#), such as employer requirements, employee benefits, and resources
 - [Paid sick leave in San Francisco](#)
- California:
 - [State of California Blueprint for a Safer Economy](#)
 - [Guidance for Retailers](#) from the State of California
 - CAL OSHA [information on protecting workers from COVID-19](#)
 - [CA Notify](#) is an app that can notify you when you come into close proximity to others infected with COVID-19
 - [COVID-19 Vaccine Information at sf.gov/covidvax](#).
- Centers for Disease Control (CDC)
 - [CDC Resuming Business Toolkit](#)
 - [CDC Return to Work Guidance](#)



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State’s purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly.

The opening of sectors does not necessarily signify that these activities are “safe.” The purpose of the required safety protocols contained in the order and directives is make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently following all safety protocols and Social Distancing Requirements.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-07c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR PHARMACIES, FARMERS’ MARKETS AND STANDS, GROCERS
AND OTHER SELLERS OF UNPREPARED FOODS AND HOUSEHOLD CONSUMER
PRODUCTS, AND HARDWARE STORES**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that certain Essential Retail Businesses providing goods and services described below must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Section 4.e of Health Officer Order No. C19-07s, including as it may be revised or amended in the future, (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, their families, and the community.



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

Health Officer Directive No. 2020-07c

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS FOLLOWS:

- 1. This Directive applies to all owners, operators, managers, or supervisors of any Essential Businesses that the Stay-Safer-At-Home Order permits to be open to the public in the City and County of San Francisco (the “City”) and that consist of any of the following:**
 - (a) a pharmacy as described in subsection 8.g of the Stay-Safe-At-Home Order (each a “Pharmacy”);**
 - (b) a certified farmers’ market or farm or produce stand as described in subsection 8.a.ii of the Stay-Safe-At-Home Order (each a “Farmers’ Market”);**
 - (c) any other facility or store that, as described in subsection 8.a.ii of the Stay-Safe-At-Home Order, is engaged in the retail sale of unprepared foods, canned foods, dry goods, non-alcoholic beverages, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, as well as hygienic products and household consumer products necessary for personal hygiene or the habitability, sanitation, or operation of residences (each a “Grocery Market”); or**
 - (d) a hardware store as described in subsection 8.a.xi of the Stay-Safe-At-Home Order (a “Hardware Store” and, with Pharmacies, Farmers’ Markets, Grocery Market, and Hardware Stores, “Essential Retail Businesses”).**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Essential Retail Businesses (the “Best Practices”). Each Essential Retail Business must comply with all of the relevant requirements listed in the Best Practices.**
- 3. Each Essential Retail Business must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. If an aspect, service, or operation of the Essential Retail Business is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Essential Retail Business must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.**

Each Essential Retail Business must (a) make the Health and Safety Plan available to customers or Personnel on request, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Essential Retail Business must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.

- 5. Each Essential Retail Business subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on**



Health Officer Directive No. 2020-07c

December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to any of that Essential Retail Business's on-site Personnel. If any Essential Retail Business is unable to provide these required items to on-site Personnel or otherwise fails to comply with required Guidance, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant operation, any such Essential Retail Business is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.

6. For purposes of this Directive, "Personnel" includes all of the following people who provide goods or services associated with the Essential Retail Businesses in San Francisco: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Essential Retail Business. "Personnel" includes "gig workers" who perform work via the business's app or other online interface, if any.
7. This Directive may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. All Essential Retail Businesses must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/healthorders; www.sfdph.org/directives) regularly.
8. Essential Retail Businesses must prepare, post, and implement a Social Distancing Protocol substantially in the form of Appendix A to the Stay-Safer-At-Home Order, as provided under applicable provisions of the Stay-Safer-At-Home Order. The Essential Retail Business must follow those Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Date: January 27, 2020



Exhibit A to Health Officer Directive No. 2020-07c (issued 1/27/2021)

Best Practices for Essential Retail Businesses

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07s (the “Stay-Safer-At-Home Order”), each Pharmacy, Grocery Market, Farmers’ Market, or Hardware Store (each referred to herein as an “Essential Retail Business” and, collectively, “Essential Retail Businesses”) that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

Requirements:

1. Section 1 – General Requirements for All Essential Retail Businesses:

- 1.1.*** To minimize the number of customers entering the facility, Essential Retail Businesses that are open for in-store operations are strongly encouraged to offer alternatives to in-store shopping. For example, Essential Retail Businesses should consider offering or enhancing policies permitting outdoor curbside pickup and drop-off of goods, scheduling of appointments, delivery, and e-commerce. Essential Retail businesses offering curbside pickup or drop-off must continue following the Best Practices for curbside retail contained in Directive 2020-10 (and any future amendment to that directive) for those operations.
- 1.2.*** Except for standalone Grocery Markets, all Essential Retail Businesses must adjust their occupancy to limit the number of people (excluding Personnel) in the business at any one time to the **lesser** of: (1) 25% the facility’s maximum occupancy limit or (2) the number of people who can maintain at least six feet of physical distance from each other in the business at all times.
- 1.3.*** Standalone Grocery Markets must adjust the occupancy to limit the number of people (excluding Personnel) in the business at any one time to the **lesser** of: (1) 50% the facility’s maximum occupancy limit or (2) the number of people who can maintain at least six feet of physical distance from each other in the business at all times.
- 1.4.*** Essential Retail Businesses are strongly encouraged to set aside special hours of operation for seniors and others with chronic conditions or compromised immune systems at the start of the day right after the store has been sanitized.
- 1.5.*** Develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.
- 1.6.*** Limit the number of customers waiting in line to enter the Essential Retail Business at any one time to a number that allows for customers and Personnel to easily maintain at least six feet of distance from one another and allows sufficient sidewalk space to allow safe pedestrian right-of-way at all times.
- 1.7.*** Make any necessary adjustments to the layout of the Essential Retail Business to allow for proper social distancing. At a minimum, Essential Retail Businesses must:



City and County of San Francisco

Department of Public Health Health Officer Directive

- 1.7.1.** Establish designated areas/lines with markings on the ground to indicate 6-foot distancing for customers;
- 1.7.2.** Create directional paths of travel where feasible (e.g. separate entrance and exit for patrons, lines for restrooms); and
- 1.7.3.** Remove or close customer seating areas including tables and chairs inside the facility or location (except as relates to waiting for Pharmacy services, addressed in more detail below).
- 1.8.** All Essential Retail Businesses must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH's guidance for improved ventilation available at: <https://www.sfdcp.org/COVID-ventilation>.
- 1.9.** Add all COVID-19 related signage to the Essential Retail Business as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- 1.10.** Develop a plan and implement daily COVID-19 symptom self-verifications for all Personnel reporting to work as required by the Social Distancing Protocol (contained in Health Officer No. C19-07q issued on December 9, 2020 and any future amendment to that order) (the "Social Distancing Protocol").
- 1.11.** Establish a plan and implement a daily screening protocol using the standard screening questions attached to the Order as Appendix A and Attachments A-1 (the "Screening Handout") for all Personnel arriving at the business. The plan must include a protocol for screening Personnel, contractors, and vendors for symptoms and exposure to COVID-19. A copy of the Screening Handout should be provided to anyone on request. A poster or other large-format version of the Screening Handout may be used to review the questions verbally. Any person who answers "yes" to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the business, and should be referred for appropriate support as outlined in the Screening Handout.
- 1.12.** Establish a protocol and train Personnel to routinely and safely clean the facility in a manner that complies with the requirements contained in the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07q (the "Stay-Safer-At-Home Order").
- 1.13.** Require all Personnel to wear Face Coverings as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the "Face Covering Order"), wash hands frequently before handling merchandise, and maintain physical distance of at least 6-feet to the extent possible.
- 1.14.** Advise customers that they must comply with the Face Covering Order. Essential Retail Businesses are strongly encouraged to assign Personnel to monitor the entrance to the business and remind customers to comply with Face Covering and social distancing requirements.
- 1.15.** Establish procedures for safe handling and sanitization of returned merchandise that can be safely cleaned, such as goods with hard, non-porous surfaces. Such items must be sanitized in a manner that complies with the requirements contained in the Social Distancing Protocol.



- 1.16.** Provide customers with access to hand sanitizer, such as near entrances and exits and at the register or other point-of-sale locations. Provide signage in the store encouraging customers to use hand sanitizer before touching merchandise. The signage must also strongly encourage customers refrain from touching merchandise unnecessarily and to only touch items they are interested in purchasing.
- 1.17.** Personnel must routinely sanitize merchandise and other high-touch surfaces that can be safely cleaned in a manner that complies with the requirements contained in the Social Distancing Protocol, including but not limited to: shopping carts and baskets; countertops, food/item display cases, bulk food containers, 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 using products on the EPA-approved “N” list, which can be found online here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- 1.18.** Provide hand sanitizer to all 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 Essential Retail Business’s location. But for Personnel who shop, deliver, or drive in relation to their work, the Essential Retail Business must provide hand sanitizer effective against COVID-19 at all times; for any period during which the Essential Business does not provide sanitizer to such shopping, delivery, or driving Personnel, the Essential Business is not allowed for that aspect of its service to operate in the City. Information on hand sanitizer, including sanitizer effective against COVID-19 and how to obtain sanitizer, is available online from the Food and Drug Administration here: <https://www.fda.gov/drugs/information-drug-class/qa-consumers-hand-sanitizers-and-covid-19>.
- 1.19.** Assign Personnel to disinfect shopping carts and baskets after each use and take steps to prevent anyone from grabbing used carts and baskets before disinfection. Provide disinfecting wipes that are effective against COVID-19 near shopping carts and shopping baskets.
- 1.20.** 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.
- 1.21.** Prohibit customers from eating and drinking in the store. Post signage at the entrance and, as necessary, throughout the Essential Retail Business, notifying customers that eating or drinking on the premises is prohibited.
- 1.22.** Suspend use of drinking fountains. Microwaves in break rooms or other communal areas may be used if they are disinfected by wiping the interior and exterior with an approved disinfectant after each use. Water coolers may also be used if: (1) touch surfaces are wiped down with an approved disinfectant after each use, and (2) any persons changing a container-type water cooler must wash their hands or use hand sanitizer immediately prior to handling/replacing the water container.



- 1.23.** Essential Retail Businesses may not offer samples products to be eaten on the premises. Samples may only be distributed if the Essential Retail Business takes steps to ensure customers do not consume them onsite, including notifying customers that they may not eat while they remain at the Essential Retail Business. For example, the samples may be provided at the door as a customer exits the premises, or in sealed packaging that discourages immediate consumption.
- 1.24.** Essential Retail Businesses must establish a training procedure for Personnel to educate them about cleaning and social distancing requirements. Essential Retail Businesses are highly encouraged to provide Personnel with training on de-escalation techniques for addressing customers to refuse to comply with the Social Distancing Protocol or Face Covering Order.
- 1.25.** When possible, provide a barrier between the customer and the cashier such as a plexi-glass temporary barrier. When not possible, create sufficient space to enable the customer to stand more than six feet away from the cashier while items are being scanned/tallied and bagged.
- 1.26.** Provide for contactless payment systems or, if not feasible, sanitize payment systems, including touch screens, payment portals, pens, and styluses, after each customer use. Customers may pay with cash but to further limit person-to-person contact, Personnel should encourage customers to use credit, debit, or gift cards for payment.
- 1.27.** Except for reusable bags, prohibit customers from using their own mugs, cups, or other similar re-fillable food containers brought from home. Customers are permitted to use push carts to help them carry or transport items as well as wheelchairs, canes, or other mobility assistance devices.
- 1.28.** Essential Retail Businesses should permit customers to use reusable shopping bags if the business is able to comply with the following limitations:

 - 1.28.1.** Reusable bags may be handled by the customer only.
 - 1.28.2.** The customer must bag their own items.
 - 1.28.3.** Customers may only bag their items at the checkout if they are able to maintain at least six feet of physical distancing from Personnel at all times.
 - 1.28.4.** The customer may place their reusable bag in their cart while bagging, but may not place their reusable bags on the conveyor belt or countertop at the checkout area.
- 1.29.** For items that sell out quickly, place per-person limits on items and space out restocking during the day to reduce crowds and lines.
- 1.30.** Have Personnel monitor compliance by third-party commercial shopping services with the Social Distancing Protocol and the Health and Safety Plan. Non-compliant third-party commercial shoppers should be warned about violations and, if they persist, escorted off premises without being able to complete their shopping. The facility or location should also provide feedback to the third-party commercial shopping service about repeated non-compliance and notify the Department of Public Health. It is important that third-party commercial shopping services do not overwhelm other customers who are shopping. Violations may be reported online at: <https://sf.gov/report-health-order-violation>. Ensure that any shopping service run by the facility or location itself follows these rules and does not overwhelm other customers who are shopping.



2. Section 2: Additional Requirements for Pharmacies (applies to each Pharmacy or Grocery Store if it contains a Pharmacy):

- 2.1. If the Pharmacy offers a delivery service for medications or over the counter healthcare supplies, then the Pharmacy must have a sign posted reminding customers of that service and encouraging its use.
- 2.2. The Pharmacy should encourage customers to submit orders and payment in advance by phone or online.
- 2.3. If the Pharmacy has a waiting area, ensure that chairs are not close together or mark chairs that are not to be used in order to ensure social distancing of at least six feet between chairs. All such seating areas must be sanitized as high-touch surfaces as outlined in Section 2, above.
- 2.4. Discontinue the use of magazines and other shared items in waiting areas.
- 2.5. Discontinue the use of self-serve blood pressure or other diagnostic equipment.
- 2.6. Ensure that waiting lines and interactions with pharmacy technicians and cashiers comply with the requirements for lines and interactions with staff listed in Section 1, above.
- 2.7. Personnel should avoid handling customer insurance cards when possible. Instead, the Pharmacy should encourage a customer submit card information online or via an app if possible or read aloud the information to the pharmacy technician/cashier (in a manner that minimizes the ability of other customers to overhear).

3. Section 3 – Food Handling Requirements for Prepared Food and Produce (applies to all Essential Retail Businesses that offer prepared foods, produce, or bulk items):

- 3.1. Provide gloves for all Personnel handling food. Provide training for Personnel on glove use, including how to properly put on (after handwashing) and take off gloves and when to replace gloves when they are soiled or damaged. Single use gloves should be used for only one task and should be discarded when damaged, soiled or when food handling is interrupted. All existing industry rules and regulations regarding use of gloves must also be followed.
- 3.2. Except as set forth below, prevent customers from self-serving any food-related items that are not pre-packaged, including at hot bars, cold bars, salad bars, beverage stations, and buffets. Lids for cups and containers must be placed on the food items by staff or offered individually to the customer and must not be available to customers for self-service.
- 3.3. Businesses may, but are not required to, permit customers to self-serve bulk food items, such as dry goods, spices, and no-touch liquids. Businesses must not allow self-serve bulk-items unless they can comply with all of the following requirements:
 - 3.3.1. Customers must be instructed through signage in the area with bulk food products of at least the following information. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
 - 3.3.1.1. Customers must sanitize their hands prior to touching any bulk food container.



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- 4.5.** Assign Personnel to ensure that the customers refrain from entering the stall to maintain at least six-foot distance from one another at all practicable times.
- 4.6.** The Farmers' Market must utilize security or other Personnel to ensure social distancing of patrons and compliance with other requirements.
- 4.7.** Place vendor stalls at least 12 feet apart to maintain the ability to keep Personnel and customers at least six feet apart, including when in line. Place barriers around the stalls so that customers can only gain access to the stall from the front of the stall and not from the back or sides of the stalls.
- 4.8.** If practical, separate order areas from delivery areas to prevent customers from gathering.
- 4.9.** Pre-bag popular items/quantities to reduce crowds and lines.
- 4.10.** Have the vendor select and bag items for customers to avoid permitting customers to touch items.
- 4.11.** If practical, have one person provide food items and a separate person handle payment to avoid unnecessary contact with produce or other food items.

Checklist

Each Essential Retail Business 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:

Email / telephone:

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

- Essential Retail Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-07c, available at www.sfdph.org/directives.
- Reviewed and implemented applicable guidance regarding ventilation for all indoor areas.
- Added all required signage to entrances and employee break rooms.
- Developed a plan and implemented daily COVID-19 symptom verifications for all Personnel working onsite in the County.
- Developed and implemented a COVID-19 screening procedure for all persons arriving at the business.
- Developed and implemented a plan to promote healthy hygiene practices.
- Developed and implemented a plan for routine, safe cleaning of spaces controlled by the Essential Retail Business.
- Reviewed and implemented all industry-specific guidance in the Directive and, where applicable, other applicable directives.

Additional Measures

Explain:



Tips for Retail Businesses Offering In-Store Shopping or Services During COVID-19

Updated January 27, 2021

AUDIENCE: Businesses that offer in-store retail, services, and outdoor equipment rental during the COVID-19 pandemic.

Summary of revisions since previous versions

- Refer to the [Business Capacities and Activities Table \(BCAT\)](#) for all current restrictions, limitations and suspensions.
- Added the information about the COVID-19 Vaccine.
- Includes information about CA Notify and a recommendation to get a COVID-19 vaccination when it becomes available.
- New or revised information on ventilation, mandatory metering and signage.

COVID-19 Information

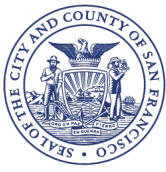
Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These droplets enter the air when a person breathes. Even more droplets can get in the air when infected people talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms and can still be breathing out virus-containing droplets that can infect others. Transmission can occur through:

- Larger droplets. These larger droplets are sometimes called “ballistic droplets” because they travel in straight lines and are pulled down by gravity. People nearby, usually within 6 feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.
- Smaller droplets or infectious particles. These can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols”.

COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite), however this is less common.

COVID-19 Prevention

- [Wash your hands often with soap and water.](#) If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- [Avoid Close Contact.](#) To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don’t live in your Household.
- [Wear a Face Covering.](#) Cover your mouth and nose with a Face Covering in public settings and when around people who don’t live in your Household.
- [Routinely clean and disinfect](#) frequently touched surfaces.



- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and get tested.

Indoor Risk

Scientists agree that the risk of transmitting COVID-19 is generally much greater indoors than outdoors. Consider the increased risk to yourself and your community while planning activities and dining. Any increase in the number of people indoors or the length of time spent indoors increases risk. Small rooms, narrow hallways, small elevators, and weak ventilation all increase indoor risk. Each activity that can be done outdoors, remotely, or by teleconference reduces risk. More detail can be found at www.sfcdcp.org/indoorrisk

The Role of Ventilation

Good ventilation controls droplets and infectious particles to prevent COVID-19 transmission by:

- removing air containing droplets and particles from the room,
- diluting the concentration of droplets and particles by adding fresh, uncontaminated air,
- filtering room air, removing droplets and particles from the air.

Whenever you are in a room or space that has been shared or is shared with people from outside your household assure yourself that there is good ventilation and that doors and windows are open, if possible.

COVID-19 vaccine is here

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California's own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and effectiveness of all COVID-19 vaccines. **When the vaccine is available to you, step up for your health, the health of your loved ones, the health of your community, and get vaccinated.** While the vaccine may prevent you from getting sick, we still do not know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Therefore it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wearing a mask that covers your mouth and nose when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least 6 feet away from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

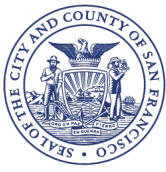
Prepare: Before Your Business Re-Opens

Create Required Plans and Protocols and Post Required Signage

All required signage with approved language is available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

The following must be available for all personnel and posted at the entrance or elsewhere on the business site.

- Fill out and post the [Health and Safety Plan](#) template for Directive 2020-17. If other [Directives](#) apply to your business, you may need to complete more than one Health and Safety Plan.
- Complete and post the [Social Distancing Protocol](#) and any signs that are required by that document.



- Post [signage about the risk of being indoors](#)
- Display the [poster with information about reporting health order violations](#)
- Review the San Francisco Department of Public Health (SFDPH) [Ventilation Guidance](#) and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.

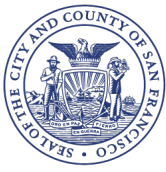
Post signage at public entrances and in all break rooms indicating which of the following systems are used:

- All available windows and doors accessible to fresh outdoor air are kept open
- Fully operational HVAC systems
- Appropriately sized portable air cleaners in each room
- None of the above

Create a Safer Space for Personnel and Customers

You may need to change the physical layout of your business to help social distancing for customers and personnel. Modifications to consider or that are required include:

- All businesses are required to establish a Mandatory Metering System to ensure maximum Capacity Levels specified in the [Business Capacities and Activities Table \(BCAT\)](#) are not exceeded.
 - Develop and implement a written procedure to track the number of persons entering and exiting the facility to ensure at or below allowable capacity.
 - Consider designating personnel to monitor store capacity.
 - Consider increasing the number of on-premises staff to prevent crowding situations during holiday season.
- Provide customers with easy access to hand sanitizer.
- Regularly disinfect high touch areas, including countertops, payment systems, pens, doorknobs, carts/baskets, point of sales area, exit/entrance, and so forth.
- Consider setting special hours for Older Adults and those with Health Risks to shop and avoid exposure to crowds.
- Ensure social distancing protocols and safety measures are maintained.
 - Create designated circles or lines with marking on the ground to indicate six-foot distancing for customers.
 - Create directional paths of travels if applicable, such as one-way entrance and exit for customers, signs for bathrooms.
 - Consider using single line queue, instead of multiple line queues, to reduce customers' wait time and enable easy management of queues.
 - Consider setting up a queue management system to only allow limited number of shoppers at a time so that a six-foot distancing can be maintained among patrons and Personnel at all times, for small square footage or mom-and-pop stores where hiring a designated staff is not necessary or feasible.
 - Maintain Plexiglas or other barriers between customers and cashier. If not possible, please ensure at least six feet of distance.
- Consider outdoor sales -- refer to [the Curbside Retail Guideline](#) for additional information.



- Utilize the [Shared Spaces](#) program for operations on the sidewalk or parking lane
- If operating outdoors, make sure your operations do not block pedestrian passage and ensure people with disabilities have full access.
- Promote flu vaccination.
 - Post signage to encourage flu vaccine among personnel and participants.
 - Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Find out more information at <https://sfcdcp.org/flu>.

Educate and Train Personnel

Businesses should designate a Worksite Safety Monitor who will ensure that Personnel properly clean and disinfect, [screen customers for symptoms](#), and monitor the number of customers in the store or in line. Consider training the Worksite Safety Monitor and other Personnel on de-escalation with customers who do not comply with policies. Personnel may worry about their own risks, so provide resources to address anxiety, stress, and mental health.

Provide information on sick leave and other benefits the employee may be entitled to receive that would make it financially easier to stay at home (see [Paid sick leave in San Francisco](#)). Remember that employees cannot be fired due to COVID-19 results or needed time off related to COVID-19.

Provide information on [CA Notify \(canotify.ca.gov\)](#), an app you can install on your smartphone. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to help stop the spread of the virus in our community.

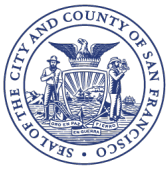
Check Your Space after the Long Period of Low Usage

If your business has been closed for weeks or months, check for pest infestation or harborage, and make sure all pest control measures are functioning. Perform routine maintenance on ventilation systems including air ducts and vents. Flush out the stagnant water from the plumbing lines by running water through fixtures. Detailed guidance may be found at: <https://www.sfwater.org/flushingguidance>.

Getting Back to Business

Follow the Best Practices in [Exhibit A of Directive 2020-17](#). To help compliance, you may need to ask customers to change the way they interact with your business and your products. Changes may include:

- Strongly encourage customers to refrain from touching merchandise unnecessarily and to use hand sanitizer before touching merchandise or upon entry to your business.
- Establish procedures for safe handling and cleaning of returned merchandise.
- Prohibit self-sampling of items such as cosmetics and perfume.
- Consider closing fitting rooms to customers if you can't implement best practices such as cleaning clothing before returning to sale and frequent cleaning of fitting rooms.
- If customers bring their own bags from home ensure that:
 - bags are not placed directly on conveyor belts, outside of shopping carts, or any other surface where customers are served.
 - reusable bags make no contact with employees.
 - customers bag their own merchandise.



- customers do not bag merchandise in the checkout area if they cannot maintain physical distancing.
- If your business uses self-service bins (“Bulk Bins”) for any type of bulk products that customers dispense themselves into containers, follow the requirements in section 3.3 of [Directive 2020-07](#):
 - Signage reminding customers to sanitize their hands, keep their masks on, and maintain 6 foot distance from other customers must be posted next to the Bulk Bins;
 - Hand Sanitizing Stations must be made available next to bins;
 - Reusable containers are allowed only if no one else, including at checkout, will touch the container. Your business must provide containers if this is not possible;
 - Consider providing disposable serving scoops or other utensils and designate this area for more frequent sanitizing by Personnel.

Restrooms for Customers

Consider closing the restroom if you are not able to comply with the sanitation requirements of the Social Distancing and Health Protocol. Businesses are encouraged to monitor use of restrooms by either requiring a key to access or stationing a restroom attendant nearby.

Retail Stores in an Enclosed Indoor Shopping Center

Retail stores in an enclosed Indoor Shopping Center that do not have direct access to adjacent sidewalk, street, parking lot, or alley area, may open for in-store retail as specified in the [Business Capacities and Activities](#) table, and with approval of a plan submitted to the Health Officer.

Resources

- San Francisco:
 - [SFPDH Communicable Disease Control and Prevention COVID-19 information](#)
 - SF.GOV [comprehensive resources for businesses during the COVID-19 pandemic](#).
 - [Downloadable signage to print yourself](#), or to request [printed posters](#)
 - How to get tested for COVID-19 in San Francisco <https://sf.gov/citytestsf>
 - Information from the [San Francisco Office of Economic and Workforce Development about COVID-19](#), such as employer requirements, employee benefits, and resources
 - [Paid sick leave in San Francisco](#)
- California:
 - [State of California Blueprint for a Safer Economy](#)
 - [Guidance for Retailers](#) from the State of California
 - CAL OSHA [information on protecting workers from COVID-19](#)
 - [CA Notify](#) is an app that can notify you when you come into close proximity to others infected with COVID-19
 - [COVID-19 Vaccine Information at sf.gov/covidvax](#).
- Centers for Disease Control (CDC)
 - [CDC Resuming Business Toolkit](#)
 - [CDC Return to Work Guidance](#)



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State’s purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly.

The opening of sectors does not necessarily signify that these activities are “safe.” The purpose of the required safety protocols contained in the order and directives is make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently following all safety protocols and Social Distancing Requirements.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-30c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR BUSINESSES PROVIDING INDOOR HAIR, BARBER, NAIL, BODY
ART, SKIN CARE, MASSAGE, COSMETOLOGY AND OTHER PERSONAL
SERVICES IN A NON-HEALTHCARE SETTING**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that businesses offering indoor Personal Services, as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Section 4.e of Health Officer Order No. C19-07s, including as it may be revised or amended in the future, (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.



Health Officer Directive No. 2020-30c

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS FOLLOWS:

- 1. This Directive applies to all owners, operators, managers, and supervisors of any business providing Indoor Personal Services, as that term is defined in Section (15)(b)(2) of Appendix C-1 of the Stay-Safer-At-Home Order (“Personal Service Providers”).**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Personal Service Providers (the “Best Practices”). Each Personal Service Provider must comply with all of the relevant requirements listed in the Best Practices.**
- 3. Each Personal Service Provider, before it begins to offer Personal Services or allow Personnel onsite, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. Guidance from the Department of Public Health related to Personal Services is attached to this Directive as Exhibit C and available at www.sfdph.org/directives. Each Personal Service Provider must review this guidance and implement it to the extent possible.**
- 5. If an aspect, service, or operation of the Personal Service Provider is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Personal Service Provider must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.**
- 6. Each Personal Service Provider must (a) make the Health and Safety Plan available to a customer and Personnel on request, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Personal Service Provider must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.**
- 7. Each Personal Service Provider subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Personal Service Provider is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Personal Service Provider, any such Personal Service Provider is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.**
- 8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Personal Service Provider: employees; contractors and sub-contractors (such as those who sell goods or perform services**



Health Officer Directive No. 2020-30c

onsite or who deliver goods for the business); independent contractors; vendors who are allowed to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Personal Service Provider. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.

9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Personal Service Provider must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/directives) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Personal Service Provider under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Personal Service Provider must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

A handwritten signature in black ink, appearing to read "Susan Philip".

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Date: January 27, 2021



Exhibit A to Health Officer Directive No. 2020-30c (issued 1/27/2021)

Best Practices for Businesses Offering Indoor Personal Services

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Exhibit A of Health Officer Order No. C19-07s (the “Stay-Safer-At-Home Order”), each Personal Service Provider that operates indoors in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, also attached to this Directive. Note that ALL Personal Service Providers must comply with Section 1 below, and Personal Service Providers must otherwise comply with all other sections below that apply to the type of services they offer. Some Personal Service Providers will only need to comply with Section 1, and others will comply with Section 1 and at least one other section.

Requirements:

1. Requirements for All Personal Service Providers in a Non-Healthcare Setting, Including Hair Salons and Barbershops, Nail Salons, Body Art Practitioners, Skin Care, Massage, Cosmetology, and Tanning Salons and Other Non-Touch Personal Services

[These requirements apply to all Personal Service Providers]

- 1.1. All Personal Service Providers are strongly encouraged to serve customers outdoors when allowed by the Stay-Safer-At-Home Order and other directives. It is preferred to offer customers a choice of being seen indoors and outdoors, and outdoor services can ensure extra distancing for those customers being served indoors.
- 1.2. Develop a plan and implement daily COVID-19 symptom self-verifications for all Personnel as required by the Social Distancing Protocol (Appendix A of the Stay-Safer-At-Home Order) (the “Social Distancing Protocol”).
- 1.3. All Personal Service Providers are strongly encouraged to see customers by appointment only and to stagger appointments to reduce reception congestion and ensure adequate time for proper cleaning and sanitation between each customer visit. Hair salons and barbershops, under current State guidance, must see customers by appointment only and must not allow walk-in customers.
- 1.4. Screen all customers and other visitors on a daily basis using the standard screening questions attached to the Stay-Safer-At-Home Order as Appendix A and Attachment A-2 (the “Screening Handout”). Screening must occur before people enter the facility or location (or before the Personal Service Provider enters another location to meet with the customer) on the same day as the appointment or visit in order to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout should be provided to anyone on request, although a poster or other large-format version of the Screening Handout may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the facility or receiving services, and should be referred for appropriate support as outlined on the Screening Handout. Personal Service Providers 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. Customers who are feeling ill, have exhibited



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symptoms of COVID-19 within 24 hours of their scheduled appointment, or answer “yes” to any screening question must cancel or reschedule their appointment. In such cases, customers must not be charged a cancellation fee or other financial penalty.

- 1.5.** Consider implementing digital forms or questionnaires to allow customers to complete all paperwork electronically before their appointment. This can include answering via email, text message, web-browser, app, or otherwise.
- 1.6.** If feasible, implement virtual check-in technology to ensure that Personal Service Providers are notified when a customer arrives.
- 1.7.** Require Personnel to wear Face Coverings as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the “Face Covering Order”). Personal Service Providers must wear their Face Coverings at all times while in the presence of customers or working in spaces where they will provide care to a customer (including when customers or others are not present). Personal Service Providers who will be within three feet of a customer for more than 15 minutes are strongly encouraged to wear a non-vented N95 mask.
- 1.8.** Customers and other visitors must wear a Face Covering at all times except when they are otherwise exempt from doing so under the Face Covering. Personal Service Providers must encourage customers to bring and use their own Face Coverings. Personal Service Providers must provide customers with Face Coverings if they do not have one or refuse service to those who arrive without a Face Covering and who are not otherwise exempt from wearing one under the Face Covering Order.
- 1.9.** If Personnel, customers, or any other member of the public refuses to comply with the Face Covering Order or other provision of this Directive, then the Personal Service Provider must refuse service to the individual (for customers) and require people (including Personnel, customers, or others) to leave the facility. Nothing in this Directive is intended to alter the obligations a Personal Service Provider may otherwise have under applicable law to provide reasonable accommodations to Personnel or members of the public.
- 1.10.** Activities that involve the removal of clients’ face coverings are much higher risk and are prohibited at this time.
- 1.11.** Although Personal Service Providers under this Directive are not offering health care, there are similarities between the provision of health care and personal services. In particular, the duration of encounters, distance between provider and client, and other factors can create similar risks of virus transmission, and many of the best practices that apply in the health care context can be applied in the personal services context. Accordingly, Personal Service Providers are strongly recommended to wear a face shield, goggles, or other eye protection in addition to Face Coverings when they will be within three feet of a customer for more than 15 minutes. More information about use of face shields, goggles, or other eye protection in the health care context, which is also relevant to people who provide personal services, can be found online at <https://www.sfcdep.org/wp-content/uploads/2020/08/COVID19-EyeProtection-Memo-HCP-FINAL-2020.08.10.pdf>.
- 1.12.** 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>.

- 1.13.** Service providers must not see multiple customers at once (for example, while one customer's hair is drying, another receives a haircut). Multiple service providers must also not work on the same customer at the same time. Services for one customer must be completed before a new customer is seen by the same worker. The one exception to this rule is that if a customer is undergoing a procedure and is waiting for a longer period of time (such as when waiting for hair dye to set), a service provider may work with one other customer during the wait so long as (i) the service provider cleans their hands each time before switching to the other customer, (ii) the second customer is not being served in the same service area as the first customer without full cleaning and sanitization of the area between each customer as required by this Directive, and (iii) the service provider is not repeatedly going back and forth between the first and second customer.
- 1.14.** Provide a hard-surfaced, non-porous chair or table or a large hard-surfaced or plastic basket or paper bag for clients to put their clothes or belongings on or in if appropriate for the service.
- 1.15.** Personal Service Providers must wear disposable gloves when required for a particular service (for example, chemical hair services, piercing, tattooing). Wearing gloves is not a substitute for regular hand washing and sanitizing. Proper glove use includes being sure to properly clean or sanitize hands before putting on clean gloves, making sure the wearer does not touch their own face or hair with gloved hands, not using gloved hands to provide services for more than one person without changing gloves, the proper removal of gloves to avoid contaminating skin underneath, washing or sanitizing hands after removing gloves, and properly disposing of used gloves in a trash bin that has a lid and is lined with a disposable plastic bag. More information about the use of gloves and when use is required is found in Exhibit C to this Directive.
- 1.16.** Develop a plan and implement cleaning and sanitization requirements that exceed usual professional requirements and standards, including all of the following that apply (depending on the tools and equipment in use by the Personal Service Provider):

 - 1.16.1.** Comply with any existing or COVID-19 specific health-related regulatory requirements, such as those required by Cal/OSHA, the California Board of Barbering and Cosmetology, California Health and Safety Code, and the San Francisco Health and Safety Code.
 - 1.16.2.** Instruct all Personnel to wash their hands frequently with soap and water for at least 20 seconds and to wash hands or use hand sanitizer (provided by the Personal Service Provider) before and after touching high-touch surfaces, such as cash registers or shared tools, equipment, or materials.
 - 1.16.3.** Disinfect station counters, rolling carts, drawers, hand mirrors, tools, hot towel cabbies, and other surfaces between each customer.
 - 1.16.4.** All single use items, such as disposable wax collars, cotton, neck strips, and applicators, must be used once and immediately thrown away in a container with a lid.



1.16.5. All appliances at work stations and treatment areas must be properly disinfected between each customer, as follows:

- 1.16.5.1.** Clean and disinfect shears by removing all visible debris, cleaning with soap and water, and then wiping or spraying with an EPA-registered disinfectant that demonstrates bactericidal, fungicidal, and virucidal activity and is approved for COVID-19.
- 1.16.5.2.** Clean and disinfect all other non-porous, non-electrical tools by removing all visible debris, cleaning with soap and water, drying the tools, and then completely immersing them in an EPA registered disinfectant. Tools must be sprayed or submerged and left to set for the full amount of time (contact time) required by the disinfectant's manufacturer. Immersed items, like combs or brushes, should be removed at the end of the contact time, rinsed, and dried with a paper towel or clean, freshly laundered towel.
- 1.16.5.3.** Clean all electrical tools, such as clippers, LED lamps, and esthetic devices, by removing all visible debris and disinfecting with an EPA-registered disinfectant spray or wipe that demonstrates bactericidal, fungicidal, and virucidal activity and is approved for COVID-19. Follow with using an EPA-registered disinfectant spray or wipe for the full contact time as noted by the manufacturer's directions. Use caution when using a spray and be sure the device is unplugged and do not spray into the motor. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 60% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- 1.16.5.4.** Clean and disinfect all handles, hoses, spray nozzles, and other equipment between customers. Chairs, headrests, shampoo bowls, and other items should also be thoroughly cleaned and sanitized between each use. Where appropriate, consider adding a paper cover, sheet, or clean towel that can be easily disposed of or cleaned for use between customers. Since porous surfaces such as fabric chair seats cannot be easily disinfected, consider covering with a plastic or disposable liner and cleaning or disposing of the liner after each customer.
- 1.16.5.5.** Where linens are used, even if the customer does not get under them, the linens must still be removed for laundering and the bed or table properly disinfected before each use by a customer. All dirty linens, including towels, sheets, blankets, smocks, and reusable capes, should be placed in a closed container and not used again until properly laundered either by a commercial laundering service or a laundering process that includes immersion in water of at least 160 degrees Fahrenheit for at least 25 minutes. Store all clean linens in a clean, covered place. Ensure Personnel who handle dirty linens or laundry wear gloves and a Face Covering.
- 1.16.5.6.** Address cleaning of any other areas used by the Personal Service Provider consistent with this Directive and other applicable cleaning standards.



2. Additional Requirements for Establishments that Provide Personal Services

[These requirements apply to all Personal Service Providers that welcome customers into a storefront or other building]

- 2.1.** Establishments offering Personal Services indoors must evaluate the facility to determine the number of people (including customers and Personnel) who may safely fit inside at any time while ensuring proper social distancing and other restrictions as required by this Directive and the Stay-Safe-At-Home Order, including but not limited to the requirement that all customers be stationed at least six feet away from other customers at all times. Educate Personnel about capacity limits and require them to enforce limits by, for example, spacing out customer appointments and ensuring that customers do not wait in the waiting area before appointments as outlined below.
- 2.2.** Personal Service Providers offering services indoors must adjust their occupancy to limit the number of people (excluding Personnel) indoors at any one time to the **lesser** of: (1) 25% the facility's maximum occupancy limit or (2) the number of people who can maintain at least six feet of physical distance from each other in the business at all times.
- 2.3.** Develop and implement written procedures to "meter" or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written "metering" procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility. Add all COVID-19 related signage to the establishment as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- 2.4.** Prohibit customers from bringing additional people with them to their appointment. If the person receiving the service is a minor, they may bring an adult guardian, or if the person receiving the treatment is disabled or needs assistance due to health reasons they may bring an adult care provider. Personal Service Providers may consider allowing adult customers to bring their minor children if they have no other childcare options. Anyone entering the establishment must be screened and wear a Face Covering as outlined in Section 1 above and must be included when determining whether the establishment has reached its capacity limit.
- 2.5.** Make any necessary adjustments to the layout of the establishment to allow for proper social distancing. For example, chairs and workstations must be arranged to ensure at least six feet of space between chairs or workstations so that customers are at least six feet from other customers at all times. Establishments should consider additional divider shields or other impermeable barriers where appropriate.
- 2.6.** Establishments should, whenever possible, remove items with surfaces that cannot be cleaned and sanitized properly, including throw pillows, fabric-lined chairs, and fabric seat cushions. Also, establishments must remove other objects from waiting areas like books, magazines, toys, and pamphlets in order to avoid having multiple people touch the same object without it being properly cleaned.
- 2.7.** Establishments must prohibit customers from waiting inside in a waiting area before an appointment. Prohibit customers from congregating in the reception area or elsewhere in



the establishment. Have customers wait outside with their Face Covering on or in their cars before their appointments. In larger locations, reception areas should only have one customer at a time and modify the area for adequate minimum six-foot physical distancing, including removing or blocking off chairs and sofas.

- 2.8. If all or part of a Personal Service Provider's establishment has been vacant or dormant during the Stay-Safer-At-Home Order, then the Personal Service Provider must ensure plumbing is functioning and that pipes are flushed before use. The San Francisco PUC provides guidance for flushing and preparing water systems online at <https://sfwater.org/index.aspx?page=1327>.
- 2.9. All establishments offering indoor Personal Services must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH's guidance for improved ventilation available at: <https://www.sfcdep.org/COVID-ventilation>.
- 2.10. Develop a plan and implement sanitization requirements, including:
 - 2.10.1. Instruct Personnel that they are responsible for keeping their workspaces clean and sanitized. Each Personal Service Provider must clean and properly sanitize their workspace at the end of each shift and between customers.
 - 2.10.2. Ensure Personnel have access to cleaning supplies so that they can clean surfaces as needed on their own when custodial staff is not available.
 - 2.10.3. Clean and disinfect high touch surfaces in common areas routinely throughout the day and otherwise in accordance with the Social Distancing Protocol. Common areas include, but are not limited to, the following common-use area: lobbies, lounge or seating areas, entry ways, hallways, bathrooms, changing areas, elevators, and stairwells. Clean and disinfect all high touch surfaces and devices found in common areas such as door handles, railings, faucets, toilets, elevator buttons, coat hooks, hangers, furniture, computers, telephones, and other devices that are touched by people throughout the day.
 - 2.10.4. Discontinue the use of shared food and beverage equipment in breakrooms (including shared coffee brewers). Microwaves in break rooms or other communal areas may be used if they are disinfected by wiping the interior and exterior with an approved disinfectant after each use. Water coolers may also be used if: (1) touch surfaces are wiped down with an approved disinfectant after each use, and (2) any persons changing a container-type water cooler must wash their hands or use hand sanitizer immediately prior to handling/replacing the water container.
 - 2.10.5. Equip the reception area and all workstations with proper sanitation products, including hand sanitizer and sanitizing wipes. As required by the Social Distancing Protocol, hand sanitizer must be provided for customers at entrances or check-in areas.
 - 2.10.6. Disinfect station counters, rolling carts, drawers, hand mirrors, tools, and other surfaces between use for each customer.
 - 2.10.7. Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. Vacuum wherever possible using a vacuum with a HEPA filter. Alternately, gently sweep floors and do so between customers and when there



are as few people in the area as possible. Personnel responsible for sweeping or vacuuming floors must wear a Face Covering.

2.11. Where feasible, prohibit Personnel from sharing equipment, such as phones, tables, or computers. Any furniture, tools or equipment that must be used by more than one individual must be sanitized in a manner that complies with the requirements contained in the Social Distancing Protocol between use by different Personnel. If Personnel must share a workspace, such as on alternating shifts, then the location must be sanitized in a manner that complies with the requirements contained in the Social Distancing Protocol after each use.

2.12. Remove and prohibit the use of product samples otherwise available in the establishment.

3. Additional Requirements Specific to Hair and Barber Services

[These requirements apply to all Personal Service Providers that work with hair on the face or head, including hair washing and cuts, styling, blowouts, beard grooming, braiding, and weaving/artificial hair integration]

3.1. The customer must wear a Face Covering at all times and it must not be removed during the service. One way to facilitate this is for the service provider to provide the customer a Face Covering that attaches with ear-loops in order to avoid interfering with styling at the back of the head during the service. This rule generally prohibits styling or trimming of facial hair unless it is outside the area covered by a Face Covering.

3.2. Provide a clean smock or cape for each customer.

3.3. If appropriate for the service, ask customers to come to their appointments with freshly cleaned hair to minimize appointment time.

3.4. Consider temporarily eliminating services that require lengthy blow-drying. When blow-drying is used, ensure that the dryer is not aimed at other customers or Personnel or take other steps to reduce the risk, such as minimizing the number of customers and Personnel nearby, use of barriers, moving outside for use of the dryer, etc.

3.5. Consider moving certain services that are long in duration, that include blow-drying, or that do not require access to a mirror or other equipment outdoors when possible, which might include use of a hair-dryer or braiding/weaving.

4. Additional Requirements Specific to Esthetician, Skin Care, and Cosmetology Services

4.1. Treatment tables or chairs must be covered with either clean treatment table paper, a clean towel, or a clean sheet before each use. After use, do not shake out any dirty laundry. Place used linens in a lined, lidded receptacle positioned outside the treatment space to minimize the possibility of dispersing virus in the air. Dispose of any paper in a trash bin that has a lid and is lined with a disposable plastic bag.

4.2. Personal Service Providers must wear disposable gloves at all times during the service and while cleaning or disinfecting implements and surfaces between each client session. Gloves must be replaced between each customer.



- 4.3. Before leaving the treatment room, Personal Service Providers must remove and dispose of gloves, apply hand sanitizer or wash hands with soap and water, and use a previously readied disposable barrier, such as a paper towel or sanitizer wipe, to open and close the treatment room door while leaving the room.
- 4.4. When wax pots are running low and new wax needs to be added, empty any remaining wax and clean and disinfect the wax pot before refilling with new wax. Single use applicators must be disposed of immediately after use in a trash bin that has a lid and is lined with a disposable plastic bag.

5. Additional Requirements Specific to Electrology Services

- 5.1. Treatment tables or chairs must be covered with either clean treatment table paper, a clean towel, or a clean sheet before each use. After use, do not shake out any dirty laundry. Place used linens in a lined, lidded receptacle positioned outside the treatment space to minimize the possibility of dispersing virus in the air. Dispose of any paper in a trash bin that has a lid and is lined with a disposable plastic bag.
- 5.2. Closely adhere to sterilization requirements for all items, including tweezers, rollers, and needle holder caps. Ultrasonic cleaning units, forceps, and all containers, including their removable parts, must be cleaned and disinfected between each client according to the manufacturer's instructions.
- 5.3. Where possible, use disposable probes that do not require a probe tip or cap, which will reduce exposure points. If not using disposable probe tips or caps, the removable tip or cap of the epilator needle/probe holder must be cleaned and disinfected after each client.
- 5.4. Needles used for electrolysis must be single-use, disposable, pre-packaged, and sterile and disposed of in an approved sharps container immediately after use. Sharps containers must be discarded in accordance with biomedical waste regulation.

6. Additional Requirements Specific to Nail Salons

- 6.1. Disposable gloves must be worn throughout the entire service and while performing cleaning and disinfection of all implements and surfaces after each client. Once cleaning is finished, remove and dispose of gloves and apply proper hand sanitizer or wash hands with soap and water.
- 6.2. Foot-spas, basins, and pedicure bowls must be properly cleaned and disinfected after every client even if a disposable plastic liner is used.
- 6.3. Nail salons should use disposable supplies whenever possible. Any non-disposable supplies must be fully disinfected between customers according to the California Board of Barbering and Cosmetology guidelines.
- 6.4. All single use items, such as cardboard files, sand-bands for drills and buffers, disposable sandals, toe separators, and applicators must be used once and immediately thrown away in a trash bin that has a lid and is lined with a disposable plastic bag.
- 6.5. To reduce the number of touchpoints, remove the nail polish displays. In the absence of a nail polish display, use a color palette, which is to be cleaned and disinfected after each



client use. If the nail polish display cannot be removed, prohibit customers from handling the nail bottles. Nail polishes must be cleaned and disinfected before being returned to the display.

- 6.6. Consider whether it is feasible to install a plastic partition between the worker and client with ample space cut out where hands or feet can be slid underneath to conduct the manicure or pedicure.
- 6.7. Allow only one manicurist to work at each station and do not allow clients to get multiple services at the same time, such as a manicure and pedicure, because of the inability to provide for adequate physical distancing between Personnel performing those services.
- 6.8. Where feasible, nail salons should consider upgrading existing ventilation to include locally-exhausted nail tables.
- 6.9. Certain services already require use of a respirator by the service provider. Whenever a respirator is required, examine the respirator to see if it has exhaust valves or vents. If so, these should be covered with a separate cloth mask or Face Covering in order to protect the customer and others from focused jets of exhaled air that can escape from valves or vents.

7. Additional Requirements Specific to Body Art Services

[These requirements apply to all Personal Service Providers that perform piercings, tattoos, or other body modifications]

- 7.1. Disposable gloves are required throughout the service and while performing cleaning and disinfection of all implements and surfaces after each customer session.
- 7.2. Body art services for the mouth and nose area are prohibited.
- 7.3. Customers must keep their Face Covering on during the entire body art service.

8. Additional Requirements Specific to Massage Services (Non-Healthcare Setting)

- 8.1. Require customers to wash their hands for at least 20 seconds or use hand sanitizer at the beginning of any treatment.
- 8.2. Consider alterations to the treatment table setup to support the required cleaning and disinfecting protocols. This could include using disposable face cradle covers and/or protecting the table, table warmers, bolsters, and other items with washable barriers like plastic covers that can be easily cleaned or pillowcases that can be removed and replaced between each client. Barriers are not a substitution for the required cleaning and disinfecting protocols.
- 8.3. Clean linens must be stored outside of the treatment room.
- 8.4. Evaluate whether facial massages or other hands-on work to the face will be offered. If providing such services, use non-latex gloves for this part of the treatment. Facial massages must not be performed if it requires removal of the client's Face Covering.



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- 8.5. Consider providing any hand treatments as the last part of the service to minimize the spread of virus particles that may remain on the hands. Alternately, Personal Service Providers should wash their hands for at least 20 seconds or use hand sanitizer before and after performing hand treatments.
- 8.6. Personal Service Providers must wash their hands for at least 20 seconds with soap and water or use hand sanitizer immediately upon finishing massage services.
- 8.7. If the massage provider uses any kind of heating system to warm the room or other equipment, take steps to minimize the risk such as eliminating all use of heating fans that circulate air in a small enclosed area (which is a risk during a lengthy procedure) and using heating pads or heat laps, as appropriate under other guidelines and regulations.

Health Officer Directive No. 2020-30c (Exhibit B) Health and Safety Plan (issued 1/27/2021)

Each Indoor Personal Service Provider 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:

Email / telephone:

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

- Personal Service Provider is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-30c, available at www.sfdph.org/directives.
- Whenever possible, offer services outdoors and indoors to provide customers choice and reduce crowding indoors.
- Adjust occupancy to the lesser of 25% (excluding Personnel) or the number of people who can safely fit in the space with proper social distancing. Complete any necessary adjustments to the layout of the business to allow for proper social distancing, including ensuring customers are always at least six feet from other customers and customers are not waiting in any waiting area before an appointment. List the maximum number that can safely be in the facility at one time here: _____
- Implement a metering system to maintain occupancy limits.
- Ensure that plumbing is functioning and, if the facility was dormant, the pipes have been flushed. See sfwater.org/index.aspx?page=1327 for more details.
- Reviewed and implemented applicable guidance regarding ventilation for all indoor spaces.
- Added all required COVID-19 signage to entrances and employee break rooms.
- If your business offers services that require customers to remove their Face Covering, add signage regarding ventilation.
- Implement policy to ensure Personnel comply with social distancing requirements and to limit the number of people in the business at a given time, consistent with the requirements in the Stay-Safer-At-Home Order.
- Personnel, members of the public who seek services, and all other people onsite are required to wear Face Coverings as provided in the Face Covering Order and this Directive. Face Coverings must not be removed during services.
- Consider use by Personnel of face shields, goggles, or other eye protection.
- Ensure daily COVID-19 symptom and exposure screening is completed for all Personnel as required by the Social Distancing Protocol (Appendix A of Health Officer Order C19-07) and its **Attachment A-1**. Personnel who answer "yes" to a question must not come to work. This handout is available online at www.sfcddcp.org/screening-handout.

Health Officer Directive No. 2020-30c (Exhibit B) Health and Safety Plan (issued 1/27/2021)

- Screen all customers and other visitors on the day of the appointment or service prior to coming in to the facility as outlined by the Social Distancing Protocol and its **Attachment A-2**. Any person who answers “yes” to a screening question must have service cancelled or rescheduled. No cancellation or rescheduling fee may be charged in that situation. The customer screening handout is available online at www.sfcdcp.org/screeningvisitors.
- Implement all sanitization requirements as described in this Directive.
- Ensure that 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 must be cleaned and disinfected routinely throughout the day.
- All tools and equipment used for services must be properly cleaned between each use as outlined in the Directive. Whenever possible, prohibit Personnel from sharing equipment, and any shared equipment must be properly sanitized between each use.
- Evaluate and implement available options for allowing customers to complete paperwork electronically before arrival and to check-in for their appointments online.
- Whenever possible see customers by appointment only (and for hair salons and barbershops no walk-ins are allowed under current State of California guidelines).
- Do not allow a service provider to see multiple customers at the same time, and do not allow multiple service providers to work on the same person at the same time.
- Service providers must wear gloves to the extent they are required for certain services by this Directive, and ensure that clean gloves are used for each customer.
- If possible, remove or prohibit use of surfaces that cannot be cleaned and sanitized properly.
- Review and implement all industry-specific guidance in the Directive (Exhibit A, Sections 3 through 8).

Additional Measures

Explain:



Tip Sheet for Operating Indoors: Personal Services

UPDATED January 27, 2021

****Services that require the client to remove their face covering are currently prohibited. ****

The following Tip Sheet was developed by the San Francisco Department of Public Health (SFPDH) based on recommendations and guidance from the US Centers for Disease Control and Prevention (CDC), the State of California, and Personal Service Providers licensing and industry groups. This TIP sheet is posted at <https://www.sfcdcp.org>.

AUDIENCE: Indoor Personal service providers, including hair salons, barber shops, nail salons, body art practitioners, electrology services, massage (in a non-healthcare setting), tanning salons, estheticians, skin care, and cosmetology services.

BACKGROUND: On January 27, 2021, the Health Officer issued Directive No. 2020-30c authorizing and providing guidance for Personal Services and amended Appendix C-1 Additional Businesses Permitted to Operate. This document summarizes the main action items from the Directive. All personal service providers must adhere to all state and local regulations.

Since the December 2, 2020 version of this Tip sheet, the following major requirement has changed:

- Personnel and customers must wear a Face Covering at all times. **Services that cannot be offered without removal of Face Coverings are currently prohibited.**
- Refer to the [Business Capacities and Activities Table \(BCAT\)](#) for all current restrictions, limitations and suspensions.
- CA Notify: Help stop the spread of COVID-19 using your smartphone
- COVID-19 Vaccine Information
- How does COVID-19 Spread? If you're feeling symptoms, stay home, and **get tested**
- Indoor businesses are subject to a **Mandatory Metering System** to monitor capacity.

Indoor businesses are required to implement a **Mandatory Metering System**. Assign a **COVID-19 Worksite Safety Monitor** to ensure patrons' compliance with all aspects of the Health Safety Plan, such as wearing masks, monitoring space capacity limits, preventing congregations or crowding, and generally maintaining social distance.

Indoor Activities Increase COVID-19 Risk

Scientists agree that the **risk** of transmitting COVID-19 is generally **higher indoors** than outdoors. Consider the increased risk to yourself and your community before participating in indoor activities.

The COVID-19 virus can travel in the air more than six feet and builds up indoors. Generally, whenever possible, choose outdoor activities over indoor activities, and if you need to go indoors, limit your time indoors if you are with people who are not in your household. **Avoid enclosed spaces** that are crowded and have **poor ventilation**.



How Does COVID-19 Spread?

Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These droplets enter the air when a person exhales (breathes out), including when they talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms at all and can still be breathing out virus-containing droplets.

- Larger droplets are sometimes called “ballistic droplets” because they travel in straight lines and are pulled down by gravity. People nearby, usually within six feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.
- Smaller droplets or infectious particles can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols”.

COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite), however this is less common.

Basic Covid-19 prevention

- [Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- [Avoid Close Contact](#). To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don’t live in your Household.
- [Wear a Face Covering](#). Cover your mouth and nose with a Face Covering in public settings and when around people who don’t live in your Household.
- Routinely [clean and disinfect frequently touched surfaces](#).
- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home and **get tested**.

CA Notify – another way for us to stop the spread

CA Notify (canotify.ca.gov) is an **app** you can add on your **smartphone**. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to help stop the spread of the virus in our community.

If you are using **CA Notify** and you test positive, your diagnosis **will not be shared** with others. However, if other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using **CA Notify** and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.



COVID-19 vaccine is here!

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California's own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and effectiveness of all COVID-19 vaccines. **Strongly encourage all personnel to get vaccinated.** While the vaccine may prevent you from getting sick, we do not know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wearing a mask that covers your mouth and nose when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least 6 feet away from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

Flu vaccines

Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Those over the age of 6 months are strongly encouraged to get a flu shot. See <http://www.sfcddcp.org/flu>

Contact Tracing

- The **San Francisco Department of Public Health**, in partnership with **community**, including businesses helps identify those who have had close contact with anyone who has COVID-19. People can transmit the virus 48 hours before they develop symptoms. Some people **never develop symptoms** and can **still transmit the virus**. We can help prevent COVID-19 transmission by **contact tracing** which helps **identify people** who may have been **exposed** and helping them quarantine so they **do not** inadvertently **spread the disease**. We do this whenever there is an **outbreak** of infectious diseases like measles, tuberculosis, and others to **protect** the community's **health**.
- Help ensure the health of your Personnel, clients, and our community. **Retain** the attendance/**schedules** of all Personnel at your organization for **up to three weeks**. It is recommended that organizations **maintain a list** of **clients** willing to **voluntarily** provide their **name** and **contact information** [or consent to retain their credit card information] for contact tracing purposes. Any lists should be **discarded after three weeks**. Patrons **are not required** to provide contact information.
- If Personnel or a client tests positive for COVID-19, the organization **must assist** the Department of Public Health in identifying other Personnel or clients who may have been exposed.
- **Cover your face**, test early, and trace! Find out more at <https://covid19.ca.gov/contact-tracing>

Plan and Prepare your space

Review the Tip Sheet for Safer Interactions During COVID-19 Pandemic at www.sfcddcp.org/safersocial

Plumbing

If your business or workplace has been vacant during the Shelter In Place ordinance, check that your plumbing is working properly and flush stagnant water from the pipes. See the PUC guidance [here](#).



Supplies

- Provide approved disinfectants for uses against COVID-19. The approved products are listed on the Environmental Protection Agency's website.
- Provide handwashing/hand sanitizing stations for both Personnel and clients.
- Provide a non-porous chair or plastic basket or paper bag for client's clothing or belongings.
- Provide proper Personal Protection Equipment (PPE) for all Personnel. Eye protection and/or gloves may be required when performing specific services. See the Cal/OSHA guidance on Expanded Personal Care Services.
- Personnel and customers must wear a Face Covering at all times. Services that cannot be offered without removal of Face Coverings are currently prohibited.
- If you don't already have a touchless payment system, consider installing one.

Cleaning and Sanitation

- Follow all sanitation requirements. All equipment must be properly disinfected between clients. This includes but is not limited to, chairs, tables, combs, brushes, scissors, etc. Review the directive for specific COVID-19 sanitation requirements.
- All linens must be washed between clients; even if your client does not get under them.
- Personnel handling soiled linens should wear gloves and follow proper glove removal and hand washing protocols.
- Wash your hands frequently and between clients.
- If feasible, Personal Service Providers should consider changing their own clothes after each client or wearing scrubs or a clean, launderable or disposable smock.

Capacity

- Review the [BCAT](#) for current **capacity and activity limits**
- Redesign layout to allow for proper social distancing. Space workstations at least **six feet apart**.
- Implement the **Mandatory Metering System** to ensure maximum Capacity Levels specified in the Business Capacities and Activities Table ([BCAT](#)) are not exceeded. See [Coordinate your Efforts](#).
- Develop and implement a written procedure to **track the number of persons** entering and exiting the facility to ensure at or below allowable capacity.



The Role of Ventilation

Good ventilation controls droplets and infectious particles to prevent COVID-19 transmission by:

- removing air containing droplets and particles from the room,
- diluting the concentration of droplets and particles by adding fresh, uncontaminated air,
- filtering room air, removing droplets and particles from the air.

Make Necessary Ventilation Improvements, If Feasible, Including

- HVAC systems (if one is present)
 - Ensure HVAC systems are serviced and functioning properly.
 - Evaluate possibilities for upgrading air filters to the highest efficiency possible.
 - Increase the percentage of outdoor air through the HVAC system, readjusting or overriding recirculation (“economizer”) dampers.
 - Disable “demand controls” on ventilation systems so that fans operate continuously, independently of heating or cooling needs.
 - Evaluate running the building ventilation system even when the building is unoccupied to maximize ventilation. At the minimum, reset timer-operated ventilation systems so that they start operating 1-2 hours before the building opens and 2-3 hours after the building is closed.
 - Increase natural ventilation by opening windows and doors when environmental conditions and building requirements allow.
 - Consider installing portable air cleaners (“HEPA filters”).
 - If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual’s space to another’s space.
-
- Review the San Francisco Department of Public Health (SFPDH) Ventilation Guidance (<https://www.sfc-dcp.org/COVID-ventilation>) and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.



Mandatory Signage Requirements

Add all COVID-19 related signage as required by **Sections 4.g and 4.h of the [Stay-Safer-At-Home Order](#)**. Complete signage requirements are described in [Directive 20-30c](#).

Indoor Personal Service Providers must conspicuously post the **ventilation placard**, including at all primary public entrances and break rooms, indicating which of the following ventilation systems are used at the facility.

- All available windows and doors accessible to fresh outdoor air are kept open
- Fully operational HVAC systems
- Appropriately sized portable air cleaners in each room
- None of the above

Doors and Windows required to be kept closed for fire/life safety purposes are exempt. For example, fire doors must remain closed. Make sure open windows **do not create falling hazards especially for children**.

The County has templates available for the signage, including a **ventilation placard**, available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. The [Outreach Toolkit](#) includes printable resources including many of the signs required or suggested to open Personal Services. Signs about proper hygiene, social distancing, Face Coverings, health screening, the risks of indoor transmission, testing and getting vaccinated are all available.

Protect Personnel and Clients

Conduct wellness checks for everyone (Personnel and clients) before they enter the building. [Instructions for screening clients](#) is attached to the Directive.

- Encourage your clients to conduct a self-screening before they arrive for their appointment.

Coordinate your Efforts

Assign a COVID-19 Worksite Safety Monitor. The site safety monitor will:

- Act as the staff liaison and single point of contact for Personnel at each site for questions or concerns around practices, protocols, or potential exposure.
- Serve as a liaison to SFDPH. The liaison should train staff to advise patrons, if necessary, that the dining establishment will refuse service to the customer if they fail to comply with safety requirements.
- Ensure patrons' compliance with all aspects of the Health Safety Plan, such as wearing masks, preventing congregations or crowding, and generally maintaining social distance.

Metering System to Enforce Capacity Limits

A Mandatory Metering System must be implemented to ensure maximum capacity Levels specified in the Business Capacities and Activities Table are not exceeded.

- Develop and implement a written procedure to track the number of persons entering and exiting the facility to ensure at or below allowable capacity.
- Consider designating personnel to monitor store capacity.
- Consider increasing the number of on-site staff to prevent crowding situations during busy seasons.



Scheduling

- In accordance with the State of California guidance, Hair Salons and Barbershops may see clients by appointment only. Walk-ins are not permitted at this time. Other Personal Services providers are also strongly encouraged to see clients by appointment only.
- Schedule your clients to allow enough time between appointments so workspaces and tools can be properly cleaned and disinfected. Consider servicing fewer clients each day or expanding operating hours to allow for more time for sanitation between clients.
- Consider pausing strict cancellation policies to encourage sick clients to stay home. Clients must be allowed to reschedule due to symptoms of COVID-19 without charge.
- Remind clients not to arrive too early for an appointment. Clients may need to wait outside depending on the capacity of the space.

Special considerations for Specific Service Types

[Cal/OSHA provides additional requirements and guidance](#) for Personal Services providers and includes the tips listed below.

**** Services that cannot be offered without removal of Face Coverings are currently prohibited. ****
As of January 27, 2021, strikethroughs are intentional.

Barber services

- Review the [BCAT](#) for current restrictions.
- ~~When providing services that require the client to remove their face covering, providers **must** wear **eye protection** such as a face shield or goggles and **an N95 respirator (mask) without a valve.** Review the [BCAT](#) for current restrictions.~~
- It is strongly recommended that providers wear eye protection when providing services to head and neck area and/or if the provider is within three feet of the client for more than 15 minutes.
- ~~Ask your client to limit conversation while they are unmasked. Not speaking is safer.~~
- ~~Provide your client with a tissue or towel in case they need to cough or sneeze while their face covering is removed.~~

Esthetic, Skin Care and Cosmetology

- ~~When providing services that require the client to remove their face covering, providers **must** wear **eye protection** such as a face shield or goggles and **an N95 respirator (mask) without a valve.** Review the [BCAT](#) for current restrictions.~~
- It is strongly recommended that providers wear eye protection when providing services to head and neck area and if the provider is within three feet of the client for more than 15 minutes.
- ~~Limit conversation while your client is unmasked. Not speaking is safer.~~
- ~~Provide your client with a tissue or towel in case they need to cough or sneeze while their face covering is removed. Have the client dispose dirty tissues or towels in a lidded container.~~
- Disposable gloves should be worn throughout the entire esthetic service, and while performing cleaning and disinfection of all implements and surfaces after each client session.
- Single use applicators should be disposed of immediately in a lidded container lined with a plastic



bag.

Electrology

- Review the [BCAT](#) for current restrictions.
- ~~Personnel and customers must wear a Face Covering at all times. When providing services that require the client to remove their face covering, providers must wear eye protection such as a face shield or goggles AND an N95 mask.~~
- Electrologist must wear disposable gloves.
- It is strongly recommended that providers wear eye protection when providing services to head and neck area and/or if the provider is within three feet of the client for more than 15 minutes.
- Tweezers, rollers, and needle holder caps should be properly cleaned and sterilized between each client.
- Needles used for electrolysis must be single-use, disposable, prepackaged, and sterile and disposed of in an approved sharps container immediately after use.

Massage Therapists (in non-healthcare settings)

- Review the [BCAT](#) for current restrictions.
- Ask the client to clean their hands with hand sanitizer or by washing their hands with soap and water prior to service.
- The massage therapist and client must wear a face covering at all times.
- **Facial massages are not permitted** (per the state) if it requires your client to remove their face covering.
- Barriers such as washable sheets and pillowcases are not a substitution for cleaning and disinfecting protocols. Massage tables and chairs must be properly disinfected between clients.
- Hand treatments should be provided as the last part of the massage and hands should be washed immediately upon finishing the massage.
- You may do outcalls if you have an Outcall Massage Permit.

Nail Services

- Review the [BCAT](#) for current restrictions.
- Ask client to clean hands with hand sanitizer prior to service.
- Portable tubs/bowls must be disinfected with an EPA-registered liquid disinfectant that is labeled as a bactericide, fungicide and virucide.
- Use disposable tools as much as you can. All disposable items should be thrown away in lined and lidded trash can.
- Do not allow clients to get multiple services at the same time, such as a manicure and pedicure.
- All providers must always wear a face covering or a respirator when required. Please see the Cal/OSHA guidance on Expanded Personal Care Services.
- All nail providers must wear disposable gloves during the service and while cleaning and disinfecting all tools and surfaces after each client.



Frequently Asked Questions

Q. Is it safe for me to get a massage/haircut/facial/etc.?

A. All activities that bring you within six feet of individuals outside of your household, particularly those indoors or for a sustained period of time (more than 15 minutes), carry risk. You can decrease that risk by being vigilant in your personal hygiene and going to a service provider who also takes health and safety precautions seriously.

- Wear a face covering as required. Use a face covering with ear-loops to keep your mask from interfering with your services.
- You must cancel/reschedule an appointment if they have COVID-19 symptoms. The Health Directive prohibits your Personal Service Provider from charging an extra fee if you have to reschedule due to COVID-19 symptoms.
- Consider limiting the amount of time spent at personal care service appointments to decrease your exposure and the exposure of those around you.

Q. I bring my own tools/polish to my appointments; can I do that?

A. Not at this time and it is strongly advised to minimize the number of items you bring inside to your appointment. Keep to essentials only (wallet, keys, small purse).

Q. Are N95 masks required?

A. N95 masks are not required for clients. Continue to follow your industry regulations and use an N95 mask or respirator when required. If you use an N95 mask or respirator with a valve, you must cover the valve with a face covering.

Q. Are gloves required?

A. Esthetic, skin care, cosmetology and nail services are required to wear gloves throughout the service and while cleaning and disinfecting tools. If possible, have latex-free gloves on hand for both clients and staff with latex allergies. Wearing gloves is not a substitute for hand washing.

Q. Am I allowed to operate both indoor and outdoor personal services?

A. Yes. Operating outdoors is highly encouraged.

Q. I am a practitioner who offers Reiki, Cupping, or Rolfing. Where do I fit in?

A. This is the correct guidance to follow. You should also review the [Directive on Ambulatory Care](#).

Q. I am a body art practitioner; may I continue to offer my full menu of services?

A. Current state guidance does not allow piercing of the nose or mouth or any service that requires the client to remove their face covering.

Q. I provide personal care services out of my home; can I start doing that again? Or - I provide personal care services in clients' homes, can I start doing that again?

A. Yes, if you were able to do this pre-COVID-19, you may start operating your business again. You must adhere to the current directive and guidance.

Q. Should we vacuum or sweep hair?

A. Vacuuming with a HEPA filter is recommended over sweeping. If you do not have a vacuum with a HEPA filter, consider carefully sweeping during a period when the fewest people are occupying the space. Consider waiting to sweep/vacuum as part of the disinfection protocols between clients. Wear a face covering and sweep gently to minimize movement and spread of particles.



Q. I'm a Business Owner. How do I make sure Personnel are not sick when they work?

A. Please see SFDPH guidance on Asking COVID-19 Screening Questions, posted at www.sfdcp.org/screen.

Q. What if a service provider or client tests positive for COVID-19?

A. People may be able to transmit the virus 48 hours before they develop symptoms of COVID-19. They may also transmit the virus even if they never develop symptoms.

Please see SFDPH guidance [What to do if Someone at the Workplace Has COVID-19](#).

Providers should keep a list of Personnel and Clients, which will help SFDPH with contact tracing.

Resources

You can find printable resources such as signage in the [COVID-19 toolkit](#).

Cal/OSHA guidance:

- [Indoor Personal Services Guidance](#) and [Personal Services checklist](#)
- [Indoor Hair Salons and Barber shops Guidance](#) and [checklist](#)

CDC's COVID-19 Employer Information for Beauty Salons and Barbershops

- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/beauty-salon-barber-employers.html>

Free eye protection and other PPE:

- <https://oewd.org/free-ppe-available>



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State’s purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly.

The opening of sectors does not necessarily signify that these activities are “safe.” The purpose of the required safety protocols contained in the order and directives is make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently following all safety protocols and Social Distancing Requirements.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-23c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR BUSINESSES PROVIDING HAIR, BARBER, NAIL, SKIN CARE,
MASSAGE, COSMETOLOGY AND CERTAIN OTHER PERSONAL SERVICES
OUTDOORS IN A NON-HEALTHCARE SETTING**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that businesses offering Personal Services, as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Section 4.e of Health Officer Order No. C19-07s, including as it may be revised or amended in the future (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.



Health Officer Directive No. 2020-23c

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS FOLLOWS:

- 1. This Directive applies to all owners, operators, managers, and supervisors of any business providing certain Personal Services, as that term is defined in Section 15 of Appendix C-1 the Stay-Safer-At-Home Order (“Covered Personal Service Providers”).**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Covered Personal Service Providers (the “Best Practices”). Each Covered Personal Service Provider must comply with all of the relevant requirements listed in the Best Practices.**
- 3. Each Covered Personal Service Provider, before it begins to offer Personal Services or allow Personnel onsite, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. Guidance from the Department of Public Health related to Personal Services is attached to this Directive as Exhibit C and at www.sfdph.org/directives.**
- 5. If an aspect, service, or operation of the Covered Personal Service Provider is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Covered Personal Service Provider must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.**
- 6. Each Covered Personal Service Provider must (a) make the Health and Safety Plan available to a customer and Personnel on request, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Covered Personal Service Provider must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.**
- 7. Each Covered Personal Service Provider subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Covered Personal Service Provider is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Covered Personal Service Provider, any such Covered Personal Service Provider is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.**
- 8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Covered Personal Service Provider: employees; contractors and sub-contractors (such as those who sell goods or**



Health Officer Directive No. 2020-23c

perform services onsite or who deliver goods for the business); independent contractors; vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Covered Personal Service Provider. "Personnel" includes "gig workers" who perform work via the business's app or other online interface, if any.

9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Covered Personal Service Provider must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/directives) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Covered Personal Service Provider under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Covered Personal Service Provider must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

A handwritten signature in black ink, appearing to read "Susan Philip".

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Date: January 27, 2021



Exhibit A to Health Officer Directive No. 2020-23c (issued 1/27/2021)

Best Practices for Businesses Offering Outdoor Personal Services

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07s (the “Social Distancing Protocol”), each Covered Personal Service Provider that operates outdoors in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below. Note that ALL Personal Service Providers must comply with Section 1 below, and Personal Service Providers must otherwise comply with all other sections below that apply to the type of services they offer. Some Personal Service Providers will only need to comply with Section 1, and others will comply with Section 1 and at least one other section.

Requirements:

1. Section 1 – General Requirements for All Covered Personal Service Providers

[These requirements apply to all Personal Service Providers]

- 1.1.*** Personal Service Providers are strongly encouraged to offer services outdoors, where feasible. Certain Personal Services are not permitted outside, including: electrology, tattooing, piercing, microblading, permanent make-up, and other forms of body art that are invasive and require a controlled hygienic environment.
- 1.2.*** All services provided outdoors must be approved by the applicable licensing agencies, such as the California Board of Barbering and Cosmetology and the San Francisco Department of Public Health (“SFDPH”).
- 1.3.*** Service Providers regulated by the California Board of Barbering and Cosmetology must comply with state guidance and regulations, including any regulations that limit the location where outdoor services may be performed.
- 1.4.*** Consistent with the limitations under the State Health Order, Health Officer Order No. C19-07s (the “Stay-Safer-at-Home Order”), and guidance from SFDPH, Covered Service Providers that are permitted to operate outdoors may, subject to any applicable permit requirements, conduct their operations under a tent, canopy, or other sun or weather shelter. Any use of impermeable barriers, or area umbrellas, canopies, and other shade structures must be consistent with guidance in Section 4.c of the Stay-Safer-At-Home Order.
- 1.5.*** Develop a plan and implement daily COVID-19 symptom self-verifications for all Personnel as required by the Social Distancing Protocol (Appendix A of the Stay-Safer-At-Home Order) (the “Social Distancing Protocol”).
- 1.6.*** Confirm with customers before they arrive for their appointment that they are symptom-free. Customers who are feeling ill or who have exhibited symptoms of COVID-19 within 24 hours of their scheduled appointment must cancel or reschedule their



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appointment. In such cases, customers must not be charged a cancellation fee or other financial penalty.

- 1.7.** Consider implementing digital forms or questionnaires to allow customers to complete all paperwork electronically before their appointment.
- 1.8.** Conduct screening of all customers upon arrival. Customers who do not pass the screening must be refused service and their appointment should be rescheduled or canceled.
- 1.9.** Require Personnel to wear Face Coverings as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the "Face Covering Order"). Covered Personal Service Providers must wear their Face Coverings at all times while in the presence of customers and other Personnel. Covered Personal Service Providers who will be within three feet of a customer for more than 15 minutes are strongly encouraged to wear a non-vented N95 mask.
- 1.10.** Customers must wear a Face Covering at all times except when they are otherwise exempt from doing so under the Face Covering Order. Covered Personal Service Providers must encourage customers to bring and use their own Face Coverings. Covered Personal Service Providers must provide customers with Face Coverings if they do not have one or refuse service to those who arrive without a Face Covering and who are not otherwise exempt from wearing one under the Face Covering Order.
- 1.11.** Activities that involve the removal of clients' face coverings are much higher risk and Covered Personal Service Providers are currently prohibited.
- 1.12.** Although Covered Personal Service Providers under this Directive are not offering health care, there are similarities between the provision of health care and personal services. In particular, the duration of encounters, distance between provider and client, and other factors can create similar risks of virus transmission, and many of the best practices that apply in the health care context can be applied in the personal services context. Accordingly, Covered Personal Service Providers are strongly recommended to wear a face shield, goggles, or other eye protection in addition to Face Coverings when they will be within three feet of a customer for more than 15 minutes. More information about use of face shields, goggles, or other eye protection in the health care context, which is also relevant to people who provide personal services, can be found online at <https://www.sfcdep.org/wp-content/uploads/2020/08/COVID19-EyeProtection-Memo-HCP-FINAL-2020.08.10.pdf>.
- 1.13.** Covered Personal Service Providers may not offer customers food or drink of any kind, and customers must not eat or drink while they are receiving a service.
- 1.14.** Covered Personal Service Providers must develop a plan and implement sanitization requirements that exceed usual professional requirements and standards, including:
 - 1.14.1.** Comply with any existing or COVID-19 specific health-related regulatory requirements, such as those required by Cal/OSHA, the California Board of Barbering and Cosmetology, California Health and Safety Code, and the San Francisco Health and Safety Code.



- 1.14.2.** Instruct all Personnel to wash their hands frequently with soap and water for at least 20 seconds and to wash hands or use hand sanitizer (provided by the Covered Personal Service Provider) before and after touching high-touch surfaces.
- 1.14.3.** Disinfect station counters, rolling carts, drawers, hand mirrors, tools, and other surfaces between each customer.
- 1.14.4.** All single use items, such as disposable wax collars, cotton, neck strips, and applicators, must be used once and immediately thrown away in a container with a lid.
- 1.14.5.** All appliances at work stations and treatment areas must be properly disinfected between each customer, as follows:
- 1.14.5.1.** Clean and disinfect shears by removing all visible debris, clean with soap and water, and wipe or spray with an EPA-registered disinfectant that demonstrates bactericidal, fungicidal, and virucidal activity and is approved for COVID-19.
 - 1.14.5.2.** Clean and disinfect all other non-porous, non-electrical tools by removing all visible debris, cleaning with soap and water, drying the tools, and then completely immersing them in an EPA registered disinfectant. Tools must be sprayed or submerged and left to set for the full amount of time required by the disinfectant's manufacturer. Immersed items, like combs or brushes, must be removed at the end of contact time, rinsed, and dried with a paper towel or clean, freshly laundered towel.
 - 1.14.5.3.** Clean all electrical tools, such as clippers and LED lamps by removing all visible debris and disinfecting with an EPA-registered disinfectant spray or wipe that demonstrates bactericidal, fungicidal, and virucidal activity and is approved for COVID-19. Follow with an EPA-registered disinfectant spray or wipe for the full contact time as noted by the manufacturer's directions. Use caution when using a spray and be sure your device is unplugged and do not spray into the motor. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, use of alcohol-based wipes or sprays containing at least 60% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- 1.14.6.** Clean and disinfect all handles, hoses, spray nozzles, and other equipment between customers. Chairs, headrests, and other items must also be thoroughly cleaned and sanitized between each use. Where appropriate, consider adding a paper cover, sheet, or clean towel that can be easily disposed of or cleaned for use between customers. Since porous surfaces such as fabric chair seats cannot be easily disinfected, consider covering with a plastic or disposable liner and cleaning or disposing of the liner after each customer.
- 1.14.7.** Where linens are used, even if the customer does not get under them, the linens must still be removed for laundering and the bed or table properly disinfected before each use by a customer. All dirty linens, including towels, sheets, blankets, smocks, and reusable capes, must be placed in a closed container and not used again until properly laundered either by a commercial laundering service or a laundering process that includes immersion in water of at least 160 degrees Fahrenheit for at



least 25 minutes. Store all clean linens in a clean, covered place. Ensure Personnel who handle dirty linens or laundry wear gloves and a Face Covering.

2. Section 2 – Additional Requirements for Establishments that Provide Personal Services

- 2.1.** Establishments offering services outside must consider the risks associated with local streets, sidewalks, traffic, pedestrians, and bicyclists. Establishments and Covered Personal Service Providers must take all reasonable and feasible efforts to reduce customer and Personnel exposure to traffic and bike lanes, minimize blocking visibility of other travelers (whether vehicle, pedestrian, or bicyclist), and minimize or eliminate potential blockages of passageways, including ADA-compliant public access to sidewalks. Covered Personal Service Providers must comply with state and local laws, regulations, and permitting requirements (e.g., ADA access and compliance with applicable zoning), including the placement of outdoor shelters and service stations.
- 2.2.** Establishments offering outdoor services must address the potential hazards that result from moving personal services outside, including: (1) ensuring use of electrical devices and extension cords in compliance with Cal/OSHA's Guide to Electrical Safety; and (2) ensuring there are no tripping hazards from cords or other equipment.
- 2.3.** All waste, including waste water and hair clippings, must be disposed of safely and as required by state and local regulations.
- 2.4.** The establishment must comply with the Cal/OSHA standards for heat illness prevention for outdoor workers, including an effective heat illness prevention plan with written procedures.
- 2.5.** The layout of the outdoor establishment must allow for proper social distancing. For example, chairs and work stations must be arranged to ensure at least six feet of space between customers. Establishments should consider additional divider shields or other impermeable barriers where appropriate and feasible.
- 2.6.** Instruct all Personnel and customers to maintain at least six-foot distance from others except as necessary to perform a personal service otherwise permitted by this Directive or when momentarily necessary to facilitate or accept payment and hand off items or deliver goods. If the Covered Personal Service Provider cannot ensure maintenance of a six-foot distance within the facility between Personnel, such as by moving work stations or spreading Personnel out, then it must reduce the number of Personnel permitted in the facility at any given time accordingly.
- 2.7.** If all or part of a Covered Personal Service Provider's establishment has been vacant or dormant during the Stay-Safer-At-Home Order, then the Covered Personal Service Provider must ensure plumbing is functioning and that pipes are flushed before use. The San Francisco PUC provides guidance for flushing and preparing water systems at: <https://sfwater.org/index.aspx?page=1327>.
- 2.8.** If the establishment uses pedestal fans or hard mounted fans, the Covered Personal Service Provider must adjust the direction of fans to minimize air from fans blowing from one customer's space to another's space.
- 2.9.** Evaluate the facility to determine the number of people (including customers and Personnel) who may safely fit in the outdoor service area at any time while ensuring



adherence to Social Distancing Requirements under this Directive and the Stay-Safer-At-Home Order. Educate Personnel about capacity limits and require them to enforce limits by, for example, spacing out customer appointments.

2.10. Develop a plan and implement additional sanitization requirements, including:

2.10.1. Instruct Personnel that they are responsible for keeping their workspaces clean and sanitized. Each Covered Personal Service Provider must clean and properly sanitize their workspace at the end of each shift.

2.10.2. Ensure Personnel have access to cleaning supplies so that they can clean surfaces as needed on their own when custodial staff is not available.

2.10.3. Clean and disinfect high touch surfaces in common areas routinely throughout the day and otherwise in accordance with the Social Distancing Protocol. Common areas include, but are not limited to the following area: lobbies, lounge or seating areas, entry ways, hallways, bathrooms, changing areas, elevators, and stairwells. Clean and disinfect all high touch surfaces and devices found in common areas such as door handles, railings, faucets, toilets, elevator buttons, coat hooks, hangers, furniture, computers, telephones and other devices that are touched by people throughout the day.

2.10.4. Equip the reception area and all workstations with proper sanitation products, including hand sanitizer and sanitizing wipes.

2.10.5. Disinfect station counters, rolling carts, drawers, hand mirrors, tools, and other surfaces between use for each customer.

2.11. Where feasible, prohibit Personnel from sharing equipment, such as phones, tables, or computers. Any furniture, tools or equipment that must be used by more than one individual must be sanitized in a manner that complies with the requirements contained in the Social Distancing Protocol. If Personnel must share a workspace, such as on alternating shifts, then the location must be sanitized in a manner that complies with the requirements contained in the Social Distancing Protocol after each use.

2.12. If Personnel or a member of the public refuses to comply with the Face Covering Order or other provision of this Directive, then the Covered Personal Service Provider must refuse service to the individual and request that the individual leave the facility.

2.13. Implement safety measures for customers, including:

2.13.1. All Covered Personal Service Providers are strongly encouraged to see customers by appointment only and to stagger appointments to reduce reception congestion and ensure adequate time for proper cleaning and sanitation between each customer visit. Hair salons and barbershops, under current State guidance, must see customers by appointment only and must not allow walk-in customers.

2.13.2. Encourage customers to bring and use their own Face Coverings. Covered Personal Service Providers must provide customers with Face Coverings if they do not have one or refuse service to those who arrive without a Face Covering and who are not otherwise exempt from wearing one under the Face Covering Order.



2.13.3. Prohibit customers from bringing additional people with them to their appointment. If the person receiving the service is a minor, they may bring an adult guardian, or if the person receiving the treatment is disabled they may bring an adult care provider. Covered Personal Service Providers may consider allowing adult customers to bring their minor children if they have no other childcare options. Anyone entering the outdoor service area or establishment must be screened for symptoms of COVID-19 and must be included when determining whether the facility has reached its capacity limit.

2.13.4. If feasible, implement virtual check-in technology to ensure that Personnel are notified when a customer arrives.

2.13.5. Prohibit customers from congregating in the reception area or elsewhere in the outdoor establishment. Ask customers to wait outside with their Face Covering on or in their cars before their appointments.

2.13.6. Service providers must not see multiple customers at once (e.g., while one customer's hair is drying, another receives a haircut). Multiple service providers must also not work on the same customer at the same time. Services for one customer must be completed before a new customer is seen by the same worker. The one exception to this rule is that if a customer is undergoing a procedure and is waiting for a longer period of time (such as when waiting for hair dye to set), a service provider may work with one other customer during the wait so long as (i) the service provider cleans their hands each time before switching to the other customer, (ii) the second customer is not being served in the same service area as the first customer without full cleaning and sanitization of the area between each customer as required by this Directive, and (iii) the service provider is not repeatedly going back and forth between the first and second customer.

2.13.7. Remove and prohibit the use of open product samples.

2.13.8. Consider removing items (e.g., throw pillows, fabric-lined chairs, seat cushions, magazines) with surfaces that cannot be cleaned properly.

2.13.9. Have a hard-surfaced, non-porous chair or large hard-surfaced or plastic basket or paper bag for clients to put their clothes on or in.

3. Section 3 – Additional Requirements Specific to Barbering and Cosmetology Establishments

[These requirements apply to all Personal Service Providers that work with hair on the face or head, including hair washing and cuts, styling, blowouts, beard grooming, braiding, and weaving/artificial hair integration]

3.1. Customers receiving barbering or other hair care services must wear Face Coverings that attach with ear-loops to avoid interfering with services.

3.2. Provide a clean smock or cape for each customer.

3.3. Establishments providing outdoor services must cease the following services: all chemical hair services, including, but not limited to, permanent waving, relaxing, bleaching, tinting, coloring, dyeing and straightening; shampooing; and electrolysis.



- 3.4. Consider temporarily eliminating services that require lengthy blow-drying.
- 3.5. Ensure that all loose hair is swept or vacuumed as quickly as reasonably possible to avoid improper dispersal of hair.

4. Section 4 – Additional Requirements Specific to Esthetician and Skin Care Services

- 4.1. Treatment tables or chairs must be covered with either clean treatment table paper, a clean towel, or a clean sheet before each use. After use, do not shake the dirty laundry. Place used linens in a lined, lidded receptacle positioned outside the treatment space to minimize the possibility of dispersing virus in the air.
- 4.2. Covered Personal Service Providers must wear disposable gloves at all times during the service and while cleaning or disinfecting implements and surfaces between each client session.
- 4.3. Before leaving the treatment area, Covered Personal Service Providers must remove and dispose of gloves, apply hand sanitizer or wash hands with soap and water, and use a previously readied disposable barrier, such as a paper towel or sanitizer wipe, to open and close the treatment room door while leaving the room.
- 4.4. When wax pots are running low and new wax needs to be added, empty any remaining wax and clean and disinfect the wax pot before refilling with new wax. Single use applicators must be disposed of immediately after use in a lined trash bin. The trash bin should have a lid and should be lined with a disposable plastic bag.

5. Section 5 – Additional Requirements Specific to Nail Salons

- 5.1. Disposable gloves must be worn throughout the entire service and while performing cleaning and disinfection of all implements and surfaces after each client. Once cleaning is finished, remove and dispose of gloves and apply proper hand sanitizer or wash hands with soap and water. Gloves must be changed between each customer.
- 5.2. Pedicures done outside may only be conducted in portable tubs/bowls. The tubs/bowls must be disinfected between each use, with the disinfection occurring inside the nail salon, not in the temporary outdoor setting.
- 5.3. Nail salons should use disposable supplies whenever possible. Any non-disposable supplies must be fully disinfected between customers according to the California Board of Barbering and Cosmetology guidelines.
- 5.4. All single use items, such as cardboard files, sand-bands for drills and buffers, disposable sandals, toe separators, and applicators, must be used once and immediately thrown away in a lined, lidded trash can.
- 5.5. To reduce the number of touchpoints, remove the nail polish displays. In the absence of a nail polish display, use a color palette, which is to be cleaned and disinfected after each client use. If the nail polish display cannot be removed, prohibit customers from handling the nail bottles. Nail polishes should be cleaned and disinfected before being returned to the display.



- 5.6. Consider whether it is feasible to install a plastic partition between the worker and client with ample space cut out where hands or feet can be slid underneath to conduct the manicure or pedicure.
- 5.7. Allow only one manicurist to work at each station and do not allow clients to get multiple services at the same time, such as a manicure and pedicure, because of the inability to provide for adequate physical distancing between Personnel performing those services.

6. Section 6 – Additional Requirements Specific to Massage Services (Non-Healthcare Setting)

- 6.1. Require customers to wash their hands for at least 20 seconds or use hand sanitizer at the beginning of any treatment.
- 6.2. Consider alterations to the treatment table setup to support the required cleaning and disinfecting protocols. These alterations could include using disposable face cradle covers and/or protecting the table, table warmers, bolsters, and other items with washable barriers like plastic covers that can be easily cleaned or pillowcases that can be removed and replaced between each client. Barriers are not a substitution for the required cleaning and disinfecting protocols.
- 6.3. Clean linens must be stored outside of the treatment area.
- 6.4. Consider providing any hand treatments as the last part of the service to minimize the spread of virus particles that may remain on the hands. Alternately, Covered Personal Service Providers should wash their hands for at least 20 seconds or use hand sanitizer before and after performing hand treatments.
- 6.5. Evaluate whether facial massages or other hands-on work to the face will be offered. If providing such services, use non-latex gloves for this part of the treatment. Facial massages must not be performed if it requires removal of the client's Face Covering.
- 6.6. Covered Personal Service Providers must wash their hands for at least 20 seconds with soap and water or use hand sanitizer immediately upon finishing massage services.

Health Officer Directive No. 2020-23c (Exhibit B) Health and Safety Plan (issued 1/27/2021)

Each Covered Personal Service Provider 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:

Email / telephone:

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

- Covered Personal Service Provider is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-23c, available at: www.sfdph.org/directives.
- Completed any necessary adjustments to the layout of the business to allow for proper social distancing.
- Obtained any necessary permits needed for outdoor shelters.
- Completed evaluation of electrical safety and implemented all required precautions.
- Plumbing is functioning and, if the facility was dormant, then the pipes are flushed.
- Developed a plan to ensure Personnel comply with social distancing requirements and to limit the number of people at the outdoor business at a given time, consistent with the requirements in the Stay-Safer-at-Home Order.
- Personnel and members of the public who seek services are required to wear Face Coverings as provided in the Face Covering Order and this Directive.
- Ensure daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol.
- Implemented all sanitization requirements as described in this Directive.
- 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.
- Complete symptom checks for customers before and upon arrival for their appointment.
- Evaluated and implemented available options for allowing customers to complete paperwork electronically before arrival and to check-in for their appointments online.
- Reviewed and implemented all industry-specific guidance in the Directive.

Additional Measures

Explain:



Tip Sheet for Operating Outdoors: Personal Services

UPDATED January 27, 2021

****Services that require the client to remove their face covering are currently prohibited. ****

The following Tip Sheet was developed by the San Francisco Department of Public Health (SFDPH) based on recommendations from the US Centers for Disease Control and Prevention (CDC) and is posted at <https://www.sfdcp.org>. This TIP sheet may change as knowledge, community transmission, and availability of PPE and testing change.

AUDIENCE: **Outdoor Personal service providers**, including hair salons, barber shops, nail salons, massage (in a non-healthcare setting), estheticians, skin care, and cosmetology services.

BACKGROUND: On January 27, 2021, the Health Officer issued [Directive No. 2020-23c](#) authorizing and providing guidance for Outdoor Personal Services and amended [Appendix C-1 Additional Businesses Permitted to Operate](#). This document summarizes the main action items and includes Tips for outdoor spaces. All personal service providers must adhere to all state and local regulations.

Since the December 2, 2020 version of this Tip sheet, the following major requirement has changed:

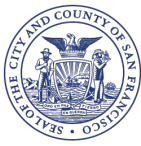
- Personnel and customers must wear a Face Covering at all times. **Services that cannot be offered without removal of Face Coverings are currently prohibited.**
- Refer to the [Business Capacities and Activities Table \(BCAT\)](#) for all current restrictions, limitations and suspensions.
- **CA Notify:** Help stop the spread of COVID-19 using your smartphone
- **COVID-19 Vaccine** Information
- How does COVID-19 Spread? If you're feeling symptoms, stay home, and **get tested**
- Updates to outdoor space structures

How Does COVID-19 Spread?

Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These droplets enter the air when a person exhales (breathes out), including when they talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms at all and can still be breathing out virus-containing droplets.

- Larger droplets are sometimes called “ballistic droplets” because they travel in straight lines and are pulled down by gravity. People nearby, usually within 6 feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.
- Smaller droplets or infectious particles can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols”.

COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite), however this is less common.



Basic Covid-19 Prevention

- [Wash your hands often with soap and water.](#) If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- [Avoid Close Contact.](#) To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don't live in your Household.
- [Wear a Face Covering.](#) Cover your mouth and nose with a Face Covering in public settings and when around people who don't live in your Household.
- Routinely [clean and disinfect frequently touched surfaces.](#)

[Monitor Your Health Daily.](#) Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and **get tested.**

CA Notify – another way for us to stop the spread

CA Notify (canotify.ca.gov) is an app you can add on your smartphone. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to **help stop the spread** of the virus in our community.

If you are using **CA Notify** and you test positive, your diagnosis will **not be shared** with others. However, if other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using **CA Notify** and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

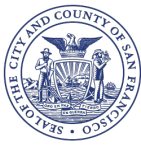
CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

COVID-19 vaccine is here!

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California's own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and effectiveness of all COVID-19 vaccines. **Strongly encourage all personnel to get vaccinated.** While the vaccine may prevent you from getting sick, we do not know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to **continue** using all the tools available to help stop this pandemic: **wearing a mask** that covers your mouth and nose when outside your home, **avoiding gatherings, avoiding being indoors** with people you don't live with, staying at least **6 feet away** from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

Flu vaccines

Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. **Strongly encourage all personnel to get a flu shot.** Post signage to encourage flu vaccine among customers, visitors, etc. Find out how to get one at www.sfdcp.org/flu



The table below includes examples of services that may be performed outdoors and those that are prohibited. This list is not comprehensive.

<p align="center">Allowed – Outdoors</p> <p>The following services are permitted if the client can continue to properly wear their face covering while receiving the service.</p>	<p align="center">Not Allowed - Outdoors</p>
<ul style="list-style-type: none"> • Haircuts • Beard trims • Facials • Waxing and threading • Manicures and pedicures • Massage (in a non-healthcare setting) 	<ul style="list-style-type: none"> • Shampooing • All chemical hair series including, but not limited to permanent waving, relaxing, bleaching, tinting, coloring, dyeing, and straightening. • Electrolysis, tattooing, piercing, microblading, permanent make-up, and other forms of body art that are invasive and require a controlled hygienic environment.

Tips for Outdoor Personal Services Establishments, Providers and Personnel

This Tip sheet is a summary. It is highly advised for Business Owners to read the [Public Health Directive](#).

Review the following

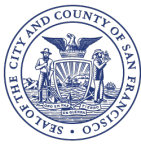
- *Business Capacities and Activities Table (BCAT)* for current restrictions.
- Review the [Tip Sheet for Safer Interactions During COVID-19 Pandemic](#).
- Provide [approved disinfectants for uses against COVID-19](#).
- All wastewater, hair clippings, and other waste must be disposed of properly. See the San Francisco Public Utilities Commission’s (SFPUC) water pollution prevention program guidance at [Only Rain Down the Drain](#).
- See the [Cal/OSHA heat illness prevention page](#) to establish a heat illness prevention plan.

Plan your space

- Obtain all the necessary permits you need to operate your service, including permits to utilize any shared spaces.
- You may be able to use tents, canopies or other outdoor structures that offer sun and wind protection. Ventilation is key to mitigating the spread of COVID-19. See below in Tips for Operating in Outdoor Spaces.
- If fans are used, take care not to aim the air flow from one customer to another or anyone coming within six feet of the establishment.
- Provide handwashing/hand sanitizing stations for both personnel and customers.
- Provide a non-porous chair or plastic basket or paper bag for client’s clothing or belongings.

Mandatory Signage Requirements

- Add all COVID-19 related signage as required by [Sections 4.g and 4.h of the Stay-Safer-At-Home Order](#). Complete signage requirements are described in [Directive 20-23c](#).



- The [Outreach Toolkit](#) includes printable resources including many of the signs required or suggested to open Personal Services. Signs about proper hygiene, social distancing, Face Coverings, health screening, the risks of indoor transmission, testing and getting vaccinated for the flu are all available.

Protect Personnel and customers

- Conduct wellness checks with everyone—providers, personnel and customers—upon arrival and before they enter the space. Consider setting up a digital form or questionnaire that allows your clients to answer prior to their scheduled appointment. Ask if they have had any COVID-19 symptoms within the past 24 hours.
- Consider using a touchless payment system. Request cash customers bring exact payment.
- Personnel and customers must wear a face covering at all times. Provide proper Personal Protection Equipment (PPE) for all personnel.

Coordinate your Efforts

Assign a COVID-19 **Worksite Safety Monitor**. The site safety monitor will:

- Act as the staff liaison and single point of contact for Personnel at each site for questions or concerns around practices, protocols, or potential exposure.
- Serve as a liaison to SFDPH. The liaison should train staff to advise patrons, if necessary, that the dining establishment will refuse service to the customer if they fail to comply with safety requirements.
- Ensure patrons' compliance with all aspects of the Health Safety Plan, such as wearing masks, preventing congregations or crowding, and generally maintaining social distance.

Sanitation

- Review the directive for specific COVID-19 sanitation requirements.
- Follow all sanitation requirements specific to COVID-19 in addition to the usual requirements for your industry. All equipment must be properly disinfected between clients. This includes but is not limited to, chairs, tables, combs, brushes, scissors, etc.
- All linens must be washed between clients.
- Wash your hands frequently and between customers.
- If feasible, Personal Service Providers should consider changing their own clothes after each customer or wearing scrubs or a clean, launderable or disposable smock.

Scheduling

- Keep a list of your employees' schedules and appointments if needed for contact tracing.
- Schedule your clients accordingly. Allow for enough time between customers so workspaces and tools can be properly cleaned and disinfected.
- Under the current State guidance, Hair salons and barbers must only see customers by appointment only and must not allow walk-ins.
- Consider pausing strict cancellation policies to encourage sick customers to stay home. Customers who are experiencing COVID-19 symptoms must cancel or reschedule their appointment. See directive for further clarification.
- Customers must be allowed to reschedule due to symptoms of Covid-19 without charge.
- Consider servicing fewer customers each day or expanding operating hours to allow for more time between customers.



Contact Tracing

The San Francisco Department of Public Health, in partnership with community, including businesses helps identify those who have had close contact with anyone who has COVID-19. People can transmit the virus 48 hours before they develop symptoms. Some people never develop symptoms and can still transmit the virus. We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease. We do this whenever there is an outbreak of infectious diseases like measles, tuberculosis, and others to protect the community's health.

Help ensure the health of your personnel, clients and our community. Retain the attendance/schedules of all personnel at your organization for up to three weeks. It is recommended that organizations maintain a list of clients willing to voluntarily provide their name and contact information [or consent to retain their credit card information] for contact tracing purposes. Any lists should be discarded after three weeks. Patrons are not required to provide contact information.

- If Personnel or a client tests positive for COVID-19, the organization must assist the Department of Public Health in identifying other personnel or clients who may have been exposed.
- Cover your face, test early, and trace! Find out more at <https://covid19.ca.gov/contact-tracing>

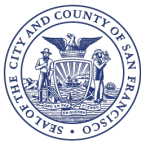
Tips for Operating in Outdoor Spaces

Services should only be performed in outdoor areas contiguous with or adjacent to a licensed establishment, consistent with state public health directives. The [Memorandum to the Board of Barbering and Cosmetology Licensees](#) contains more detailed description of which outdoor spaces may be used.

Examples of contiguous places include (with appropriate permits): sidewalk spaces in front of your business, parklets, parking lots next to your shop, rooftop decks, back patio.

- Outdoor spaces **must allow the free flow air** in the breathing zone, and **not have more than 50% of the perimeter enclosed by impermeable walls**. Any other impermeable vertical barriers on the perimeter or the interior of these shelters would need to be no more than **42" high**.
- Must be reasonably accessible by the licensee of the licensed establishment to enable the cleansing and disinfection of tools and personal protect equipment. For instance, can you carry a bowl or tub of water safely back into the shop for proper disposal?
- Keep a watchful eye on tripping hazards. Never plug an extension cord into another extension cord. Consider using cordless tools. Cords cannot be hung overhead by themselves unless supported by other means (e.g. attached to a cable). Any change in elevation to facilitate electrical on the ground must meet ADA standards.
- Offer sun protection. This is especially important on hot days. See the Cal/OSHA heat illness prevention page, link is below in resources.
- Outdoor spaces/structures must obtain all proper permits from the:
 - San Francisco [Fire Department](#)
 - San Francisco [Department of Public Works](#)
 - San Francisco's [Shared Spaces program](#)

For more information about setting up your outdoor space please visit San Francisco's Shared Spaces website at <https://sf.gov/shared-spaces>.



Special considerations for nail services and massage services

[Cal/OSHA provides additional requirements and guidance](#) for massage services in non-healthcare settings and nail services and includes the tips below.

Massage Therapists (in non-healthcare settings)

- Ask client to clean hands with hand sanitizer prior to service.
- **Facial massages are not permitted** if it requires your client to remove their face covering.
- Barriers such as washable sheets and pillowcases are not a substitution for cleaning and disinfecting protocols. Massage tables and chairs must be properly disinfected between clients.
- Hand treatments should be provided as the last part of the massage and hands should be washed immediately upon finishing the massage.
- You **may** do outcalls if you have an [Outcall Massage Permit](#).

Nail Services

- Ask client to clean hands with hand sanitizer prior to service.
- Portable tubs/bowls must be disinfected with an EPA-registered liquid disinfectant that is labeled as a bactericide, fungicide and virucide. All water must be disposed of properly inside. Do not use the storm drain to dump any wastewater or other debris.
- Use disposable tools as much as you can. All disposable items should be thrown away in lined and lidded trash can.
- Do not allow clients to get multiple services at the same time, such as a manicure and pedicure.
- All providers must always wear a face covering or a respirator when required.
- All nail providers must wear disposable gloves during the service and while cleaning and disinfecting all tools and surfaces after each client.

Frequently Asked Questions

Q. Are gloves required?

A. Esthetic, skin care, cosmetology and nail services are required to wear gloves throughout the service and while cleaning and disinfecting tools. If possible, have latex-free gloves on hand for customers or staff with latex allergies. Wearing gloves is not a substitute for hand washing.

Q. Can clients use the restroom indoors?

A. Yes, your client may enter the premises to use the restroom.

Q. My Barber/Salon chair is too difficult to move in and out. Can I use any chair or stool?

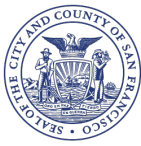
A. Keep safety and comfort in mind for both you and your client. All equipment should meet Cal/OSHA standards.

Q. I usually bring my own tools/polish to my nail appointments; can I do that?

A. No, not at this time.

Q. Is it safe for me to get a massage or haircut?

A. Any activity that brings you within six feet of individuals outside of your household carries an increased risk of COVID-19 transmission. You can decrease that risk by being vigilant in your personal hygiene, wearing a face covering and going to a service provider who also takes health and safety precautions seriously.



Q. Can I perform a service where the customer needs to remove their mask?

A. No. Personnel and customers must wear a Face Covering at all times. **Services that cannot be offered without removal of Face Coverings are currently prohibited.**

Q. How do I contain hair clippings?

A. Be a good neighbor. Take extra care to contain hair clippings to prevent the hair from blowing in the direction of your neighbor. Sweep or vacuum frequently. Hair clippings must be collected and kept in a covered container. Follow regular waste removal protocols.

Q. I'm a Business Owner. How do I make sure Personnel are not sick when they work?

A. Please see SFDPH guidance on [Asking COVID-19 Screening Questions](#), posted at www.sfdcp.org/screen.

Q. What if a service provider or client tests positive for COVID-19?

A. People may be able to transmit the virus 48 hours before they develop symptoms of COVID-19. They may also transmit the virus even if they never develop symptoms.

Please see SFDPH guidance [What to do if Someone at the Workplace Has COVID-19](#).

Providers should keep a list of Personnel and Clients, which will help SFDPH with contact tracing.

Resources

You can find printable resources in the [Covid-19 toolkit](#):

[Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19](#)

Cal/OSHA guidance:

- [Outdoor Personal Services](#) Guidance and [Personal Services](#) checklist
- [Outdoor Hair Salons and Barber shops](#) Guidance and [Hair Salons and Barber shops](#) checklist
- [Heat Illness Prevention Training Guide](#)

San Francisco Programs and Permits:

- [Shared Space Program](#)
- [Fire Department Permits](#)
- [Public Works Permits](#)
- [Outcall Massage Practitioner Permits](#)



San Francisco is currently in the purple tier of the State’s Blueprint for a Safer Economy framework. Consistent with the State’s framework, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State’s purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly.

The opening of sectors does not necessarily signify that these activities are “safe.” The purpose of the required safety protocols contained in the order and directives is make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently following all safety protocols and Social Distancing Requirements.

Accordingly, until there is a further order of the Health Officer, Dining Establishments (including restaurants and bars that serve meals) must continue to temporarily cease indoor dining operations. Dining Establishments may re-open outdoor dining operations, but must cease outdoor dining operations from 10:00 p.m. to 5:00 a.m. each day; all outdoor dining patrons must leave Dining Establishments by 10:00 p.m., and Dining Establishments must plan accordingly to stop evening food and beverage service and collect payment before 10:00 p.m.

Dining Establishments may continue to offer delivery and take-out services consistent with Health Officer directive No. 2020-05. To the extent of any conflict or inconsistency with any other provision of this directive or guidance, this requirement controls.

*Also, as of January 27, 2021, tables must be limited to six individuals from two households; and Dining Establishments may **not** use impermeable barriers where it is not possible to maintain at least six feet distance between patrons at different tables. [1/27/2021]*

DIRECTIVE OF THE HEALTH OFFICER No. 2020-16e

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR DINING ESTABLISHMENTS**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: January 27, 2020

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that all dining establishments, as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4.e and 11 of Health Officer Order No. C19-07s issued on January 27, 2021 (the



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“Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, patrons, and the community.

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS FOLLOWS:

- 1. This Directive allows Dining Establishments to offer dining services, and attempts to mitigate the risk of community transmission by modifying behaviors consistent with the medical and scientific understanding of the virus. In order to minimize the risk, all protocols in this Directive and Best Practices must be followed. When indoor dining is permitted, it presents a heightened risk of aerosol transmission of the virus because patrons remove their masks to eat and drink, and there is generally less ventilation indoors than outdoors. Accordingly, patrons are encouraged to choose Outdoor Dining or Take-Out options where possible.**
- 2. This Directive is intended to enable safer restaurant-style dining, not large social gatherings or lengthy gatherings where individuals are not wearing Face Coverings. Patrons or other members of the public congregating in or around a Dining Establishment, particularly without following Social Distancing Requirements or wearing Face Coverings are at a heightened risk of community transmission.**
- 3. This Directive applies to all owners, operators, managers, and supervisors of any restaurant, or bar that provides a bona fide meal, as defined below (each a “Dining Establishment”). Each Dining Establishment must have received the necessary permits to serve meals, including any permits necessary to serve food outdoors (e.g. Shared Spaces permit), or catering permits to serve food (e.g. DPH Pop Up permit). Any Dining Establishment that serves alcoholic beverages must also serve a bona fide meal, and comply with all of the following:**
 - a. The sale of alcoholic beverages without a bona fide meal is prohibited, and each patron ordering an alcoholic beverage must also order a bona fide meal.**
 - b. A “bona fide meal” means a sufficient quantity of food that it would constitute a main course. Dining Establishments should consult guidance from the State Department of Alcoholic Beverage Control on what constitutes a bona fide meal. <https://www.abc.ca.gov/what-is-required-to-be-considered-a-meal/>.**
 - c. Bona fide meals must be prepared and served by the Dining Establishment or another person or business operating under an agreement with the Dining Establishment and appropriate permits from the San Francisco Department**



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of Public Health (“DPH”). Dining Establishments offering bona fide meals prepared and served by another person or business in this manner must receive or coordinate all orders for food and alcoholic beverages. Orders and payment from patrons for alcohol and food must be received by the Dining Establishment, which may then pass on the food order and a portion of the payment to the meal provider.

4. Attached as Exhibit A to this Directive is a list of best practices that apply to all Dining Establishments (the “Best Practices”). Each Dining Establishment must comply with all of the relevant requirements listed in the Best Practices.
5. Before engaging in any activity under this Directive, each Dining Establishment must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.
6. Guidance from the Department of Public Health related to Dining is attached to this Directive as Exhibit C, and available at <http://www.sfdph.org/directives>.
7. If an aspect, service, or operation of a Dining Establishment is also covered by another Health Officer directive (all of which are available at <http://www.sfdph.org/directives>), including Health Officer Directive No. 2020-05 for Food Preparation or Delivery Essential Businesses, then the Dining Establishment must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.
8. Each Dining Establishment must (a) post its Health and Safety Plan at the entrance or another prominent location of every physical location it operates within the City, (b) provide a copy of the Health and Safety Plan to Personnel, and (c) make the Health and Safety Plan available to members of the public on request. Also, each Dining Establishment must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.
9. Each Dining Establishment subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Dining Establishment is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Dining Establishment, any such Dining Establishment is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.
10. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Dining Establishment: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are allowed to sell goods onsite; volunteers; and other individuals who regularly



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provide services onsite at the request of the Dining Establishment. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.

11. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Dining Establishment must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (<https://www.sfdph.org/directives>) regularly.
12. Implementation of this Directive augments—but does not limit—the obligations of each Dining Establishment under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Dining Establishment must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.
13. Dining Establishments must allow City representatives immediate full access to the entire premises, including the kitchen, to inspect for compliance, including surprise inspections.
14. A violation of any condition contained in a permit issued to a Dining Establishment by the Entertainment Commission is a violation of this Directive and the Stay-Safer-At-Home Order, and may be enforced as such.
15. Dining Establishments that fail to comply with this Directive, including, but not limited to, preventing large social gatherings or lengthy gatherings where individuals are not wearing Face Coverings other than when eating or drinking, create public nuisances and a menace to public health. Accordingly, Dining Establishments must not permit or allow such gatherings, whether on public or private property. Any Dining Establishment that permits or allows such gatherings is injurious to public health within the meaning of Business & Professions Code section 25601 and is subject to reporting to the California Department of Alcoholic Beverage Control. Patrons or other members of the public who violate these requirements are subject to citation per Cal. Penal Code section 148(a), S.F. Admin. Code section 7.17, S.F. Police Code section 21, and Cal. Business & Professions Code section 25620.

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home Order, constitutes an imminent threat



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

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and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

A handwritten signature in black ink, appearing to read "Susan Philip".

Susan Philip, MD, MPH,
Health Officer of the
City and County of San Francisco

Date: January 27, 2021



Appendix A to Health Officer Directive No. 2020-16e (issued 1/27/2021)

Best Practices for Dining Establishments

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07 (the “Social Distancing Protocol”), each Dining Establishment that operates in San Francisco must comply with each requirement included in these Best Practices, and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

These best practices are in addition to the best practice attached to Health Officer Directive No. 2020-05 for Food Preparation or Delivery Essential Businesses.

1. Section 1 – General Requirements for all Dining Establishments:

- 1.1.*** Follow all applicable public health orders and directives, including this Directive and any applicable State orders or industry guidance. In the event of any conflict between a State order or guidance and this directive, follow the more restrictive measure.
- 1.2.*** Ensure patrons and Personnel comply with the Social Distancing and Health Protocol. At a minimum, each Dining Establishment must:
 - 1.2.1.*** Require all Personnel to use Face Coverings as required under Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the “Face Covering Order”), wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
 - 1.2.2.*** Advise patrons that they must wear Face Coverings any time they are not actively eating or drinking, including but not limited to: while they are waiting to be seated; while reviewing the menu and ordering; while socializing at a table waiting for their food and drinks to be served or after courses or the meal is complete; and any time they leave the table, such as to use a restroom. Patrons must also wear Face Coverings any time servers, bussers, or other Personnel approach their table. Personnel must not approach a customer’s table until the patron has replaced their Face Covering.
 - 1.2.3.*** As required by the section 3.5 of the Social Distancing Protocol, each Dining Establishment must require patrons to wear a Face Covering, unless they are eating or drinking. 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.
 - 1.2.4.*** Establish designated areas/lines with markings on the ground to indicate minimum six-foot distancing for patrons. This requirement includes marking lines for check-stands and restrooms, and patrons in various service settings, if applicable (e.g. ordering food, take out, and waiting to be seated). Patrons must form lines outside while waiting for take-out, and waiting to be seated.



- 1.2.5.* Coat and bag checks must be closed.
- 1.2.6.* Create directional paths of travel where feasible (e.g. separate entrance and exit for patrons, lines for restrooms).
- 1.3.* Provide hand sanitizer (using touchless dispensers when possible) at key entrances and contact areas such as reception areas, elevator and escalator landings, and stairway entrances.
- 1.4.* In addition to making hand sanitizer available (as required in the Social Distancing Protocol), post signage requiring patrons and Personnel to use hand sanitizer or wash their hands (with soap and water, for at least 20 seconds) before and after using any equipment.
- 1.5.* Any Dining Establishment offering a combination of take out, outdoor dining, and indoor dining (when permitted) should provide clear paths of travel for ingress, and egress, and consider separate entrances for each form of dining.
- 1.6.* Each Dining Establishment must follow all applicable directives (e.g. Food Preparation or Delivery Essential Businesses), and prepare applicable Health and Safety Plans required by those directives. The full list of Health Officer directives is available at <https://www.sfdph.org/directives>.
- 1.7.* Each Dining Establishment must comply with the ventilation requirements of section 4.i of the Stay-Safer-At-Home Order.

2. Section 2 – Patron Screening & Advisories

- 2.1.* Screen all patrons and other visitors on a daily basis using the standard screening questions attached to the Stay-Safer-At-Home Order as Appendix A and Attachment A-2 (the “Screening Handout”). Screening must occur before patrons are seated at the Dining Establishment in order to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout must be provided to anyone on request, although a poster or other large-format version of the Screening Handout may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the Dining Establishment, and should be referred for appropriate support as outlined on the Screening Handout. Dining Establishments can use the guidance available online at <https://www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf> for determining how best to conduct screening. Patrons who are feeling ill, have exhibited symptoms of COVID-19 within 24 hours of arriving at the Dining Establishment, or answer “yes” to any screening question must cancel or reschedule their reservation. In such cases, patrons must not be charged a cancellation fee or other financial penalty.
- 2.2.* Each Dining Establishment must post signage required by sections 4.g, 4.h, and 4.i of the Stay-Safer-At-Home Order.
- 2.3.* In addition, post signage stating the following.
 - 2.3.1.* Post signage informing patrons that they must be seated at tables to consume food or beverages, that they must be at least six feet away from patrons at other tables at all times.



- 2.3.2. Post signage at tables reminding patrons to wear Face Coverings when ordering and all other times when they are not eating or drinking.
- 2.3.3. For Dining Establishments offering alcoholic beverage service, post signage informing patrons that they may not drink or carry open containers beyond the premises; and that alcoholic beverages may only be served with a bona fide meal.
- 2.3.4. Dining Establishments must post signage informing employees how to report COVID-19 health order violations.

3. Section 3 – Dining Service Requirements

- 3.1. Tables are limited to a maximum of six patrons total from two Households. People in the same party seated at the same table do not have to be six feet apart.
- 3.2. All patrons must be seated at a table to eat or drink. Standing between tables or gathering in other areas of the Dining Establishment is not permitted. Patrons are not allowed to stand, gather, dance, or circulate between tables.
- 3.3. Patrons may not be served food or beverages while waiting to be seated, and Dining Establishments must deliver alcoholic beverages to patrons only when they are seated.
- 3.4. Each patron at a table must order a bona fide meal to receive alcoholic beverage service.
- 3.5. Encourage reservations to prevent crowds from gathering. Timing of reservations must allow sufficient time to disinfect customer seating areas.
 - 3.5.1. Reservations may be offered with common seating times. But, at this time, patrons are limited to one reservation with a maximum of six people from two Households.
 - 3.5.2. Partial or full “buyouts” by patrons of Dining Establishments are not allowed at this time.
- 3.6. Limit cross-contamination and touching of common items. At a minimum, Dining Establishments must:
 - 3.6.1. Encourage patrons to view menus using their own mobile devices. Where menus are requested, provide disposable, single use menus, or use laminated menus that can be sanitized after each use.
 - 3.6.2. Discontinue the practice of leaving napkin holders, or other items (e.g. candle holders, or flower vases) on tables. Any card stands or flyers, such as ones required by this Directive, must be single-use and disposed of, or laminated to permit sanitization after each patron.
 - 3.6.3. Discontinue pre-setting tables with glassware and utensils. Glassware and utensils must be put on the table after patrons are seated by Personnel who have washed their hands.
 - 3.6.4. If the Dining Establishment uses pre-wrapped utensils, the utensils must be pre-wrapped in a cloth or paper napkin by Personnel who have washed their hands



just before pre-rolling the utensils or napkins. The pre-rolled utensils or napkins must then be stored in a clean container.

- 3.6.5.** Use disposable napkins and tablecloths or ones made of cloth. Napkins and tablecloths (including unused napkins and tablecloths) must be disposed of or laundered after each patron. Soiled napkins and tablecloths must be kept in a lined closed container.
- 3.6.6.** Cleaned flatware, stemware, dishware, etc., must be properly stowed away from patrons and Personnel until ready to use.
- 3.6.7.** Discontinue the use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these items, on request, in single serve containers or portions. Where this is not possible, shared items must be supplied as needed to patrons and disinfected after each use.
- 3.6.8.** Encourage patrons to use touchless payment options. When touchless payment is not used, avoid direct contact between patrons and Personnel. Sanitize any pens, counters, trays, or point of sale systems between each use by a customer. Create sufficient space to enable the customer to stand at least six feet away from the cashier while items are being paid for, or provide a physical barrier (e.g., Plexiglas of sufficient height and width to prevent transmission of respiratory droplets) between the customer and the cashier.
- 3.6.9.** Provide leftover containers only upon request. Personnel should not fill the leftover container. Each party should fill its own leftover containers.
- 3.6.10.** Servers who both serve food and clear dishes must wash their hands in between these two tasks.
- 3.6.11.** Discontinue use of shared entertainment items, such as board games, pool tables, and arcade games.
- 3.7.** Close areas where patrons may congregate, serve themselves, or touch food or other items that other patrons may use. Provide these items to patrons individually. Discard such items after use or clean and disinfect them after each use, as appropriate. These requirements include but are not limited to:
 - 3.7.1.** Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
 - 3.7.2.** Self-service machines including ice, soda, frozen yogurt dispensers, etc.
 - 3.7.3.** Self-service food areas such as buffets, salsa bars, salad bars, etc.
 - 3.7.4.** After-meal mints, candies, snacks, or toothpicks for patrons.
- 3.8.** Discontinue tableside food preparation and presentation, such as food item selection carts and conveyor belts, condiment or food preparation, etc.



- 3.9. Limit the number of Personnel serving individual parties, subject to wage and hour regulations. To the extent possible, have only one person serving a group of patrons for the duration of the meal.
- 3.10. Close areas where patrons may congregate or dance.

4. Section 4 – Outdoor Dining Requirements

- 4.1. In addition to the provisions in Sections 1, 2, 3, 6 and 7, any Dining Establishment offering outdoor dining must comply with the requirements in this section.
- 4.2. Outdoor dining, placement of outdoor seating arrangements, and food service must comply with state and local laws, regulations, and permitting requirements (e.g. ADA access, relevant permits for chairs and tables including Shared Spaces permits, compliance with applicable zoning, and California Department of Alcohol Beverage Control requirements).
- 4.3. Outdoor service tables must be spaced far enough apart to ensure that patrons are at least six feet apart from other patrons seated at different service tables. So long as seating is arranged to ensure patrons are at least six feet apart while seated, Dining Establishments may install impermeable physical barriers between outdoor service tables. Any use of impermeable barriers, or area umbrellas, canopies, and other shade structures must be consistent with guidance in Section 4.c of the Stay-Safer-At-Home Order.
- 4.4. Advise patrons that if they are dining outdoors they must remain outside the Dining Establishment, and may enter the establishment only (1) to access a bathroom, (2) to access an outdoor space that is only accessible by traveling through the restaurant, or (3) to order or pickup food at an indoor counter.
- 4.5. Live entertainment that increases the risk of aerosol transmission of COVID-19 is not permitted (e.g. singing, or playing wind or brass instruments). Subject to the necessary permits from the Entertainment Commission, live entertainment that does not increase the risk of aerosol transmission of COVID-19 is permitted (e.g. instrumental guitar or piano).
- 4.6. Dining Establishments are encouraged to prioritize and use outdoor space for outdoor dining whenever feasible.

5. Section 5 – Indoor Dining Requirements [SUSPENDED]

- ~~5.1. In addition to the provisions in Sections 1, 2, 3, 6 and 7, any Dining Establishment offering indoor dining must comply with the requirements in this section.~~
- ~~5.2. Dining Establishments must limit the number of patrons, who are present inside the indoor space of the Dining Establishment to the lesser of: (1) 25% of the maximum occupancy or (2) 100 patrons. Dining Establishments with indoor spaces consisting of more than one room must limit the occupancy in each room to 25% of the maximum occupancy for that room. The occupancy limit includes patrons in the interior dining space, but it excludes Personnel, and patrons when seated outside. The number of Personnel allowed in the back of the house areas, like kitchens, must be determined based on the amount of space required to provide for physical distancing.~~
- ~~5.3. Dining Establishments must post the calculated occupancy limit at the entrance of the building.~~



- ~~5.4. Ensure that seated patrons maintain at least six feet distance from other patrons seated at different service tables. Dining Establishments must use signage or other techniques (e.g. removing chairs or using rope) to indicate which tables that are not available for use. Seating arrangements should maximize the interior space to allow for more than six feet distance between patrons where possible.~~
- ~~5.5. Discontinue seating patrons and/or groups at bar counters, food preparation areas, etc., where they cannot maintain at least six feet of distance from work areas/stations in use.~~
- ~~5.6. No entertainment is permitted at this time. This includes live entertainment, and entertainment on screens (e.g. TVs and movie screenings).~~
- ~~5.7. Dining Establishments may serve food and beverage courses at a customary pace for a restaurant meal, but under no circumstance may a party's stay for an indoor meal exceed two hours after being seated.~~
- ~~5.8. Unless City zoning or other laws require an earlier closing, all indoor service of food and beverages must end at midnight. Dining Establishments that cease indoor food service at midnight are permitted to allow patrons to finish their meals for an additional 30 mins. All indoor Dining Establishments must close to the public by 12:30 a.m.~~

6. Section 6 – Cleaning and Disinfecting Requirements for All Dining Establishments

- 6.1.** Thoroughly disinfect each patron seating location before opening each day and after every use, including tables, chairs, booster seats, highchairs, booths, and the sides of such surfaces. Disinfection must allow adequate time to follow product instructions. Many EPA approved disinfectants require a minimum contact time against the human coronavirus, and the disinfectant must be left on the surface for this amount of time before being wiped off.
- 6.2.** Disinfect highly touched surfaces (e.g. doors, handles, faucets, tables, etc.), and high traffic areas (e.g. waiting areas, hallways, bathrooms) at least once per hour.
- 6.3.** Frequently disinfect bathrooms, at least every four hours. Create and use a daily checklist to document each time disinfection of bathrooms occurs. Conspicuously post the checklist inside each bathroom clearly detailing the dates and times the room was last cleaned, disinfected, or restocked. External doors and windows should be left open whenever possible to increase ventilation.
- 6.4.** If necessary, modify operating hours to ensure time for regular and thorough sanitization.
- 6.5.** Servers, bussers, and other Personnel moving items used by patrons, dirty linens, or handling trash bags must wash hands after handling those items, or use disposable gloves (and wash hands before putting them on and after removing them) and change aprons frequently.
- 6.6.** Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized. Use disposable items if proper cleaning of reusable items is infeasible.



7. Section 7 – Operational Requirements for All Dining Establishments

- 7.1.** If all or part of Dining Establishment has been vacant or dormant for an extended period, check for pest infestation or harborage, and make sure all pest control measures are functioning. Ensure that plumbing is functioning and that pipes are flushed before use. The San Francisco PUC provides guidance for flushing and preparing water systems at <https://sfwater.org/index.aspx?page=1327>.
- 7.2.** All Dining Establishments must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH's guidance for improved ventilation available at: <https://www.sfdcpc.org/COVID-ventilation>.
- 7.3.** Increase fresh air circulation for Personnel by opening windows or doors, if possible to do so, in compliance with the screen requirements contained in California Retail Food Code section 115259.2 & S.F. Health Code section 412.
- 7.4.** Each Dining Establishment must designate a Worksite Safety Monitor. The Worksite Safety Monitor shall be responsible for compliance with this Directive, but does not need to be on-site at all times.
 - 7.4.1.** The Worksite Safety Monitor must provide Personnel with information on the importance of screening, the availability of testing resources, and the appropriate types of Personal Protective Equipment for Personnel. These topics are addressed in guidance applicable to Dining Establishments (attached as Exhibit C). Dining Establishments must require Personnel to screen before coming to work, and provide information regarding the availability of testing. If any Personnel tests positive for COVID-19, that individual or supervisor should report the result immediately to the Worksite Safety Monitor. The Worksite Safety Monitor must be ready to assist DPH with any contact tracing or case investigation efforts.
 - 7.4.2.** As soon as possible, but no later than 5:00 p.m. on February 4, 2021, the Worksite Safety Monitor must develop and implement a plan to ensure that all patrons and Personnel comply with all aspects of this Directive, including the social distancing, and face covering requirements. For example, the plan may involve designating a staff member for each shift to monitor for improper crowding or gathering.
- 7.5.** Provide training to Personnel on proper ways to wear Face Coverings, how to implement the Social Distancing and Health Protocol, how to monitor the number of patrons in the store or in line, and cleaning and disinfection.
- 7.6.** For Personnel who are at increased risk of severe disease if they get COVID-19 (www.sfdcpc.org/vulnerable), assign duties that minimize their contact with patrons and other Personnel and patrons (e.g. managing inventory rather than working as a cashier, managing administrative needs through telecommuting).
- 7.7.** Consider the following measures to protect Personnel:
 - 7.7.1.** Discourage Personnel gatherings in break rooms; space tables at least six feet apart; if space is small schedule Personnel breaks at different times; stagger Personnel breaks to maintain physical distancing protocols.



- 7.7.2. Extend start and finish times to reduce the number of Personnel in the kitchen at the same time.
- 7.7.3. Create additional shifts with fewer Personnel to accommodate social distancing.
- 7.7.4. Stagger workstations so Personnel avoid standing directly opposite one another or within six feet distance.
- 7.8. Provide dishwashers with equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers must be provided impermeable aprons and change frequently. Reusable protective equipment such as shields and glasses must be properly disinfected between uses. Cleaned/sanitized utensils must be handled with clean gloves.
- 7.9. Major changes to food service operations, such as the addition of cleaning stations, food preparation areas, or food storage areas, may require advance approval by the Department of Public Health.



Health Officer Directive No. 2020-16e (Exhibit B)
Health and Safety Plan (issued 1/27/2020)

Each Dining Establishment 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:

Email / telephone:

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

General Requirements for all Dining Establishments

- Familiarized with and completed all requirements set forth in Health Officer Directive No. 2020-16, available at: <http://www.sfdph.org/directives>.
- Has Health and Safety Plan for Health Officer Directive No. 2020-05 for Food Preparation or Delivery Essential Businesses, available at <http://www.sfdph.org/directives>, if applicable.
- Has necessary permits for outdoor service and placement of tables.
- Developed a plan to ensure Personnel and patrons comply with social distancing requirements.
- All Personnel required to use Face Coverings, wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
- Patrons are advised they must wear Face Coverings any time they are not eating or drinking and when personnel approach their table.
- Closed coat and bag check.
- Designated areas/markings indicate 6-foot distancing for patrons in various settings (e.g. waiting to order, waiting for restroom, ordering take-out, or waiting to be seated).
- Provided hand sanitizer (using touchless dispensers when possible) at key entrances, point of sale, and other high contact areas.

Patron Screening & Advisories

- Have procedures to screen all visitors before seating patrons.
- Posted the Dining Establishment's occupancy limit at the entrance of the building.
- Posted at the entrance of the building, which DPH recommended ventilation requirements (if any) have been implemented.
- Posted signage at primary public entrances reminding people to adhere to physical distancing, hygiene, and Face Covering Requirements and to stay at home when they feel ill.
- Posted signage at primary public entrance stating that (1) COVID-19 is transmitted through the air and the risk is much higher indoors and (2) seniors and those with health risks should avoid indoor settings with crowd.
- Posted signage reminding patrons and Personnel that SARs-CoV-2 can be spread by individuals who do not feel sick or show outward symptoms of infection.

Checklist

- Posted signage informing patrons that they must be seated at tables to consume food or beverages, and to maintain social distance at all times.
- Posted signage at tables reminding patrons to wear Face Coverings when ordering and at all other times when they are not eating or drinking.
- Posted signage informing patrons that they may not drink or carry open containers of alcoholic beverages beyond the premises; and that alcoholic beverages will only be served with a bona fide meal.
- Posted signage informing employees of how to report COVID-19 health order violations.

Dining Service Requirements

- Service tables are limited to six customers from no more than two households.
- Each reservation is limited to six customers from no more than two households.
- Patrons are not served food or beverages unless they are seated.
- Each patron ordering an alcoholic beverage has ordered a bona fide meal.
- Have disposable or laminated menus that can be disinfected.
- No candles, flower vases, or other items on tables.
- Any card stands, such as signage reminding patrons to keep Face Coverings on, are laminated or single use.
- Tables are not pre-set with glassware and utensils.
- Cleaned flatware, stemware, dishware, etc., is stowed away from customers and personnel until ready to use.
- Condiments, salt & pepper, etc. are provided on request, either in single serve containers or in shared containers disinfected after each use.
- Encourage customers to use touchless payment options and sanitize any pens or other equipment after each use.
- Leftover containers provided only upon request. Customers fill their own containers.
- No shared entertainment items such as board games, pool tables, or arcade games.
- Areas where customers congregate, serve themselves, or touch food or other items are closed.
- No tableside preparation or presentation of food tableside.

Outdoor Dining Requirements

- Service tables are placed to ensure that patrons are at least six feet apart.
- Patrons are advised that they may enter the establishment only for limited reasons.
- No entertainment involving singing, playing wind or brass instruments, etc. that increases the risk of aerosol transmission of COVID-19.
- Outdoor shelters allow for the free flow of air in the breathing zone.

Checklist

Indoor Dining Requirements [SUSPENDED]

- ~~Occupancy of collective interior spaces is limited to the lesser of 25% of the maximum occupancy or 100 patrons.~~
- ~~Posted calculated occupancy limit at entrance to interior space.~~
- ~~Service tables are placed to ensure that patrons are at least six feet apart when seated. Maximized spacing tables where possible.~~
- ~~Closed bar counters, and seating near food preparation areas where it is not possible to have six feet distance from work areas/stations in use.~~
- ~~No live entertainment or entertainment on screens (e.g. TVs or movie screenings).~~
- ~~Have procedures to limit seatings to two hours.~~
- ~~Food and beverage service closes at midnight. Indoor dining space is closed to the public at 12:30 a.m.~~

Cleaning and Disinfecting Requirements

- Disinfect each customer dining location before opening each day and after every use, including tables, chairs, booster seats, highchairs, booths, etc.
- Disinfect highly touched surfaces (e.g. doors, handles, faucets, tables, etc.), and high traffic areas (e.g. waiting areas, hallways, bathrooms) at least once per hour
- Frequently disinfect bathrooms, at least every 4 hours. Cleaning log conspicuously posted in bathroom.
- Reusable customer items (e.g., utensils, food ware, breadbaskets, etc., are properly washed, rinsed, and sanitized) after each use.
- Implemented all sanitization requirements as described in Health Officer Directive No. 2020-16.

Operational Requirements

- Evaluated and made all feasible upgrades or modifications to the HVAC systems.
- Completed evaluation of electrical safety and implemented all required precautions.
- Confirmed that plumbing is functioning and, if the facility was dormant, flushed the pipes.
- Checked for harborage, and pests, and confirmed that pest control measures are functioning.
- Windows or doors are open, if possible, to ventilate areas for Personnel.
- Designated a Worksite Safety Monitor. Individual is familiar with obligations under Health Officer Directive No. 2020-16, and as of February 4, 2021, has developed and implemented a plan to ensure compliance with Directive 2020-16.
- Ensured daily COVID-19 symptom self-verifications are completed by all Personnel as required by the Social Distancing Protocol.
- Provided training to Personnel on requirements of this directive.



Health Officer Directive No. 2020-16e (Exhibit B)
Health and Safety Plan (issued 1/27/2020)

Checklist

- Considered needs of Personnel who are at increased risk of severe disease if they get COVID-19.
- Considered additional protections for Personnel, including: discouraging Personnel gatherings in break rooms; staggering Personnel breaks to maintain physical distancing protocols; extending start and finish times to reduce the number of Personnel in the kitchen at the same time; creating additional shifts with fewer Personnel to accommodate social distancing.
- Provided dishwashers with equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields, and impermeable aprons.

Additional Measures

Explain:

Click or tap here to enter text.

Dining Establishment Self-certification (must be signed by Dining Establishment Owner or Worksite Safety Monitor):

Initial each line and sign below:

_____ I acknowledge that I have read and fully understand the information above.

_____ The owner/Worksite Safety Monitor will ensure these principles and procedures will be reviewed with all current and future employees.

_____ Print name

_____ Date:

_____ Signature



**Interim Guidance:
Dining During the COVID-19 Pandemic – Indoor and Outdoor**

Updated January 27, 2021

This guidance was developed by the San Francisco Department of Public Health (SFDPH) for local use. It will be posted at <http://www.sfdcp.org/foodfacilities>. This guidance may change as new knowledge emerges and local community transmission changes.

NOTICE: Guidance in this document may be revised due to changes in the COVID-19 risk level tier for San Francisco as assigned by the California Department of Public Health.
Refer to the Business Capacities and Activities Table (BCAT) for all current restrictions, limitations and suspensions.

BACKGROUND: With modified operations dining establishments are allowed to open for outdoor dining, but indoor dining is temporarily suspended. Eating establishments are required to adhere to these guidelines and must monitor and comply with all applicable Health Directives (including Health Officer directive 2020-16, and any amendments), which are posted at <http://www.sfdph.org/directives>.

AUDIENCE: All eating establishments that provide bona fide meals and their patrons.

Since the December 2, 2020 version of this guidance, the following major requirements have changed:

- **Metering System** must be implemented
- Review the **Business Capacities and Activities Table (BCAT)**: any changes made on the Table override the conflicting information in this document
- **CA Notify:** Help stop the spread of COVID-19 using your smartphone
- **COVID-19 Vaccine** Information
- How does COVID-19 Spread? If you're feeling symptoms, stay home, and **get tested**

See the **Indoor Dining Service** section for occupancy parameters and [BCAT](#) for the most current restrictions.

GENERAL REQUIREMENTS

Definition of Bona Fide Meals

Bona fide meals means a sufficient quantity of food that it would constitute a main course. Dining Establishments should consult guidance from the State Department of Alcoholic Beverage Control on what constitutes a bona fide meal. The guidance can be found at <https://www.abc.ca.gov/what-is-required-to-be-considered-a-meal>. Serving prepackaged food like sandwiches or salads, or simply heating frozen or prepared meals, do not qualify as bona fide meals. The state Department of Alcoholic Beverage Control has stated that it will look at the totality of a licensed business' operations in determining whether it is serving legitimate meals in a bona fide manner or if the food offered is a mere pretext for opening under the state's Blueprint for a Safer Economy. The primary focus of the licensed premises should be on bona fide meal service, with the service of alcoholic beverages only as a secondary service in support of that primary focus



Who May Serve Bona Fide Meals

Bona fide meals may be served by the dining establishment or another person or business operating under an agreement with the dining establishment. The Dining Establishment **must have a valid permit to operate as a food establishment**, along with any other relevant permits normally required.

Alcoholic Beverages

The sale of alcoholic beverages without a bona fide meal is prohibited, and each patron ordering an alcoholic beverage must also order a bona fide meal.

Prepare and Post a Health and Safety Plan and Social Distancing Protocol

Each dining establishment must complete a Health and Safety Plan and post in a public location, and on the dining establishment's website, if applicable. **Compliance with this requirement of the directive is required to maintain your food permit.** The Health and Safety Plan is in a checklist format and serves as a reminder of all the best practices that your business needs to follow including universal requirements such as requiring face coverings, [signage](#), and enforcing six foot distances between people. A Social Distancing Protocol must also be completed and posted. The template is available at <https://www.sfdph.org/dph/alerts/files/C19-07i-Appendix-A.pdf>.

COVID-19 BASICS

People at risk for severe illness with COVID-19, such as **older adults**, people with certain **medical conditions**, of **if you live or care** for someone who is at risk for serious illness are strongly **discouraged** from participating in activities that require the **removal of face coverings** around members from **outside** of their **household**.

How Does Covid-19 Spread?

COVID-19 is transmitted from person-to-person and is thought to occur when:

- large droplets from coughing and sneezing are propelled directly into the face, nose, eyes, and mouth of someone nearby, usually within 6 feet (droplet transmission),
- a person breathes, talks, sings, coughs, or sneezes releasing small infectious particles which can remain suspended in the air for a period of time and/or moving beyond 6 feet on indoor air currents (aerosol transmission), and
- a person touches a surface that is contaminated and then touches a mucus membrane such as their nose, eyes or mouth (contact transmission).

Basic Covid-19 Prevention

- [Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Avoid Close Contact](#). To the greatest extent, maintain six feet of social distancing between yourself and the people who don't live in your household.
- [Wear a Face Covering](#). Cover your mouth and nose with a mask in public settings and when around people who don't live in your household.
- [Routinely clean and disinfect](#) frequently touched surfaces.
- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and **get tested**.



CA Notify - Help Slow the Spread the COVID-19

CA Notify (canotify.ca.gov) is an app you can add on your smartphone. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to help stop the spread of the virus in our community.

If you are using **CA Notify** and you test positive, your diagnosis will not be shared with others. However, if other people were in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using **CA Notify** and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

COVID-19 vaccine is here

The **vaccine** is one of the most important ways to **end the pandemic**. The FDA, CDC as well as California's own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and effectiveness of all COVID-19 vaccines. Strongly encourage all personnel to get vaccinated. While the vaccine may prevent you from getting sick, we do not know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Therefore it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to **continue** using all the tools available to help stop this pandemic: **wearing a mask that covers your mouth and nose** when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least **six feet away** from others, and **washing your hands** often. Find out more about the vaccine, including where and when to get it at sf.gov/covidvax

PREPARE

The Role of Ventilation

All dining operations must:

- Review the San Francisco Department of Public Health (SFDPH) Ventilation Guidance (<https://www.sfcddcp.org/COVID-ventilation>) and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.
- Post signage at public entrances and in all break rooms indicating which of the following systems are used:
 - All available windows and doors are kept open
 - HVAC systems fully operational
 - Appropriately sized Portable Air Cleaners
 - none of the above

Doors and Windows required to be kept **closed** for **fire/life safety** purposes are **exempt**. For example, **fire doors must remain closed**. Make sure open windows do not create falling hazards especially for children.

Sign templates can be found at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>



Good ventilation controls droplets and infectious particles to prevent COVID-19 transmission by:

- removing air containing droplets and particles from the room,
- diluting the concentration of droplets and particles by adding fresh, uncontaminated air,
- filtering room air, removing droplets and particles from the air.

Make Necessary Ventilation Improvements, If Feasible, Including:

- HVAC systems (if one is present)
 - Ensure HVAC systems are serviced and functioning properly.
 - Evaluate possibilities for upgrading air filters to the highest efficiency possible.
 - Increase the percentage of outdoor air through the HVAC system, readjusting or overriding recirculation (“economizer”) dampers.
 - Disable “demand controls” on ventilation systems so that fans operate continuously, independently of heating or cooling needs.
 - Evaluate running the building ventilation system even when the building is unoccupied to maximize ventilation. At the minimum, reset timer-operated ventilation systems so that they start operating 1-2 hours before the building opens and 2-3 hours after the building is closed.
- Increase natural ventilation by opening windows and doors when environmental conditions and building requirements allow.
- Consider installing portable air cleaners (“HEPA filters”).
- If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual’s space to another’s space.

For more information and additional resources, please see the following: San Francisco Department of Public Health (SFDPH): <https://www.sfdcp.org/COVID-ventilation>

Email Ventilation questions to: dph.doc.ventilation@sfdph.org

Train Personnel

Ensure that all personnel are trained on the following protocols:

- Health and Safety Plan, Social Distancing, and Screening Protocols. Share information on [COVID-19, how to prevent it from spreading](#), and which [underlying health conditions](#) may make individuals more susceptible to contracting the virus.
- How to monitor social distancing and offer gentle reminders to patrons to maintain social distance, and wear Face Coverings. Patrons should maintain a distance of six feet if they are not in the same household while waiting in line for pick up, waiting to be seated, or waiting in line for the restrooms. Personnel should remind patrons that dancing, and other congregations, for example, standing and mingling away from their tables, is not permitted.
- Appropriate personal protective equipment, including the proper way to wear face coverings and use protective gloves.
- Cleaning and disinfection techniques, and the importance of disinfecting frequently touched surfaces. See [CDC Guidance on cleaning](#).
- De-escalation with patrons who do not comply with policies and provide resources to personnel to address anxiety, stress, and mental health. Examples of trainings include de-escalation training from



the National Restaurant Association. (<https://www.servsafe.com/freecourses>) Recognize the fear in returning to work, communicate transparently, listen, and survey regularly.

- Employer or government-sponsored sick leave and other benefits the personnel may be entitled to receive that would make it financially easier to stay at home (see Paid sick leave in San Francisco). Remember that personnel cannot be fired due to COVID-19 results or needed time off for recovery. To access the links in this Guidance, please view it at www.sfc-dcp.org/foodfacilities

Coordinate your Efforts

Assign a COVID-19 **Worksite Safety Monitor**, who will:

- act as the staff liaison and single point of contact for Personnel at each site for questions or concerns around practices, protocols, or potential exposure.
- serve as a liaison to SFDPH. The liaison should train staff to advise patrons, if necessary, that the dining establishment will refuse service to the customer if they fail to comply with safety requirements.
- ensure patrons' compliance with all aspects of the Health Safety Plan, such as wearing masks, preventing congregations or crowding, and generally maintaining social distance.

Mandatory Metering System

Ensure maximum Capacity Levels specified in the Business Capacities and Activities Table are not exceeded.

- Develop and implement a written procedure to track the number of persons entering and exiting the facility to ensure at or below allowable capacity.
- Consider designating personnel to monitor store capacity.
- Consider increasing the number of on-premises staff to prevent crowding situations during busy seasons.

Create a Safer Space

You may need to change the physical layout of your business to help social distancing for patrons and personnel. Modifications to consider include creating separate entrances and exits, marking spaces with tape or other decals to indicate six-foot distances, and erecting transparent shields around high patron contact areas such as checkout counters.

- **Redesign layout to allow for proper social distancing.** Space workstations at least six feet apart.
- **Create separate spaces for vendor pickups and/or deliveries, take-out, and dine-in protocols.** To the greatest extent possible, create separate paths for dine-in patrons, for payment and/or pickup if possible. Introduce clear signage for take-out versus dine-in areas. All lines should be formed outside.
- **Create sufficient space** to enable the **customer** to stand at least **six feet away** from the **cashier** while items are being paid for, or provide a physical barrier, for example, Plexiglas large enough to prevent transmission of respiratory droplets between the patron and the cashier.
- **Close areas** where patrons may **congregate, serve themselves, or touch items** that other guests may use. For example, **close salad bars, buffets, condiment caddies, and self-service food dispensers.**
- **Create markings that indicate 6-foot distancing for patrons in various settings** (e.g. waiting to order, waiting for restroom, ordering take-out, or waiting to be seated). **Paths to restroom, pickup/take out counters, and entrances/exits must be clearly marked.**



- **Post signage** reminding patrons of the **need to wear face coverings at all times** except while eating and drinking.
- Make sanitizer available at point of sales area and exits/entrances.
- Coat and bag checks must be closed.

PROTECT PERSONNEL

Screen Personnel and Encourage Testing

- **Conduct wellness checks for everyone** (employees, vendors, and delivery staff) before they enter the building. Screening instructions for personnel is found at www.sfcdcp.org/screening-handout. Establishments must exclude those who answer yes to any of the questions on the above form.
- **Encourage COVID-19 testing.** Many people with COVID-19 do not know they are sick because they have no symptoms, yet they can still infect others. Testing for COVID-19 is available in San Francisco. Healthcare providers in San Francisco are **REQUIRED** to test anyone with COVID-19 symptoms (see sfcdcp.org/covid19symptoms). If you want to get tested when you have no symptoms, health insurers in California are **REQUIRED** to pay for testing for essential workers including restaurant workers. If you choose to get tested when you have no symptoms, do not get tested more frequently than once every 2 weeks. If you are uninsured, you can get tested at CityTestSF (sf.gov/citytestsf).
- If you are feeling ill with cold or flu-like symptoms, you **MUST** get tested for COVID-19 and have a negative result before being allowed to go back to work (see sfcdcp.org/screen and sfcdcp.org/rtw). If you are feeling ill, get tested and **DO NOT** enter a business or organization unless it is for core essential needs (such as food, housing, health care, etc.) that you cannot obtain by any other means.
- **Take all possible steps to prevent getting sick.** Wear a face covering, practice good hand hygiene, stay physically distant from others (at least six feet), and do not approach the dining table until patrons are masked.
- **Strongly encourage all personnel to get a flu shot.**

Require Masks and Other Protective Equipment

Everyone must wear face coverings at all times except when actively eating or drinking. This includes both personnel (vendors, delivery drivers) and patrons.

Servers and other “front-of-house” staff may choose to wear a more protective mask (“respirator”) instead of cloth face covering for increased protection while working indoors – especially if they are at high risk of having severe disease if they get COVID-19 (see www.sfcdcp.org/vulnerable). Check [for NIOSH-approval](#) of N95 Respirators if you are going to buy them. *If you use an N95 Respirator with a valve, you must cover the valve with an additional face covering.*

Consider Other Measures to Protect Personnel

- Limit in-person personnel gatherings (for example, staff meetings) to the greatest extent possible. Consider holding staff meetings virtually.
- Create additional shifts with fewer personnel to accommodate social distancing.
- Personnel should each have their own pen or pencil that is not shared.



SIGNAGE

Dining establishments **must** post signage stating the following. Sample signage will be available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

Several key signage requirements include:

- **Conspicuously post signage around the Dining Establishment** – including at all primary public entrances – reminding people to adhere to physical distancing, hygiene, and Face Covering Requirements and to stay at home when they feel ill. Posted signage must include a standalone sign bearing the message: that (1) COVID-19 is transmitted through the air and the risk is much higher indoors and (2) seniors and those with health risks should avoid indoor settings with crowds. Examples of signs can be found at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. Post signage reminding Patrons and Personnel that COVID-19 can be spread by individuals who do not feel sick or show outward symptoms of infection.
- Post signage informing **patrons that they must be seated at tables to consume food or beverages**, and that they must be at least six feet away from Patrons at other tables at all times.
- Post signage at tables reminding **patrons to wear Face Coverings when interacting with staff** (ordering or paying) and at all other times when they are not eating or drinking.
- Dining establishments offering alcoholic beverage service must post signage informing Patrons that they **may not drink or carry open containers beyond the premises**; and that **alcoholic beverages may only be served with a meal**.

DINING SERVICE – ALL ESTABLISHMENTS

Welcome Patrons

- **Eating establishments must verbally screen all patrons upon entry with the questions about COVID-19 symptoms and exposure to COVID-19.** Facilities must ask the questions and relay the information found at: <https://www.sfdcpc.org/screeningvisitors>. Facilities must exclude those who answer yes to any of the questions on the above form.
- **Advise Patrons that they must wear face coverings any time they are not eating or drinking**, including but not limited to: While they are waiting to be seated; while reviewing the menu and ordering; while socializing at a table waiting for their food and drinks to be served or after courses or the meal is complete; and any time they leave the table, such as to use a restroom. Patrons must also wear face coverings any time servers, bussers, or other Personnel approach their table. Personnel must not approach a customer's table until the customer has replaced their face covering.

Adapt Reservation and Seating Process

- **Encourage reservations to limit crowds.** Ensure that timing of reservations allows sufficient time for cleaning and disinfection between patrons.
- **Ask Patrons to voluntarily provide a contact name and phone number** for their group for possible contact tracing. Restaurants should keep this information on file for at least 3 weeks. Patrons are not required to provide contact information.
- Dining out with only members of your household helps to reduce your risk. People in the same party seated at the same table do not have to be six feet apart. See the [BCAT](#) for current restrictions.
- **All Patrons must be seated at a table to eat or drink.** Standing between tables or gathering in other areas of the dining establishment is not permitted. Patrons are not allowed to stand, gather, dance, or circulate between tables.



- **Patrons may not be served food or beverages while waiting to be seated.**
- **Plan customer seating arrangements** assigning each customer group to promote distancing.
- Consider having **Patrons seat themselves** by displaying table numbers. Have a greeter behind plexiglass assigning Patrons tables (after verbal screening for COVID-19).
- **Keep Personnel schedule records** in order to facilitate contact tracing.
- **Limit the number of staff serving each party** to reduce possible contacts. Ideally, one person should serve each table.
- **Tablesides preparation or presentation of food tableside is prohibited.**

Prevent Cross-Contamination from Touching Common Items

- **Consider having electronic menus and/or electronic ordering** for patrons to view on their mobile devices. Alternately, provide laminated menus that are disinfected after each use.
- **Encourage Patrons to use touchless payment options** and sanitize any pens or other equipment after each use.
- **Discontinue presetting tables with utensils and glassware**, provide utensils in a prewrapped cloth or paper napkin and use disposable napkins or tablecloths where possible.
- **Cleaned flatware, stemware, dishware, etc., is covered** and kept away from Patrons and personnel until ready to use.
- **Disinfect dining location after every use.** This includes tables, chairs, and highchairs/boosters. Follow instructions on disinfectants, inform your guests to allow time to be disinfected
- **Limit the number of passable objects on table** (No card stands, candles, flower vases) and provide condiments such as ketchup, mustard, hot sauce in single servings upon request.
- **Tablecloths must be changed after each use.**
- **Do not provide shared entertainment items** such as board games, pool tables, or arcade games.
- **Provide leftover containers only upon request.** Staff should not fill the leftover container. Each party should fill its own leftover containers. Any Personnel moving items used by patrons, dirty linens, or handling trash bags must wash hands after handling those items or use disposable gloves (and wash hands before putting them on and after removing them), and change aprons frequently.
- **Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized.** Use disposable items if proper cleaning of reusable items is infeasible.

OUTDOOR DINING SERVICE

Promote Outdoor Seating

- **If possible, prioritize outdoor seating areas for your Patrons.** Increasing evidence shows the COVID-19 virus can spread through the air. Fresh air is important, and outdoor settings are safer than indoor ones.
- **Patrons dining outdoors must remain outdoors** and may enter the establishment only to access a bathroom, to access an outdoor space that is only accessible by traveling through the restaurant, or to order or pickup food at an indoor counter.

Create a Safer Space

- **Barriers:** Dining establishments may install impermeable physical barriers between outdoor service



tables to further protect Patrons and Personnel. However, **the minimum six-foot distance** between seated patrons **must be maintained**.

- **Barriers, area umbrellas, canopies, and other shade structures must allow the free flow of air through the area.**
- **Live entertainment that might increase the risk of COVID-19 transmission is prohibited.** For example, wind instruments, singing, or strenuous dancing or acrobatics are prohibited, while string instruments or piano are permissible.

INDOOR DINING SERVICE [SUSPENDED]

Strikethrough is intentional as of January 27, 2021 as indoor dining is suspended.

Reduce Seating Capacity

- ~~Dining establishments must limit the number of patrons.~~ Please see the ~~BCAT~~ for current restrictions.
- ~~Ensure that seated patrons maintain at least six feet distance from other Patrons seated at different service tables.~~ Use signage, ropes, removal of chairs, or other means to indicate which tables that are not available for use. For indoor establishments, impermeable barriers are not permitted as a substitute to maintaining six feet distance.
- ~~For establishments with multiple rooms, limit the capacity as noted in the BCAT.~~ This capacity limit includes outdoor dining patrons who may need to enter the building to order food or use the restroom, and patrons who may need to enter the building to pick up food or takeout.
- ~~Post the occupancy limit~~ at the entrance to the building.

Create a Safer Space

- ~~Seating arrangements should spread Patrons throughout the available interior space~~ to allow for maximum distance between Patrons.
- ~~Discontinue seating patrons in areas where they cannot maintain at least six feet of distance from Personnel work areas,~~ such as certain checkout counters or food preparation areas.
- ~~Entertainment is not permitted indoors at this time.~~ This includes live entertainment or televisions, or other types of screens.
- ~~Service for food and beverage ends at 12:00 am.~~ Patrons may stay and finish their meal until 12:30 am. ~~At 12:30 am indoor dining spaces must be closed to the public.~~ See the ~~BCAT~~ for current restrictions.

CLEANING AND DISINFECTION

What and When to Disinfect

- **Use disinfectants on frequently touched surfaces, but not for food contact surfaces.** For food contact surfaces, continue following state requirements for Cleaning and Sanitizing of Equipment and Utensils (California Health & Safety Code, Part 7 Chap. 5).
- **Disinfect highly touched surfaces once per hour.** Disinfection is most important on frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Keep a bottle of disinfectant and cloth handy near intensely used areas such as payment areas.
- **Disinfect each customer seating location before opening each day and after every use,** including



tables, chairs, booster seats, highchairs, booths, and the sides of such surfaces.

- **Frequently disinfect bathrooms, at least every four hours.** Conspicuously post the checklist inside each bathroom clearly detailing the dates and times the room was last cleaned, disinfected, or restocked.

How to Disinfect

- **Read and follow product label instructions for required protective equipment.** Gloves are frequently required to protect the users, long sleeves and eye protection are not uncommon.
- **Clean first, then disinfect.** Disinfectants do not work well on soiled surfaces. See SF DPH Cleaning Guidance.
- **Use the right product.** Choose EPA-registered disinfectants that are approved COVID-19. Find a complete list of approved products at <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>; you may also check the SF Environment website for reduced risk products.
- **If concentrates must be used, follow dilution directions carefully and wear eye protection and gloves.** Follow label directions for products which require dilution. Measure, rather than "eye estimate" both the concentrate and the water; some suppliers have "Metered Dispensing Systems" which automate the measuring process. Don't forget to clearly label all containers with diluted products."
- **Using too much product does not improve its performance and can create hazards for both the user and others who come into contact with treated surfaces.** In the case of chlorine bleach please note that for COVID-19 the CDC specifies a different concentration of bleach (5 Tablespoons per gallon of water or 4 teaspoons per quart of water) than is used for other applications.
- **Don't wipe it off immediately.** EPA approved disinfectants require a minimum contact time to be effective against the human coronavirus, and the disinfectant must be left on the surface for this amount of time before being wiped off.

FAQs

Q. How do I calculate the number of Patrons who can be in my restaurant?

A. Divide the established occupancy limit for the establishment by four. Do the same on a room-by-room basis, if your restaurant has multiple dining rooms. See the [BCAT](#) for current restrictions.

Q: I want to protect my workers as much as possible. What do I need to know about N95 and similar masks?

A: Choose an N95 respirator that is approved by the Center for Disease Control's National Institute of Occupational Safety and Health (NIOSH). Follow manufacturer's instructions. Do not share respirators. If N95 respirators are provided, CalOSHA requirements may apply (see <https://www.dir.ca.gov/Title8/5144d.html>).

Because restaurant patrons will be removing their masks while eating and drinking and indoor interactions are riskier than outdoor interactions, servers and other "front-of-house" staff may choose to wear an N95 respirator instead of cloth face covering for increased protection while working indoors – especially if they are at high risk of having severe disease if they get COVID-19 (see www.sfcdcp.org/vulnerable). If N95 respirators are provided, CalOSHA requirements may apply (see <https://www.dir.ca.gov/Title8/5144d.html>). If using an N95 mask:

Choose NIOSH approved N95, N99, or N100, R99 or R100, or P99 and P100 respirators. The NIOSH Approval will tell you the protection of the respirator you are purchasing. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the



respirator's limitations. Forthcoming information on how to safely use N95 masks will be posted at: www.sfgdcp.org/ppe

- Do not share respirators.
- If you use an N95 respirator with a valve, you must cover the valve with an additional face covering.

Q. Are we allowed to have buffet?

A. No, buffets are prohibited at this time due to the increased risk of transmission of COVID-19. Refer to the [BCAT](#) for current restrictions.

Q. Are patrons allowed tabletop/self-cook?

A. No, patrons are not allowed to tabletop/self-cooking to ensure proper ventilation in the dining space. Refer to the [BCAT](#) for current restrictions.

Q. How often should restrooms be disinfected?

A. Restrooms should be disinfected at the beginning of the workday (or done at closing) and should be disinfected every 4 hours.

Q. How often should we clean areas?

A. Disinfect high touch surfaces such as door handles, payment machines, counter tops, toilet seats, and faucets at least once per hour. Post a cleaning log conspicuously in each bathroom.

Resources

Stay informed. Information is changing rapidly. Useful resources can be found at:

- Printable resources such as signage:
<https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- San Francisco Department of Public Health (SFPDH)
<https://www.sfgdcp.org/covid19>
- California Blueprint for a Safer Economy issued by the State of California
<https://covid19.ca.gov/safer-economy/#reopening-data>
- Centers for Disease Control and Prevention (CDC)

List of Guidance documents (searchable)

<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html>

Considerations for Restaurant and Bar Operators

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>

Guidance for customers on reducing the risk of spreading COVID-19 when dining at a restaurant

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#restaurant>



Consistent with the State's Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State's purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly.

The opening of sectors does not necessarily signify that these activities are "safe." The purpose of the required safety protocols contained in the order and directives is make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently following all safety protocols and Social Distancing Requirements.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-19e

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR OUTDOOR GATHERINGS, INCLUDING SMALL OUTDOOR
GATHERINGS, SMALL OUTDOOR MEAL GATHERINGS, OUTDOOR SPECIAL
GATHERINGS FOR RELIGIOUS SERVICES AND CEREMONIES AND POLITICAL
PROTESTS**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the "Health Officer") issues specific direction that Participants and Hosts, as described below, must follow as part of the local response to the Coronavirus Disease 2019 ("COVID-19") pandemic. This Directive constitutes guidance as provided under Sections 4 and 11 and Appendix C-2 of Health Officer Order No. C19-07s issued on January 27, 2021 (the "Stay-Safer-At-Home Order") and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on Thursday, January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.



Health Officer Directive No. 2020-19e

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS FOLLOWS:

- 1. This Directive applies to all individuals who participate (“Participants”) and individuals and operators of facilities or other places who organize and host (“Hosts”) these three kinds of outdoor gatherings in the City and County of San Francisco (the “City”) as permitted under subsections 4, 9, and 10 of Appendix C-2 of the Stay-Safer-At-Home Order:**
 - a) outdoor gatherings of no more than three different Households up to a maximum of 12 people in total between all Households (“Small Outdoor Gatherings”),**
 - b) outdoor gatherings of no more than two different Households up to a maximum of six people in total between all Households involving eating or drinking occurring somewhere other than at an outdoor dining establishment (“Small Outdoor Meal Gatherings”), and**
 - c) outdoor gatherings among people from more than one Household for religious services or religious ceremonies and for political protests (“Outdoor Special Gatherings”).**

(Together, Small Outdoor Gatherings, Small Outdoor Meal Gatherings, and Outdoor Special Gatherings are referred to below as “Outdoor Gatherings.”) This Directive does not limit gatherings that are otherwise allowed under the Order or any other health directive providing sector guidance. Also, the size number limits for the various types of Outdoor Gatherings that are subject to this Directive do not apply to gatherings at the home of people (including Participants and Hosts) solely from a single Household. Indoor social gatherings among different Households are not allowed at this time.

- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Participants and Hosts engaged in Outdoor Gatherings (the “Best Practices”). All Participants and Hosts must comply with all applicable requirements listed in the Best Practices.**
- 3. Hosts that operate a facility or other place in San Francisco and regularly organize or hold Outdoor Gatherings there or who otherwise regularly organize or facilitate Outdoor Gatherings at other locations must, before they begin to host or otherwise facilitate Outdoor Gatherings, create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). Hosts of any Outdoor Special Gathering must also, before they host or otherwise facilitate an Outdoor Special Gathering, create, adopt and implement a written Health and Safety Plan. The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. Guidance from the Department of Public Health related to Outdoor Gatherings is attached to this Directive as Exhibit C and is available at <http://www.sfdph.org/directives>.**
- 5. If an aspect, service, or operation of the Host covered under Section 3 above is also covered by another Health Officer directive (all of which are available at**



Health Officer Directive No. 2020-19e

<http://www.sfdph.org/directives>), then such Host must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.

6. Each Host covered under Section 3 above must (a) make the Health and Safety Plan available to anyone interested in participating in the Small Outdoor Gathering and to any involved Personnel on request, (b) provide a summary of the plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the plan at the entrance to any other physical location that such Host operates within the City. Also, each such Host must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Order upon demand.
7. Each Host subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to any of that Host's Personnel, all as required by the Best Practices. Where feasible, each Host is also encouraged to provide such items to Participants of Outdoor Gatherings or to make sure that Participants bring their own to the gathering. If any Host is unable to provide these required items to Personnel or otherwise fails to comply with required Best Practices or, if applicable under subsections 3, 4 or 5 above, fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, any Outdoor Gathering organized by such Host where the Host has failed to comply is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.
8. For purposes of this Directive, "Personnel" includes all of the following people who provide goods or services associated with the Host in the City: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Host. "Personnel" includes "gig workers" who perform work via the business's app or other online interface, if any.
9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. All Participants and Hosts must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/healthorders; www.sfdph.org/directives) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Host covered by Section 3 above under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Host must follow these Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

Health Officer Directive No. 2020-19e

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

A handwritten signature in black ink, appearing to read "Susan Philip".

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Date: January 27, 2021



Exhibit A to Health Officer Directive No. 2020-19e (issued 1/27/21)

Best Practices for Participants and Hosts Involved in Outdoor Gatherings

In addition to preparing, posting, and implementing the Social Distancing Protocol (Appendix A of Health Officer Order No. C19-07s), each Host covered by Section 3 of this Directive that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below. Participants and Hosts must also comply with each of the applicable requirements listed below.

1. Section 1 – General Requirements For all Outdoor Gatherings, including Small Outdoor Gatherings, Small Outdoor Meal Gatherings, and Outdoor Special Gatherings:

1.1. All people are strongly encouraged to continue staying safer at home and minimizing unnecessary interactions with others, especially in indoor settings. If people believe they must participate in an Outdoor Gathering, they should consider the health risks relating to COVID-19 to themselves and others before doing so and should take all possible steps to mitigate those risks. Before participating in an Outdoor Gathering, Participants and Hosts should read and make themselves familiar with the Tip Sheet for Safer Interactions During COVID-19 Pandemic and the Tip Sheet for Outdoor Gatherings, which may be found at www.sfcdep.org/outdoor-gatherings.

1.1.1. Members of vulnerable populations (that is, those over age 50 or with chronic medical conditions) are encouraged to carefully consider the health risks relating to COVID-19 before determining whether to participate in Outdoor Gatherings.

1.1.2. Participants and Hosts must not attend any Outdoor Gatherings if they feel ill or are experiencing any one of the following symptoms: fever, chills, repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, new loss of taste or smell, muscle pain, headache, runny or congested nose, or diarrhea. Participants and Hosts must also not attend any Outdoor Gatherings if they are subject to quarantine or self-isolation under Health Officer Directive 2020-03d, and any subsequent amendments to that Directive.

1.2. Outdoor Gatherings must occur completely outdoors. If necessary, Participants and Hosts may enter a building to access an outdoor area or use indoor bathroom facilities. Participants must not remain inside longer than necessary and must not congregate in or near restroom facilities. Hosts must take all reasonable precautions to prevent Participants from congregating indoors.

1.3. All Outdoor Gatherings must be scheduled to conclude in no more than two hours. And in any event the duration of all gatherings should be limited to the extent possible.

1.4. Multiple Outdoor Gatherings cannot be jointly organized or coordinated to occur in the same outdoor space at the same time – these simultaneous gatherings would constitute a single gathering exceeding the permitted size. While multiple gatherings that are not jointly organized or coordinated may occur in the same space, such as a public park, Participants must not move among Outdoor Gatherings or switch places with Participants in other Outdoor Gatherings. Also, Participants are strongly discouraged from attending more than one Outdoor Gathering per day, and should not attend more than two Outdoor



City and County of San Francisco

Department of Public Health Health Officer Directive

Gatherings per week. The more contacts a person has with others, including during Outdoor Gatherings, the more they are placing themselves and others at risk of transmitting the virus.

- 1.5.** Unless otherwise specifically provided in this Directive, all Social Distancing Requirements of Health Officer Order C19-07s (the “Stay-Safer-At-Home Order”) and the Face Covering requirements of Health Officer Order C19-12d (the “Face Covering Order”), as they may be amended, apply to all Hosts and Participants in Outdoor Gatherings.
- 1.6.** Participants who are not part of the same Household must remain at least six feet apart, follow all Social Distancing Requirements, and wear Face Coverings unless eating, drinking, or exempted from wearing a Face Covering under Section 3.g. or h. of the Face Covering Order. Where eating or drinking is allowed under Sections 2 and 4.2 of this Directive, Face Coverings are not required only for a limited period while the individual is eating or drinking.
- 1.7.** Outdoor Gatherings must not include contact sports, recreational or other activity where Social Distancing cannot be maintained (e.g., basketball, football, boxing or dancing). With the exception of Outdoor Special Gatherings, Outdoor Gatherings may include sports with shared equipment (e.g. Frisbee, baseball, playing catch) among members of up to three different Households up to a maximum of 12 people total. This Section also does not apply to organized outdoor fitness classes, which are covered by Appendix C-1 to Health Officer Order C19-07s. If Participants in an Outdoor Gathering engage in physical activity as permitted under the Stay-Safer-at-Home Order, such as dancing or running, they must maintain at least six feet distance from and refrain from physical contact with individuals not part of their Household.
- 1.8.** To prevent virus transmission and assist with effective contact tracing, Participants are strongly encouraged to minimize the number of people in an Outdoor Gathering and keep Participants consistent from one gathering to another. To assist in potential contact tracing efforts, Participants are encouraged to remember who they gather with.
- 1.9.** Participants and Hosts must not share food or drink, or utensils. Participants and Hosts are strongly discouraged from sharing other objects, such as reading materials and religious or spiritual objects with Participants who are not part of their Household. If an object is of critical importance and is shared, Participants and Hosts must take every precaution after each instance of sharing to clean and sanitize the object and/or the hands of the Participants and Hosts who share the object.
- 1.10.** Hosts must not organize an event that encourages Participants to engage in singing, chanting, or shouting or otherwise encourage Participants from doing so during any Outdoor Gathering. Except as otherwise expressly permitted by this Directive, Participants and Hosts are strongly urged not to engage in singing, chanting, or shouting during Outdoor Gatherings – whether or not wearing a Face Covering – due to the substantially increased risk of spreading the virus by airborne transmission during such activities.
- 1.11.** Consistent with the limitations under the State Health Order, Stay-Safer-at-Home Order, and guidance from SFDPH, Hosts and Participants may, subject to any applicable permit requirements, conduct their gatherings under a tent, canopy, or other sun or weather shelter. Any use of impermeable barriers, or area umbrellas, canopies, and other shade



structures must be consistent with guidance in Section 4.c of the Stay-Safer-At-Home Order.

2. Section 2 – Additional Requirements for Small Outdoor Meal Gatherings:

- 2.1. A group consisting of people (including both Participants and Hosts) from no more than two different Households up to a maximum of six people in total between all Households may participate in a Small Outdoor Meal Gathering. The provisions of this Directive for Small Outdoor Meal Gatherings apply only to such gatherings containing members from more than one Household. The provisions of this Directive for Small Outdoor Meal Gatherings do not apply to outdoor dining establishments.
- 2.2. Small Outdoor Meal Gatherings may occur outdoors at places such as public parks, open spaces and other spaces where such gatherings are allowed, and subject to any permit requirements and any rules prohibiting use of picnic tables, barbecues or other common equipment. If necessary, Participants may enter a building to access an outdoor area or use indoor bathroom facilities.

3. Section 3 – Additional Requirements for Small Outdoor Gatherings:

- 3.1. A group consisting of people (including both Participants and Hosts) from no more than three different Households up to a maximum of 12 people in total between all Households, may congregate in Small Outdoor Gatherings. Participants from different Household must follow all Social Distancing Requirements. The size of a group must be reduced according to the size of the outdoor space and Participants' ability to follow Social Distancing Requirements at all times. For example, if the size of an outdoor space allows no more than 10 people to follow Social Distancing at all times during a gathering, then the maximum total size for that Small Outdoor Gathering is three Households up to a maximum of 10 people between all Households.

4. Section 4 – Additional Requirements Specific to Outdoor Special Gatherings

- 4.1. A group consisting of people from more than one Household may congregate for Outdoor Special Gatherings. Participants from different Households must follow all Social Distancing Requirements. The size of a group must be reduced according to the size of the outdoor space and Participants' ability to follow Social Distancing Requirements at all times. Hosts of Outdoor Special Gatherings must follow all applicable rules and regulations governing the use of public parks and other open spaces. Hosts must also obtain any required permits for their gatherings as otherwise required.
 - 4.1.1. The size limits for Outdoor Special Gatherings apply to religious or cultural ceremonies themselves, and not to any reception or similar gathering before or after. Any outdoor reception or gathering is subject to all applicable rules and limitations governing Outdoor Gatherings including this Directive.
- 4.2. No food or beverages may be served or sold at Outdoor Special Gatherings. Participants and Hosts are prohibited from eating or drinking, and thus removing their Face Coverings to do so, unless necessary for health reasons or proper hydration. Participants must bring their own non-alcoholic beverages if necessary for hydration.
- 4.3. Participants or Hosts may distribute clean, single-use, non-edible items such as maps, flyers, or pamphlets to other Participants at the Outdoor Special Gathering. If such



materials are distributed, Participants and Hosts must continue to maintain six feet of physical distance, such as by placing items in a basket or on a table for Participants to pick-up.

4.4. Hosts may allow singing, chanting, or shouting by only one person at a time at an Outdoor Special Gathering provided all of the following conditions are satisfied:

4.4.1. The person singing, chanting, or shouting is at least 12-feet from any other person;

4.4.2. The person singing, chanting, or shouting is wearing a Face Covering at all times; and

4.4.3. Participants are not encouraged to sing, chant, or shout along with the person who is engaging in that activity.

5. Section 5 – Additional Requirements Specific to Hosts of Any Outdoor Gatherings

5.1. Hosts may organize and hold Outdoor Gatherings provided they have sufficient outdoor space to allow all Participants to comply with Social Distancing Requirements.

5.2. In compliance with the Social Distancing Protocol, Hosts covered by Section 3 of the Directive must develop and implement a plan for cleaning and disinfecting high touch surfaces such as seating, doors, and other common high-touch surfaces before each gathering.

5.3. Before hosting an Outdoor Gathering, a Host covered by Section 3 of the Directive must prepare the outdoor space to accommodate attendees and comply with the Social Distancing Protocol. For example, a Host may be required to prepare a plan for safe ingress and egress from the space and add physical markings to demonstrate a six-foot distance in areas participants may be congregating.

5.4. Hosts covered by Section 3 of the Directive must prohibit Participants from congregating before or after any Outdoor Gatherings.

5.5. Only one Outdoor Gathering may be held by a Host at a single location at a time.

5.6. As to Hosts covered by Section 3 of the Directive, Hosts may permit Personnel to participate in sequential Outdoor Gatherings during a single day but are reminded of the increased potential to transmit the virus from one Outdoor Gathering to another. Hosts organizing or participating in sequential Outdoor Gatherings must, in addition to the requirements of this Directive:

5.6.1. Provide a minimum of 20 minutes between sequential Outdoor Gatherings during which Participants may safely egress and clear the area and Personnel may adequately clean and sanitize all high touch surfaces and otherwise prepare the space for the next gathering and

5.6.2. Ensure that before and between sequential Outdoor Gatherings, Personnel thoroughly wash hands and clean, sanitize, or replace any items or clothing that became soiled or contaminated with secretions or bodily fluids from Participants or different Personnel during earlier gatherings.



- 5.7. Hosts at Outdoor Gatherings must be prepared to assist public health authorities in potential contact tracing efforts. Consider maintaining a list of Participants willing to voluntarily provide their name for contact tracing purposes. Any lists should be discarded after three weeks. If a Participant tests positive for COVID-19, the Host must assist the Department of Public Health to identify other Participants or Personnel who may have been exposed to help prevent further spread of COVID-19.

Health Officer Directive No. 2020-19e (Exhibit B) Health and Safety Plan (issued 1/27/21)

Each Host Covered by Section 3 of the Directive 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:

Entity Address:

Contact telephone:

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

- Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-19e, available at <http://www.sfdph.org/directives>.
- Make sure no one – including employees – attends a gathering who is experiencing any one of the following symptoms: fever, chills, repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, new loss of taste or smell, muscle pain, headache, runny or congested nose, or diarrhea.
- Gatherings are limited to the maximum permissible number of Households and people, scheduled to last two hours or less, and kept as short as possible. Multiple Outdoor Gatherings cannot be jointly organized or coordinated to occur in the same outdoor space at the same time. Participants do not move among gatherings happening at the same time or switch places with Participants in other gatherings.
- Everyone wears a Face Covering unless eating or drinking or otherwise exempt.
- All Social Distancing Requirements are followed at all times.
- No sharing of food or drink or items like utensils, reading materials, or religious or spiritual objects with Participants. If an object is of critical importance and must be shared, take every precaution after each instance of sharing to clean and sanitize the object and/or the hands of the Participants and Hosts who share the object.
- Avoid singing, chanting, or shouting by Participants or Hosts except as allowed for Outdoor Special Gatherings.
- Develop and implement a plan for cleaning and disinfecting high touch surfaces such as seating, doors, and other common high-touch surfaces before each gathering.
- Prepare the outdoor space to accommodate Participants and comply with the Social Distancing Protocol. For example, make a plan for Participants to get in and out of the outdoor space safely while maintaining social distancing and add physical markings to demonstrate a 6-foot distance in areas participants may be congregating.
- Only hosting one Small Outdoor Gathering or Small Outdoor Meal Gathering at a time unless there is enough outdoor space to keep simultaneous gatherings separate and socially distanced.
- If Personnel are taking part in sequential gatherings, there is sufficient time between gatherings to engage in proper sanitation and disinfection procedures.

Additional Measures

Explain:



Tips and Frequently Asked Questions for Gatherings

NOTICE: Guidance in this document may be revised due to changes in the COVID-19 risk level tier for San Francisco as assigned by the California Department of Public Health.
Refer to the Business Capacities and Activities Table ([BCAT](#)) for all current restrictions, limitations and suspensions.

UPDATED January 27, 2021

****Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time****

AUDIENCE: Hosts, organizers and participants of gatherings of people from more than one household. This information does not apply to gatherings of people living together in a single household.

BACKGROUND: San Francisco Health Directives allow people in different households to gather, with restrictions to prevent spread of COVID-19. This tip sheet cover frequently asked questions about how to safely organize, host, and participate in gatherings of people from different households.

The Directives and associated documents are available on the [Health Directives page](#) under Gatherings.

- Directive 2020-19 – Outdoor Gatherings
- Directive 2020-28 – Drive-In Gatherings
- Directive 2020-34 – Indoor Worship

Additional guidance can be found at www.sfgdcp.org/covid19.

Changes to this FAQ since the Nov. 29 Version:

- Review the Business Capacities and Activities Table ("[BCAT](#)"): the BCAT controls to the extent it conflicts with any information in the guidance document.
- CA Notify: Help stop the spread of COVID-19 using your smartphone
- COVID-19 Vaccine Information
- How does COVID-19 spread?: If you're feeling symptoms, stay home, and get tested
- Ventilation signage must be posted including new employee breakrooms requirement



Overview of Types of Gatherings		
	GATHERING TYPE	DESCRIPTION OF GATHERING
Outdoor	Outdoor Meal Gatherings	Gatherings where eating or drinking take place
	Outdoor Special Gatherings	Political protests; Religious services or ceremonies, including wedding ceremonies and funerals, but not receptions;
	Small Outdoor Gathering	All other types of outdoor gatherings (e.g. receptions, gatherings at a park, hosted tours)
	Drive-in Gatherings	In vehicles (e.g. for movie)
Indoor **Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**	Indoor Religious and Cultural Ceremonial Gatherings	Indoor religious and cultural ceremonies, including wedding ceremonies and funerals but not receptions



Frequently Asked Questions

How Does COVID-19 Spread?

Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These respiratory droplets enter the air when a person breathes. Even more droplets can get in the air when infected people talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms and can still be breathing out virus-containing droplets that can infect others. Transmission can occur through:

- Larger droplets. These larger droplets are sometimes called “ballistic droplets” because they travel in straight lines and are pulled down by gravity. People nearby, usually within 6 feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.
- Smaller droplets or infectious particles. These can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols”.

COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite transmission); however, this is less common.

Monitor Your Health Daily. Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and get tested.

How can we help slow the spread of COVID-19?

CA Notify – another way for us to stop the spread

CA Notify (canotify.ca.gov) is an app you can add on your smartphone. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to help stop the spread of the virus in our community.

If you are using CA Notify and you test positive, your diagnosis will not be shared with others. However, if other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using CA Notify and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

What do we know about the COVID-19 Vaccine?

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California’s own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and



effectiveness of all COVID-19 vaccines. **When the vaccine is available to you, step up for your health, the health of your loved ones, the health of your community, and get vaccinated.** While the vaccine may prevent you from getting sick, we still do not know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Therefore it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wearing a mask that covers your mouth and nose when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least 6 feet away from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

How can I stay as safe as possible at a gathering?

- Wear a face covering or mask at all times. A face covering is required at all gatherings outside the house.
- Stay for a shorter period of time. The less time you spend with people you don't live with, the safer it is.
- Stay 6 feet away from people outside your household.
- Only participate in activities or sports where you can stay 6 feet away from people outside your household. Sports and exercise are higher risk because people produce more respiratory droplets when they are breathing harder. Balls and other sports equipment can be shared between only two households.
- Stay away from activities like singing, chanting, shouting, and playing wind or brass instruments. These activities produce many more respiratory droplets, increasing the risk of COVID-19. If you must participate in or be near people who are singing, chanting, shouting or playing wind instruments, see *"How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"*
- Wash or sanitize your hands frequently. Bring your own hand sanitizer to gatherings where there will be no place to wash or sanitize your hands.
- Consider staying home if you are at higher risk of serious illness from COVID-19 due to your age or medical conditions. See <https://www.sfdcp.org/vulnerable> for a list of groups at higher risk.
- Keep others safe: don't attend if you are or a family member feels ill or has COVID-19 like symptoms. For a list of symptoms, see www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf.
- Get a flu vaccine. Preventing influenza is especially important during the COVID-19 epidemic because people who have flu and COVID-19 at the same time much more likely to die.

As a business or organization hosting a gathering, what must I do?

- Complete, maintain, and implement the following documents:
 - A **Health and Safety Plan** for the type of gathering, including COVID-19 screening for all [personnel \(www.sfdcp.org/screening-handout\)](https://www.sfdcp.org/screening-handout) and [participants \(www.sfdcp.org/screeningvisitors\)](https://www.sfdcp.org/screeningvisitors). The Health and Safety Plan must be provided to Host Personnel, available to participants, and posted at the physical entrance where the Host operates. See www.sfdph.org/dph/alerts/coronavirus-health-directives.asp to find the correct link for your gathering.



- A **SFDPH Social Distancing Protocol** including a plan to clean and disinfect high touch surfaces such as seating, doors, and others before each Gathering (see [SFDPH Cleaning/Disinfection Guidance](#), posted at www.sfdcp.org/covidcleaning).
- **Signage on reporting violations of COVID-19 Health Orders.** Beginning on Nov. 10, Host Businesses or organizations are required to post signs in employee break rooms or areas informing employees of the right to report violations of COVID-19 health orders and directives by calling 311 or visiting www.sf.gov/report-health-order-violation. Signage needs to state that employee's identity will remain anonymous. Sample signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- **Keep a record of people at your gathering, in case someone is later found to have COVID-19.** People with COVID-19 can infect others up to 2 days before they develop symptoms or test positive. Hosts must help public health authorities in contact tracing efforts in case an attendee develops COVID-19. We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease.
 - Keep the attendance/schedules of all personnel at your organization for up to three weeks.
 - Consider maintaining a list of participants willing to voluntarily provide their names for three weeks after an event. Any lists should be discarded after three weeks (unless your business keeps such records in the ordinary course of business).
 - Try to maintain an up-to-date contact list to alert attendees in the event of potential exposure.
 - For more information, see <https://covid19.ca.gov/contact-tracing>.
 - Follow SFDPH's guidelines on "[COVID-19 Positive At Workplace](#)" if someone at your gathering tests positive for COVID-19.

If you are hosting an Indoor Religious/Cultural Gathering **Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time****, you must adhere to the changes made on the [Business Capacities and Activities Table](#) as well as:**

- **Post signs about the increased risk of COVID-19 indoors.** Post [SFDPH Approved Signage](#), stating:
 - That COVID-19 is transmitted through the air and that indoor settings carry a much higher risk of infection.
 - That seniors and those with health risks should avoid indoor settings with crowds.
 - The maximum capacity of the space and the maximum capacity currently permitted under the Stay-Safer-At-Home Order.
 - Post Ventilation signage at public entrances and all break rooms indicating which of the following systems are used:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above
- **Ensure that indoor spaces are well-ventilated.**



Good ventilation controls droplets and infectious particles to prevent COVID-19 transmission by:

- *removing air containing droplets and particles from the room;*
- *diluting the concentration of droplets and particles by adding fresh, uncontaminated air;*
- *filtering room air, removing droplets and particles from the air.*
- Comply with the ventilation protocols laid out at Section 4.i of the [Stay-Safer-At-Home Order](#), including to review and follow [SFDPH's Ventilation Guidance](#).
- Implement as many improvements in the [Ventilation Guidance](#) as feasible. Keep a hand-annotated copy of the Ventilation Guidance showing which specific improvements were considered and implemented.
- Make any necessary improvements to the ventilation of the establishment, including:
 - Increase natural ventilation by opening windows and doors when environmental conditions allow and if permitted by fire and building safety requirements. Fire doors should not be wedged or propped open.
 - **Doors and Windows** required to be kept closed for **fire/life safety purposes** are exempt. For example, fire doors must remain closed. Make sure open windows do not create falling hazards especially for children
 - If an HVAC systems is present,
 - Ensure HVAC systems are serviced and functioning properly.
 - Evaluate possibilities for upgrading air filters to the highest efficiency possible.
 - Increase the percentage of outdoor air through the HVAC system, readjusting or overriding recirculation ("economizer") dampers.
 - Disable demand-control ventilation controls that reduce air supply based on temperature or occupancy.
 - Evaluate running the building ventilation system even when the building is unoccupied to maximize ventilation. At the minimum, reset timer-operated ventilation systems so that they start operating 1-2 hours before the building opens and 2-3 hours after the building is closed.
 - Consider installing portable air cleaners ("HEPA filters").
 - If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual's space to another's space.

For more information and additional resources, please see the following: San Francisco Department of Public Health (SFDPH): www.sfdcp.org/COVID-ventilation.

- **Discontinue indoor singing, chanting, shouting and wind instruments.** The State of California does not currently allow these activities indoors.

As a host/organizer, how else can I keep our gathering as safe as possible?

- Keep your gathering under 2 hours, even if it is outdoors. The shorter it is, the safer it is.
- Avoid high-risk activities such as singing, chanting, shouting, and playing wind or brass instruments, even outdoors. The activities produce large numbers of respiratory droplets, increasing the risk of COVID-19.



See more under *"How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"*

- Promote flu vaccination. Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Post signage to encourage flu vaccine among personnel and participants. Find out more information at <http://sfcdcp.org.flu>.

What else can I do to decrease the risk of our indoor gathering? **Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time******

In addition to the measures laid out in *"How can I keep a gathering as safe as possible?"*

- Make sure that personnel and participants are aware that indoor gatherings are much higher risk for COVID-19 than outdoor gatherings, so they can decide if they can safely attend.
- Consider making changes to minimize crowding and make physical distancing easier for people from different households, Examples include moving podiums, creating physical barriers, taping off or moving seating, identifying entrance and exits, indicating walking paths in areas where participants pray or kneel on the floor, prohibiting access to common areas.
- Make changes to minimize touching of high-touch surfaces, for example, by keeping bathroom doors propped open to minimize touching of door handles.
- Make hand sanitizer or handwashing stations available at entrances and exits.
- Discontinue use of shared water vessels, fonts, fountain, and sinks for ceremonial purposes.
- Regularly clean and disinfect common and high touch areas, including bathrooms.

Can I host more than one gathering on the same day?

Yes, as long as you schedule gatherings far enough apart that participants from different gatherings do not mix, and you can clean/disinfect high-touch areas between gatherings.

- Hosts must separate outdoor gatherings by at least 20 minutes and indoor gatherings ****Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**** by 30 minutes between gatherings, to allow time for participants to exit and for personnel to clean/disinfect.
- Between gatherings, personnel must:
 - Clean and sanitize high-touch surface;
 - Clean, sanitize and/or replace any items of clothing that became soiled or contaminated with bodily fluids before using them for a later gathering;
 - Thoroughly wash or sanitize their hands.
- Hosts may not hold more than one Outdoor Gathering at a single location at the same time.
- Hosts may **not** hold both indoor and outdoor gatherings simultaneously to allow for more people to attend a gathering (e.g. indoor and outdoor wedding or funeral).



Can I hold more than one indoor worship or cultural ceremonial gatheringsIndoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**at the same time in a large facility?**

Yes, you may hold simultaneous or overlapping indoor gatherings if all of the following conditions are met:

- Each gathering must be held in its own, physically separate space, either in different buildings, or in different rooms separated by sealed floor-to-ceiling walls. Partitions may not be used to divide an indoor space for two different gatherings.
- Participants from different gatherings are not allowed to mix.
 - Different gatherings must use separate entrances and exits. If only one shared entrance and exit exist, the Host must ensure participants from different gatherings do not enter or exit at the same time, for example, by staggering start and end times.
 - Personnel and participants must not move between gatherings.
- The host must develop a written plan to describe how they will keep people in different gatherings from mixing, as outlined in Section 4.1.3 of the Indoor Worship Directive.
- In general, keep the areas that are not reserved for an indoor gathering closed to participants, unless expressly permitted under the Stay-Safer-At-Home Order.

Can personnel who are not involved in a gathering work on-site while a gathering is taking place?

Yes. Personnel are allowed to work inside the facility while multiple indoor gatherings ****Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**** occur as long as staff follow rules for the Business Operating Office Facilities Directive and Stay-Safer-At-Home Order.

Can we eat or drink at gatherings?

- Eating and drinking are permitted at **Outdoor Meal Gatherings**, at **Drive-In Gatherings**, and as part of **religious or faith-based ceremonies**, as long as it is done in a way that minimizes the risk of COVID-19 transmission.
 - Eating and drinking may not take place when personnel and/or participants are within 6 feet of one another, since face coverings must be worn when people are within 6 feet.
 - Avoid hand-to-mouth contact between different people. Respiratory droplets from one person's mouth can land on the other person's hand, increasing the risk of COVID-19 transmission.
 - As an example, communion rituals could have the priest and participants masked at all times, with the participants receiving communion in the hand and moving away from others to briefly lower their mask to place the sacramental bread on the tongue (see example video: www.youtube.com/watch?v=Q8tg8A5jmP0).
- People from different households should not drink out of the same glass or cup. They also should not share utensils. If glasses, cups, or utensils are shared, they must be disinfected between households, and anyone



handling the shared item must also wash or disinfect their hands.

- Self-service food, potlucks, or family-style eating with shared serving plates or drink dispensers are not allowed.

Must we wear masks/ face coverings all the time?

- You must wear masks as specified in the Face Covering Order.
- Proper use of face coverings is even more critical when in higher risk gatherings, such as indoors.
- Face coverings may be removed briefly while eating or drinking, however proper social distancing should be maintained. If removing face coverings/masks is deemed as essential in a ritual or ceremony, a person may briefly remove their face covering only if they (1) maintain social distance and do not speak, recite, chant, shout or sing; or (2) isolate themselves from all other people to speak or recite, such as by speaking inside an enclosed chamber or behind a plastic or glass partition or face shield no more than 12 inches from the mouth of the speaker and greater than 12 feet away from others.

What about camping, cookouts, or BBQs?

- Bring your own supplies including soap, disinfectants, hand sanitizer, paper towels, etc.
- Do not share BBQs or outdoor grilling stations with people outside of your household. Clean all stations frequently.
- If camping with people from outside your household, consider self-isolating for 14 days before and after if you will be in close contact with people you are camping with.
 - “Close contact” is defined by the CDC as being within 6 feet of an infected person for a cumulative total of 15 minutes over 24 hours) starting from 2 days before the illness starts (for people without symptoms, this means 2 days before they were tested; www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact).

Can we sing, chant, shout, or play wind instruments at our gathering?

Outdoor Special Gatherings and **Drive-In Gatherings** may have singing, chanting, shouting or wind instruments,, if all of the following conditions are met:

- Only one person may sing, chant, shout, or play a wind instrument at a time. Group singing, chanting, shouting, or wind instrument playing is not allowed.
- The person performing the activity must be at least **12 feet** from any other person.
- The person singing, chanting, or shouting must wear a **Face Covering** at all times.
- The wind instrument’s bells and/or openings where air/sound exit must be covered with a mask/other fabric at all times.
- When these activities are allowed, consider the following to reduce risk:
 - Ensure the performance is in a large, well ventilated area (see www.sfdcp.org/COVID-ventilation).



- Minimize the amount of time engaged in these activities.
- Sing, chant, yell, or play wind instruments more quietly, to produce fewer respiratory droplets. Consider using amplifiers.
- Consider a physical barrier between the performer and others.
- Have performers position themselves so that voices and air exiting from instruments is directed from Participants (for example, in silhouette).
- Encourage performers to get tested for COVID-19 as close to the performance date as possible, accounting for the turnaround time for the test. People can get tested by their regular healthcare provider or at CityTestSF (<https://sf.gov/citytestsf>).
- Take special care to ensure that performers do not have symptoms of COVID-19 and are not “close contact” of someone with COVID-19. See www.sfc-dcp.org/screeningvisitors.
- For wind/brass instruments:
 - Performers must be masked at all times as much as possible when not performing.
 - Instruments must not be shared among individuals of different households.
 - If relevant to the instrument, performers should use a large, thin, plastic-lined pad on their chest and lap to collect spit.

Resources

Useful COVID-19 Resources to keep checking:

- San Francisco guidance: www.sfc-dcp.org/covid19
- San Francisco Health Officer orders: www.sfdph.org/dph/alerts/coronavirus-healthorders.asp
- Printable resources such as signage: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- California guidance:
 - <https://covid19.ca.gov/safer-economy/>
 - <https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf>
- CDC guidance: www.cdc.gov/coronavirus/2019-ncov/php/index.html



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State’s purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly.

The opening of sectors does not necessarily signify that these activities are “safe.” The purpose of the required safety protocols contained in the order and directives is make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently following all safety protocols and Social Distancing Requirements.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-27b

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR OUTDOOR GYMS OR OUTDOOR FITNESS CENTERS**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that businesses offering outdoor gyms and fitness centers as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Section 4 of Health Officer Order No. C19-07s issued on January 27, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on Thursday, January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE
SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS
FOLLOWS:**



Health Officer Directive No. 2020-27b

1. This Directive applies to all owners, operators, managers, and supervisors of any business operating outdoor gyms or outdoor fitness centers, as set forth in Section 16 of Appendix C-1 the Stay-Safer-At-Home Order (“Outdoor Gyms”).
2. Attached as Exhibit A to this Directive is a list of best practices that apply to Outdoor Gyms (the “Best Practices”). Each Outdoor Gym must comply with all of the relevant requirements listed in the Best Practices.
3. Each Outdoor Gym, before it begins to offer outdoor gym space, services, or equipment, or allow Personnel onsite on or after 8:00 a.m. on January 28, 2021, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.
4. Guidance from the Department of Public Health related to Outdoor Gyms is attached to this Directive as Exhibit C, each Outdoor Gym must follow that guidance. The guidance is available at <http://www.sfdph.org/directives>.
5. If an aspect, service, or operation of the Outdoor Gym is also covered by another Health Officer directive (all of which are available at <http://www.sfdph.org/directives>), then the Outdoor Gym must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.
6. Each Outdoor Gym must (a) make the Health and Safety Plan available to a customer and Personnel on request, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Outdoor Gym must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.
7. Each Outdoor Gym subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Outdoor Gym is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Outdoor Gym, any such Outdoor Gym is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.
8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with an Outdoor Gym: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Outdoor Gym. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.



Health Officer Directive No. 2020-27b

9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Outdoor Gym must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (<https://www.sfdph.org/directives>) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Outdoor Gym under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Outdoor Gym must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home Order, constitutes an imminent threat and immediate menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

A handwritten signature in black ink, appearing to read "Susan Philip".

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Date: January 27, 2021



Exhibit A to Health Officer Directive No. 2020-27b (issued 1/27/21)

Best Practices for Businesses Offering Outdoor Gym Services

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07s (the “Social Distancing Protocol”), each Outdoor Gym that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

1. Section 1 – General Requirements for Outdoor Gyms:

1.1. All gym or fitness services, equipment, and space must be provided entirely outdoors including, but not limited to, therapy or other services unless such services are permitted under the Ambulatory Care Directive (Directive No. 20-20c, Issued November 6, 2020) in which case all requirements of that directive must be met. All indoor spaces such as locker rooms, shower facilities, changing areas, lounges, and lobbies must remain closed to customers and the general public, except as expressly provided in this Section 1.1 below.

1.1.1. Customers must remain outdoors at all times except they may enter an establishment to use the restroom or reach an outdoor space that is only accessible by traveling through the establishment. Outdoor gyms should encourage customers to use the restroom before coming to the gym. Customers must not use the restroom solely to wash their hands and must sanitize their hands before and after touching common use surfaces in bathrooms such as door handles.

1.1.2. Customers may enter an establishment if otherwise permitted under the State Health Order, Health Officer Order No. C19-07s (the “Stay-Safer-at-Home Order”), and any applicable industry-specific directives or guidance. For example, customers may enter a space that currently qualifies as an In-store Retail business that operates in compliance with all applicable Health Officer Orders and Directive No. 2020-17. Copies of industry-specific directives are available online at <https://www.sfdph.org/directives>.

1.1.3. Outdoor gyms must consider the risks associated with local streets, sidewalks, traffic, pedestrians, and bicyclists. Outdoor Gyms must take all reasonable and feasible efforts to reduce customer and Personnel exposure to traffic and bike lanes, minimize blocking visibility of other travelers (whether vehicle, pedestrian, or bicyclist), and minimize or eliminate potential blockages of passageways, including ADA-compliant public access to sidewalks for persons with disabilities. Outdoor Gyms must comply with state and local laws, regulations, and permitting requirements (e.g., ADA access and compliance with applicable zoning), including, but not limited to, the placement of outdoor structures and service stations. Outdoor Gyms must take all reasonable and feasible steps to protect passersby from exposure to exhalations of customers using the Outdoor Gym and must arrange the Outdoor Gym space to allow pedestrians (including, but not limited to, those using wheelchairs or other assistive devices) sufficient adjacent sidewalk space so that they may pass by the Outdoor Gym while maintaining at least six feet of physical space from customers. For example, Outdoor Gyms may post signage or use tape to directing passersby to move along the building line to maximize gym space while



maintaining social distance.

- 1.1.4.** Outdoor Gyms must address the potential hazards that result from moving outside, including: (1) ensuring use of electrical devices and extension cords in compliance with Cal/OSHA's Guide to Electrical Safety; and (2) ensuring there are no tripping hazards from cords or other equipment.
- 1.1.5.** Outdoor Gyms must comply with the Cal/OSHA standards for heat and air quality illness prevention for outdoor Personnel, including an effective heat illness prevention plan with written procedures. Outdoor Gyms are permitted to use sun or weather shelters in accordance with Section 1.8 of this Directive and any applicable SFDPH guidance.
- 1.2.** Customers and Personnel must maintain physical distancing of at least six feet from people outside of their Household at all times. Customers must be reminded of their obligation to maintain at least six feet of distance from Personnel, particularly when Personnel are carrying out sanitation or other work-related duties.
- 1.3.** Outdoor Gym capacity is determined by the number of people who may safely fit in the Outdoor Gym space at any time while at all times adhering to Social Distancing requirements under this Directive and the Stay-Safer-At-Home Order.
 - 1.3.1.** Evaluate the facility to determine the number of people (including customers and Personnel) who may safely fit in the Outdoor Gym area at any time while at all times adhering to Social Distancing Requirements under this Directive and the Stay-Safer-At-Home Order. For assistance in understanding the impact of occupancy on social distancing, see: https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html. Educate Personnel about capacity limits and require them to enforce limits by, for example, spacing out customer reservations.
 - 1.3.2.** Arrange Outdoor Gym equipment and space to facilitate physical distancing of at least six feet between and among Customers and Personnel. Alter or enhance the physical space to encourage appropriately-distanced movement into, out of, and within the Outdoor Gym. For example, use signage, floor tape, or other indicators to assist Personnel and customers in maintaining Social Distance and moving safely around the Outdoor Gym space.
 - 1.3.3.** Create a system for managing capacity, enforcing Social Distancing and Face Covering requirements, and conducting Customer symptom screening. To more effectively fulfill these requirements, it is strongly recommended that Outdoor Gyms create a reservation system for gym access or particular high-use equipment.
 - 1.3.4.** If an Outdoor Gym cannot ensure maintenance of at least six-foot distance within the facility between and among customers and Personnel, such as by moving workout stations or spreading Personnel out, then it must reduce the number of people permitted in the facility at any given time accordingly.
 - 1.3.5.** Outdoor Gyms are strongly encouraged to set aside spaces or times for use by community members who are particularly vulnerable to poor health outcomes from COVID-19.



City and County of San Francisco

Department of Public Health Health Officer Directive

- 1.4.** Customers and Personnel must be screened in accordance with the Social Distancing Protocol before entering the Outdoor Gym. Customers who have tested positive for SARS-CoV-2, the virus that causes COVID-19 in the past 14 days, have come into close contact with a person who tested positive for the virus in the past 14 days, or have any of the symptoms listed in Attachments A-1 or A-2 to the Social Distancing Protocol must not enter the Outdoor Gym.
- 1.5.** Customers must wear a Face Covering or alternative face covering as described in Health Officer Order No. C19-12d (the “Face Covering Order”) at all times they are present at an Outdoor Gym, including while exercising. Personnel must wear a Face Covering or alternative face covering at all times as required by the Face Covering Order. If any customer refuses to comply with the Face Covering Order or other provision of this Directive, then the Outdoor Gym must refuse service to the individual and request that the individual leave the facility.
- 1.6.** Customers may only engage in self-directed fitness in the Outdoor Gym space unless otherwise permitted by the Stay-Safer-At-Home-Order. For example, customers may individually use treadmills, free weights, or other fitness equipment and may engage in outdoor fitness classes in accordance with this Directive and Section B.(9) of Appendix C1 to the Stay-Safe-At-Home Order.
- 1.7.** Outdoor Gyms must develop a plan and implement sanitation requirements that exceed standard industry requirements. Outdoor gyms must implement all applicable sanitation requirements of the Social Distancing Protocol.

 - 1.7.1.** Equip the entrance with a hand washing station or hand sanitizer or sanitizing wipes. Require all customers and Personnel to wash hands for 20 seconds in soap and warm water or use hand sanitizer before entering the Outdoor Gym space. Place hand sanitizer or sanitizing wipe dispensers in the Outdoor Gym space for use by customers and Personnel particularly near any common touch equipment. If wipes are used, ensure that lined, non-touch trash receptacles are available nearby.
 - 1.7.2.** Require all customers to disinfect any fitness machine, accessories, or other equipment they used both before and after each use by people from different Households. Make disinfectant spray and wipes available to customers at convenient locations around the Outdoor Gym space. Post signage reminding customers of their obligation under this paragraph.
 - 1.7.3.** Wherever possible, install touchless, automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups. Display signage reminding Personnel and customers that the bottle or cups should not touch the water dispenser. If a touchless water dispenser is not feasible, encourage customers to bring their own water and remind Personnel and customers to wash their hands or use proper hand sanitizer before and after touching the water release button on drinking fountains. Amenities or other items not directly related to self-directed fitness activities are not permitted in the Outdoor Gym space.
 - 1.7.4.** Place signage around the Outdoor Gym emphasizing basic infection prevention measures, including the requirements to wear a Face Covering and maintain proper social distance at all times, stay home when feeling sick, and wash or sanitize hands frequently.



City and County of San Francisco

Department of Public Health Health Officer Directive

- 1.7.5.** Disinfecting products must be approved for use against COVID-19 on the Environmental Protection Agency (EPA) – approved list available at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>). Outdoor Gyms must follow all product and safety instructions.
- 1.7.6.** Require Personnel to regularly clean and disinfect high touch areas and surfaces, fitness machines, gear, accessories, sanitation stations, or other equipment throughout the day following CDC guidelines available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. Provide Personnel adequate time and space to complete all sanitation duties.
- 1.8.** Consistent with the limitations of the State Health Order, the Stay-Safer-at-Home Order, and guidance from SFDPH, Outdoor Gyms may, subject to any applicable permit requirements, conduct their operations under a tent, canopy, or other sun or weather shelter. Any use of impermeable barriers, or area umbrellas, canopies, and other shade structures must be consistent with guidance in Section 4.c of the Stay-Safer-At-Home Order.
- 1.9.** If all or part of an Outdoor Gym’s establishment has been vacant or dormant during the Stay-Safer-At-Home Order, then the Outdoor Gym must ensure plumbing is functioning and that pipes are flushed before use. The San Francisco PUC provides guidance for flushing and preparing water systems at: <https://sfwater.org/index.aspx?page=1327>. Outdoor Gyms must conspicuously post a copy of this Directive and all attachments, the Health and Safety Plan, and the Social Distancing Protocol (1) on any public facing website and (2) at the physical Outdoor Gym site.

Health Officer Directive No. 2020-27b (Exhibit B) Health and Safety Plan (issued 1/27/21)

Each Outdoor Gym must complete, post onsite and online, 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:

Email / telephone:

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

- Reviewed and completed all requirements set forth in Health Officer Directive No. 2020-27b, available at: <http://www.sfdph.org/directives>.
- Completed any necessary adjustments to the layout of the business to allow for proper social distancing
- Obtained any necessary permits needed for outdoor shelters.
- Completed evaluation of electrical safety and implemented all required precautions.
- Plumbing is functioning and, if the facility was dormant, then the pipes are flushed.
- Developed a plan to ensure Personnel and customers comply with social distancing requirements and to limit the number of people at the outdoor business at a given time, consistent with the requirements in the Stay-Safer-at-Home Order.
- Require customers to wear a Face Covering or alternative Face Covering at all times. Personnel are required to wear Face Coverings as provided in the Face Covering Order.
- Ensure daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol. Ensure that all Customers complete verbal COVID-19 screening before entering the Outdoor Gym space. Anyone who answers "yes" to a screening question must be prevented from entry.
- Provided hand washing stations or hand sanitizer at entrance to Outdoor Gym and at convenient locations throughout Outdoor Gym Space.
- Implemented all sanitization requirements as described in Directive 2020-27b, including requirement that Customers clean equipment before and after use.
- Personnel and customers have access to cleaning supplies so that they can clean surfaces as required.
- High touch surfaces in common areas are cleaned and disinfected routinely throughout the day.
- Posted signage reminding customers of their obligations to disinfect equipment before and after use, maintain social distance, wear a Face Covering, and wash or sanitize hands frequently.
- Reviewed and implemented all industry-specific guidance in the Directive.



**Interim Guidance: Gyms, and Fitness Centers (Indoor and Outdoor)
During the COVID-19 Pandemic**

UPDATED January 27, 2020

****Indoor Gyms & Fitness Centers Remain Suspended At This Time****

NOTICE: The following guidance was developed by the San Francisco Department of Public Health (SFDPH) for use by Gym and Fitness Centers and will be posted at <https://www.sfdcp.org/COVID19>. This guidance may change as information is updated.

Guidance in this document **may be revised** due to changes in the **COVID-19 risk level tier** for San Francisco as assigned by the **California Department of Public Health**.

Refer to the [Business Capacities and Activities Table \(BCAT\)](#) for all current restrictions, limitations and suspensions.

AUDIENCE: Gyms and Fitness Centers operating indoors and/or outdoors, and their patrons. Patrons of Gyms and Fitness Centers should read this because it conveys the risks associated with indoor exercise versus outdoor exercise and relays best practices to help keep patrons and Personnel healthy and safe.

BACKGROUND: The [Stay Safer at Home Health Order \(C19-071\)](#) authorizes Outdoor Gyms and Fitness Centers and Indoor Gyms and Fitness Centers to operate. Outdoor and Indoor Gyms and Fitness Centers are required to adhere to these guidelines and must monitor forthcoming Health Orders and Directives which are posted at <https://www.sfdph.org/healthorders> and <https://sfdph.org/healthdirectives>.

Primary changes from the December 4, 2020 version:

- Metering System must be implemented
- Updates “How Does COVID-19 Spread” to include recommendation to get tested if experiencing symptoms
- Includes information about COVID-19 vaccines
- Includes information about CA Notify
- Review the Business Capacities and Activities Table: any changes made on the Table override the conflicting information in this document.

Indoor businesses are required to implement a **Mandatory Metering System**. Consider assigning a **COVID-19 Worksite Safety Monitor** to ensure patrons’ compliance with all aspects of the Health Safety Plan, such as wearing masks, monitoring space capacity limits, preventing congregations or crowding, and generally maintaining social distance.



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KEY POINTS

The number of people inside a gym is limited to the capacity listed in the *Business Capacities and Activities Table* ([BCAT](#)).

- No one under the age of 18 is permitted

How Does COVID-19 Spread?

Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These droplets enter the air when a person breathes. Even more droplets can get in the air when infected people talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms and can still be breathing out virus-containing droplets that can infect others. Transmission can occur through:

- Larger droplets. These larger droplets are sometimes called “ballistic droplets” because they travel in straight lines and are pulled down by gravity. People nearby, usually within 6 feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.
- Smaller droplets or infectious particles. These can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols”.

COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite), however this is less common.

COVID-19 Prevention

- [Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- [Avoid Close Contact](#). To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don’t live in your Household.
- [Wear a Face Covering](#). Cover your mouth and nose with a Face Covering in public settings and when around people who don’t live in your Household.
- Routinely [clean and disinfect](#) frequently touched surfaces.
- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and **get tested**.

COVID-19 vaccine is here!

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California’s own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and effectiveness of all COVID-19 vaccines. **Strongly encourage all personnel to get vaccinated**. While the vaccine may prevent you from getting sick, we do not know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Therefore it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to



continue using all the tools available to help stop this pandemic: wearing a mask that covers your mouth and nose when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least 6 feet away from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

Flu vaccines

Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. **Strongly encourage all Personnel to get a flu shot.** Post signage to encourage flu vaccine among patrons, visitors, etc.

CA Notify – another way for us to stop the spread

CA Notify (canotify.ca.gov) is an app you can add on your smartphone. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to help stop the spread of the virus in our community.

If you are using **CA Notify** and you test positive, your diagnosis will not be shared with others. However, if other people were in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using **CA Notify** and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

Additional Requirements for Gyms/Fitness Centers –

****Indoor Gyms and Fitness Centers Remain Suspended At This Time****

Indoor activities with people outside of your household have a much higher risk of COVID-19 transmission to you and your community than outdoor activities. You must consider the impact of this increased risk on yourself and your community. Gyms and Fitness Centers are **strongly encouraged to prioritize and use outdoor space** whenever feasible and may use outdoor AND indoor space as conditions allow under the current Order.

Please see Indoor Risk During the COVID-19 Pandemic at <https://www.sfdcp.org/indoorrisk>

- Exercising increases rate and intensity of exhalation and the risk of viral transmission. For ANY activity that may increase breathing rate and/or intensity (including but not limited to cardio/aerobic activities or weight-lifting), facilities **must** ensure individuals are **at least 12 feet apart** from all others while engaging in those activities when **indoors** and at least six feet apart when outdoors. **The greater the space** between patrons who are breathing heavily, **the safer**.
- Maintain at least six feet distance for stationary activities that do not increase breathing rate or intensity, such as stretching, gentle yoga or meditation.
- Ensure everyone is wearing a face covering at all times except while hydrating with normal breathing intensity.
- Keep the space clean with **enhanced** disinfecting and sanitation procedures.



Fitness Centers and Gyms may be allowed to open with limitations (refer to the [BCAT](#)) and must adhere to the requirements relayed in this guidance. Gyms in locations such as apartment buildings, condominiums or offices may operate if they can be staffed to ensure adherence to all indoor gym protocols and comply with current restrictions listed in the *Business Capacities and Activities Table*.

PLANNING – Applicable to Outdoor and Indoor Establishments

****Indoor Gyms & Fitness Centers Remain Suspended At This Time****

Indoor and Outdoor Gyms and Fitness Facilities must fill out the applicable Health and Safety Plan outlining how the facility will implement the requirements in this guidance and any relevant Health Officer Directives or Orders. This plan must be shared with Personnel, patrons, and other members of the facility. Gyms and Fitness Facilities operating indoor and outdoor must complete and post a Health and Safety Plan for each space being utilized. Health and Safety Plans can be found at <https://www.sfdph.org/dph/alerts/coronavirus-health-directives.asp#31>

- Post the Health and Safety Plan in a highly visible location for Personnel and patrons
- All mention of “Personnel” shall include but is not limited to salaried and hourly staff and independent vendors and contractors
- The Health and Safety Plan must also be posted on any gyms or fitness center’s public facing website.
- Prepare and post the Social Distancing Protocol (see Appendix A of the Stay-Safer-At-Home Order, posted at www.sfdph.org/healthorders).
 - The Social Distancing Protocol must also be posted on any gym or fitness center’s public facing website.
- Designate a COVID-19 staff liaison to be the single point of contact at each site for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH.
- It is strongly recommended that a reservation system be established to manage capacity for gym access and high-use equipment. Facilities should determine in advance how they will monitor in real time the capacity inside the facility and the steps to be taken to make sure it is not exceeded.
- Equip the front desk area with Plexiglas or other impermeable barriers, if feasible, to minimize the interaction between reception workers and patrons.
- Implement virtual, touchless check-in tools, if possible, so that patrons do not have to utilize the reception space.
- Train staff on health and safety practices that must be followed. Share information on [COVID-19, how to prevent it from spreading](#), and which [underlying health conditions](#) may make individuals more susceptible to contracting the virus.
- All Personnel must wear face coverings AT ALL TIMES while in the gym and/or fitness center. [See the Face Covering Health Order No. C19-12d](#).
 - All Personnel must be screened prior to entering the facility every day. See www.sfdcp.org/screening-handout.



All Personnel must maintain a physical distance of at least six feet from others who are not exercising and 12 feet from patrons performing any indoor activity that increase their breathing rate or intensity.

Consider having all staff development meetings remotely by using electronic means, such as email and teleconferencing, to the extent possible.

Metering System - Enforce Capacity Limits

Mandatory Metering System to ensure maximum Capacity Levels specified in the Business Capacities and Activities Table are not exceeded.

- Develop and implement a written procedure to track the number of persons entering and exiting the facility to ensure at or below allowable capacity.
- Consider designating personnel to monitor store capacity.
- Consider increasing the number of on-premises staff to prevent crowding situations during busy times.

Indoor retail spaces within an indoor fitness center are **limited** to current use and **capacity limitations**. View **restrictions** in the [BCAT](#). In addition, all protocols detailed in Health Officer Directive 2020-17 must be followed. Any indoor workspace such as offices or employee break rooms that are physically part of the facility and required to operate the facility may be used (if current restrictions allow) but must follow all protocols detailed in Health Officer Directive 2020-18. All office functions that can be done remotely must continue to be done so to the maximum extent possible. The number of workers counts towards the current capacity limit for the facility. View restrictions in the [BCAT](#).

Personal care services, such as **massage therapy**, must follow all protocols detailed in Health Officer Directive No. 2020-30.

MANDATORY SIGNAGE REQUIREMENTS

Indoor Gyms/Indoor Fitness Centers

****Indoor Gyms/Fitness Centers Remain Suspended At This Time****

Indoor Gyms and Fitness Centers must conspicuously **signage**, including at all primary public entrances, indicating which of the following ventilation systems are used at the facility.

- All available windows and doors are kept open
- HVAC systems fully operational
- Appropriately sized Portable Air Cleaners
- none of the above

Doors and Windows required to be kept closed for fire/life safety purposes are exempt. For example, **fire doors must remain closed**. Make sure open windows **do not create falling hazards** especially for children.

Sign templates can be found at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

- Post all applicable COVID-19 related signage to the establishment as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. Industry specific signage for



gyms and fitness centers can be found here: <https://sf.gov/resource/2020/reopening-guidance-gyms-and-fitness-centers>.

- Display a set of clearly visible rules for patrons and Personnel at the entrance that are to be a condition of entry. The rules must include instructions to wear facial coverings at all times except when hydrating; maintain 6 feet of distance, and at least 12 feet of distance from anyone exercising indoors; no eating; wash hands or use hand sanitizer; disinfect equipment; and to go home if you're sick. Whenever possible, these rules must also be available on the public facing website.
 - Post signage in break rooms or other Personnel common areas informing Personnel they can confidentially report violations of health orders by calling 3-1-1.

FACE COVERINGS

Heavy breathing increases the risk of spreading and contracting the virus that causes COVID-19. Face coverings protect the wearer AND those around them and are critically important in Gyms and Fitness Centers.

Face masks and other cloth face coverings keep people from spreading the virus to others by trapping respiratory droplets before they can travel through the air. The most recent research shows that face coverings ALSO protect the wearer by reducing amount of virus that reaches the wearer and thus decreases the risk of severe illness in the wearer. Face coverings are one of the most important measures to protect Personnel and patrons from COVID-19.

All patrons **MUST wear face coverings AT ALL TIMES** while at the gym and/or fitness center except while hydrating with normal breathing. See the Face Covering Health Order No. C19-12d. Gyms must post signage reminding patrons that they must comply with the following rules. Sample signage is available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

- Heavy exertion. Patrons must avoid exerting themselves to the point where they may want to remove their face covering. They must be able to wear the face covering continuously while exercising and should be advised to check with their health care professional if they are unsure what activities they can safely participate in while continuously wearing a face covering.
- Hydration. Patrons should slow their breathing to a regular intensity before temporarily removing their face covering to hydrate and should then immediately replace their face covering, and wash or sanitize their hands if they touch their face.
- Eating. Eating is not allowed in the gym or fitness center because it provides additional time that patrons may remove their face covering which leaves those around them at higher risk.
- Replacing soiled face coverings. Recommend patrons bring a replacement face covering in case their face covering becomes wet or soiled. Patrons are only allowed to remove and replace their face covering outdoors and they should wash or sanitize their hands afterward.
- Soiled face coverings should be disposed of in a lidded container or impermeable bag like a sealed/tied plastic bag.
- Consider providing face coverings for free or available to purchase for patrons.
 - Face covering with vents are not permitted. The facility must indicate in their Health and Safety Plan how they will train Personnel to monitor and respond to patrons wearing face coverings with vents.



Face covering quality signage must communicate the following

Best protection

- Surgical mask or multi-layered cloth mask
- If using multi-layered cloth mask it should be tightly woven or high thread count cotton or cotton blend
- Good fit – securely fits over nose, mouth, and under the chin

Good protection

- Single-layer cloth mask
- Double-layered neck gaiter
- Double-layered neck gaiter

Not recommended

- Masks that are loosely woven/loosely knit, folded bandana, single-layer neck gator
- Unbreathable material such as plastic or leather
- Overly porous material such as nylon or fleece
- Poor fit – does not securely fit over nose, mouth, and under the chin

GOOD VENTILATION CAN REDUCE COVID-19 TRANSMISSION

Effective November 17, 2020, **all businesses operating indoors must:**

Indoor Gyms & Fitness Centers

**** Indoor Gyms & Fitness Centers Remain Suspended At This Time****

- Review the San Francisco Department of Public Health (SFPDH) Ventilation Guidance at <https://www.sfdcp.org/COVID-ventilation> and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.
- Post signage at public entrances indicating which of the following systems are used:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above

*Doors and Windows required to be kept closed for fire/life safety purposes are exempt. For example, **fire doors must remain closed**. Make sure open windows **do not create falling hazards** especially for children.*

Sign templates can be found at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

The Role of Ventilation

All indoor gyms and fitness centers must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFPDH's guidance for improved ventilation available at: <https://www.sfdcp.org/COVID-ventilation>.

Ventilation is important to prevent transmission. Rooms or spaces which are known to have poor ventilation, such as squash courts, are prohibited. Indoor courts and fitness rooms can be utilized only for activities currently permitted in an indoor gym setting IF physical distancing requirements can be



maintained at all times, face coverings are worn continuously, the room is not known to have poor ventilation, and listed as currently allowable in the [BCAT](#). Each separate room must also adhere to currently allowed capacity and restrictions. Having poor ventilation in a shared space that is used for exercise, even if the exercise is non-aerobic, can substantially increase the risk of transmission.

- Outdoor Gyms may, subject to any applicable permit requirements, conduct their operations under a tent, canopy, or other sun or weather shelter, but only so long as not more than one side is closed, allowing sufficient outdoor air movement. Ventilation is key to mitigating the spread of COVID-19

Good ventilation controls droplets and infectious particles to prevent COVID-19 transmission by:

- removing air containing droplets and particles from the room,
- diluting the concentration of droplets and particles by adding fresh, uncontaminated air,
- filtering room air, removing droplets and particles from the air.

Make Necessary Ventilation Improvements, If Feasible, Including:

- Open windows to increase natural ventilation with outdoor air when health and safety allow. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.
 - Do not prop or wedge open fire doors. Continue to follow fire and building safety requirements.
 - If open windows pose a risk of falls for children, use window locks to keep windows from opening more than 4 inches, or other safety devices to prevent falls.
- If your program has an HVAC system (sometimes called mechanical ventilation, forced air, or central air), follow the recommendations in [SFDPH Ventilation Guidance](#). Prioritize maximizing the intake of outdoor air and minimizing recirculated air during the COVID-19 pandemic. Recommendations include:
 - Make sure the HVAC system is checked by a professional and is working properly.
 - Open outdoor air dampers and close recirculation dampers (“economizers”). This will maximize the amount of outdoor air that the HVAC system takes in and minimize the amount of indoor air that is recirculated.
 - If you can use higher-efficiency air filters without reducing airflow or damaging your HVAC system, use air filters rated MERV13 or better.
 - Disable “demand-control ventilation controls” so fans keep running even when a room doesn’t need to be heated or cooled.
 - Keep the HVAC system running even when the building is not being used, if you can. If your HVAC system has a timer, set it to run, at a minimum, from 1-2 hours before the building opens until 2-3 hours after everyone has left the building, including custodial staff.
- Consider using portable air cleaners (“HEPA filters”).
- If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual’s space to another’s space.

Email Ventilation questions to: dph.doc.ventilation@sfdph.org



Contact Tracing

The San Francisco Department of Public Health, in partnership with community, including gyms and fitness centers, helps identify those who have had close contact with anyone who has COVID-19. People can transmit the virus 48 hours before they develop symptoms. Some people never develop symptoms and can still transmit the virus. **We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease.** We do this whenever there is an outbreak of infectious diseases like measles, tuberculosis, and others to protect the community's health.

Help ensure the health of your Personnel, patrons, and our community. Retain the attendance/schedules of all personnel at your organization for up to three weeks. It is recommended that organizations maintain a list of patrons willing to voluntarily provide their name and contact information for contact tracing purposes. Any lists should be discarded after three weeks. Patrons are not required to provide contact information.

If Personnel or a patron tests positive for COVID-19, the organization must assist the Department of Public Health in identifying other Personnel or patrons who may have been exposed.

Cover your face, test early, and trace! Find out more at <https://covid19.ca.gov/contact-tracing>.

SETTING UP THE SPACE

The Guidance below must be followed for Indoor **AND** Outdoor facilities **except** for when clearly stated. Review the [BCAT](#) when preparing your space. Refer to this table frequently as it will be updated as we follow the State's [Blueprint for a Safer Economy](#).

Physical Distancing

Physical exertion from exercising can increase exhalation rate and intensity, making physical distancing even more important to lower the risks of transmitting the virus that causes COVID-19.

- 12 feet is the minimum distance required around patrons performing any activity that increases breathing rate or intensity for indoor exercise and at least six feet of distance for outdoor exercise.
- Six feet is the minimum distance that is required between those who are not performing exercise that increases breathing rate or intensity.
- Whenever possible increase the distance.
- The maximum number of people, including Personnel and Patrons, allowed inside the indoor facility at any time is limited to the capacity listed in the [BCAT](#), or the number that can maintain at least six feet of physical distance at all times AND 12 feet physical distance around exercising patrons, whichever is less.
- The capacity limit applies to discrete spaces within the facility. For example, a gym's 10% capacity for an entire facility may be 25 people, but 10% capacity for a smaller room or space within the gym may only be two or three people.



Physical Distancing for Outdoor Gyms and Fitness Center

Evaluate the outdoor space to determine the number of people (including patrons and Personnel) who may safely fit in the Outdoor Gym area.

- Patrons must maintain physical distancing of at least six feet from people outside their household at ALL TIMES AND 12 feet around patrons engaged in indoor exercise that increases breathing rate or intensity. Use signage, floor tape and/or directional guidance to help to ensure physical distancing as Personnel and patrons move around the space.
- Use signage and on-going monitoring to ensure that individual rooms and spaces within a facility and the outdoor space do not exceed their capacity.
- Arrange the space and/or develop processes to monitor and maintain required physical distancing at all times. Consider one or more of the methods below:
- Arrange equipment at least six feet apart (for example, for stretching) or 12 feet apart (for example for stationary bike usage) where required by indoor activity.
- Arrange equipment in an "X" pattern to provide greater distancing.
- Block off every other machine or move equipment so that they are farther apart.
- Develop a monitoring plan for which machines are in use at any time to maintain 12 feet of distance where needed for indoor establishments and six feet for outdoor establishments. Implement a reservation or sign up system for individual machines.
- Physical barriers can be helpful to minimize exposure between patrons and Personnel or to segregate exercise areas but should not significantly block overall airflow in the space.

Outdoor Gyms Regulations

Outdoor gyms must address potential hazards and comply with state and local laws, regulations and permitting requirements.

- For more information about setting up your outdoor space please visit San Francisco's Shared Spaces Program at <https://sf.gov/shared-spaces>.
- Outdoor Gyms must be in compliance with the [Cal/OSHA Guide to Electrical Safety](#) and the [Cal/OSHA standards for heat illness prevention](#).
- Patrons may engage in self-directed fitness. For example, patrons may individually use free weights or other fitness equipment. Patron pathways to and from equipment must allow required physical distance be maintained at all times (for example, 12 feet of distance is required for a pathway that passes a cardio machine indoors and six feet for outdoors).
 - One-On-One Personal Training is allowed when at least six feet of physical distancing can be maintained, or 12 feet if any indoor activity that increases breathing rate or intensity is performed. View current restrictions in the [BCAT](#).
 - Patrons are not permitted to engage in activities that require others to be within 6 feet for safety reasons or otherwise, such as spotting while lifting weights.



Activity and Space Considerations

Self-directed fitness

For patrons using self-directed fitness equipment (excluding climbing walls which are subject to separate cleaning requirements, above), disinfectant spray and wipes must be conveniently located and available for patrons to wipe off equipment between usage by patrons (see Sanitizing and Disinfecting section, below). Take steps to ensure that another patron does not begin using self-directed fitness equipment before it has been disinfected. Personnel should monitor compliance with disinfecting self-directed fitness equipment and the availability of disinfecting supplies. Patrons and Personnel should be provided information, by signage or other means, about how to inform the facility's designated COVID-19 monitor of safety concerns in real time.

Climbing Walls –

****Indoor Gyms & Fitness Centers Including Climbing Walls Remain Suspended At This Time****

Climbing Walls may be permitted with additional requirements listed below. View current restrictions in the [BCAT](#).

- Patrons must wash hands with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol before and after each climb (Patrons do not have to wash or disinfect hands when repeating a climb if no one outside of their Household used the same holds or equipment between climbs)
- Climbing walls must be separated by tape or other visual cues so climbers stay in their “lanes” and maintain required six feet of distance
- No shared chalk
- Renting equipment to patrons is allowed. All equipment must be thoroughly cleaned and disinfected between each use with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with the guidelines found in Section 5 of Appendix C-1 of the latest update to the Stay-Safer-At-Home Order ([Health Order C19-07](#)), which may be modified by the Health Officer as new information becomes available
- Encourage climbers to limit their climbing partners to a select few
- Highly recommend belay partners or spotters wear eye protection and encourage facilities to provide and sanitize between use. Small businesses can request free PPE from the City. See this link for more information: <https://oewd.org/free-ppe-available> Sanitize climbing walls as often as feasible.

Group Classes

Group cardio/aerobic fitness classes (such as spinning, kickboxing, etc.) are not permitted at this time. View current restrictions in the [BCAT](#). High contact activities that require close contact of less than six feet in distance are not allowed unless otherwise permitted under the Stay-Safer-At-Home Order. This would include activities such as group sporting events, organized intermural activities, pick-up basketball, handball, or organized races.



Amenities

- Locker rooms, showers, saunas, steam rooms, and other spaces not used specifically for physical fitness. Access to these areas are subject to posted limitations in the [BCAT](#). (Note: Locker rooms may be open only to allow access to restroom areas; lockers, benches, and other locker room amenities must be closed). Businesses are encouraged to monitor use of restrooms by either requiring a key to access or stationing a restroom/locker room attendant nearby.
- Childcare spaces, indoor playgrounds, and/or sensory walls/stations/tables. Access to these areas are subject to posted limitations in [BCAT](#).
- Closed areas/amenities must be made inaccessible to patrons by locking doors or using tape or other barriers to block off the area. At the entrance to each closed area and on each closed amenity, signage must be posted telling patrons that the area/amenity is off-limits.
- Gyms and fitness studios are encouraged to set aside spaces or times for use by community members who are vulnerable to poor health outcomes from COVID-19.
- Wherever possible, install touchless, automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups. Display signage reminding Personnel and patrons that the bottle or cups should not touch the water dispenser. If a touchless water dispenser is not feasible, remind workers and patrons to wash their hands or use proper hand sanitizer before and after touching the water release button on drinking fountains.

HEALTH SCREENINGS OF PATRONS

- Facilities must screen all patrons entering the indoor and/or outdoor facility with the questions about COVID-19 symptoms and exposure to COVID-19. Facilities must ask the questions and relay the information found at: <https://www.sfcddp.org/screeningvisitors>

Facilities **must exclude** those who answer **yes to any of the questions** on the above form.

SANITIZING AND DISINFECTING

Gyms and Fitness Centers must develop a plan and implement sanitation requirements that exceed standard industry requirements. Protocols should include but are not limited to the following:

- All Personnel and patrons must **wash** or **sanitize** their **hands** upon entering the indoor and/or outdoor facility. Patrons must wash or sanitize their hands between before and after use of shared equipment.
- Facilities **must provide** a washing station, hand sanitizer, or sanitizing wipes for patrons and Personnel.
- Require Personnel to **regularly clean** and **disinfect high touch areas** and surfaces, such as **doorknobs, handles, rails, light switches, restrooms, sinks, toilets, benches, front desk areas, keyboards, computers, phones, fitness machines, gear, accessories, sanitation stations**, and other equipment throughout the day following CDC guidelines found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Require **patrons** to **disinfect** any **fitness machine**, accessories, or other **equipment** before and after each use. Post signage to remind patrons of this requirement (climbing walls exempted).



Make disinfectant spray and wipes available for patrons at convenient locations. Ensure that lined, non-touch trash receptacles are available.

- If a patron is unable to wipe/disinfect equipment after exercise, provide “Ready to Clean” tags for members to place on equipment after use to alert Personnel that the equipment must be sanitized before the next patron may use the equipment.
- Take steps to ensure that another patron does not begin using self-directed fitness equipment before it has been disinfected. Personnel should monitor compliance with disinfecting self-directed fitness equipment and the availability of disinfecting supplies. Patrons and Personnel should be provided information, by signage or other means, about how to inform the facility’s designated COVID-19 monitor of safety concerns in real time.
- Disinfecting products must be approved for use against COVID-19. An approved list can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>



FREQUENTLY ASKED QUESTIONS

What if someone at my Gym or Fitness Center tests positive for COVID-19?

People may be able to transmit the virus 48 hours before they develop symptoms of COVID-19. Some people never develop symptoms and can still transmit the virus. See SFPD guidance on [What to do if Someone at the Workplace Has COVID-19](#) which can be found at: www.sfcddcp.org/covid19-positive-workplace.

Some of our patrons use gloves for weightlifting and other exercise activities. Are they allowed?

Patrons may wear their gloves while working out but should be reminded about disinfecting and hand washing. Gloves do not replace disinfecting, hand washing or other sanitizing protocols.

What about towels?

Encourage guests to bring their own towels. If your establishment decides to provide towel service, used towels will need to be stored in a lidded container. Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Towels, whether provided by the establishment or brought by the guests, do not replace the requirement to disinfect fitness machines, accessories, or other equipment used by the patrons.

Should we encourage the use of face shields?

Highly recommended for belay partners and spotters using climbing walls. There is currently no recommendation that the general public wear eye protection for most day to day activities. However, your eyes can theoretically be a route of infection for COVID-19. A face shield or goggles (but not regular glasses) could provide protection against these types of exposures. Therefore, individuals, particularly those at high risk of exposure or serious disease from COVID, may decide to wear eye protection in addition to face covering as an extra layer of protection against acquiring COVID-19 infection.



RESOURCES

Stay informed. Information is changing rapidly. Useful resources can be found at:

- San Francisco Department of Public Health (SFPDH)
<https://www.sfcddcp.org/covid19>
- Printable resources from SF.GOV for businesses, Including signage
<https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- <https://sf.gov/resource/2020/reopening-guidance-gyms-and-fitness-centers> California Blueprint for a Safer Economy issued by the State of California
<https://covid19.ca.gov/safer-economy/#reopening-data>
- California Department of Public Health (CDPH) Industry Guidance for Fitness Facilities
<https://files.covid19.ca.gov/pdf/guidance-fitness.pdf>
- Centers for Disease Control and Prevention (CDC)
- List of Guidance documents (searchable)
<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html>



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State’s purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly.

The opening of sectors does not necessarily signify that these activities are “safe.” The purpose of the required safety protocols contained in the order and directives is make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently following all safety protocols and Social Distancing Requirements.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-15d

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR TENNIS, PICKLEBALL AND GOLF**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that people engaged in outdoor tennis, pickleball or golf (up to a foursome) must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4 and 11 of Health Officer Order No. C19-07s issued on January 27, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on Thursday, January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE
SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS
FOLLOWS:**



Health Officer Directive No. 2020-15d

- 1. This Directive applies to:**
 - a) All people engaged in tennis, pickleball or golf (“Players”) in the City and County of San Francisco (the “City”); and**
 - b) All owners, operators, managers, and supervisors of any public or private tennis, pickleball or golf facility in the City that are Outdoor Businesses permitted to be open to the public under the Stay-Safer-At-Home Order (the “Facility”).**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Players and Facilities (the “Best Practices”). Each Player and Facility must comply with all of the relevant requirements listed in the Best Practices.**
- 3. Each Facility must, before it begins to offer tennis, pickleball or golf services, create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. If an aspect, service, act or operation of a Facility or Player is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Facility or Player must comply with all applicable directives, and must complete all relevant Health and Safety Plan forms.**
- 5. Each Facility must (a) make the Health and Safety Plan available to a member of the public and Personnel on request, (b) provide a summary of the plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the plan online at any storefront and at the entrance to any other physical location that the Facility operates within the City. Also, each Facility must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Order upon demand.**
- 6. Each Facility subject to this Directive may be required to provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to Personnel and/or to the public, all as required by the Best Practices. If any such Facility is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant operation, any such Facility is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.**
- 7. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Facility: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Facility. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.**



Health Officer Directive No. 2020-15d

8. This Directive may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. All Players and Facilities must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/healthorders; www.sfdph.org/directives) regularly.
9. Implementation of this Directive augments—but does not limit—the obligations of each Facility under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. Each Facility must follow this industry-specific guidance and update all guidance or other requirements as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls unless otherwise specifically provided. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home

Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

A handwritten signature in black ink, appearing to read "Susan Philip".

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Date: January 27, 2021



Exhibit A to Health Officer Directive No. 2020-15d (issued 1/27/21)

Best Practices for Tennis, Pickleball and Golf

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4 of Health Officer Order No. C19-07s (the “Stay-Safer-At-Home Order”), each Facility that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

Requirements:

1. Section 1 – Facility Requirements:

- 1.1.** Ensure that the following aspects of Facility premises are shut down and not accessible by Players or the public: clubhouses, restaurants, bars, dining areas, seating or lounge areas, common areas not required to reach outdoor facilities, fitness facilities, shower facilities, locker areas, and retail space, unless specifically allowed under the Stay-Safer-At-Home Order and any directives or guidance issued by the Health Officer.
- 1.2.** Without limiting Section 2.7 of this Directive, if an aspect of Facility premises is allowed to operate under another directive (for example, a pro-shop or retail space may or may not currently qualify as Retail Business with Curbside Pickup, which is covered by Directive No. 2020-10), then the Facility must comply with all applicable directives, and its Health and Safety Plan must include all applicable components from those directives. Copies of other directives are available online at <https://www.sfdph.org/directives>.

2. Section 2 – General Sanitation Exemptions for Public Facilities:

- 2.1.** Private Facilities are required to implement all applicable sanitation requirements of the Social Distancing Protocol.
- 2.2.** Public Facilities are required to implement all applicable sanitation requirements of the Social Distancing Protocol with the following exceptions:
 - 2.2.1.** If it is not feasible for a public Facility to provide hand sanitizer or a handwashing station to Players in accordance the Social Distancing Protocol, public Facilities must require Players to bring their own hand sanitizer.
 - 2.2.2.** If it is not feasible for a public Facility to continuously disinfect shared or high-touch surfaces and devices as required by the Social Distancing Protocol, then the public Facility must post signage requiring Players to bring their own hand sanitizer to use after touching high-touch surfaces like gates.
 - 2.2.3.** Except with respect to bathrooms, public Facilities are not required to clean and decontaminate premises in accordance with Sections 3.11 and 3.13 of the Social Distancing Protocol, but are strongly encouraged to clean and disinfect premises to the maximum extent feasible.
 - 2.2.4.** Public Facilities are not required to clean and decontaminate premises in accordance with Section 3.17 of the Social Distancing Protocol, but are strongly encouraged to clean and disinfect premises to the maximum extent feasible.



3. Section 3 – Requirements Specific to Golf Players and Golf Facilities:

- 3.1.** Golf Players and Personnel must practice—and Facilities with on-site Personnel must enforce – all Social Distancing Requirements in accordance with the Stay-Safer-At-Home Order and applicable directives, all Face Covering requirements as set forth in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to those orders or directives.
- 3.2.** Golf Facilities must conduct all business and transactions involving Players and members of the public in outdoor spaces in accordance with the Stay-Safer-At-Home Order.
- 3.3.** In Golf Facilities where restrooms are available on the course, Facilities must prohibit Players and other members of the public from using any indoor restroom facilities, such as those located in the clubhouse. For clarity, if no bathrooms are available on the course, indoor bathrooms may be made available to Players and the public. Personnel may use any bathrooms designated by the Facility.
- 3.4.** Groups must be limited to a maximum of four players per group from the same or different Household. Groups of players from different Households must comply with the State of California under its Stay-Safer-At Home Order.
- 3.5.** Golf Players must not share equipment with people outside of their Household or rent any equipment unless otherwise expressly allowed for equipment rental as an Additional Business under the Stay-Safer-At-Home Order and subject to all applicable requirements for sanitization between uses.
- 3.6.** Golf Cart Operations:
 - 3.6.1.** Carts must be limited to members of one Household;
 - 3.6.2.** Carts must be sanitized after each use; and
 - 3.6.3.** Hand carts must be sanitized after each use.
- 3.7.** Before the Golf Facility may open its course, all high-touch surfaces and equipment including, but not limited to, water stations, hand towels, ball washers, bunker rakes, scorecards and pencils, must be removed or made inaccessible from the range or course. To avoid contact with a high-touch surface, players must be prevented from reaching into cups for golf balls. Cups must be lifted above the putting surface to ensure there is no retrieval of balls from the cup. Flags may be removed or fixed in place at each hole. Cups may be filled or inverted so that the ball can come to a rest at the cup but also be retrieved easily without touching any surfaces.
- 3.8.** Where possible, designated paths of travel within Golf Facility premises must be clearly marked.
- 3.9.** Tournament style events or competitions are prohibited to the extent they require, encourage or result in groups of Golf Players from different Households arriving and congregating at the Facility at the same time. For example, tournaments that require or allow Golf Players to start or end play at or near the same time – such as a “shotgun” start – are not permitted. But a tournament that staggers start times from the first tee and otherwise complies with this Directive and all applicable State and local health orders is allowed. The Golf Facility must



continue to ensure that different groups of Golf Players do not congregate at the Facility before, during or after the event, that there is no other mingling between those groups at the Facility, and that there are no scorekeepers, referees or other similar staff who interact in person with the groups as part of the management of the tournament. Spectators are prohibited during any tournament. Professional tournaments without spectators may be allowed with prior approval of the Health Officer. Group instruction or clinics are permitted to the extent they operate as Outdoor Fitness Classes under Section 9 of Appendix C-1 to the Stay-Safer-At-Home Order. Similarly, Players who are attending summer camps for children are authorized to use Golf Facilities in accordance with this Directive to the extent the summer camp is allowed under a separate directive.

- 3.10.** No caddies, spectators, or persons other than Players unless all requirements for Small Outdoor Gatherings under Directive No. 2020-19e, including as that directive is updated or amended in the future, are met. A Golf Player who is a minor may be accompanied by their parent or legal guardian.
- 3.11.** Golf Players must bring plenty of water to drink as water fountains or drinking stations will be closed.
- 3.12.** Only Golf Players with a previously scheduled tee time may access Facility premises. Tee times must be scheduled 10 minutes or more apart. Groups are required to stay away from the starting tee off area until it is cleared by the group ahead of them. All Players must arrive at Facility premises no more than 30 minutes prior to their scheduled tee time and must leave immediately after completing their round.
- 3.13.** Golf Facilities must provide security or patrolling to ensure golfers' compliance with the requirements of this Directive.
- 3.14.** This Directive cannot anticipate every way to make golf safer for everyone in light of COVID-19. Facilities and Players are encouraged to make their sport safer by adding changes to their practices and procedures that are consistent with the intent of the Stay-Safer-At-Home Order and this Directive. Players and Facilities are also encouraged to implement guidance from athletic associations where applicable (For example, the USGA provides guidance for Players and Facilities here: <https://www.usga.org/content/usga/home-page/course-care/covid-19-resource-center.html>.) Nothing in this section allows a Golf Player or Facility to replace, supplement, or change any restriction in the Stay-Safer-At-Home Order, this Directive, or any local, state, or federal health order or guidance related to COVID-19 with a less restrictive measure. For clarity, all Golf Players and Facilities must strictly implement every measure in this Directive and may only supplement new safety measures to the extent they are more restrictive (i.e., more protective of public health) than any local, state, or federal health order or guidance related to COVID-19.

4. Section 4 – Requirements Specific to Tennis and Pickleball Players and Facilities:

- 4.1.** Tennis and Pickleball Players must practice – and Facilities with onsite personnel must enforce – all social distancing requirements in accordance with the Stay-Safer-At-Home Order and applicable directives, all Face Covering requirements as set forth in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to those orders or directives.



City and County of San Francisco

Department of Public Health Health Officer Directive

- 4.2. Tennis and Pickleball Players may only use outdoor courts. Facilities must conduct all business and transactions involving Players and members of the public in outdoor spaces in accordance with the Stay-Safer-At-Home Order.
- 4.3. Singles tennis or pickleball may be played between members of different Households while maintaining Social Distancing Requirements at all times. Doubles tennis may be played between members of up to three different Households with all players maintaining Social Distancing Requirements at all times. In accordance with guidance of the California Department of Public Health, doubles pickleball where any players are from different Households is not permitted at this time.
- 4.4. Tennis and Pickleball Players must bring plenty of water to drink as water fountains or drinking stations must be closed.
- 4.5. No equipment may be shared between players outside of their Household, including balls and rackets. Tennis and Pickleball Players should avoid switching sides of the court during play. Players switching sides of the court must maintain social distancing at all times.
- 4.6. Tournament style events or competitions are prohibited to the extent they require, encourage or result in groups of Tennis Players from different Households arriving and congregating at the Facility at the same time. For example, a tournament that requires Tennis Players to wait at the Facility to play in multiple matches on a single day is prohibited. But a tournament that staggers match start times to ensure Tennis Players and Personnel do not gather, mingle or congregate before or after matches and that otherwise complies with this Directive and all applicable State and local health orders is allowed. Spectators are prohibited at any tournament. Professional tournaments without spectators may be allowed with prior approval of the Health Officer. Group instruction or clinics are permitted to the extent they operate as Outdoor Fitness Classes under Section 9 of Appendix C-1 to the Stay-Safer-At-Home Order. Similarly, Players who are attending summer camps for children are authorized to use Tennis or Pickleball Facilities in accordance with this Directive to the extent the summer camp is allowed under a separate directive.
- 4.7. Spectating or gathering is prohibited unless conducted in compliance with all Small Outdoor Gathering requirements under Health Officer Directive 2020-19e, including as that directive is updated or amended in the future. A Tennis or Pickleball Player who is a minor may be accompanied by their parent or legal guardian.
- 4.8. Rental of equipment is not permitted at this time unless otherwise expressly allowed for equipment rental as an Additional Business under the Stay-Safer-At-Home Order and subject to all applicable requirements for sanitization between uses.
- 4.9. Each Tennis and Pickleball Player must mark their balls with clear and unique markings. Accordingly, Players must use at least six balls (two cans) rather than three balls (one can).
- 4.10. Tennis and Pickleball Players will only serve and touch their own marked tennis balls. When another Player's ball needs to be returned to them, the Player must roll or hit the ball with a racket back to the other Player, without touching the ball in any way.
- 4.11. Tennis and Pickleball Players at private Facilities must have a reservation to play before arriving at Facility premises. Players must arrive no more than 10 minutes before the time expected to play and leave the facility immediate after play. No extra-curricular or social activity may take place.



- 4.12.** Where possible, designated paths of travel within Facility premises must be clearly marked.
- 4.13.** All court gates and entrances to Facility premises must be roped off (when closed) or left open (during hours of court operation) to prevent touching.
- 4.14.** All furniture in the Facility premises, such as benches and tables, must either (1) be conspicuously marked with an easily readable posting informing people that the furniture is a high touch surface and reminding people to follow all social distancing, masking, and sanitation requirements when using the furniture or (2) be made inaccessible by, for instance, being removed, covered, taped, or roped off to prevent congregating and touching. All water dispensers or water fountains must be made inaccessible by, for instance, being covered, taped, or roped off to prevent touching. Public Facilities are required to implement this section to the maximum extent feasible.
- 4.15.** Use of tennis ball machines is permitted at this time if high touch surfaces on tennis ball machines are cleaned and disinfected before and after each use.
- 4.16.** This Directive cannot anticipate every way to make tennis and pickleball safer for everyone. Tennis Facilities and Players are encouraged to make their sport safer by adding changes to their practices and procedures that are consistent with the intent of the Stay-Safer-At-Home Order and this Directive. Players and Facilities are also encouraged to implement guidance from athletic associations where applicable (For example, the USTA provides guidance for Players and Facilities here: <https://www.usta.com/en/home/usta-covid-19-updates.html>.) Nothing in this paragraph allows a Player or Facility to replace, supplement, or change any restriction in the Stay-Safe-At -Home Order, this Directive, or any local, state, or federal health order or guidance related to COVID-19 with a less restrictive measure. For clarity, all Players and Facilities must strictly implement every measure in this Directive and may only supplement new safety measures to the extent they are more restrictive (i.e., more protective of public health) than any local, state, or federal health order or guidance related to COVID-19.



Health Officer Directive No. 2020-15d (Exhibit B)
Health and Safety Plan (issued 1/27/2021\)

Each 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.)

For All Facilities

- Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-15d, available at www.sfdph.org/directives.
- Shut down clubhouses, restaurants, bars, dining areas, seating or lounge areas, common areas not required to reach outdoor facilities, fitness facilities, shower facilities, locker areas, and retail space.
- Make sure players do not share equipment with anyone outside of their Household. No equipment rental is permitted unless the Facility meets all the requirements for equipment rental under the Stay-Safer-At-Home Order.
- Conduct all interactions with Players or other members of the public in outdoor spaces.
- Where possible, clearly mark designated paths of travel within the facility to help everyone maintain social distance.
- Require Players to bring plenty of their own water because fountains and drinking stations will be closed.
- No spectators or persons other than Players unless spectators strictly follow rules for Outdoor Gatherings. Players who are minors may be accompanied by their parent or legal guardian.

For Golf Facilities

- If restrooms are available on the course, prohibit Players and members of the public from using any other restroom facilities such as those located in the clubhouse.
- A maximum of four Players from different Households may share a tee time but, unless they are all part of the same Household, may not share the same golf cart or any other equipment and must maintain at least six feet of physical distance from each other at all times.

Health Officer Directive No. 2020-15d (Exhibit B) Health and Safety Plan (issued 1/27/2021\)

Limit golf carts to one rider and one bag. Sanitize motorized carts and hand carts after each use.

- Remove or make inaccessible high touch surfaces including: water stations, hand towels, ball washers, bunker rakes, scorecards and pencils.
- Take steps to seal off or otherwise remove cups to prevent Players from reaching into cups to retrieve balls.
- Only allow golf Players with previously scheduled tee times to access the premises.
- Schedule tee times 10 minutes or more apart.
- Keep groups away from the starting tee off area until the group ahead is clear.
- Require Players to arrive at the facility no more than 30 minutes before their tee time and leave immediately after finishing their round.
- Provide security or patrolling to make sure golfers are complying.

For Tennis Facilities

- Allow tennis and pickleball to be played on outdoor courts only.
- No more than two Households may play single tennis or singles pickleball together at any one time. Members of no more than three Households may play doubles tennis and must maintain six feet of physical distance at all times. Doubles Pickleball is not permitted at this time.
- Encourage Players to avoid switching sides of the court during play and maintain social distancing if they do switch sides.
- Require all Players to mark their balls with clear and unique markings and use at least six balls (two cans).
- Make sure Players touch only their own marked balls. Make sure Players return a ball to another player by rolling or hitting the ball with a racket back to the other Player without touching the ball at all.
- Allow Players on private Facility premises only if they have a reservation to play. Require all Players to arrive no earlier than 10 minutes before their scheduled court time. Require all Players to leave the Facility immediately after the end of their play.
- Keep court gates open at all times during hours of operation. Keep as many other gates and doors as feasible open during hours of operation.
- Either mark all high touch furniture such as benches and tables with posters informing people about high-touch surfaces or remove or make inaccessible high-touch furniture.



San Francisco is currently in the purple tier of the State’s Blueprint for a Safer Economy framework. Accordingly, Lodging Facilities must close indoor gyms, indoor pools, ballrooms, conference rooms, business centers, lounge areas, and other indoor gathering places. Outdoor fitness areas and outdoor pools located at Lodging Facilities may remain open, and Dining Establishments in Lodging Facilities may open consistent with the guidance in Health Officer Directive No. 2020-16, provided that the Lodging Facility closes the operations of these areas from 10:00 p.m. to 5:00 a.m.

For so long as Health Officer Order No. C19-17 (Surge-Related Travel Quarantine) is in effect, Lodging Facilities cannot accept or honor reservations for individuals traveling from outside of the Bay Area for non-essential travel unless: (1) the reservation is for at least 10 days (the minimum time period required for quarantine), and (2) the people identified in the reservation will quarantine in the hotel or lodging entity for at least 10 days.

To the extent of any conflict or inconsistency with any other provision of this directive or guidance, this requirement controls. [1/27/2021]

DIRECTIVE OF THE HEALTH OFFICER No. 2020-29d

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR LODGING FACILITIES, INCLUDING HOTELS, MOTELS AND
SHORT-TERM RENTALS**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that lodging facilities, as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4.e and 11 of Health Officer Order No. C19-07s issued on January 27, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE
SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS
FOLLOWS:**

- 1. Definitions.** For purposes of this Directive, the following terms shall have the meanings given below:
 - a. “Lodging Facility” means any facility in San Francisco where members of the public can obtain lodging on a short-term basis, including,



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without limitation, hotels, motels, auto courts, bed and breakfasts, inns, cabins and cottages, hostels, and lodging provided for vacation or short-term rentals (i.e. rentals for fewer than 30 consecutive nights at a time) by owners through on-line services.

- b. **Lodging Facility does not include:**
- i. homeless shelters or other facilities used to house persons who are experiencing homelessness or would otherwise become homeless;
 - ii. single room occupancy hotels, sometimes known as “SROs” or “residential hotels”;
 - iii. transitional housing designed for individuals or families seeking to transition to independent living;
 - iv. assisted living facilities and residential care facilities, including, but not limited to, skilled nursing facilities (sometimes known as nursing homes);
 - v. residential healthcare facilities;
 - vi. lodging facilities where the average duration of guest occupancy is more than 60 days;
 - vii. foster homes, including, but not limited to, foster group homes;
 - viii. lodging that is owned and operated by governmental entities; or
 - ix. lodging that is being used by governmental entities, or through contracts with governmental entities, for the purpose of responding to COVID-19.
- c. A “Guest” of a Lodging Facility refers to any person who rents or stays in a room or rooms at a Lodging Facility.
- d. “Isolation Area.” All Lodging Facilities must have an Isolation Area, which is a room or group of rooms set aside for Guests who are COVID-19 positive, exhibiting COVID-19 symptoms, or have recently come into close contact with someone who tested positive for COVID-19 in the last 14 days. The Isolation Area should consist of at least 5 percent of the total rooms available at the Lodging Facility, be all adjacent to one another, and all within a discrete and separable area of the facility. Lodging Facilities with 2 to 20 rooms may create an Isolation Area that contains one room. This requirement does not apply to Lodging Facilities with one room.
- e. “Personnel” includes all of the following people who provide goods or services associated with a Lodging Facility: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Lodging Facility. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.
- f. “Unoccupied Unit” means a residence or unit in a Lodging Facility that



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is rented while the operator is not physically present or has a separate exterior entrance and exit that does not require the use of shared facilities, and is otherwise unoccupied.

2. This Directive applies to all owners, operators, managers, and supervisors of any Lodging Facility. While hotels, motels, and other lodging facilities are critical for safe travel and business operation, Lodging Facilities can pose significant risks to public health in light of the COVID-19 pandemic. Because Lodging Facilities typically involve members of different households staying in close proximity within an enclosed area for days or weeks at a time, and often using shared equipment or spaces, Lodging Facilities must take extra precautions to reduce the risk of COVID-19 transmission for Personnel, Guests, and others. Because many individuals may be pre-symptomatic, or show no symptoms at all there is a heightened need for comprehensive and medical-based cleaning, disinfecting, and operating standards. To mitigate virus transmission risks, this Directive outlines minimum requirements for Lodging Facilities, including limitations on the use of common areas and gathering places, encouraging contactless interactions, and requiring thorough cleaning of commonly touched surfaces and appropriate precautions for the cleaning of rooms. Due to the transient nature of Guest stays at Lodging Facilities, this Directive also takes precautions to avoid unnecessary risks presented by cumulative or cross-contamination between individuals. This Directive, in combination with the incorporated CDC guidelines, and the California DPH guidelines, collectively represent the most stringent cleaning and disease prevention standards applicable to Lodging Facilities in San Francisco.
 - a. Lodging Facilities are not required to screen Guests for COVID-19 symptoms. Lodging Facilities should not refuse to accept guests who are COVID-19 positive, exhibiting COVID-19 symptoms, or have recently come into close contact with someone who tested positive for COVID-19 in the last 14 days, unless the Guest needs immediate medical attention.
 - b. Lodging Facilities with conference facilities, convention centers or other meeting venues, and banquet halls, if applicable, must keep these areas closed until each of these types of establishments are allowed to resume modified or full operation by the Health Officer.
 - c. Property managers, timeshare operators, and other rental unit owners and operators are only allowed to rent Unoccupied Units and cannot rent rooms or spaces within an occupied residence until otherwise notified through a written directive from the Health Officer.
3. Attached as Exhibit A to this Directive is a list of best practices that apply to Lodging Facilities (the “Best Practices”). Each Lodging Facility must comply with all of the relevant requirements listed in the Best Practices.
4. Before it begins to offer lodging, services or allow Personnel onsite, each Lodging Facility, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.
5. If an aspect, service, or operation of the Lodging Facility is also covered by another Health Officer order, such as Health Officer Order No. C19-17 (Surge-Related Travel Quarantine), or directive (all of which are available at <http://www.sfdph.org/directives>), then the Lodging Facility must comply with all



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applicable Health Officer orders, and directives, and it must complete all relevant Health and Safety Plan forms.

6. Each Lodging Facility must (a) make the Health and Safety Plan available to every Guest before check in, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations and make the Health and Safety Plan available to Personnel upon request, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Lodging Facility must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.
7. Each Lodging Facility subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Lodging Facility is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Lodging Facility, any such Lodging Facility is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.
8. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Lodging Facility must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (<https://www.sfdph.org/directives>) regularly.
9. Implementation of this Directive augments—but does not limit—the obligations of each Lodging Facility under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Lodging Facility must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

Health Officer Directive No. 2020-29d

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

A handwritten signature in black ink, appearing to read "Susan Philip".

Susan Philip, MD, MPH,
Health Officer of the
City and County of San Francisco

Date: January 27, 2021



Exhibit A to Health Officer Directive No. 2020-29d (issued 1/27/2021)

Best Practices for Lodging Facilities

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07s (the “Social Distancing Protocol”), each Lodging Facility that operates in San Francisco must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

1. Section 1 – General Requirements for all Lodging Facilities:

- 1.1.** Follow all applicable public health orders and directives, including this Directive and any applicable State orders or industry guidance. In the event of any conflict between a State order or guidance and this directive, follow the more restrictive measure.
- 1.2.** If all or part of a Lodging Facility has been vacant or dormant for an extended period, ensure that plumbing is functioning and that pipes are flushed before use. The San Francisco PUC provides guidance for flushing and preparing water systems at <https://sfwater.org/index.aspx?page=1327>.
- 1.3.** All Lodging Facilities must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFPDH’s guidance for improved ventilation available at: <https://www.sfcdep.org/COVID-ventilation>.
- 1.4.** Guests should enter through doors that are propped open or automated, if possible.
- 1.5.** Provide hand sanitizer (using touchless dispensers when possible) at key Guest and Personnel entrances and contact areas such as driveways, reception areas, hotel lobbies, restaurant entrances, elevator and escalator landings, and stairway entrances.
- 1.6.** In addition to making hand sanitizer available to Guests throughout the Lodging Facility (as required in the Social Distancing Protocol), post signage requiring Guests and Personnel to use hand sanitizer or wash their hands (with soap and water, for at least 20 seconds) before and after using any equipment.
- 1.7.** Regularly disinfect all high-touch areas and surfaces (such as hotel lobbies, check-in counters, bell desks, help counters, doorknobs, handles, rails, light switches, sanitizing stations, restrooms, sinks, toilets, benches, front desk areas, keyboards, computers, phones, break rooms and lunch areas, changing areas, loading docks, kitchens, and areas of ingress and egress, including stairways, stairwells, handrails, and elevator controls is performed), following CDC guidelines.
- 1.8.** If necessary, modify operating hours to ensure time for regular and thorough sanitization.
- 1.9.** Close lobbies and other common areas to members of the public who are not Personnel, Guests or customers of businesses who need access to the common area.
- 1.10.** Add all COVID-19 related signage to the Lodging Facility as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. Templates for signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.



1.11. Employees are directed to not open the doors of cars or taxis.

1.12. Valet service drivers, baggage handlers, and housekeepers must wash their hands regularly during their shift and/or use proper hand sanitizer.

1.12.1. Self-parking options are encouraged. If valet service is provided, valet service drivers are required to wear face coverings, gloves and maintain social distancing guidelines. In addition, key fobs must be placed into plastic bags, and steering wheel, ignition button, door handles, shifters must be wiped with an approved disinfecting wipe. Lodging Facilities must notify Guests of the valet cleaning and disinfection procedures.

1.12.2. If van or shuttle service is provided, they must adhere to valet service requirements, including, without limitation, cleaning and disinfecting seating areas between Guests.

1.13. The capacity for lobbies and common areas must not exceed the lower of: (1) those set by the building code, or (2) the number of people able to fit in the space with required physical distancing (approximately 113 square feet per person) as set forth by the United States Fire Administration online at https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html

2. Section 2 – Guests, and Check in/out Procedures

2.1. Lodging Facilities must make their Health and Safety Plans available to Guests before check in (as required in Directive Section 7(a) above), and require an acknowledgement of the plan from the Guest.

2.2. Each Lodging Facility must require all Guests to self-screen using the “Screening Handout for Guests at Lodging Facilities” form prepared by DPH. In addition, Lodging Facilities must provide Guests a copy of “Guidance for Staying in Lodging Facilities” also prepared by DPH. Lodging Facilities must require Guests to acknowledge that they have received and understand this information during the 24-hour period prior to check in. These forms are available at <https://www.sfdph.org/directives> (and attached as Attachment A-1 and A-2 to this Directive, respectively).

2.3. Due to the increased risk of transmission presented by mixing households, Guests are strongly encouraged stay in single hotel, motel or other lodging rooms with only members of their household. Visitors (other than another guest of the same Household) are prohibited.

2.4. Except for emergencies, Personnel must not enter the Guest room or short-term rental unless the Guest has is not present in the room.

2.5. If possible, use a touch-free check-in system, such as an online or app-based platform, and discontinue use of paper documents.

2.6. If possible, use a touch-free payment system, such as payment online or over the phone. But Lodging Facilities must accept cash payment if the Guest wishes to pay by cash.

2.7. Contract Tracing. For clarity, Lodging Facilities are not required to screen Guests for this information, and should only track this information if it is provided to the Lodging Facilities by the Guest. Each Lodging Facility must provide the following for case investigation and contact



tracing purposes upon request of DPH: (i) the Guest's name, phone number, and email address, (ii) whether the Guest ever reported that they were COVID-19 positive or were recently in close contact with someone who was COVID-19 positive within the past 14 days, and (iii) the date(s), time(s), and duration of the Guest's visit. Lodging Facilities must retain this information for three weeks, and may discard the information after three weeks. This information will be subject to disclosure to DPH only for case investigation and contact tracing purposes, to protect the health of Personnel, Guests, and others, and will be kept confidential by DPH.

3. Elevators, Escalators and Stairs

- 3.1.** Modify policies for using elevators, escalators and stairs serving as access to, from and within the Lodging Facility.
- 3.1.1.** Where feasible, make stairways accessible to Personnel and Guests entering the Lodging Facility. Encourage Personnel who are physically able to use the stairs.
- 3.1.2.** Add signage to stairways and escalators reminding Guests and Personnel to keep at least six feet distance from others, and to sanitize and wash hands frequently, especially after touching a handrail or other commonly touched item.
- 3.1.3.** Limit capacity in elevators to the lesser of: (1) four people (including Guests and Personnel), or (2) the number of people who can fit in the elevator while maintaining at least six feet of distance from each other. More than four members of one Household may ride an elevator together. During peak building entry and exit times, this number of individuals from different Households may be adjusted to up to four individuals at a time for any elevator that does not allow for six feet of physical distance between riders.
- 3.1.4.** Add signage to elevators and on all floors requiring anyone who rides the elevator to wear Face Coverings, and encouraging silent rides in the elevators ("no talking").

4. Section 3 – Guest Amenities

- 4.1.** If permitted by the applicable directive, Dining facilities may operate subject to compliance with Health Officer Directives 2020-05 (Food Preparation or Essential Delivery Business) and 2020-16 (Indoor and Outdoor Dining), and any amendments to those directives.
- 4.2.** If permitted by the applicable directive, indoor gyms and fitness centers may operate subject to compliance with Health Officer Directive 2020-31, and any amendment to that directive.
- 4.3.** Indoor pools, saunas, steam rooms, and indoor hot tubs and spas in Lodging Facilities must remain closed.
- 4.4.** Outdoor pools, outdoor tennis courts, pickleball courts, golf, and other outdoor recreational activities offered by Lodging Facilities may open subject to compliance with applicable Health Officer directives.
- 4.5.** Indoor personal services, such as hair and nail salons and massage, are permitted subject to compliance with applicable Health Officer directives.
- 4.6.** Until permitted by the Health Officer, common area gathering places such as ballrooms, conference rooms, and lounge areas must remain closed.



- 4.7. Until permitted by the Health Officer, business centers, meeting and conference spaces must remain closed. Lodging Facilities may consider offering services typically provided in business centers such as printing and copying via contactless interactions.
- 4.8. Discontinue the use of shared food and beverage equipment. Close manually operated ice machines, or use hands-free machines.
- 4.9. Mini bars within rooms must have all products removed.
- 4.10. Reusable collateral items (e.g. magazines, menus, coupons, etc.) must be removed from common spaces and Guest rooms. Critical information must be provided as single-use collateral and/or electronically.

5. Cleaning, Facilities Maintenance, and Worker Protection

- 5.1. Lodging Facilities and Guests should consider the increase in risk of transmission of the virus caused by indirect contact between housekeeping staff and Guests that may occur during daily room cleaning. Because many COVID-19 positive individuals never show symptoms at all, housekeeping staff must treat each room as if the Guest is COVID-19 positive. Housekeeping staff must take precautions against the spread of COVID-19 when handling high contact surfaces (e.g. TV remotes), droplets on surfaces (e.g. mirrors in bathrooms), and when entering the room due to the risk of aerosol transmission (infectious virus in the air). Housekeeping staff who enter multiple rooms must take precautions to avoid increased risk due to cumulative exposure created by entering multiple environments inhabited by potentially COVID-19 positive individuals. To minimize the risk of transmission, Lodging Facilities must require and ensure that all Guests and any other persons remain outside the room while housekeeping staff or other Personnel are in the room.
- 5.2. Lodging Facilities may offer daily room cleaning provided that the Lodging Facility complies with the following:
 - 5.2.1. Housekeeping staff must be instructed to turn available ventilation systems on, prop open doors and windows, and then wait 15 minutes before re-entering the room to begin cleaning.
 - 5.2.2. Lodging Facilities must provide housekeeping staff training on the requirements of this Directive, including instruction to treat every room as potentially housing someone who is COVID-19 positive because of asymptomatic and pre-symptomatic transmission, and the benefits of ventilation.
 - 5.2.3. Lodging Facilities must provide at no cost the following personal protective equipment (PPE) to all housekeeping staff and require that housekeeping staff wear all of the following at all times:
 - 5.2.3.1. N95 respirators.
 - 5.2.3.2. Eye protection in the form of safety glasses, healthcare eye splash shields, face shields, goggles.
 - 5.2.3.3. Disposable gloves that are used for only one room and then discarded with adequate spares provided so that torn or damaged gloves can be replaced immediately.



- 5.2.3.4.** Smocks, shop coats, uniforms, gowns, or similar garments which will protect the wearer's personal clothing. Replacement garments must be readily available in case garments become soiled during a shift, and all reusable garments must be laundered after a single day's use.

Note Regarding N95 Respirators – Per Cal/OSHA 8 CCR § 5144 “Respiratory Protection” users need to be medically screened to ensure the respirator will not create health issues. Additionally, users must be fit-tested with the brand, model, and size of respirators they will be issued and trained how to properly don, wear, and doff the respirator.

- 5.3.** Lodging Facilities must provide housekeepers with receptacles lined with plastic bags for soiled linens. While inside each room, housekeepers must place all towels and linens in the plastic bags and seal the bags. All bed linens and laundry (including reusable cloths used by housekeepers) must be washed at a high temperature and cleaned in accordance with CDC guidelines.
- 5.4.** Each room must be thoroughly cleaned between Guest stays in accordance with CDC guidelines. The room should be cleaned as close to the next Guest's arrival (i.e., as many days after check-out) as possible. Lodging facilities must provide additional time for Personnel to thoroughly clean the Guest room.
- 5.4.1.** Items to be cleaned include, but are not limited to, all surfaces, walls, windows, mirrors, desks, table tops, furniture, minibars, interior and exterior door handles, interior door locks, faucets, toilets, bed headboards and footboards, light switches, TV remote controls, telephones, keyboards, and touch screens; washing of all kitchen items (pots, pans, utensils, and dishes) and kitchen amenities (including refrigerator interiors, stovetops, coffee-makers, toasters, pantry shelves, and other similar areas). Follow the attached comprehensive check list.
- 5.4.2.** At the end of each stay, all linens, towels, bedspreads, etc. regardless of whether they appear to have been used or not must be washed.
- 5.5.** Lodging Facilities must not store extra linens or in the rental unit. Provide such items only on request.
- 5.6.** Consider leaving rooms vacant for 24 to 72 hours after a Guest has departed, if feasible. Housekeeping staff must still wear Face Coverings, but are not required to wear N95 respirators if the room has been left vacant for at least 24 hours after the Guest has checked out.
- 5.7.** Phones, tablets, laptops, desks, pens and other work supplies are cleaned and disinfected before, during and after each shift or anytime the equipment is transferred to a new employee. This includes, without limitation, phones, radios, computers and other communication devices, payment terminals, kitchen implements, engineering tools, safety buttons, folios, carts with cleaning supplies, and cleaning equipment, keys, time clocks, and all other direct contact items.
- 5.8.** Workstations, desks, and help counters are provided with proper sanitation products, including hand sanitizer and sanitizing wipes, and personal hand sanitizers to all staff directly assisting customers.



6. Isolation Areas

- 6.1.** Lodging Facilities must separate the Isolation Area from the remainder of the facility through (i) a physical barrier such as a door that remains closed or plastic sheeting that is taped closed, and (ii) visually obvious no-entry signs to prevent other guests from entering the area.
- 6.2.** To the extent possible, the Isolation Area should be served by a discrete and separable component of the facility's HVAC system that can be made not to circulate air to other parts of the facility.
- 6.3.** To the extent possible, the rooms in an Isolation Area should have entrances and exits directly to the outdoors, and have operable windows.
- 6.4.** The Isolation Area must be expanded if necessary to ensure adequate space to comply with this Directive, the Mayor's 10th Supplement to the Proclamation Declaration the Existence of a Local Emergency, or other local law.
- 6.5.** All Guests staying in the Isolation Area must stay within the Isolation Area except as strictly necessary to check out or obtain medical care. Guests may not use any area of the Lodging Facility otherwise available to all Guests, including decks, and roofs, except for purposes of transit through the Lodging Facility. Lodging Facilities must refer Guests in the Isolation Area to DPH's directive on isolation, available at: <https://www.sfdph.org/dph/alerts/coronavirus-health-directives.asp>
- 6.6.** When a Guest in the Isolation Area reports that their ability to take care of themselves is impaired, or fails to respond to the Lodging Facility's inquiries regarding the Guest's ability to take care of themselves, the Lodging Facility may refer the Guest to a healthcare facility.
- 6.7.** When a Guest in the Isolation Area checks out of a room, the Guest—not Personnel—must open any operable windows (unless weather or safety does not permit) and turn on any HVAC system and fans to maximize ventilation in the room.
- 6.8.** As to rooms in in the Isolation Area, Lodging Facilities must follow all cleaning requirements listed in Section 5, except as modified as follows:
 - 6.8.1.** Lodging Facilities must not offer daily cleaning service during a Guest's stay.
 - 6.8.2.** Lodging Facilities should consider offering a set of cleaning supplies in each room within the Isolation Area so that the Guest may clean the room and the housekeeper does not take supplies from room to room.
 - 6.8.3.** Lodging Facilities must provide cleaning services in emergencies.
 - 6.8.4.** Lodging Facilities must wait 24 hours before cleaning the room.
 - 6.8.5.** Lodging Facilities must not return a Guest room in the Isolation Area to service until it has undergone an enhanced disinfection protocol in accordance with CDC guidelines.
- 6.9.** When a Guest in the Isolation Area presents the Lodging Facility with a negative result from a PCR test taken within the prior 24 hours, the Lodging Facility may assign the Guest to a room outside of the Isolation Area.



7. Additional Requirements for Short Term-Rentals

- 7.1.** Short-term rentals must comply with each applicable provision of Sections 1 to through 6 of this Directive. For clarity, the cleaning obligations (including the obligation to provide enhanced PPE to housekeeping staff) in Section 5 apply to each operator of a short-term rental.
- 7.2.** Short-term rentals are permitted to rent out their entire residence, sometimes referred to whole home rentals, but shared short-term rentals and homestays prohibited. This means that no person may rent out a portion of their residence (for example, renting out a bedroom through Airbnb or VRBO) while they stay in another portion of the residence.
- 7.3.** Comply with the enhanced cleaning requirements in the California state guidelines, including the following.
 - 7.3.1.** Take the proper steps to thoroughly clean and disinfect the rental unit after each Guest stay. This includes wiping down and cleaning and disinfecting all high-touch areas, including, without limitation, bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
 - 7.3.2.** Remove all leftover recycling, garbage, and trash from the rental unit. Line all the garbage cans, which will make it easier to dispose of tissues and other waste. Empty any food items the previous Guest may have left in the refrigerator, freezer, and pantry.
 - 7.3.3.** All linens must be removed and laundered between each Guest stay, including items that appear to not have been used. When cleaning bedding, towels, or other laundered items in rental units, wear disposable gloves when handling dirty laundry and discard them after each use. Wash hands with soap or use hand sanitizer immediately after gloves are removed. Do not store extra linens or in the rental unit. Provide such items only on request.
 - 7.3.4.** Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer's instructions. Launder items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect laundry hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable and thrown away after each use or can be laundered after each use.
 - 7.3.5.** Clean all soft surfaces based on the manufacturer's instructions, as appropriate. Remove visible dirt and grime and then clean with the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's directions.
 - 7.3.6.** Kitchen items, including pots, pans, and utensils, must be cleaned between each Guest stay. All dishes must be washed, including the ones in the cabinet and others that may have been left in different rooms. Provide adequate dish soap and new, unused sponges for each Guest upon arrival. Consider replacing utensils with one-time use dinnerware, if feasible.
 - 7.3.7.** After each Guest stay, properly clean all appliances and kitchen areas, including refrigerator shelving, the oven stovetop, coffee-makers, toasters, pantry shelves, and other areas.



- 7.3.8.** Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. Use a vacuum with a HEPA filter wherever possible.
- 7.3.9.** Bathroom toilets, showers, bathtubs, sinks, cabinets, and shelving should be disinfected with a multi-surface cleaner approved for use against COVID19 by the EPA. Mirrors and any glass should be properly wiped down. The bathroom floor should also be vacuumed and/or mopped.
- 7.3.10.** Equip the rental unit with additional hand soap, paper towels, toilet paper, disinfecting spray or wipes, and hand sanitizer.
- 7.3.11.** If using an external or professional cleaning company, communicate expectations and plans for cleaning and disinfection standards, and get periodic confirmation that they are being followed by the contracted company. Cleaning companies and services are required to provide the personal protective equipment outlined in Section 5.4 for employees and independent contractors performing cleaning duties.
- 7.3.12.** Communicate with Guests on the cleaning and safety measures implemented, both pre-stay and during stay, via the listing content and property information booklet. Ensure guests understand all check-in and checkout protocols and any updated building or amenity policies (e.g. changes to services in apartment buildings).

City and County of San Francisco Health Officer Directive No. 2020-29
Screening Handout for Guests at Lodging Facilities
 (November 3, 2020)

Per Health Officer Directive No. 2020-29b, this handout must be given to you prior to checking-in at a Lodging Facility. It asks questions you must answer to understand your risk of transmitting COVID-19 during your stay. Go to www.sfcddcp.org/businesses for more information or a copy of this form.

Note: this form is for Lodging Facilities Guests. Screening forms for Lodging Facility Personnel can be found at www.sfcddcp.org/screening-handout.

Part 1 – Answer the following questions.

Guests have a right to keep their answers confidential if they choose.

1. In the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

2. In the past 14 days, have you had “**Close Contact**”[†] with someone who was diagnosed with COVID-19 or had a test confirming they have the virus while they were contagious[‡]?

† “Close Contact” means you had any of the following types of contact with the person with COVID-19 (regardless of whether you or the person with COVID-19 were masked) while they were contagious[‡]:

- Were within 6 feet of them for a total of 15 minutes or more in a 24 hour period
- Lived or stayed overnight with them
- Were their intimate sex partner, including only kissing
- Took care of them or they took care of you
- Had direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you or you shared eating or drinking utensils with them)

‡ Contagious Period: People with COVID-19 are considered contagious starting 48 hours before their symptoms began until 1) at least 10 days have passed since their symptoms began, 2) they haven’t had a fever for at least 24 hours AND 3) their symptoms have improved. If the person with COVID-19 never had symptoms, they are considered contagious starting 48 hours before their positive COVID-19 test was collected until 10 days after they were tested.

3. Have you had one or more of these symptoms today or within the past 24 hours which is new or not explained by another condition?

- Fever (100.4°F/38.0°C or greater), chills, repeated shaking/shivering
- Cough
- Sore throat
- Shortness of breath, difficulty breathing
- Feeling unusually weak or fatigued *
- Loss of taste or smell
- Muscle or body aches *
- Headache
- Runny or congested nose *
- Diarrhea
- Nausea or vomiting

* Children and youth under 18 years old do not need to be screened for these symptoms.

Part 2 – If you answered “YES” to ANY of the questions in Part 1

You will need to modify your trip by either cancelling your stay or by making plans to isolate by yourself in your room to avoid any interaction with Personnel or other guests.

Part 2 (continued)– If you answered “YES” to ANY of the questions in Part 1

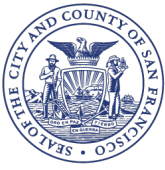
Follow Isolation/Quarantine Steps at: www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines

- Consider cancelling your stay if you are able to isolate/quarantine from others in your home
- If you are staying in the Lodging Facility to isolate/ quarantine from others in your home:
 - Follow the **Isolation/Quarantine Steps** referenced above and treat your temporary room at the Lodging Facility as if it were your residence; meaning do not leave your room to the extent possible until your isolation/quarantine period ends.
 - Ask the front desk for a copy of **Isolation/Quarantine Steps** if you need it.
 - Ask if there is a designated block of rooms for those who are isolating/quarantining and request a room in that block.
- If you answered “YES” to Question 1:
 - You **MUST** follow the rules **mandated by the Health Officer Isolation Directive No 2020-03c**. Follow the rules summarized at: www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines. If you are at the Lodging Facility, ask the front desk for a copy if you need it.
 - For Considerations for Guests Isolating or Quarantining in a Lodging Facility, refer **Tips for Staying in Lodging Facilities During COVID-19**.
- If you answered “YES” to Question 2:
 - You **MUST** follow the rules **mandated by the Health Officer Quarantine Directive No 2020-02c**. Follow the rules summarized at: www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines. If you are at the Lodging Facility, ask the front desk for a copy if you need it.
- If you answered “YES” to Questions 2 or 3 and have not been tested, GET TESTED!
 - If you have insurance, contact your healthcare provider to get tested for COVID-19.
 - If you do not have insurance, you can sign up for free testing at CityTestSF <https://sf.gov/get-tested-covid-19-citytestsf>.
 - Follow the instructions in www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines to determine next steps depending on your test result.

Duration of Isolation or Quarantine: If you answered Yes to any of the questions in Part 1, here is how to figure out how long you have to stay in isolation or quarantine:

- As a reminder, if you have been diagnosed with COVID-19 or had a test confirming you have the virus (you answered Yes to Question 1), you are no longer considered contagious if it has been: at least 10 days since your symptoms began, you have not had a fever for at least 24 hours without the use of fever-reducing medicine, AND your symptoms have improved. If you never had symptoms, then you are considered no longer contagious 10 days after the date of your COVID-19 test.
- If you are a “Close Contact” of someone who was diagnosed with COVID-19 or had a test confirming they had the virus (you answered Yes to Question 2), you can stop quarantining 14 days after your last “Close Contact” with that person.
- If you answered Yes to Question 3 in Part 1, you might be able to end isolation once you have a negative test. See www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines for more information.

Please note: Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. **Those over the age of 6 months are strongly encouraged to get a flu shot.** Find out how to get one at www.sfcddcp.org/flu



Tips for Staying in Lodging Facilities During COVID-19

Updated January 27, 2021

This Tip sheet was developed by the San Francisco Department of Public Health for use by Guests staying at Lodging Facilities and is posted at [sfgdcp.org/travel/](https://www.sfgdcp.org/travel/). This Tip sheet may change as information is updated.

Please Note: Travel increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19. You can get COVID-19 during your travels. You may feel well and not have any symptoms, but you can still spread COVID-19 to others. You and your travel companions (including children) may spread COVID-19 to other people including your family, friends, and community for 14 days after you were exposed to the virus.

Don't travel if you are sick or if you have been around someone with COVID-19 in the past 14 days.
Don't travel with someone who is sick.

AUDIENCE: This guidance is for guests and personnel at Lodging Facilities in San Francisco.

Summary of revisions since previous versions

- Refer to the [Business Capacities and Activities Table \(BCAT\)](#) for all current restrictions, limitations and suspensions.
- CA Notify: Help stop the spread of COVID-19 using your smartphone
- COVID-19 Vaccine is here
- How does COVID-19 Spread? If you're feeling symptoms, stay home, and get tested

COVID-19 Information

Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These droplets enter the air when a person breathes. Even more droplets can get in the air when infected people talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms and can still be breathing out virus-containing droplets that can infect others. Transmission can occur through:

- Larger droplets. These larger droplets are sometimes called "ballistic droplets" because they travel in straight lines and are pulled down by gravity. People nearby, usually within 6 feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.
- Smaller droplets or infectious particles. These can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as "aerosols" or "bioaerosols".



COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite), however this is less common.

COVID-19 Prevention

- [Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- [Avoid Close Contact](#). To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don't live in your Household.
- [Wear a Face Covering](#). Cover your mouth and nose with a Face Covering in public settings and when around people who don't live in your Household.
- Routinely [clean and disinfect](#) frequently touched surfaces.
- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and get tested.

Indoor Risk

Scientists agree that the risk of transmitting COVID-19 is generally much greater indoors than outdoors. Consider the increased risk to yourself and your community while planning activities and dining. Any increase in the number of people indoors or the length of time spent indoors increases risk. Small rooms, narrow hallways, small elevators, and weak ventilation all increase indoor risk. Each activity that can be done outdoors, remotely, or by teleconference reduces risk. More detail can be found at sfcdcp.org/indoorkick

The Role of Ventilation

Good ventilation controls droplets and infectious particles to prevent COVID-19 transmission by:

- removing air containing droplets and particles from the room,
- diluting the concentration of droplets and particles by adding fresh, uncontaminated air,
- filtering room air, removing droplets and particles from the air.

Whenever you are in a room or space that has been shared or is shared with people from outside your household assure yourself that there is good ventilation and that doors and windows are open, if possible.

Guidance for All Guests at Lodging Facilities

Before Your Stay

- Review your Lodging Facility's mechanisms for remote check-in, mobile room key, and contactless payment options that would minimize your contact with others.
- Make sure you packed all your essentials, including medicines, tissues, disinfectant wipes, etc.
- Consider bringing your own non-essentials including pens, papers, drinks, cups etc.
- Review the Lodging Facility's COVID-19 policies. Your facility may have modified the availability of housekeeping services and may have removed frequently touched items such as TV remotes from your room. Some amenities such as indoor swimming or self-serve coffee may not be available.



- Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Those over the age of 6 months are strongly encouraged to get a flu shot. Find out how to get one at sfcdcp.org/flu.

CA Notify – another way for us to stop the spread

CA Notify (canotify.ca.gov) is an app you can add on your smartphone. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to help stop the spread of the virus in our community.

If you are using CA Notify and you test positive, your diagnosis will not be shared with others. However, if other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using CA Notify and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

COVID-19 vaccine is here

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California's own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and effectiveness of all COVID-19 vaccines. **When the vaccine is available to you, step up for your health, the health of your loved ones, the health of your community, and get vaccinated.** While the vaccine may prevent you from getting sick, we still do not know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Therefore it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wearing a mask that covers your mouth and nose when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least 6 feet away from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

During Your Stay

- Follow all signage. The Lodging Facility may have markers on the floors to help you maintain social distancing, some hallways may be marked for one-way travel, and elevators will have rider limits.
- No visitors. Because the risk of infection rises when members of different households share space, you are strongly encouraged to stay in your room or accommodations with only members of your household. For the same reasons, you must not use your accommodations to entertain visitors who are not household members with your group.
- Consider taking the stairs. Otherwise wait to use the elevator until you can either ride alone or only with people from your household.
- Minimize use of areas that may lead to close contact with other people, for example outside patios, outdoor pools, outdoor hot tubs, and salons. Intense exercise that leads to heavy breathing is much safer outdoors. Any activity requiring mask removal increases risk and is best postponed until returning home.
- Request contactless delivery for any room service order. If you ask for items to be brought to your



room, ask that they be left at the door to avoid your exposure to others outside of your household.

- Minimize what you touch while staying in your room, especially areas that may be hard to clean such as inside the refrigerator, upholstered furniture, etc.
- If lodging with children, ensure that your children stay close to you and that they avoid touching any other person(s) or any item that does not belong to them. Children ages 2 and over are required to wear face coverings in San Francisco to the greatest extent feasible.
- Daily Housekeeping/Cleaning Service: All Guests should consider the increased risk of virus transmission when cleaning staff and Guests are breathing and touching surfaces in the same room– even when cleaning staff and Guests are not in the room at the same time.
 - Many to most COVID-19 positive individuals never show symptoms, so housekeeping staff must treat each room as if the Guest is COVID-19 positive. Asking for daily cleaning increases the risk of community transmission because housekeeping staff enter multiple environments inhabited by potentially COVID-19 positive individuals.
 - If you request Daily room cleaning, to minimize the risk of transmission for you and housekeeping staff, housekeeping staff will not begin cleaning until you have left the room, and you will not be able to return to your room until the housekeeping staff has completed your Daily room cleaning request. Cleaning service may take extra time because staff must take precautions against the spread of COVID-19 with enhanced safety and cleaning.

Fitness Center or Gym

Fitness and exercise facilities and outdoor pools may be open. See the [BCAT](#) for a list of current restrictions. Please review the [guidance on staying safe in fitness facilities](#).

Dining Room and Coffee/Tea Shop

Dining rooms and coffee/tea shops may be open. See the [BCAT](#) for a list of current restrictions. Please review our [guidance for safer dining](#).

At the End of Your Stay

- Place anything that you will be leaving behind in the garbage or trash bins. This includes removing and disposing of any food items that may have been left in the refrigerator, freezer, and pantry.
- Open windows for as long as you can to help ventilate the room before cleaning staff must enter, unless weather or safety does not permit. If available, make sure your AC/heating unit is on to exhaust air from the room and provide fresh outdoor air.
- Ask for remote check-out that does not require you to be around others.

Additional Considerations for Guests if you are Isolating or Quarantining in a Lodging Facility

When planning your trip, consider building in enough time in case you need to quarantine due to symptoms, close contact, or local or regional restrictions.

Guidelines for quarantine can be found at [sfdcp.org/i&q](https://www.sfdcp.org/i&q)



In addition to the guidance for all guests above, anyone who is isolating or quarantining in a Lodging Facility because they have COVID-19 symptoms, tested positive, or have been in Close Contact with someone who is positive (that is, if you answered yes to one of the screening questions) should take additional measures to make their stay safer. Refer to the guidance on [how to safely isolate and quarantine](#) and the detailed information in the [Screening Handout for Guests at Lodging Facilities](#) that was given to you by the lodging facility.

Before and During Your Isolation or Quarantine Time in a Lodging Facility

- Plan for how you will stay entertained and feel supported while you stay away from people until your isolation/quarantine period ends.
- Make sure you packed all your essentials, including medicines, tissues, disinfectant wipes, etc. so that you do not have to leave your room for the period of your isolation/quarantine.
- **No Daily Housekeeping Service.** You must not ask for room cleaning unless there is an emergency, to avoid exposing cleaning staff to possible infection.

Resources

Useful COVID-19 resources from San Francisco:

- [San Francisco Department of Public Health \(SFDPH\) COVID-19 Guidance: www.sfdcp.org/covid19](http://www.sfdcp.org/covid19)
- [City and County of San Francisco COVID-19 Information: sf.gov/covid](http://sf.gov/covid)

The San Francisco Department of Public Health thanks you for your help in keeping yourself, your family, and your community safe amid the COVID-19 crisis.

Checklist

Each Lodging 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:

Email / telephone:

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

General

- Familiarized with and completed all requirements set forth in Health Officer Directive No. 2020-29, available at: <http://www.sfdph.org/directives>.
- Evaluated DPH guidance on ventilation and made all feasible upgrades or modifications.
- Completed evaluation of electrical safety and implemented all required precautions.
- Confirmed that plumbing is functioning and, if the facility was dormant, flushed the pipes.
- Developed a plan to ensure Personnel and Guests comply with social distancing requirements.
- Provided hand sanitizer (using touchless dispensers when possible) at key Guest and Personnel entrances, contact areas, elevator and escalator landings, and stairway entrances.
- Required customers to wear a Face Covering or alternative Face Covering at all times. Personnel are required to wear Face Coverings as provided in the Face Covering Order.
- Ensured daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol.
- Implemented all sanitization requirements as described in Directive 2020-29b, including developing a plan and schedule for disinfecting all high touch areas and surfaces, and evaluating whether modification to operating hours are necessary to ensure regular and thorough sanitization.
- Closed lobbies and other common areas to members of the public who are not Personnel, Guests or customers of businesses who need access to the common area.
- Directed employees to not open the doors of cars or taxis.
- Required valet service drivers to wear face coverings, gloves and follow social distancing guidelines. Directed Personnel to place key fobs into plastic bags, and wipe down steering wheel, ignition button, door handles, and shifters with an approved disinfecting wipe after exiting car.

Checklist

- Determined the capacity for lobbies and common areas based on the lower of: (1) those set by the building code, or (2) the number of people able to fit in the space with required physical distancing (approximately 113 square feet per person).
- Modified policies for using elevators, escalators and stairs serving as access to, from and within the Lodging Facility.
- Closed indoor pools, saunas, steam rooms, and indoor hot tubs and spas.
- Closed business centers, meeting spaces, conference facilities, convention centers, and banquet halls.
- Discontinued the use of shared food and beverage equipment (e.g. self-serve coffee makers in lobbies). Closed manually operated ice machines.
- Complied with any applicable directive for other services (e.g. indoor and outdoor dining, indoor gym, outdoor pools, outdoor tennis courts, pickleball courts, golf, personal services, etc.)
- Removed all items from mini-bar.
- Removed all reusable collateral items (e.g. magazines, menus, coupons, etc.) from common spaces and Guest rooms. Critical information provided as single-use collateral and/or electronically.
- Ensured that phones, tablets, laptops, desks, pens and other work supplies are cleaned and disinfected before, during and after each shift or anytime the equipment is transferred to a new employee.
- Provided proper sanitization product to workstations, desks, and help counters, including hand sanitizer and sanitizing wipes, and personal hand sanitizers to all staff directly assisting customers.
- Personnel do not enter Guest rooms while Guests are present.

Guest Experience

- Made Health and Safety Plans available to Guests before check in, and received an acknowledgement of the plan from the Guest.
- Provided Guests with DPH forms: Screening Handout for Guests at Lodging Facilities, and Guidance for Staying in Lodging Facilities, and received acknowledgement from the Guest.
- Implemented touch-free check-in system, such as an online or app-based platform, and discontinued use of paper documents, if possible.
- Encouraged the use of a touch-free payment system, such as payment online or over the phone. (must still accept cash payment).
- Have procedures to keep contact tracing information for at least one month, including whether Guest reports having a positive test, or recently being in close contact with someone who was COVID-19 positive within the past 14 days.

Checklist

Signage

- Posted all required signage:
 - Reminding Personnel and Guests to maintain social distance, wear Face Coverings, use hand sanitizer or wash their hands before and after touching common surfaces or items, and to stay home if they feel ill.
 - Reminding Personnel and Guests that SARs-CoV-2 can be spread by individuals who do not feel sick or show outward symptoms of infection.
 - Reminding Personnel and Guests of social distancing based capacity limits for elevators.
 - Reminding Personnel and Guests to keep at least six feet distance from others in elevators, on escalators, and in stairways, and to sanitize and wash hands frequently, especially after touching a handrail or other commonly touched item.
 - Requiring anyone who rides the elevator to wear Face Coverings, and encouraging silent rides in the elevators (“no talking”).
 - Posted no-entry signs to prevent other guests from entering Isolation Area. (If applicable)
 - Encouraging self-parking, and disclosing cleaning practices for valet service.
 - Posted maximum capacity for lobbies and common areas based on maintaining social distance.
 - Advising Guests at public entrances that (1) COVID-19 is transmitted through the air and that the risk is much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds.
 - Informing employees how to report violations of COVID-19 health orders. (applies starting November 10, 2020)

Cleaning

- Personnel have access to cleaning supplies so that they can clean surfaces as required.
- Completed attached “Hotel/Short Term Rental Cleaning Checklist.”
- High touch surfaces in common areas are cleaned and disinfected routinely throughout the day.
- Provided housekeeping staff the following personal protective equipment, at no cost to Personnel:
 - N95 respirators.
 - Eye protection in the form of safety glasses, healthcare eye splash shields, face shields, goggles.
- Disposable gloves that are used for only one room and then discarded with adequate spares provided so that torn or damaged gloves can be replaced immediately.

Checklist

- Smocks, shop coats, uniforms, gowns, or similar garments which will protect the wearer's personal clothing. Replacement garments must be readily available in case garments become soiled during a shift, and all reusable garments must be laundered after a single day's use.
- Provided housekeepers with receptacles lined with plastic bags for soiled linens.
- Have procedures to ensure that at the end of each stay, all linens, towels, bedspreads, etc. regardless of whether they appear to have been used or not, are washed.
- All bed linens and laundry (including reusable cloths used by housekeepers) are washed at a high temperature and cleaned in accordance with CDC guidelines.
- Each room is thoroughly cleaned between Guest stays in accordance with CDC guidelines.
- Provided additional time for Personnel to thoroughly clean each Guest room.
- Attempted to leave rooms vacant for 24 to 72 hours after a guest has departed, if feasible.

Isolation Area

- Separated the Isolation Area from the remainder of the facility through: (i) a physical barrier such as a door that remains closed or plastic sheeting that is taped closed, and (ii) visually obvious no-entry signs to prevent other guests from entering the area.
- Evaluated and implemented feasible changes to serve Isolation Area by a discrete and separable component of the facility's HVAC system that can be made not to circulate air to other parts of the facility.
- Evaluated whether to the extent possible, rooms in the Isolation Area can have entrances and exits directly to the outdoors, and have operable windows.
- Advised Guests in the Isolation Area that they must stay within the Isolation Area except as strictly necessary to check out or obtain medical care. Advised these Guests that they may not use any area of the Lodging Facility otherwise available to all Guests, including decks, and roofs, except for purposes of transit through the Lodging Facility.
- Have procedures to refer Guest to a healthcare facility, if Guest in the Isolation Area reports that their ability to take care of themselves is impaired, or fails to respond to the Lodging Facility's inquiries regarding the Guest's ability to take care of themselves.
- Advised Guests in the Isolation Area, that upon check out, the Guest—not Personnel—must open any operable windows (unless weather or safety does not permit) and turn on any HVAC system and fans to maximize ventilation in the room.
- Advised Guests in the Isolation Area that daily cleaning is not available, except in the event of an emergency.
- Waited 24 hours after check out to clean room.

Checklist

- Cleaned room using enhanced disinfection protocol in accordance with CDC guidelines.

Training

- Instructed Personnel to not enter the Guest room or short-term rental unless the Guest is not present in the room.
- Advised Personnel to minimize contact with Guests' personal belongings when cleaning.
- Advised Personnel to not enter the room when Guests are present (e.g. baggage deliveries are to be placed at door, and brought into the room by the Guest).
- Instructed housekeeping staff to turn available ventilation systems on, prop open doors and windows, and then wait 15 minutes before re-entering the room to begin cleaning.
- Provided housekeeping staff training on the requirements of this Directive, including instruction to treat every room as potentially housing someone who is COVID-19 positive because of asymptomatic and pre-symptomatic transmission, and the benefits of ventilation.
- Provided fit-testing for Personnel who require N95 masks (e.g. housekeeping staff).
- Instructed housekeepers to place all towels and linens in the plastic bags and seal the bags.
- Provided housekeeping staff with training on enhanced disinfection protocol in accordance with CDC guidelines.

Additional Requirements for Short Term Rentals

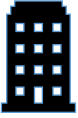
- Have procedures to comply with cleaning requirements, including providing enhanced personal protective equipment to housekeeping staff.
- Confirmed that short-term rental is not a shared rental (e.g. room in an occupied space).
- Have procedures to comply with enhanced cleaning requirements, including to:
 - Take proper steps to thoroughly clean and disinfect the rental unit after each Guest stay. This includes wiping down and cleaning and disinfecting all high-touch areas, including, without limitation, bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
 - Remove all leftover recycling, garbage, and trash from the rental unit. Line all the garbage cans, which will make it easier to dispose of tissues and other waste. Empty any food items the previous Guest may have left in the refrigerator, freezer, and pantry.
 - All linens must be removed and laundered between each Guest stay, including items that appear to not have been used. When cleaning bedding, towels, or

Health Officer Directive No. 2020-29d (Exhibit B) Health and Safety Plan (issued 1/27/2021)

other laundered items in rental units, wear disposable gloves when handling dirty laundry and discard them after each use. Wash hands with soap or use hand sanitizer immediately after gloves are removed. Do not store extra linens or in the rental unit. Provide such items only on request.

- Not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer's instructions. Launder items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect laundry hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable and thrown away after each use or can be laundered after each use.
- Clean all soft surfaces based on the manufacturer's instructions, as appropriate. Remove visible dirt and grime and then clean with the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's directions.
- Kitchen items, including pots, pans, and utensils, must be cleaned between each Guest stay. All dishes must be washed, including the ones in the cabinet and others that may have been left in different rooms. Provide adequate dish soap and new, unused sponges for each Guest upon arrival. Consider replacing utensils with one-time use dinnerware, if feasible.
- Properly clean all appliances and kitchen areas, including refrigerator shelving, the oven stovetop, coffee-makers, toasters, pantry shelves, and other areas, after each Guest stay.
- Not clean floors by sweeping or other methods that can disperse pathogens into the air, where possible. Use a vacuum with a HEPA filter wherever possible.
- Disinfect bathroom toilets, showers, bathtubs, sinks, cabinets, and shelving with a multi-surface cleaner approved for use against COVID-19 by the EPA. Mirrors and any glass should be properly wiped down. The bathroom floor should also be vacuumed and/or mopped.
- Equip the rental unit with additional hand soap, paper towels, toilet paper, disinfecting spray or wipes, and hand sanitizer.
- If using an external or professional cleaning company, communicated expectations and plans for cleaning and disinfection standards, and received periodic confirmation that they are being followed by the contracted company. Cleaning companies and services are required to provide the personal protective equipment outlined in Section 5 for employees and independent contractors performing cleaning duties.
- Communicated with Guests on the cleaning and safety measures implemented, both pre-stay and during stay, via the listing content and property information booklet. Ensured Guests understand all check-in and checkout protocols and any updated building or amenity policies (e.g. changes to services in apartment buildings).

Checklist



HOTEL / SHORT TERM RENTAL CLEANING CHECKLIST

PUBLIC SPACES AND COMMUNAL AREAS

- | | |
|---|---|
| <input type="checkbox"/> Front Desk Check-in Counters | <input type="checkbox"/> Phones |
| <input type="checkbox"/> Bell Desks | <input type="checkbox"/> Room Keys |
| <input type="checkbox"/> Credit card Processing terminals | <input type="checkbox"/> Vending Machines |
| <input type="checkbox"/> Seating Areas | <input type="checkbox"/> Light Switches |
| <input type="checkbox"/> Elevators and Elevator Buttons | <input type="checkbox"/> Stair Handrails |
| <input type="checkbox"/> Door Handles | <input type="checkbox"/> Dining Surfaces |
| <input type="checkbox"/> Public Bathrooms | <input type="checkbox"/> Other porous and non-porous surfaces |
| <input type="checkbox"/> Elevators | <input type="checkbox"/> Lobbies |
| <input type="checkbox"/> Stairways | <input type="checkbox"/> Lounges |
| <input type="checkbox"/> Hallways | <input type="checkbox"/> Waiting Areas |
| <input type="checkbox"/> Restroom | <input type="checkbox"/> Breakrooms |
| <input type="checkbox"/> Meeting Rooms | <input type="checkbox"/> Kitchen, Kitchenette, Microwave or Coffee Area |

BACK OF THE HOUSE

- | | |
|--|---|
| <input type="checkbox"/> Employee Entrances | <input type="checkbox"/> Offices |
| <input type="checkbox"/> Uniform Control Rooms | <input type="checkbox"/> Kitchens |
| <input type="checkbox"/> Employee Restrooms | <input type="checkbox"/> Breakrooms |
| <input type="checkbox"/> Loading Docks | <input type="checkbox"/> Locker room(s) |

SHARED EQUIPMENT

- | | |
|--|---|
| <input type="checkbox"/> Phones | <input type="checkbox"/> Engineering tools |
| <input type="checkbox"/> Radios | <input type="checkbox"/> Safety buttons |
| <input type="checkbox"/> Computers / keyboards | <input type="checkbox"/> Cleaning equipment |
| <input type="checkbox"/> Touch screens | <input type="checkbox"/> Keys |
| <input type="checkbox"/> Printers | <input type="checkbox"/> Time clocks |
| <input type="checkbox"/> Other communication devices | <input type="checkbox"/> Light Switch |
| <input type="checkbox"/> Payment terminals | <input type="checkbox"/> All Other Direct Contact Items |
| <input type="checkbox"/> Kitchen implements | <input type="checkbox"/> |

Health Officer Directive No. 2020-29d (Exhibit B) Health and Safety Plan (issued 1/27/2021)

GUEST ROOMS, DAILY CLEANING

- | | |
|--|---|
| <input type="checkbox"/> Walls | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Minibars |
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> Interior/Exterior door Handles |
| <input type="checkbox"/> Desks | <input type="checkbox"/> Door Locks |
| <input type="checkbox"/> Table Tops | <input type="checkbox"/> Faucets |
| <input type="checkbox"/> Toilet | <input type="checkbox"/> Light Switches |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> TV Remote Controls |
| <input type="checkbox"/> Bed Headboards / Footboards | <input type="checkbox"/> Telephones |
| <input type="checkbox"/> Keyboards | <input type="checkbox"/> Porous Surfaces (e.g. Carpets, Rugs, Drapes) |
| <input type="checkbox"/> Touchscreens | <input type="checkbox"/> |

GUEST ROOMS, ROOM RESET

- | | |
|---|---|
| <input type="checkbox"/> Nightstands | <input type="checkbox"/> Alarm Clocks |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Luggage Racks and Flooring |
| <input type="checkbox"/> In-Room Control Panels | <input type="checkbox"/> Remove all linens and towels |
| <input type="checkbox"/> Temperature Control Panels | <input type="checkbox"/> HEPA-Vacuum the floors |
| <input type="checkbox"/> Walls | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Minibars |
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> Interior/Exterior door Handles |
| <input type="checkbox"/> Desks | <input type="checkbox"/> Door Locks |
| <input type="checkbox"/> Table Tops | <input type="checkbox"/> Faucets |
| <input type="checkbox"/> Toilets Seat and Handles | <input type="checkbox"/> Light Switches |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> TV Remote Controls |
| <input type="checkbox"/> Bed Headboards / Footboards | <input type="checkbox"/> Telephones |
| <input type="checkbox"/> Keyboards | <input type="checkbox"/> Touchscreens |
| <input type="checkbox"/> Lamps | <input type="checkbox"/> Porous Surfaces (e.g. Carpets, Rugs, Drapes) |
| <input type="checkbox"/> All Kitchen / Kitchen Area / Microwave or
Coffee Area (if provided) | <input type="checkbox"/> Garbage Cans |

Other Cleaning Areas within the Rooms and Spaces

1. KITCHEN, KITCHENETTE, MICROWAVE OR COFFEE AREA

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Floors | <input type="checkbox"/> Cabinets |
| <input type="checkbox"/> Walls | <input type="checkbox"/> Dinnerware |
| <input type="checkbox"/> Counters | <input type="checkbox"/> Cookware |
| <input type="checkbox"/> Back Splash | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Coffee Maker |
| <input type="checkbox"/> Faucet | <input type="checkbox"/> |

2. RESTROOM, ALL SURFACE, FIXTURES, AND FACILITIES IN PUBLIC AND NON-PUBLIC RESTROOMS

- | | |
|---|--|
| <input type="checkbox"/> Sinks | <input type="checkbox"/> Engineering tools |
| <input type="checkbox"/> Faucets | <input type="checkbox"/> Safety buttons |
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> Toilets |
| <input type="checkbox"/> Soap Dispensers | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Dryers | <input type="checkbox"/> Walls and Floors of Bathroom Stalls |
| <input type="checkbox"/> Paper Towel Dispensers | <input type="checkbox"/> Toilet Paper Dispensers |
| <input type="checkbox"/> Walls | <input type="checkbox"/> Door Handles |
| <input type="checkbox"/> Floors | <input type="checkbox"/> |

DOORS, DOOR HANDLES AT ALL EXTERIOR AND INTERIOR ENTRANCES

- | | |
|--|--|
| <input type="checkbox"/> Door Handles | <input type="checkbox"/> Door Key |
| <input type="checkbox"/> Door Key Card Systems | <input type="checkbox"/> Door Peephole |
| <input type="checkbox"/> Door Locks | <input type="checkbox"/> Door hinges |
| <input type="checkbox"/> Door Locking devices | <input type="checkbox"/> |

1. ELEVATORS, ALL SURFACES, INTERNAL AND EXTERNAL

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Controls | <input type="checkbox"/> Floors |
| <input type="checkbox"/> Buttons | <input type="checkbox"/> Handrails |
| <input type="checkbox"/> Walls | <input type="checkbox"/> |



Health Officer Directive No. 2020-29d (Exhibit B)
Health and Safety Plan (issued 1/27/2021)

**STAIRWAYS, STAIRWELLS & ESCALATORS, ALL SURFACES ON STAIRWAYS,
STAIRWELLS & ESCALATORS**

- | | |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> Walls | <input type="checkbox"/> Handrails |
| <input type="checkbox"/> Buttons | <input type="checkbox"/> |

ELEVATORS, ALL SURFACES, INTERNAL AND EXTERNAL

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Controls | <input type="checkbox"/> Floors |
| <input type="checkbox"/> Buttons | <input type="checkbox"/> Handrails |
| <input type="checkbox"/> Walls | <input type="checkbox"/> |



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State’s purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly.

The opening of sectors does not necessarily signify that these activities are “safe.” The purpose of the required safety protocols contained in the order and directives is make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently following all safety protocols and Social Distancing Requirements.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-28c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR DRIVE-IN GATHERINGS**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that businesses offering drive-in gatherings as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4 and 11 and Appendix C-2 of Health Officer Order No. C19-07s issued on January 27, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE
SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS
FOLLOWS:**



Health Officer Directive No. 2020-28c

1. This Directive applies to all owners, operators, managers, and supervisors (“Drive-In Gathering Hosts”) of any business hosting Drive-In Gatherings, as set forth in Section 8 of Appendix C-2 the Stay-Safer-At-Home Order.
2. Attached as Exhibit A to this Directive is a list of best practices that apply to Drive-In-Gatherings and Drive-In Gatherings Hosts (the “Best Practices”). Each Drive-In Gathering Host must comply with all of the relevant requirements listed in the Best Practices.
3. Attached as Exhibit B to this Directive is a list of other best practices regarding gatherings titled “Tips and Frequently Asked Questions for Gatherings” (the “Tip Sheet”) issued by the Department of Public Health. Each Drive-In Gathering Host must comply with all of the relevant requirements listed in the Tip Sheet, including as that document is updated or revised. Each Drive-In Gathering Host should regularly check online for an update to the Tip Sheet by going to www.sfdcp.org/gatheringtips.
4. Each Drive-In Gathering Host, before it begins to host or operate a Drive in Gathering, or allow Personnel onsite, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit C.
5. If an aspect, service, or operation of the Drive-In Gathering is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Drive-In Gathering Host must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.
6. Each Drive-In Gathering Host must (a) make the Health and Safety Plan available to a customer and Personnel on request, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Drive-In Gathering Host must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.
7. Each Drive-In Gathering Host subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Drive-In Gathering Host is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Drive-In Gathering Host, any such Drive-In Gathering is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.
8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Drive-In Gathering: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who



Health Officer Directive No. 2020-28c

are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Drive-In Gathering Host. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.

9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Drive-In Gathering Host must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/directives) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Drive-In Gathering Host under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Drive-In Gathering Host must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Date: January 27, 2021



Exhibit A to Health Officer Directive No. 2020-28c (issued 1/27/21)

Best Practices for Drive-In Gathering Hosts

In addition to preparing, posting, and implementing the Social Distancing Protocol (Appendix A of Health Officer Order No. C19-07s, including as that Order is updated in the future), each Drive-in Gathering Host that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit C, below.

1. Section 1 – General Requirements for Drive-In Gatherings:

- 1.1.*** All Drive-In Gatherings must be provided entirely outdoors in an area large enough to accommodate all distancing requirements of this Directive. Drive-In Gatherings may not be provided in closed or semi-closed parking structures unless, for example, the Drive-In Gathering occurs entirely on the top floor of a parking structure that has no roof or ceiling above it.
- 1.2.*** Each Drive-In Gathering is limited to a maximum of 100 vehicles. But if the space used for a gathering cannot accommodate 100 vehicles while meeting all distancing requirements of this Directive, then fewer vehicles are allowed. Each Drive-In Gathering must be limited to 4 hours in duration.
 - 1.2.1.*** Tickets or invitations to a Drive-In Gathering must be sold or issued before a gathering begins, onsite box-office sales are prohibited. Hosts are strongly encouraged to use online or touchless reservation, payment, and ticketing systems. Participants must be informed during the ticketing or reservation process of their obligation to stay home if they are experiencing or have experienced any COVID-19 symptoms during the preceding 24 hours. For the current list of symptoms, please go to www.sfc-dcp.org/covid19symptoms.
- 1.3.*** Food and beverage concessions must be sold only through an online or remote ordering system. Alcohol may not be sold at a Drive-In Gathering event. Participants should use touchless payment options when feasible. Personnel must deliver concessions to the ordering vehicle. All occupants of a vehicle must wear a Face Covering when any Personnel approaches their vehicle and for the duration of any contact with Personnel. Participants must not be permitted to exit their vehicles to order, purchase or accept concessions. No equipment or other items may be shared among persons from different Households.
- 1.4.*** Live speakers, performers, or other presenters may not perform or present during a Drive-In Gathering at this time.
- 1.5.*** Four wheeled vehicles are permitted, including convertible cars and pickup trucks. Bicycles and motorcycles are not permitted at this time.
- 1.6.*** Occupants of a vehicle must be members of the same Household and may not change vehicles during the event.
- 1.7.*** Face Coverings must be worn at all times a participant is outside a vehicle in accordance with Health Officer Order C19-12d issued December 22, 2020 and as it may be amended (the “Face Covering Order”).



- 1.7.1.* Face Coverings must be worn whenever a participant is sitting in their vehicle with the windows or convertible top open or sitting on the outside part of their vehicle, such as sitting in the bed of a pickup truck.
- 1.7.2.* Face Coverings must be worn at all times when interacting with Personnel (such as when Personnel approach a vehicle to serve concessions).
- 1.7.3.* Face Coverings are not required while seated in a vehicle with the windows closed or while eating or drinking.
- 1.8.* Participants must remain within the bounds of the four wheels of their vehicle at all times except to use the restroom or during an emergency. For clarity, participants may sit in the bed of a pickup truck or on some portion of the vehicle, but their entire bodies and all personal property must remain within the bounds of the four wheels of the vehicle. For further clarity, participants may not use awnings, trailers, or other objects to expand the bounds of their vehicle. Vehicle windows may be left open during the Drive-In Gathering if all occupants of the vehicle are wearing Face Coverings.
- 1.9.* Drive-In Gathering Hosts must not design an event that requires or otherwise encourages simultaneous cheering, yelling, singing or other use of raised voices. Participants are strongly encouraged to avoid raising their voices such as by cheering, yelling, or singing. Applause is allowed.
- 1.10.* Vehicles must remain stationary for the duration of the Drive-In Gathering and must be parked with enough space so that participants and Personnel can maintain a minimum of six feet of physical distance from others at all times including, for example, when participants are exiting their vehicle to use the restroom, or Personnel are walking among vehicles to serve concessions. Drive-In Gathering Hosts must reserve adequate space for emergencies, including space for emergency vehicles to safely enter, access, and exit the venue. This means that many or all vehicles may need to be parked more than six feet apart.

 - 1.10.1.* Drive-In Gathering Hosts must develop a written social distancing, capacity and spacing plan prior to any Drive-In Gathering to ensure adequate space exists for safe movement during an emergency and that Personnel and participants can maintain six feet of distance at all feasible times including when participants exit their vehicles to use a restroom and when Personnel are walking among vehicles to serve concessions. Drive-In Gathering Hosts must maintain a physical copy of the social distancing, capacity and spacing plan and must provide the plan to any public official carrying out inspection or enforcement duties upon request.
 - 1.10.2.* Educate Personnel about spacing requirements and capacity limits. Require Personnel to enforce restrictions by, for example, ensuring vehicles park in accordance with the social distancing, capacity, and spacing plan.
 - 1.10.3.* Ensure that the plan addresses, and Personnel are taught, about how traffic flow into and out of the performance or event can be managed so as to maintain order, safely check tickets, avoid confusion, minimize chaotic traffic after the event, etc.
- 1.11.* Any restrooms must be sanitized regularly. If restrooms are not equipped with sinks, washing stations must be available. All sinks or washing stations must be equipped with adequate soap, water, and paper towels. Hand sanitizer dispensers should be placed



conveniently around the venue for use by Personnel or participants.

- 1.11.1.** Require Personnel to regularly clean and disinfect high touch areas and surfaces including door handles, faucets, and toilets throughout the day or event following CDC guidelines found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. Provide Personnel adequate time and space to complete all sanitation duties. Disinfecting products must be approved for use against COVID-19 on the Environmental Protection Agency (EPA) – approved list found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Outdoor Gyms must follow all product and safety instructions.
- 1.12.** Drive-In Gatherings must operate in compliance with all laws, regulations, and applicable permitting requirements. For gatherings of more than 10 vehicles, the Host must provide security to maintain safety and ensure compliance with this Directive. The amount of security necessary shall be determined by the entity providing security and must be at least the amount deemed necessary to maintain safety and ensure compliance with this Directive and any other applicable orders or directives of the Health Officer.
- 1.13.** Drive-In Gatherings must address the potential hazards that result from operating outside, including: (1) ensuring participants’ safe ingress and egress into the space taking into account pedestrians and traffic moving adjacent to the venue, (2) ensuring use of electrical devices and extension cords in compliance with Cal/OSHA’s Guide to Electrical Safety; (3) ensuring there are no tripping hazards from cords or other equipment; and (4) the issues listed in Section 1.10.3 above.

 - 1.13.1.** Drive-In Gatherings must comply with the Cal/OSHA standards for heat and air quality illness prevention for outdoor workers, including an effective heat illness prevention plan with written procedures.
- 1.14.** Place signage around the Drive-In Gathering emphasizing basic infection prevention measures, including the requirements to wear a Face Covering and maintain proper social distance at all times, stay home when feeling sick, and wash or sanitize hands frequently. Conspicuously post a copy of this Directive and all attachments, the Health and Safety Plan, and the Social Distancing Protocol (1) on any public facing website and (2) at the physical Drive-In Gathering site.



Tips and Frequently Asked Questions for Gatherings

NOTICE: Guidance in this document may be revised due to changes in the COVID-19 risk level tier for San Francisco as assigned by the California Department of Public Health.
Refer to the Business Capacities and Activities Table ([BCAT](#)) for all current restrictions, limitations and suspensions.

UPDATED January 27, 2021

****Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time****

AUDIENCE: Hosts, organizers and participants of gatherings of people from more than one household. This information does not apply to gatherings of people living together in a single household.

BACKGROUND: San Francisco Health Directives allow people in different households to gather, with restrictions to prevent spread of COVID-19. This tip sheet cover frequently asked questions about how to safely organize, host, and participate in gatherings of people from different households.

The Directives and associated documents are available on the [Health Directives page](#) under Gatherings.

- Directive 2020-19 – Outdoor Gatherings
- Directive 2020-28 – Drive-In Gatherings
- Directive 2020-34 – Indoor Worship

Additional guidance can be found at www.sfgdcp.org/covid19.

Changes to this FAQ since the Nov. 29 Version:

- Review the Business Capacities and Activities Table ("[BCAT](#)"): the BCAT controls to the extent it conflicts with any information in the guidance document.
- CA Notify: Help stop the spread of COVID-19 using your smartphone
- COVID-19 Vaccine Information
- How does COVID-19 spread?: If you're feeling symptoms, stay home, and get tested
- Ventilation signage must be posted including new employee breakrooms requirement



Overview of Types of Gatherings		
	GATHERING TYPE	DESCRIPTION OF GATHERING
Outdoor	Outdoor Meal Gatherings	Gatherings where eating or drinking take place
	Outdoor Special Gatherings	Political protests; Religious services or ceremonies, including wedding ceremonies and funerals, but not receptions;
	Small Outdoor Gathering	All other types of outdoor gatherings (e.g. receptions, gatherings at a park, hosted tours)
	Drive-in Gatherings	In vehicles (e.g. for movie)
Indoor **Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**	Indoor Religious and Cultural Ceremonial Gatherings	Indoor religious and cultural ceremonies, including wedding ceremonies and funerals but not receptions



Frequently Asked Questions

How Does COVID-19 Spread?

Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These respiratory droplets enter the air when a person breathes. Even more droplets can get in the air when infected people talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms and can still be breathing out virus-containing droplets that can infect others. Transmission can occur through:

- Larger droplets. These larger droplets are sometimes called “ballistic droplets” because they travel in straight lines and are pulled down by gravity. People nearby, usually within 6 feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.
- Smaller droplets or infectious particles. These can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols”.

COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite transmission); however, this is less common.

Monitor Your Health Daily. Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and get tested.

How can we help slow the spread of COVID-19?

CA Notify – another way for us to stop the spread

CA Notify (canotify.ca.gov) is an app you can add on your smartphone. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to help stop the spread of the virus in our community.

If you are using CA Notify and you test positive, your diagnosis will not be shared with others. However, if other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using CA Notify and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

What do we know about the COVID-19 Vaccine?

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California’s own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and



effectiveness of all COVID-19 vaccines. **When the vaccine is available to you, step up for your health, the health of your loved ones, the health of your community, and get vaccinated.** While the vaccine may prevent you from getting sick, we still do not know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Therefore it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wearing a mask that covers your mouth and nose when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least 6 feet away from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

How can I stay as safe as possible at a gathering?

- Wear a face covering or mask at all times. A face covering is required at all gatherings outside the house.
- Stay for a shorter period of time. The less time you spend with people you don't live with, the safer it is.
- Stay 6 feet away from people outside your household.
- Only participate in activities or sports where you can stay 6 feet away from people outside your household. Sports and exercise are higher risk because people produce more respiratory droplets when they are breathing harder. Balls and other sports equipment can be shared between only two households.
- Stay away from activities like singing, chanting, shouting, and playing wind or brass instruments. These activities produce many more respiratory droplets, increasing the risk of COVID-19. If you must participate in or be near people who are singing, chanting, shouting or playing wind instruments, see *"How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"*
- Wash or sanitize your hands frequently. Bring your own hand sanitizer to gatherings where there will be no place to wash or sanitize your hands.
- Consider staying home if you are at higher risk of serious illness from COVID-19 due to your age or medical conditions. See <https://www.sfdcp.org/vulnerable> for a list of groups at higher risk.
- Keep others safe: don't attend if you are or a family member feels ill or has COVID-19 like symptoms. For a list of symptoms, see www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf.
- Get a flu vaccine. Preventing influenza is especially important during the COVID-19 epidemic because people who have flu and COVID-19 at the same time much more likely to die.

As a business or organization hosting a gathering, what must I do?

- Complete, maintain, and implement the following documents:
 - A **Health and Safety Plan** for the type of gathering, including COVID-19 screening for all [personnel \(www.sfdcp.org/screening-handout\)](https://www.sfdcp.org/screening-handout) and [participants \(www.sfdcp.org/screeningvisitors\)](https://www.sfdcp.org/screeningvisitors). The Health and Safety Plan must be provided to Host Personnel, available to participants, and posted at the physical entrance where the Host operates. See www.sfdph.org/dph/alerts/coronavirus-health-directives.asp to find the correct link for your gathering.



- A **SFDPH Social Distancing Protocol** including a plan to clean and disinfect high touch surfaces such as seating, doors, and others before each Gathering (see [SFDPH Cleaning/Disinfection Guidance](#), posted at www.sfcddcp.org/covidcleaning).
- **Signage on reporting violations of COVID-19 Health Orders.** Beginning on Nov. 10, Host Businesses or organizations are required to post signs in employee break rooms or areas informing employees of the right to report violations of COVID-19 health orders and directives by calling 311 or visiting www.sf.gov/report-health-order-violation. Signage needs to state that employee's identity will remain anonymous. Sample signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- **Keep a record of people at your gathering, in case someone is later found to have COVID-19.** People with COVID-19 can infect others up to 2 days before they develop symptoms or test positive. Hosts must help public health authorities in contact tracing efforts in case an attendee develops COVID-19. We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease.
 - Keep the attendance/schedules of all personnel at your organization for up to three weeks.
 - Consider maintaining a list of participants willing to voluntarily provide their names for three weeks after an event. Any lists should be discarded after three weeks (unless your business keeps such records in the ordinary course of business).
 - Try to maintain an up-to-date contact list to alert attendees in the event of potential exposure.
 - For more information, see <https://covid19.ca.gov/contact-tracing>.
 - Follow SFDPH's guidelines on "[COVID-19 Positive At Workplace](#)" if someone at your gathering tests positive for COVID-19.

If you are hosting an Indoor Religious/Cultural Gathering **Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time****, you must adhere to the changes made on the [Business Capacities and Activities Table](#) as well as:**

- **Post signs about the increased risk of COVID-19 indoors.** Post [SFDPH Approved Signage](#), stating:
 - That COVID-19 is transmitted through the air and that indoor settings carry a much higher risk of infection.
 - That seniors and those with health risks should avoid indoor settings with crowds.
 - The maximum capacity of the space and the maximum capacity currently permitted under the Stay-Safer-At-Home Order.
 - Post Ventilation signage at public entrances and all break rooms indicating which of the following systems are used:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above
- **Ensure that indoor spaces are well-ventilated.**



Good ventilation controls droplets and infectious particles to prevent COVID-19 transmission by:

- *removing air containing droplets and particles from the room;*
- *diluting the concentration of droplets and particles by adding fresh, uncontaminated air;*
- *filtering room air, removing droplets and particles from the air.*
- Comply with the ventilation protocols laid out at Section 4.i of the [Stay-Safer-At-Home Order](#), including to review and follow [SFDPH's Ventilation Guidance](#).
- Implement as many improvements in the [Ventilation Guidance](#) as feasible. Keep a hand-annotated copy of the Ventilation Guidance showing which specific improvements were considered and implemented.
- Make any necessary improvements to the ventilation of the establishment, including:
 - Increase natural ventilation by opening windows and doors when environmental conditions allow and if permitted by fire and building safety requirements. Fire doors should not be wedged or propped open.
 - **Doors and Windows** required to be kept closed for **fire/life safety purposes** are exempt. For example, fire doors must remain closed. Make sure open windows do not create falling hazards especially for children
 - If an HVAC systems is present,
 - Ensure HVAC systems are serviced and functioning properly.
 - Evaluate possibilities for upgrading air filters to the highest efficiency possible.
 - Increase the percentage of outdoor air through the HVAC system, readjusting or overriding recirculation ("economizer") dampers.
 - Disable demand-control ventilation controls that reduce air supply based on temperature or occupancy.
 - Evaluate running the building ventilation system even when the building is unoccupied to maximize ventilation. At the minimum, reset timer-operated ventilation systems so that they start operating 1-2 hours before the building opens and 2-3 hours after the building is closed.
 - Consider installing portable air cleaners ("HEPA filters").
 - If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual's space to another's space.

For more information and additional resources, please see the following: San Francisco Department of Public Health (SFDPH): www.sfdcp.org/COVID-ventilation.

- **Discontinue indoor singing, chanting, shouting and wind instruments.** The State of California does not currently allow these activities indoors.

As a host/organizer, how else can I keep our gathering as safe as possible?

- Keep your gathering under 2 hours, even if it is outdoors. The shorter it is, the safer it is.
- Avoid high-risk activities such as singing, chanting, shouting, and playing wind or brass instruments, even outdoors. The activities produce large numbers of respiratory droplets, increasing the risk of COVID-19.



See more under *“How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?”*

- Promote flu vaccination. Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Post signage to encourage flu vaccine among personnel and participants. Find out more information at <http://sfcdcp.org.flu>.

What else can I do to decrease the risk of our indoor gathering? **Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time******

In addition to the measures laid out in *“How can I keep a gathering as safe as possible?”*

- Make sure that personnel and participants are aware that indoor gatherings are much higher risk for COVID-19 than outdoor gatherings, so they can decide if they can safely attend.
- Consider making changes to minimize crowding and make physical distancing easier for people from different households, Examples include moving podiums, creating physical barriers, taping off or moving seating, identifying entrance and exits, indicating walking paths in areas where participants pray or kneel on the floor, prohibiting access to common areas.
- Make changes to minimize touching of high-touch surfaces, for example, by keeping bathroom doors propped open to minimize touching of door handles.
- Make hand sanitizer or handwashing stations available at entrances and exits.
- Discontinue use of shared water vessels, fonts, fountain, and sinks for ceremonial purposes.
- Regularly clean and disinfect common and high touch areas, including bathrooms.

Can I host more than one gathering on the same day?

Yes, as long as you schedule gatherings far enough apart that participants from different gatherings do not mix, and you can clean/disinfect high-touch areas between gatherings.

- Hosts must separate outdoor gatherings by at least 20 minutes and indoor gatherings ****Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**** by 30 minutes between gatherings, to allow time for participants to exit and for personnel to clean/disinfect.
- Between gatherings, personnel must:
 - Clean and sanitize high-touch surface;
 - Clean, sanitize and/or replace any items of clothing that became soiled or contaminated with bodily fluids before using them for a later gathering;
 - Thoroughly wash or sanitize their hands.
- Hosts may not hold more than one Outdoor Gathering at a single location at the same time.
- Hosts may **not** hold both indoor and outdoor gatherings simultaneously to allow for more people to attend a gathering (e.g. indoor and outdoor wedding or funeral).



Can I hold more than one indoor worship or cultural ceremonial gatheringsIndoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**at the same time in a large facility?**

Yes, you may hold simultaneous or overlapping indoor gatherings if all of the following conditions are met:

- Each gathering must be held in its own, physically separate space, either in different buildings, or in different rooms separated by sealed floor-to-ceiling walls. Partitions may not be used to divide an indoor space for two different gatherings.
- Participants from different gatherings are not allowed to mix.
 - Different gatherings must use separate entrances and exits. If only one shared entrance and exit exist, the Host must ensure participants from different gatherings do not enter or exit at the same time, for example, by staggering start and end times.
 - Personnel and participants must not move between gatherings.
- The host must develop a written plan to describe how they will keep people in different gatherings from mixing, as outlined in Section 4.1.3 of the Indoor Worship Directive.
- In general, keep the areas that are not reserved for an indoor gathering closed to participants, unless expressly permitted under the Stay-Safer-At-Home Order.

Can personnel who are not involved in a gathering work on-site while a gathering is taking place?

Yes. Personnel are allowed to work inside the facility while multiple indoor gatherings ****Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**** occur as long as staff follow rules for the Business Operating Office Facilities Directive and Stay-Safer-At-Home Order.

Can we eat or drink at gatherings?

- Eating and drinking are permitted at **Outdoor Meal Gatherings**, at **Drive-In Gatherings**, and as part of **religious or faith-based ceremonies**, as long as it is done in a way that minimizes the risk of COVID-19 transmission.
 - Eating and drinking may not take place when personnel and/or participants are within 6 feet of one another, since face coverings must be worn when people are within 6 feet.
 - Avoid hand-to-mouth contact between different people. Respiratory droplets from one person's mouth can land on the other person's hand, increasing the risk of COVID-19 transmission.
 - As an example, communion rituals could have the priest and participants masked at all times, with the participants receiving communion in the hand and moving away from others to briefly lower their mask to place the sacramental bread on the tongue (see example video: www.youtube.com/watch?v=Q8tg8A5jmP0).
- People from different households should not drink out of the same glass or cup. They also should not share utensils. If glasses, cups, or utensils are shared, they must be disinfected between households, and anyone



handling the shared item must also wash or disinfect their hands.

- Self-service food, potlucks, or family-style eating with shared serving plates or drink dispensers are not allowed.

Must we wear masks/ face coverings all the time?

- You must wear masks as specified in the Face Covering Order.
- Proper use of face coverings is even more critical when in higher risk gatherings, such as indoors.
- Face coverings may be removed briefly while eating or drinking, however proper social distancing should be maintained. If removing face coverings/masks is deemed as essential in a ritual or ceremony, a person may briefly remove their face covering only if they (1) maintain social distance and do not speak, recite, chant, shout or sing; or (2) isolate themselves from all other people to speak or recite, such as by speaking inside an enclosed chamber or behind a plastic or glass partition or face shield no more than 12 inches from the mouth of the speaker and greater than 12 feet away from others.

What about camping, cookouts, or BBQs?

- Bring your own supplies including soap, disinfectants, hand sanitizer, paper towels, etc.
- Do not share BBQs or outdoor grilling stations with people outside of your household. Clean all stations frequently.
- If camping with people from outside your household, consider self-isolating for 14 days before and after if you will be in close contact with people you are camping with.
 - “Close contact” is defined by the CDC as being within 6 feet of an infected person for a cumulative total of 15 minutes over 24 hours) starting from 2 days before the illness starts (for people without symptoms, this means 2 days before they were tested; www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact).

Can we sing, chant, shout, or play wind instruments at our gathering?

Outdoor Special Gatherings and **Drive-In Gatherings** may have singing, chanting, shouting or wind instruments,, if all of the following conditions are met:

- Only one person may sing, chant, shout, or play a wind instrument at a time. Group singing, chanting, shouting, or wind instrument playing is not allowed.
- The person performing the activity must be at least **12 feet** from any other person.
- The person singing, chanting, or shouting must wear a **Face Covering** at all times.
- The wind instrument’s bells and/or openings where air/sound exit must be covered with a mask/other fabric at all times.
- When these activities are allowed, consider the following to reduce risk:
 - Ensure the performance is in a large, well ventilated area (see www.sfdcp.org/COVID-ventilation).



- Minimize the amount of time engaged in these activities.
- Sing, chant, yell, or play wind instruments more quietly, to produce fewer respiratory droplets. Consider using amplifiers.
- Consider a physical barrier between the performer and others.
- Have performers position themselves so that voices and air exiting from instruments is directed from Participants (for example, in silhouette).
- Encourage performers to get tested for COVID-19 as close to the performance date as possible, accounting for the turnaround time for the test. People can get tested by their regular healthcare provider or at CityTestSF (<https://sf.gov/citytestsf>).
- Take special care to ensure that performers do not have symptoms of COVID-19 and are not “close contact” of someone with COVID-19. See www.sfc-dcp.org/screeningvisitors.
- For wind/brass instruments:
 - Performers must be masked at all times as much as possible when not performing.
 - Instruments must not be shared among individuals of different households.
 - If relevant to the instrument, performers should use a large, thin, plastic-lined pad on their chest and lap to collect spit.

Resources

Useful COVID-19 Resources to keep checking:

- San Francisco guidance: www.sfc-dcp.org/covid19
- San Francisco Health Officer orders: www.sfdph.org/dph/alerts/coronavirus-healthorders.asp
- Printable resources such as signage: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- California guidance:
 - <https://covid19.ca.gov/safer-economy/>
 - <https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf>
- CDC guidance: www.cdc.gov/coronavirus/2019-ncov/php/index.html

Health Officer Directive No. 2020-28c (Exhibit C) Health and Safety Plan (issued 1/27/21)

Each Drive-In Gathering Host must complete, post onsite and online, 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:

Email / telephone:

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

- Confirm that you are familiar with and have implemented all requirements set forth in Health Officer Directive No. 2020-28c, available online at: www.sfdph.org/directives, including the Tips and FAQs for Gatherings, available online at www.sfcddcp.org/gatheringtips.
- Complete any necessary adjustments to the layout of the Drive-In Gathering space to allow for proper social distancing including adequate distance for emergency ingress, access, and egress.
- Obtain any necessary permits needed for the Drive-In Gathering.
- Complete evaluation of electrical safety and implemented all required precautions.
- Develop a plan to ensure Personnel and participants comply with Social Distancing Requirements and to limit the number of vehicles at the Drive-In Gathering, consistent with the requirements in this Directive and the Stay-Safer-at-Home Order.
- Require participants to remain in their vehicles at all times except when using the restroom or during an emergency. Ensure that any concession sales are conducted remotely and delivered to each vehicle.
- Require patrons to wear a Face Covering or alternative Face Covering at all times unless seated in a vehicle with the windows closed. Ensure that Personnel wear Face Coverings at all times as provided in the Face Covering Order.
- Ensure daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol.
- Ensure that patrons are sent the list of COVID-19 symptoms described in Section 1.2.1 of Exhibit A and are told not to attend if they have any such symptoms.
- Provide hand washing stations or hand sanitizer convenient locations throughout the Drive-In venue.
- Implemented all sanitization requirements as described in Directive 2020-28b and the Social Distancing Protocol.
- Ensure that Personnel have access to cleaning supplies so that they can clean surfaces as required.
- Ensure that high-touch surfaces in bathrooms or other common areas are cleaned and disinfected routinely throughout the day or event.
- Post signage reminding customers of their obligations to remain in vehicles, maintain social distance, wear a Face Covering, and wash or sanitize hands frequently.



DIRECTIVE OF THE HEALTH OFFICER No. 2020-33c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR SCHOOLS**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that schools as described below must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19,” including SARS-CoV-2, the virus that causes the disease) pandemic. This Directive constitutes industry-specific guidance as provided under Section 4 of Health Officer Order No. C19-07s issued on January 27, 2021 (the “Stay-Safer-At-Home Order”) and unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect immediately upon issuance, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices to help prevent the transmission of COVID-19 and safeguard the health of workers, children, their families, and the community.

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS FOLLOWS:

1. The Stay-Safer-at-Home Order allows transitional kindergarten (TK)-12 schools in the City and County of San Francisco (“Schools”) to reopen for in-person, on-site instruction with a waiver or advance written approval of a comprehensive Health and Safety Plan by the Health Officer. *See* Stay-Safer-At-Home Order Section 5(a).
2. Schools are also permitted to offer specialized and targeted support services to vulnerable children as provided in Section 5.a.3 of the Stay-Safer-At-Home Order. Such services must be offered in compliance with the requirements set forth in Health Officer Directive No. 2020-26b and with the testing and cooperation requirements set forth in Sections 7 and 8 below.
3. Attached as Exhibit A to this Directive is guidance from the Department of Public Health regarding reopening Schools for in-person, on-site instruction (“TK-12 Guidance”). All Schools offering in-person, on-site instruction must comply with all applicable requirements listed in the Guidance, including as it may be amended in the future.
4. Each School must (a) make their approved Health and Safety Plan available online at a permanent URL and in hard copy upon request, and (b) provide a summary of the plan to parent(s) and guardian(s) of students in the School, and to all Personnel working on site or otherwise in the City in relation to its operations. Also, each School must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive or the Stay-Safer-At-Home Order upon demand.



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5. Each School must require the parent/guardian of each child that participates in the program to sign an acknowledgement of health risks containing the following language:

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The availability of childcare, summer camp, Out of School Time (OST) programs, and TK-12 schools is an important step in the resumption of activities. However, the decision by the Health Officer to allow childcare, summer camp, OST programs, and TK-12 schools at facilities that follow required safety rules, does not mean that attending childcare, summer camp, OST programs, and/or TK-12 schools is free of risk. Enrolling a child in childcare, summer camp, OST programs, and/or TK-12 schools could increase the risk of the child becoming infected with COVID-19. While the majority of children that become infected do well, there is still much more to learn about coronavirus in children, including from recent reports of Multisystem Inflammatory Syndrome in Children (MIS-C).

Each parent or guardian must determine for themselves if they are willing to take the risk of enrolling their child in childcare, summer camp, OST programs, and TK-12 schools, including whether they need to take additional precautions to protect the health of their child and others in the household. They should particularly consider the risks to household members who have a higher risk of severe COVID-19 illness. Parents and guardians may want to discuss these risks and their concerns with their pediatrician or other health care provider.

More information about COVID-19 and MIS-C, is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>. See <http://www.sfchcp.org/covid19hcp> for a list of groups at higher risk for severe COVID-19.

I understand the risks associated with enrolling my child in childcare, summer camp, OST programs, and/or TK-12 schools, and agree to assume the risks to my child and my household. I also agree to follow all safety requirements that the childcare, summer camp, OST programs, and/or TK-12 schools imposes as a condition of enrolling my child.

6. Each School subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to any of that School’s Personnel. If any School is unable to provide these required items to Personnel or otherwise fails to comply with required Guidance, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant operation, any



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such School is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.

- 7. Schools must comply with the following requirements with respect to testing:**
 - a. Routine Asymptomatic Testing for School-Based Adults**
 - i. All adults based in a School facility, including but not limited to teachers, staff, paraprofessionals, contracted janitorial staff, security, therapists, aides, essential volunteers, interns, and student teachers (“School-Based Adults”) must be tested for COVID-19 as follows:**
 - 1. Except as expressly provided in subsection 7(a)(i)(4) below, testing must be done via nucleic acid diagnostic test or other test as authorized by the San Francisco Department of Public Health (“DPH”). All processing of tests must be conducted by a lab that complies with Health Officer Order No. C19-10 (available online at www.sfdph.org/healthorders), including that the lab must meet the requirements to perform testing classified as high complexity under the Clinical Laboratory Improvement Amendments (“CLIA”) of Section 353 of the Public Health Service Act (including but not limited to having a CLIA waiver to perform such tests). Except as expressly provided in subsection 7(a)(i)(4) below, any lab that processes tests must also submit all results (not just positive results) via the State of California’s California Reportable Disease Information Exchange (“CalREDIE”) system or any replacement to that system adopted by the State of California.**
 - 2. Each School-Based Adult must be tested within seven days before first returning to work for in-person, on-site instruction (“pre-return test”).**
 - 3. Each School-Based Adult also must be tested weekly after returning to work following the pre-return test as long as they are providing on-site work at any point during the week. School-Based Adults who have tested positive for active infection with SARS-coV-2 virus within the last 90 days are exempt from this weekly testing requirement.**
 - 4. In lieu of using nucleic acid diagnostic tests weekly, each School-Based Adult may be tested twice weekly using an antigen test. Positive antigen test results in asymptomatic people must be confirmed by nucleic acid testing. Until the result of the nucleic acid confirmatory test is known, the person is considered positive. If the nucleic acid diagnostic test is negative, the person should be considered not to be infected with COVID-19. Positive and negative antigen test results must be provided to the SFPDH Schools and Childcare Hub as described in subsection**



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7(a)(iv) below, and all positive and negative results must ultimately be entered into the CalREDIE surveillance system.

5. Each School must maintain a log of testing for all School-Based Adults who work or provide services onsite at the School (the “Testing Log”), including all of the information set forth in the SFDPH Testing Log Protocol available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>. The log must be retained for 12 months and be made available to SFDPH upon request.
 - ii. A School must not allow any School-Based Adult to come to work or otherwise enter the School’s premises if that person refuses to be tested as outlined in subsection (i) above or to provide test results to the School, unless expressly permitted in advance and in writing by the Health Officer or the Health Officer’s designee. SFDPH encourages schools to give teachers the option of leave without pay if they decline to participate in testing.
 - iii. Schools must take all steps necessary to ensure the School receives the results of these tests promptly. Specifically, Schools must require School-Based Adults to either (1) sign a release of information (ROI) authorizing the testing lab or ordering provider to share the COVID-19 test result directly with the School or (2) commit to providing results to the School within *one hour* of receiving a *positive* or *inconclusive* result and *24 hours* of receiving a *negative* result. A sample ROI is available online at <https://www.sfdph.org/dph/covid-19/schools-education.asp>. If a School-Based Adult chooses to report results to the School themselves, the person may make an initial verbal report of a positive or inconclusive result to facilitate rapid infection control measures, but must follow-up with documentation of any result within 48 hours whether it be a positive, inconclusive, or negative result.
 - iv. Schools must immediately (within *one hour* of learning of the result) report any positive or inconclusive test result to SFDPH Schools and Childcare Hub: call 628-217-7499 or email Schools-childcaresites@sfdph.org (please put “SECURE” in the subject line).
 - v. School-Based Adults who test positive for COVID-19 must not be allowed to return to the School until the relevant criteria set forth in SFDPH’s guidance on “Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19” are satisfied. (The guidance is available online at <https://www.sfdcp.org/rtw>.) School-Based Adults who receive an inconclusive test result may get retested and use the new result. If they choose not to get retested, they must follow the return to work guidelines as though they have a positive result.



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b. Symptomatic Testing

- i. If any School-Based Adult has symptoms of COVID-19, the School must send that person home in compliance with the procedures set forth in the TK-12 Guidance. The person must not be allowed to return to the School until the relevant criteria set forth in SFDPH’s guidance on “Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19” are satisfied. (The guidance is available at <https://www.sfdcp.org/rtw>.) It is strongly recommended that the person be tested as soon as possible for COVID-19. Schools must take all steps necessary to ensure the School receives the results of these tests promptly as set forth in Section 7.a.3, above. Schools must immediately (within one hour of learning of the result) report any positive or inconclusive test result to the SFDPH Schools and Childcare Hub: call 628-217-7499 or email Schools-childcaresites@sfdph.org (please put “SECURE” in the subject line).**

- ii. If any student has symptoms of COVID-19, the School must send that student home in compliance with the procedures set forth in the TK-12 Guidance. The student must not be allowed to return to the School until the relevant criteria set forth in SFDPH’s “Quick Guide for Schools, Childcares, and Programs for Children and Youth” are satisfied (available at <https://www.sfdcp.org/wp-content/uploads/2020/08/Quick-Guide-Suspected-Confirmed-COVID-19-Schools-Childcares-Programs-FINAL-2020-08-10.pdf>). It is strongly recommended that the student be tested as soon as possible for COVID-19. Schools must require parents or guardians to inform the School immediately (within one hour of learning of the test result) if their child tests positive or has an inconclusive test result and to provide documentation of the positive or inconclusive result within 48 hours. Schools must immediately (within one hour of learning of the test result) report any positive or inconclusive test result to the SFDPH Schools and Childcare Hub: call 628-217-7499 and email Schools-childcaresites@sfdph.org.**

c. General Requirements

- i. The School must share information about testing with SFDPH as required by this Directive and as requested by SFDPH at any time while this Directive is in effect. Such information may include and is not limited to information about attendance, contact information, health information, employment information (for School-Based Adults), and any other information related to this Directive required by SFDPH. The disclosure of any confidential information under this subsection is limited to the minimum necessary for public health purposes as determined by SFDPH, and any such information that is confidential must be protected by SFDPH as required by law.**



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- ii. All Testing must be done using tests that are authorized by the United States Food and Drug Administration or by the California Department of Public Health.
 - iii. Testing results, including but not limited to the Testing Log, are considered confidential health information of staff and students, and must be handled accordingly. For example, Schools can consider the following measures:
 - If test results are to be faxed to the School, the fax machine must be placed in a private, secure area;
 - Hard copy documentation must be kept in a secure location, such as a locked file cabinet behind a locked door, and must not be left unsecured while unattended;
 - Electronic information must be stored on password-protected computers; and
 - Any electronically-stored information must not be maintained in a cloud-based system that is located outside the United States.
 - iv. The School must maintain the confidentiality of information about testing results of School-Based Adults and students, and may only share such information as allowed or required by law.
 - v. In relation to reporting test results for School-Based Adults or students, the School must provide all information requested by SFDPH.
 - vi. The School must comply with SFDPH requirements regarding reporting of metrics as stated in “SFDPH Reporting Metrics” (available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>).
8. Each School must cooperate with SFDPH by working and collaborating with SFDPH, and otherwise following the direction of SFDPH, in relation to the School and the subject matter of this Directive. Such cooperation includes, but is not limited to, all of the following:
- Submitting a “List of Close Contacts of a Positive Covid-19 Case” (available at <http://www.sfdph.org/dph/files/ig/TEMPLATE-School-Contact-Tracing.docx>) to the SFDPH Schools and Childcare Hub via email (Schools-childcaresites@sfdph.org) *within 24 hours* of learning of a positive COVID-19 case;
 - Promptly taking and responding to telephone calls, emails, and other inquiries and requests by representatives of SFDPH;
 - Allowing SFDPH personnel on-site without advance notice;



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- Responding to all SFDPH requests for information in a timely manner;
 - Communicating with School-Based Adults, students, and their parent(s) or guardian(s) as directed by SFDPH; and
 - Taking immediate action as required by SFDPH in the event of an outbreak or other time-sensitive situation that poses a risk to the health and safety of students, School-Based Adults, or the community.
9. Schools must advise all students and School-Based Adults that they must notify the school and stay home if any household member or other close contact has a positive or inconclusive COVID-19 test or was otherwise diagnosed with COVID-19 by a healthcare provider. School-Based Adults in these circumstances may return to school per the return to work guidance referenced in Section 7.a.v, above. Students may return to school when the relevant criteria set forth in SFDPH’s “Quick Guide for Schools, Childcares, and Programs for Children and Youth” are satisfied (available at <https://www.sfdcp.org/wp-content/uploads/2020/08/Quick-Guide-Suspected-Confirmed-COVID-19-Schools-Childcares-Programs-FINAL-2020-08-10.pdf>). It is strongly recommended that individuals get tested for COVID-19 six days after their last close contact with the person with COVID-19.
10. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with the Host in the City: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); vendors who are permitted to sell goods onsite (such as farmers or others who sell at stalls in farmers’ markets); volunteers; and other individuals who regularly provide services onsite at the request of the Host. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.
11. This Directive may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. All Schools must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/healthorders; www.sfdph.org/directives) regularly.

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Date: January 27, 2021



**Reopening TK-12 Schools for In-Person Instruction
Interim Guidance for School Year 2020-2021**

1/27/2021

The following guidance was developed by the San Francisco Department of Public Health (SFPDH) for local use. It will be posted at <http://www.sfcdcp.org/CovidSchoolsChildcare>.

AUDIENCE: Public, private and parochial TK-12 schools in San Francisco. Transitional kindergarten (TK) programs that are not part of an elementary school should refer to SFPDH guidance for childcares.

Summary of Changes since the 12/8/2020 Version

Major revisions are highlighted throughout the document **in blue color**.

- Updated to reflect California Department of Public Health (CDPH) [Consolidated Schools Guidance](#) and Cal/OSHA requirements, including new testing recommendations. Section on testing added.
- Schools must post signs on reporting unsafe working conditions, taking a break safely, and ventilation in break rooms by 2/3/2021. Section on required signs added. Section on staff break rooms and workrooms updated.
- Home screening for COVID-19 symptoms and exposure recommended for students and staff.
- The term “stable group” or “group” has replaced the term “cohort” when referring to classroom instruction, to align with the language in the CDPH Schools Guidance of 1/14/2020. The principle of cohorting staff and students in stable groups remains unchanged.
- Instructions on what to do for a suspected or confirmed COVID case updated. Links to sample notification letters added.
- Clarification on school closure due to COVID-19 added.

PURPOSE: To help TK-12 schools understand health and safety practices needed to safely offer in-person instruction.

BACKGROUND: In order for a school to reopen, SFPDH must first review and approve the school’s application. In addition, local COVID-19 transmission must be low enough to allow school reopening, as defined by state and local health orders.

Since the start of the COVID-19 epidemic, our understanding of COVID-19 has increased tremendously. We now know that certain precautions, such as universal face coverings, effectively decrease the risk of COVID-19 transmission. By coordinating and layering effective interventions, schools can reduce the risk of COVID-19 enough to reopen safely for staff and students.

The recommendations below are based on the best science available at this time and the current degree of COVID-19 transmission in San Francisco. They are subject to change as new knowledge emerges and local community transmission changes.

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Key messages for schools

- **Address adult-to-adult transmission and adults as sources of infection.** In many cases, staff are the source of COVID-19 in a school. Although children can be infected with COVID-19 and spread it to adults, spread of infection between adults is more common.
 - **Minimize the number of staff eating together in indoor break rooms.** Eating together in break rooms is a common way that staff are exposed to COVID-19 in work settings.
- **Preventing person-to-person transmission via respiratory droplets is more important than cleaning and disinfection.** Face masks, physical distancing, and indoor ventilation are most important in preventing the spread of COVID-19.

COVID-19 spreads from person-to-person in the air through virus-containing respiratory droplets. These droplets enter the air when a person with COVID-19 breathes, especially when they talk, sing, cough, sneeze or exercise. In poorly ventilated indoor spaces, smaller droplets can float in the air and travel more than 6 feet. The virus that causes COVID-19 must enter a person's eyes, nose or mouth to infect them.

COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite), but this is less common.

- **Exposure risk lies along a continuum.** A rule of thumb is that a person must spend a total of 15 minutes in 24 hours within 6 feet of someone with COVID-19 to be at risk of infection.
 - Spending less time together is safer than more time; being further apart is better than being closer together.
 - Smaller groups are safer than larger ones, outdoor settings are safer than indoor ones.
 - More people using face masks is safer than fewer people using face masks.
 - Activities that produce fewer respiratory droplets are safer than those that produce many droplets (silence < quiet talking < loud talking < singing).

Prepare for reopening

Eligibility to reopen under the CDPH Reopening Framework

	Red, Orange and Yellow Tiers	Purple Tier	“Deep Purple” Tier (adj case rate >25)
School sites that have not reopened	All schools whose applications have been approved by SFDPH may open after the county has been in Red Tier or lower for 5 consecutive days.	Schools with grades TK-6 whose applications have been approved by SFDPH and who have passed 7-day review by CDPH may open.	No schools may reopen. School sites may offer or expand targeted specialized support and limited instruction for small cohorts of students (i.e. “Learning Hubs” or Special Day Classes for special education students). These groups must follow CDPH cohorting guidance.
School sites that have reopened	School sites can continue to phase-in additional grades, students, or days/hours per week. School sites that have opened for TK-6 can phase-in grades 7-12.		

- To be considered to have “reopened” for in-person instruction for purposes of the chart above, the specific school site or location must have offered ALL students in at least 1 grade the option to attend in-person, and begun in-person instruction to at least some of those students.
- Reopening applies to a school site, not for an entire school or LEA. For example, if a school has one campus for grades K-2 and another for grades 3-5, each site is considered separately when looking at eligibility to reopen.
- If an elementary school is approved to reopen in purple tier, but does not reopen, and the county moves into deep purple tier, the school must wait until the county moves back into purple tier to reopen.
- A middle school with grades 6-8 that is approved to open for 6th grade in purple tier cannot then phase in 7th and 8th grades. However, a middle school with grades 6-8 that was already open before the county moved into Purple Tier can continue to phase in 7th and 8th grades in Purple Tier. Similarly, a K-12 school site that was already open for lower grades before the county entered Purple Tier can phase in grades 7-12.
- If a school was temporarily closed, for example, for 10-14 days following an outbreak, the school may reopen.

Applying to reopen

- Submit an application to SFPDH. Your school will also need a facility review and site assessment to be approved to re-open for in-person instruction. For the application process, see <https://www.sfdph.org/dph/COVID-19/Schools-Education.asp>

Your application will need to include the following documents:

- A Health and Safety Plan outlining what the school will do to implement the requirements in this guidance and any relevant San Francisco Health Orders or Directives.
- A CDPH COVID-19 Safety Plan (CSP), consisting of two documents:
 - [CDPH COVID-19 School Guidance Checklist](#)
 - Cal-OSHA COVID-19 Prevention Program (CPP), required of all employers per [Cal/OSHA's Emergency Temporary Standards](#) published 12/1/2020.
Your school's Health and Safety Plan can serve as your CPP if it includes all the elements required by Cal-OSHA.
- Elementary schools that are applying to reopen in purple tier must also submit the COVID-19 Safety Plan to CDPH for review 7 days prior to reopening.
- Post your CDPH COVID-19 Safety Plan on your school or LEA website's homepage at least 5 days before reopening. **Schools that have already reopened must post their CDPH COVID-19 Safety Plan on their LEA or school website's homepage by February 1, 2021.**

Prepare for re-opening

- Designate a COVID-19 staff liaison to be the single point of contact at each school for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFPDH.
- Establish health and safety protocols to prevent COVID-19 transmission, as required by SFPDH Health Orders.
- Train staff and students on health and safety practices. Cal/OSHA requires that employee training cover certain COVID-19 information. See <https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html>
- Identify isolation rooms for students with symptoms of COVID-19 who are waiting to be picked up. Isolation rooms should be in an area where others do not enter or pass through.
- Establish protocols for staff and students with symptoms of COVID-19 and for communication with staff, students and families after a confirmed COVID-19 case at school.
- Share your school's health and safety plan with staff, families, students and other members of the school community.

Staff considerations

Protect staff, especially those at high risk of severe COVID-19 illness. See sfcdcp.org/vulnerable for a list of groups at higher risk for severe COVID-19.

- Offer options that reduce exposure risk to staff who are in groups at higher risk for severe COVID-19 (e.g. telework, reassignment, or modified job duties that limit direct interaction with staff and students).
 - Avoid assigning non-medical staff in groups at higher risk for severe COVID-19 to assess students who feel sick or monitor/care for sick students waiting to be picked up.
 - Consider using portable plexiglass barriers, a clear window, or other barrier for staff who must interact with large numbers of students or adults within 6 feet.
 - Consider the use of face shields, to be used with face coverings, for staff whose duties make it difficult to maintain physical distancing.
 - Keep staff in different stable groups from mixing. During the two weeks before school opens, do not hold in-person staff development, meetings, or team-building activities that bring together staff who will be working with different stable groups.
- Implement sick leave policies that support staff in staying home when ill.
- Monitor staff absenteeism. Plan for staff absences of 10 days due to COVID-19 infection or exposure, as community transmission increases. Have a roster of trained back-up staff.
 - **Avoid combining stable groups when staff are absent**, as this increases the risk of infection spreading in your school.
 - Be prepared to offer distance learning to students whose teachers must stay home due to COVID-19 infection or exposure, and no other teacher is available.

Student considerations

- Prioritize students who are likely to experience the greatest negative impacts from not being able to attend school in-person, keeping equity in mind.
- Ensure that students, including students with disabilities, have access to instruction as required by federal and state law.
- Offer distance learning to students for whom in-person attendance would pose a health risk to the student or their family/household. For a list of groups at higher risk of severe COVID-19, see sfcdcp.org/vulnerable.
- Do not exclude students from in-person attendance solely because of medical conditions that put them at higher risk of severe COVID-19. Allow the child's medical team and family to determine whether in-person attendance is safe.

Required Signs

Schools that are open must post these signs as soon as possible, **no later than February 3, 2021**:

- **Reminder to wear a face covering, stay 6 feet apart, and stay home if ill**
Post at all public entrances and other places where the signs will be easily noticed. SFDPH-approved signs are online at sf.gov/outreach-toolkit-coronavirus-covid-19

- **Reporting unsafe conditions related to COVID-19**
Post in staff break rooms and other staff areas.
Online at <https://sf.gov/file/reporting-health-order-violations-poster-11x17>
and <https://sf.gov/sites/default/files/2020-11/YourHealthOnTheJob-8.5x11-111220.pdf>
Signs must say that personnel can report violations of COVID-19 health orders and directives by calling 311 or online at <https://www.sf.gov/report-health-order-violation>, and that the employee’s identity will not be disclosed to the employer.
- **Ventilation Checklists** (indoor programs only)
Post in staff break rooms. Online at <https://sf.gov/file/ventilation-checklist-poster>
Signs must list how the program is ventilated:
 - All available windows and doors are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above
- **Take a Break Safely**
Post in staff break rooms. Online at <https://sf.gov/file/covid-break-room>.

Strategies to prevent spread of COVID-19 in schools

Prevent COVID-19 from entering the school

Screen everyone entering the school for COVID-19 symptoms and exposure.

- Give staff and families of students a screening form to review at home each day. Instruct staff and students to stay home and get tested if they have COVID-19 symptoms or exposure (close contact). Schools may require staff and families to submit screening responses by app, email, on paper, or by other means.
- Ask all other persons entering the school about COVID-19 symptoms and exposures when they arrive – including parents/caregivers, visitors, contractors, and government officials. Emergency personnel responding to a 911 call do not need to be screened.
- If people answer “yes” to any of the screening and exposure questions, do not let them enter.
- If students arrive with symptoms, send them home. Keep students who are waiting to be picked up in a designated isolation room.
- Schools may choose to require temperature checks of people entering the school, either at home or upon arrival. SFDPH does not require temperature checks at schools.

For more information about screening and temperature checks, see sfcdcp.org/screen.

Staff and children who are sick must stay home.

- Remind parents to keep students home when ill. A parent/guardian handout, “COVID-19 Health Checks/If Your Child has Symptoms” is available at <https://sfcdcp.org/covidschoolschildcare>.
- Encourage family members of students and staff with symptoms of COVID-19 to get tested promptly, before they can spread infection to students and staff.

Encourage staff and students to stay home for 10 days after traveling.

- SFDPH recommends that travelers quarantine at home after travel outside the Bay Area, if their activities put them at risk for COVID-19 infection. Higher-risk activities include:
 - Spending time within 6 feet of people outside their household when not wearing face coverings, especially if indoors.
 - Travel on planes, buses, trains, or other vehicles shared with people outside their household if face coverings were not worn at all times by all passengers.

This recommendation does not apply to staff and students who commute to school from outside of the Bay Area. For more information, see

<https://www.sfdph.org/dph/alerts/covid-guidance/COVID-Travel-Advisory.pdf>

- While San Francisco Health Order C19-17 requiring travel quarantine is in effect, most individuals who travel, move, or return to the Bay Area must quarantine for at least ten days. Check <https://www.sfdph.org/healthorders> for the latest status of the travel quarantine order.
- CDPH also recommends that travelers quarantine after non-essential travel outside of California. For more information, see <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Travel-Advisory.aspx>

Restrict non-essential visitors

- Limit non-essential visitors, including volunteers.
- Discourage parents and other family members from entering the school. Avoid allowing family members into classrooms and other student areas.
- School tours and open houses must meet CDPH and SFDPH requirements for gatherings. For more information, see <https://www.sfdph.org/dph/alerts/covid-guidance/Gatherings-Tips.pdf>. Do not hold tours and open houses when students are present. Keep a log of all persons present, in case a person at the tour or open house later tests positive for COVID-19.

For relevant Health Orders and Health Officer directives, see

<https://www.sfdph.org/dph/alerts/files/C19-07-Shelter-in-Place-Health-Order.pdf>

<https://www.sfdph.org/directives>.

Stable groups of staff and students

A stable group has the same staff and students each day, stays together for all activities (e.g., lunch, recess, etc.) and avoids contact with people outside the group. Keeping teachers and students in the same group lowers their exposure risk by decreasing the number of people they interact with each day. Keeping groups as small as feasible further reduces exposure risk.

- Elementary schools must keep students in stable classroom groups, no larger than the standard class size for each grade level, with the same teacher(s) for the entire day.
- Middle schools and high schools may have larger groups with students from more than one classroom. Keep stable groups as small as possible, while ensuring that groups are not segregated by race/ethnicity or socioeconomic class.
 - Limit cross-over of students and teachers as much as possible. Cross-over of students between groups is permitted to meet students' educational needs.

- Consider block schedules or other schedules with longer classes and fewer subjects per day, to decrease the number of students that teachers interact with each day. This will also decrease opportunities for students to mix in hallways during class changes. If a block schedule is used, groups should change no more often than every 3-4 weeks.
- School staff should document visits to classrooms that are not part of their group. Consider a sign-in sheet/log on the classroom door.

Limit mixing of groups, including staff assigned to different groups.

- Stagger schedules for arrival/dismissal, recess and lunch to prevent mixing of groups.
- Designate specific routes to enter and exit the school for each group, using as many entrances/exits as feasible.
- Minimize movement of students through hallways
Examples of strategies to keep hallways clear:
 - Have a small, stable set of teachers rotate into the classroom for different subjects while students remain in the classroom.
 - Stagger class change times so that only one group is in the hallway at any given time.
 - Consider creating one-way hallways to minimize congestion. Place physical guides, like tape, on floors and sidewalks to mark one-way routes.
 - Assign adjacent classrooms to teachers in the same group to minimize the distance that students travel between classes.
- Gatherings of more than one group are currently prohibited (i.e., school assemblies, performances, morning circle).

Physical distancing

Physical distancing decreases the risk of COVID-19 from respiratory droplets.

- Staff must stay at least 6 feet from other adults, including staff in the same group, whenever possible.
 - Set up staff workspaces so that staff do not work or sit within 6 feet of each other.
 - Consider virtual meetings using video conferencing apps for parent-teacher meetings and staff meetings, even if all staff are on campus.
- Staff should stay at least 6 feet away from students as much as possible while meeting their developmental and learning needs.
 - Consider using alternative spaces like cafeterias and auditoriums for instruction to allow more space between students.
- Elementary school: During group activities, playtime and recess, physical distancing may be relaxed for younger students in a classroom who are wearing face masks. When outside or in shared spaces, prioritize preventing interactions between stable groups over distancing of students within a group.

- Middle and high school: Physical distancing of students becomes more important when stable groups are larger than a single class, or if there is cross-over between stable groups.

In the classroom

- Space student desks six feet apart, or as much as space permits. Consider partitions between students when desks cannot be spaced 6 feet apart.
- Staff desks must be at least 6 feet away from student desks, regardless of space limitations.
- Arrange desks facing in the same direction, so that students do not sit facing each other.
 - Have students sit in the same seats each day if feasible. Avoid changing seat assignments more often than every 3-4 weeks, unless needed for student safety or well-being. If groups change classrooms for different subjects, try to keep the same seating arrangements across classes.

Outside the classroom

- Limit occupancy of bathrooms, elevators, locker rooms, staff rooms, and other shared spaces to allow 6 feet of distancing. Adjacent bathroom stalls may be used. Post signs with occupancy limits.
- At places where students congregate or wait in line, mark spots on the floor or the walls 6 feet apart to indicate where to stand.
- Consider eliminating use of lockers in hallways and other shared spaces. If used, ensure 6 feet of distancing between students accessing lockers.
Example: Assign lockers so that students in the same stable group are given lockers 6 feet apart, and stagger times for locker access between groups.
- Consider suspending uniform requirements for PE, so that students do not need to use the locker room to change.

Face masks and cloth face coverings

Face masks and other face coverings keep people from spreading the infection to others, by trapping respiratory droplets before they can travel through the air. They also help protect the person wearing the face covering from infection.

For this guidance, “face masks” includes cloth face coverings that cover the mouth and nose and do not have an exhalation valve.

- All adults and students, including those in TK-2nd grade, must wear face masks over both their nose and mouth while on campus. This includes family members and caregivers dropping-off or picking-up students outside the building.
- People may not enter the building unless they are wearing a face mask or have documentation of a medical contraindication to face masks.
- Provide face masks to students who forget to bring their face mask to school. Reusable cloth face masks are recommended over disposable masks, and can be sent home with families to be laundered.
- Keep a supply of face masks for other individuals who have forgotten to bring one.

- CDPH requires schools to exclude students from in-person attendance if the student refuses to wear a face mask and does not have a medical exemption.
- Some students will need additional support to consistently wear face masks. Schools should take into account equity and each student’s individual circumstances when deciding how to best support students in wearing face masks.
- Do not exclude students from in-person learning if they have an approved medical exemption to face masks. For students whose exemptions are due to developmental delay, autism or other conditions that limit their ability to tolerate face masks, encourage and remind them to wear their face mask as much as possible. For these students and others who have difficulty keeping their face masks on at all times, prioritize consistent face mask use.
 - When in hallways, bathrooms and other spaces where students may encounter staff and students from other classrooms.
 - For younger students, during times when physical distancing is relaxed.
 - When off-campus in public spaces, for example, when walking to a nearby park or outside the building at drop-off or pick-up.
 - When a student is ill and waiting to be picked up (and is not asleep).
- Schools should act judiciously when considering whether exclude a student from in-person learning. Exclusion from in-person learning should be done only after exhausting efforts to support students in consistently wearing a face mask. Offer alternative educational opportunities for students who must be excluded from campus.

Exemptions to face masks and cloth face coverings; use of face shields

- Students with documented medical or behavioral contraindications to face masks and cloth face coverings are exempt. This includes children who are unable to tolerate face masks due to autism or developmental delay and children unable to independently remove face masks due to developmental delay or disability. Seat students who cannot wear face masks at least 6 feet away from other students, if possible to do so without stigmatizing the student.
- School districts’ or independent schools’ health teams must confirm student exemptions. Students with exemptions must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, if their condition permits it.
- Asthma, claustrophobia, and anxiety are not generally considered to be contraindications to face masks.
- Staff with a medical contraindication to face mask, documented by a medical provider, may be allowed to wear a face shield with a cloth drape on the bottom tucked into the top of their shirt. However, this is not as effective as a face mask in preventing spread of infection.
 - Staff not wearing a face covering, face shield with a drape or other effective alternative respiratory protection, for any reason, should be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Do not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required.

- Staff working alone in a private indoor space do not need to wear a face mask if
 - The space is completely enclosed (i.e. a private office, not a cubicle), and
 - Other people are not likely to enter the space at any time in the following few days

However, staff working alone in a classroom that will be used later by others are not exempt, and must wear a mask. Similarly, administrators in a private office must wear a mask, even when alone, if they can reasonably expect others to enter their office to ask questions or to meet.

- Staff working with students who are hard-of-hearing may use a clear mask (a disposable or cloth face mask with a clear inset). If this is not feasible, a face shield with a cloth drape tucked into the shirt or a clear barrier may also be used. Staff should wear a face mask at other times.
- Do not use face shields in place of face masks in other situations. Face shields have not been shown to keep the wearer from infecting others.
- Consider using a face shield in addition to a face mask. Face shields provide additional eye protection for the wearer. When a face shield is used with a mask, a cloth drape is not needed.
- For more information, see <https://www.sfdph.org/dph/alerts/files/Order-C19-12-Face-Coverings.pdf>
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

Ventilation and outdoor spaces

Being outside is much lower risk than being inside. When indoors, increasing outdoor air circulation lowers the risk of infection by “diluting” any infectious respiratory virus in the air with fresh outdoor air.

Outdoor spaces

- Do as many activities outside as possible, especially higher-risk activities like snacks/meals and exercise.
- Stagger use of outdoor spaces to keep groups from mixing. If the outdoor space is large enough, consider designating separate spaces for each group.
- Outdoor spaces may be covered with a tent, canopy, or other shelter, as long as the shelter complies with: (1) CDPH’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>).
- Outdoor playgrounds/natural play areas only need routine maintenance. Make sure that children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor play structures is not needed between groups.

Make sure that indoor spaces are well-ventilated.

Ventilation systems can decrease the number of infectious respiratory droplets in the air by replacing indoor air with fresh, uncontaminated air and/or filtering droplets out of the air.

SFDPH reviews ventilation as part of all schools' applications to reopen for in-person instruction. Schools must make any ventilation improvements required by SFDPH.

General recommendations include:

- Open windows to increase natural ventilation with outdoor air when health and safety allow. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.
- Do not prop or wedge open fire doors. Continue to follow fire and building safety requirements.
- If open windows pose a risk of falls for children, use window locks to keep windows from opening more than 4 inches, or other safety devices to prevent falls.
- If your program has an HVAC system (sometimes called mechanical ventilation, forced air, or central air), maximize the intake of outdoor air and minimizing recirculated air.
- Consider portable air cleaners ("HEPA filters").
- If the school uses fans, adjust the direction of fans to so that air does not blow from one person's space to another's space.

For detailed guidance on ventilation, see <https://www.sfdcp.org/COVID-ventilation>.

Testing

Detailed information about current testing requirements is set forth in Health Officer Directive No. 2020-33, online at <https://www.sfdph.org/directives>.

- Staff at school sites offering in-person instruction must be tested within seven days before their first day of work at the school site.
- Schools must test asymptomatic staff and students at school sites offering in-person instruction as listed below. Students and staff who have had COVID-19 in the last 90 days, confirmed by a lab test, are exempt.

	Yellow/Orange	Red/Purple	"Half-Deep Purple" Adjusted Case Rate >14
Asymptomatic staff with no known exposures	A sampling of staff, frequency to be determined by SFDPH.	All staff every 2 weeks	All staff, weekly PCR or twice weekly antigen testing
Asymptomatic students with no known exposures	A sampling of students, frequency to be determined by SFDPH. Testing to monitor the degree of COVID-19 in the school population.		

- At this time, rapid antigen testing is only recommended for twice-weekly screening testing.

- If a person without symptoms has a positive rapid antigen test, the result should be confirmed with a PCR test. If the PCR is negative, the person is considered NOT to have COVID-19. For details, see <https://www.cdc.gov/coronavirus/2019-ncov/lab/resources/antigen-tests-guidelines.html#evaluating-test-results>
- Cal/OSHA requires that staff be tested weekly during an outbreak. Workers who are exposed on the job must also be offered testing. For more information, see <https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html#testing>

Hand hygiene

Frequent handwashing and hand sanitizer use removes COVID-19 germs from people's hands before they can infect themselves by touching their eyes, nose or mouth.

- Develop routines and schedules for staff and students in all grades to wash or sanitize their hands, especially before and after eating, upon entering/re-entering a classroom, and before and after touching shared equipment such as computer keyboards.
- Every classroom/instructional space and common area (staff work rooms, eating areas) must have hand sanitizer or a place to wash hands upon entering.
- Establish procedures to ensure that sinks and handwashing stations do not run out of soap or paper towels, and that hand sanitizer does not run out.
- Post signs encouraging hand hygiene. A hand hygiene sign in multiple languages is available for download at <http://eziz.org/assets/docs/IMM-825.pdf>

Limit sharing

- Consider suspending or modifying use of drinking fountains. Encourage the use of reusable water bottles instead.
- Limit sharing of art supplies, manipulatives, and other high-touch materials as much as possible. If feasible, have a separate set of supplies for each student. Keep each student's supplies and belongings in separate, individually labeled boxes or cubbies.
- Avoid sharing electronic devices, sports equipment, clothing, books, games and learning aids when feasible. Clean and disinfect shared supplies and equipment between students.

Cleaning and disinfection

Routine cleaning should continue, but routine disinfection is no longer recommended in schools. Contaminated surfaces are not thought to be a significant route of transmission, and frequent disinfection can pose a health risk to students due to the strong chemicals often used.

- Clean frequently touched surfaces daily and between stable groups. Routine cleaning focuses on frequently touched surfaces like door handles, shared desks and tables, light switches, sink handles, and keyboards.
 - Desks and chairs that are only used by one person do not need to be cleaned daily.
- After a known case of COVID-19, clean and disinfect the areas where the person with COVID-19 spent a large proportion of their time (classroom, or an administrator's office). Take the following steps:

- Open windows and use fans to increase outdoor air circulation in the areas to be cleaned.
- Wait 24 hours, or as long as practical, before cleaning and disinfection.
- Clean and disinfect all surfaces in the areas used by the ill person, including electronic equipment like tablets, touch screens, keyboards, and remote controls. Use a disinfectant effective against COVID-19. See [EPA's List N](#) for EPA-approved disinfectants effective against COVID-19.
- Vacuum the space if needed.
- For more information, see CDC guidelines on “Cleaning and Disinfecting Your Facility” at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> and CDPH COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools, section on Cleaning and Disinfection https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

Specific situations

Staff break rooms and teacher work rooms

Break rooms are a common source of COVID-19 exposure in all work settings. Staff often do not view themselves and colleagues as sources of infection, and may forget to take precautions with co-workers, especially during social interactions such as breaks or lunch time, in the copy room, when checking mailboxes, etc.

- Strongly discourage staff from eating together, especially indoors.
 - Schools must notify staff that they should not eat indoors when possible.
 - Schools must provide an outdoor break area, if feasible, for staff to eat.
- Discourage staff from gathering in break rooms and other indoor staff spaces.
- Limit the number of people in indoor break rooms and other staff spaces to the lesser of a) 25% of the maximum occupancy or b) the number of people allowed by 6 foot distancing.
- Post the maximum occupancy for break rooms and other staff areas.
- Post required signs in break rooms, including signs reminding staff to stay 6 feet apart, keep their facemasks on unless eating, and wash their hands before and after eating
- Open windows and doors to maximize ventilation, when feasible, especially if staff are eating or if the room is near maximum occupancy.

Transportation

Since vehicles are small enclosed spaces that do not allow physical distancing, they can be settings with higher risk of COVID-19 transmission. Biking and walking are lower risk than shared vehicles.

- School Buses
 - Parents/guardians should screen students for COVID-19 symptoms and exposure before students leave home to ride the bus.

- Drivers and passengers must wear face coverings over their nose and mouth, unless a student has a documented medical or behavioral contraindication. Drivers should carry a supply of face coverings in case a student forgets theirs.
- Students must sit at least 6 feet away from the driver.
- Maximize space between students. Students from the same household may sit together.
- Keep vehicle windows open when weather and safety permit.
- Buses should be cleaned daily and after transporting any individual with COVID-19.
- Public transportation: Staggered school start times might allow students and staff who use public transportation to do so when buses and trains are less crowded. This will decrease their exposure risk.
- Carpools and shared rides: Advise staff and families to carpool with the same stable group of people. Open windows and maximize outdoor air circulation. Everyone in the vehicle should wear a face covering.

Arrival and dismissal

If students and parents/caregivers from different households gather and interact with each other during arrival and dismissal, this creates an opportunity for COVID-19 to spread in the school community.

- Stagger arrival and dismissal times to minimize contact, using different entrances/exits for each group.
- Mark spaces 6 feet apart for students waiting to enter the building and for adults waiting to pick up students. Post signs to remind family members to stay 6 feet away from people from other households when dropping off or picking up their student.
- Face coverings are required for adults who are dropping off or picking up children in person. Provide face coverings for family members who have forgotten theirs.

Meals and snacks

Eating together is especially high risk for COVID-19 transmission because people must remove their masks to eat and drink. People often touch their mouths with their hands when eating. In addition, meals are usually considered time for talking together, which further increases risk, especially if students must speak loudly to be heard.

- Eat meals outdoors or in the group's classroom instead of using cafeterias or dining rooms, when feasible. Use individually plated or bagged meals. Do not use shared tables or self-service buffets.
- Eating outdoors is safer than eating indoors.
 - Designate an outdoor eating area for each class, and mark places 6 feet apart for students to sit. Without marked spaces, most students will sit more closely.

- Outdoor eating areas may be covered (e.g., by a tent, canopy, or other shelter), as long as the shelter complies with: (1) CDPH’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (online at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (online at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>).
- Stagger lunch times to prevent mixing of groups and to maximize use of outdoor space.
- Consider having meals delivered to the classroom or outdoor eating area instead of having students go to the cafeteria for meals.
- Staff should be especially vigilant about staying 6 feet away from students, and making sure that students remain 6 feet apart, when students’ masks are off to eat. If eating in the classroom, make sure that students are spaced as far apart as possible.
- Everyone should wash their hands or use hand sanitizer immediately before and after eating. Pay special attention to younger students who are more likely to eat with their hands or suck/lick their hands clean.
- Consider starting lunch with silent eating time, followed by conversation time, to discourage talking while masks are off.
- Clean and disinfect the eating area between different classes. Sidewalks and asphalt do not have to be disinfected.

Group singing/chorus, band, and field trips

- Avoid group singing. Suspend chorus and wind instruments (band). These activities are higher risk for COVID-19 transmission due to the large numbers of respiratory droplets produced. Percussion and string instruments are allowed.
- Field trips are currently not allowed.

Sports, dance and exercise

Sports, dance, and exercise, especially indoors, are higher risk for COVID-19 transmission, and have been linked to numerous outbreaks. In other parts of the US, youth sports have been a major source of COVID-19 spread between youth.

Sports, dance and other exercise are higher-risk for COVID-19 due to heavier breathing, as well as close contact in some sports. People breathe much more air when exercising, over 10 times as much air with vigorous exercise. During exercise, a person with COVID-19 will breathe many more infectious droplets into the air. The infectious droplets in their breath will travel further because they are breathing harder. People without COVID-19 also are more likely to be infected during exercise because they are breathing more air. This is especially true in poorly ventilated indoor spaces where the virus can remain floating in the air.

Sports, dance and physical education must comply with the following guidelines to prevent the spread of COVID-19:

- All sports, dance, physical conditioning and training must occur outside.
- Face masks or other cloth face coverings must be worn by all participants at all times, including when outdoors and 6 feet apart. Participants may need to limit vigorous exercise while wearing face coverings.
- Participants must stay at least 6 feet apart at all times. Sports that require closer contact are not permitted. Physical conditioning and individual training for such sports (e.g., individual drills, running, and training) is permitted as long participants stay 6 feet apart at all times.
- Limit sharing of equipment between youth in a group. Balls may be shared between youth in the same stable group, for example, for passing drills. If a ball has contact with a person's face, it should be removed from play until it can be cleaned. Do not share equipment between groups until it has been cleaned.
- Youth from different stable groups are not allowed to play against or with each other.
- Tournaments, events, and competitions between schools are not permitted at this time.
- For CDPH's mandatory guidance on youth sports, see <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Youth-Sports-FAQ.aspx>

Students receiving special services

- Provide accommodations and related services for special education, learning disabilities and medical conditions, even if it creates cross-over between stable groups.
- Additional accommodations may be needed for students to safely attend class. For example, a student who cannot tolerate a face covering due to a medical or developmental condition may need a desk with a partition or clear screen. Other students may need additional supervision and support around physical distancing, wearing a face covering, or handwashing.
- Nurses and therapists who are not school employees but work with students in schools, such as occupational therapists and physical therapists, are considered essential staff and should be allowed on campus to provide services.
 - When students are unable to attend school due to COVID-19 infection or exposure, consider remote video sessions for therapy.

Flu Vaccination

People who have flu and COVID-19 at the same time are more than twice as likely to die. Flu vaccination can also help reduce absences of staff and students due to possible COVID-19 symptoms.

- Strongly encourage all personnel and students to get a flu vaccine this year. Consider posting signs to promote flu vaccination.

What to do when someone has COVID-19 symptoms or confirmed COVID-19

Refer to the [Quick Guide for Suspected or Confirmed COVID-19 Cases](#).

First See the [Quick Guide for suspected or confirmed COVID-19](#) at sfcdcp.org/COVIDSchoolsChildcare for the following summary charts:

- Steps to take when staff or children have COVID-19 symptoms, have been exposed (for example, a parent or sibling has tested positive), or have confirmed COVID-19.
- Returning to childcare after COVID-19 symptoms, close contact, or confirmed COVID-19.

For staff or students with symptoms of COVID-19

- Staff who become ill while at school must notify their supervisor and leave work as soon as they can.
- Send ill students home. Keep students who are waiting to be picked up in a designated isolation room. Make sure that students keep their face coverings on.

When a parent or guardian arrives to pick up a student, have the student walk outside to meet them if possible instead of allowing the parent or guardian into the building. Since children with COVID-19 may have been infected by a parent or other adult in their home, the parent may also have COVID-19.

For confirmed COVID-19 cases, take these steps

All documents listed below are online at sfcdcp.org/COVIDSchoolsChildcare.

1. Use the [Exposure and Investigation tool](#) to collect the important details about the case BEFORE contacting the School/Childcare Team.
2. If possible, obtain a copy of the lab report and attach it to *Exposure and Investigation tool*. If the school does not have the test results yet, please note the test results are pending. Send the lab result to the School/Childcare team when you receive it.
3. Report the case **within 1 hour** to the SFDPH Schools and Childcare Hub by emailing schools-childcaresites@sfdph.org (please put SECURE: in the subject line) OR calling (628) 217-7499. An on-call public health professional will get back to you as soon as possible.
4. The Schools and Childcare Hub may ask you to identify people who had close contact with the COVID-19 case and may have been infected. When interviewing people to determine if they had close contact, and informing them that they may have been exposed, **do not disclose the identity of the person with COVID-19**, as required by law. For more information, see the [FAQ for schools on contact tracing](#).
5. Use the [List of Close Contacts](#) template to collect details of any close contacts.
6. Email the *List of Close Contacts* to schools-childcaresites@sfdph.org **within 24 hours**. Please put SECURE: in the subject line of the email.
7. Communicate to your school community **within one business day** as indicated in the [Quick Guide](#).

8. SFPDPH has developed standard notification letters for schools. Translations will be posted at sfcdcp.org/CovidSchoolsChildcare.
 - [Close Contact Advisory — Children and Youth under 18](#)
 - [Close Contact Advisory — Adult](#)
 - [General Exposure Advisory — Children and Youth under 18](#)
 - [General Exposure Advisory — Adult](#)
 - [Notification of an school member in quarantine for exposure to COVID-19](#)

Clean and disinfect areas where the person with COVID-19 spent significant time

- Open windows in areas used by the sick person to maximize outdoor air circulation.
- Clean and disinfect the classroom and other areas where the person spend significant time. This does not have to be done until students and staff have left for the day.
- If needed, find alternative locations for classes whose regular classroom is being cleaned or disinfected.

Deciding if your school should close due to COVID-19

Schools should [avoid unilaterally closing](#) due to community surges in COVID-19, without direction from public health officials. Doing so may not decrease the risk to staff and students, and may lead to more COVID-19 infections due to staff and students spending more time in settings where the risk of transmission is higher than in schools.

Even when COVID-19 is widespread in the general community, spread of COVID-19 in schools has remained rare. Almost all cases of COVID-19 in schools in San Francisco have been in staff and students who were infected outside of the school. Routine testing of elementary school staff and students has also provided reassuring evidence of the lack of transmission in schools.

This reflects the success of schools in implementing precautions like face masks, physical distancing, hand hygiene, and staying home when sick. When these basic precautions are enforced, they are very effective at keeping COVID-19 from spreading. In contrast, people not following these precautions in informal or unsupervised settings has been largely responsible for community spread of COVID-19.

The decision to close a school should be based on COVID-19 cases within the school, not on community COVID-19 rates, which may not reflect the conditions at the school. Any decisions should be made in consultation with SFPDPH. In general, schools with smaller, more contained stable groups are less likely to require closure.

Situations where SFPDPH may recommend closing a school may include the following:

- 25% or more of the stable groups in a school have had outbreaks¹ in the last 14 days.

¹ A [outbreak](#) is 3 or more COVID-19 cases in a school in a 14-day period, where the transmission likely happened at school. For example, 3 cases in 3 siblings would not constitute an outbreak, nor would 3 cases in students who also play on a sports team already being investigated for an outbreak. Similarly, 3 cases in students or staff who do not have contact (or overlap in shared spaces) in the school would not be considered an outbreak.

- At least three outbreaks have occurred in the last 14 days AND more than 5% of the school population is infected.
- Investigation of an outbreak by SFPDH suggests ongoing COVID-19 transmission within the school.

A more common situation is that **schools that do not limit interactions between staff assigned to different groups may be forced to close due to staff shortages after a staff member tests positive**, if a number of other staff were exposed and must quarantine.

Closures are generally for 10-14 days, and are meant to prevent further transmission within the school as well as to better understand how transmission in a school occurred, in order to prevent repeat outbreaks.

Resources

San Francisco Department of Public Health (SFPDH)

- **SFPDH Schools and Childcare Hub** for COVID-19 consultation and guidance (628) 217-7499 or schools-childcaresites@sfdph.org
- COVID-19 guidance for the public, including employers <https://www.sfdcp.org/covid19>
- COVID-19 guidance for schools at <https://sfdcp.org/CovidSchoolsChildcare>
 - [“What to do when someone has suspected or confirmed COVID-19: Quick Guide for Schools, Childcares, and Programs for Children and Youth”](#)
 - [“Parent and Caregiver Handout: COVID-19 Health Checks/If Your Child has Symptoms”](#)
Instructions for parents on health screenings and return to school criteria
 - [“Frequently Asked Questions \(FAQ\): COVID 19 Contact Tracing At Schools, Childcares, and Programs for Children and Youth”](#)
 - Outreach Toolkit for Coronavirus. Posters and flyers on physical distancing, hand hygiene, face masks, getting tested, and other COVID-19 topics at <https://sf.gov/outreach-toolkit-coronavirus-COVID-19>

California Department of Public Health (CDPH)

- “COVID-19 Industry Guidance: Schools and School Based Programs” <https://covid19.ca.gov/pdf/guidance-schools.pdf>
- “COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year” <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>
- Guidance for the Use of Face Coverings <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

California Department of Education (CDE)

- “Stronger Together A Guidebook for the Safe Reopening of California’s Public Schools”
<https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>

Centers for Disease Control and Prevention (CDC)

- Guidance for Schools and Childcare
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- Cleaning and Disinfection for Community Facilities
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

American Academy of Pediatrics

- “COVID-19 Planning Considerations: Guidance for School Re-entry”
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Harvard TH Chan School of Public Health

- “Schools for Health: Risk Reduction Strategies for Reopening Schools”
<https://schools.forhealth.org/wp-content/uploads/sites/19/2020/06/Harvard-Healthy-Buildings-Program-Schools-For-Health-Reopening-Covid19-June2020.pdf>

From: [Mchugh, Eileen \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Hepner, Lee \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Young, Victor \(BOS\)](#); [Ng, Wilson \(BOS\)](#)
Subject: TIME SENSITIVE: Mayoral Nomination - Police Commission
Date: Tuesday, January 26, 2021 9:47:00 PM
Attachments: [Clerk's Memo 1.25.21.pdf](#)
[2021-Larry Yee-POL-Appt Letter.pdf](#)
[2021-Larry Yee-Resume.pdf](#)
[2021-Larry Yee-Draft Form 700.pdf](#)
[01.08.21 Police Commission Nomination Larry Yee.pdf](#)

Hello,

The Office of the Mayor submitted the attached complete nomination package pursuant to Charter, Section 4.109. Please see the memo from the Clerk of the Board for more information and instructions.

Thank you,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

From: Peacock, Rebecca (MYR) <rebecca.peacock@sfgov.org>
Sent: Monday, January 25, 2021 2:44 PM
To: [Calvillo, Angela \(BOS\)](mailto:angela.calvillo@sfgov.org) <angela.calvillo@sfgov.org>; [Somera, Alisa \(BOS\)](mailto:alisa.somera@sfgov.org) <alisa.somera@sfgov.org>
Cc: [Fennell, Tyra \(MYR\)](mailto:tyra.fennell@sfgov.org) <tyra.fennell@sfgov.org>; [Kittler, Sophia \(MYR\)](mailto:sophia.kittler@sfgov.org) <sophia.kittler@sfgov.org>; [Bruss, Andrea \(MYR\)](mailto:andrea.bruss@sfgov.org) <andrea.bruss@sfgov.org>; larryyee99@yahoo.com; [Tom, Risa \(POL\)](mailto:risa.tom@sfgov.org) <risa.tom@sfgov.org>; [Youngblood, Stacy \(POL\)](mailto:Stacy.A.Youngblood@sfgov.org) <Stacy.A.Youngblood@sfgov.org>; [Scott, William \(POL\)](mailto:william.scott@sfgov.org) <william.scott@sfgov.org>
Subject: Police Commission Nomination 1/25

Clerk Calvillo and Deputy Clerk Somera,

Pleased see attached commission nomination:

- **Larry Yee**, for appointment to the Police Commission for a four-year term ending April 30, 2024, to the seat formerly held by Thomas Mazzucco.

Let me know if you have any questions.

Rebecca Peacock ([they/them](#))
(415) 554-6982 | Rebecca.Peacock@sfgov.org
Office of Mayor London N. Breed
City & County of San Francisco

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

Date: January 26, 2021
To: Members, Board of Supervisors
From: *AOC* Angela Calvillo, Clerk of the Board
Subject: Nomination by the Mayor - Police Commission

On January 25, 2021, the Mayor submitted the following complete nomination package pursuant to Charter, Section 4.109.

- Larry Yee - term ending April 30, 2024

If the Board fails to act on this nomination within 60 days (March 26, 2021) of the date the nomination is transmitted to the Clerk of the Board, the nominee shall be deemed approved as provided by Charter, Sections 4.109.

The Office of the Clerk of the Board has opened a file for this nomination and will work with the Rules Chair to schedule a hearing before the Rules Committee.

(Attachments)

c: Aaron Peskin - Rules Committee Chair
Alisa Somera - Legislative Deputy
Victor Young - Rules Clerk
Anne Pearson - Deputy City Attorney
Sophia Kittler - Mayor's Legislative Liaison

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Nomination or Appointment

January 25, 2021

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors,

Pursuant to Charter §4.109, of the City and County of San Francisco, I make the following nomination:

Larry Yee, for appointment to the Police Commission for a four-year term ending April 30, 2024, to the seat formerly held by Thomas Mazzucco.

I am confident that Mr. Yee will serve our community well. Attached are his qualifications to serve, which demonstrate how his appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

I encourage your support and am pleased to advise you of this appointment nomination. Should you have any question about this appointment nomination, please contact my Director of Commission Affairs, Tyra Fennell, at 415-554-6696.

Sincerely,

A handwritten signature in blue ink that reads "London Breed".

London N. Breed
Mayor, City and County of San Francisco

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)
Subject: FW: Shelter in Place (SIP) Hotel Emergency Ordinance Report #3
Date: Tuesday, January 26, 2021 10:17:00 AM
Attachments: [Outlook-DHSH_symbo.png](#)
[1.25.2020_HSH SIP Hotel Reporting_FINAL.pdf](#)

From: Schneider, Dylan (HOM) <dylan.schneider@sfgov.org>
Sent: Monday, January 25, 2021 7:17 PM
To: BOS-Supervisors <bos-supervisors@sfgov.org>; BOS-Legislative Aides <bos-legislative_aides@sfgov.org>; BOS-Administrative Aides <bos-administrative-aides@sfgov.org>
Cc: Mchugh, Eileen (BOS) <eileen.e.mchugh@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; HSH External Affairs, HSH (HOM) <hshexternalaffairs@sfgov.org>; Cohen, Emily (HOM) <emily.cohen@sfgov.org>; Sawyer, Amy (MYR) <amy.sawyer@sfgov.org>; Kittler, Sophia (MYR) <sophia.kittler@sfgov.org>; Stewart-Kahn, Abigail (HOM) <abigail.stewart-kahn@sfgov.org>
Subject: Re: Shelter in Place (SIP) Hotel Emergency Ordinance Report #3

Honorable Supervisors and Aides,

Please find attached the fourth and final weekly written report to fulfill the reporting requirements in Emergency Ordinance 273-20, File No. 201328. All SIP Rehousing Reporting Requirements are now fulfilled through public dashboards available [online here](#). Link to final public dashboards is also included in the attached report.

Please let me know if you have any questions.

Sincerely,

Dylan

Dylan Rose Schneider (she/her)

Manager of Policy and Legislative Affairs

San Francisco Department of Homelessness and Supportive Housing

Dylan.schneider@sfgov.org | C: 415.961.8257

Learn: hsh.sfgov.org | Follow: [@SF_HSH](https://twitter.com/SF_HSH) | Like: [@SanFranciscoHSH](https://twitter.com/SanFranciscoHSH)

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From: Schneider, Dylan (HOM)

Sent: Tuesday, January 19, 2021 4:56 PM

To: BOS-Supervisors <bos-supervisors@sfgov.org>; BOS-Legislative Aides <bos-legislative_aides@sfgov.org>; BOS-Administrative Aides <bos-administrative-aides@sfgov.org>

Cc: Mchugh, Eileen (BOS) <eileen.e.mchugh@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; HSH External Affairs, HSH (HOM) <hshexternalaffairs@sfgov.org>; Cohen, Emily (HOM) <emily.cohen@sfgov.org>; Sawyer, Amy (MYR) <amy.sawyer@sfgov.org>; Kittler, Sophia (MYR) <sophia.kittler@sfgov.org>; Stewart-Kahn, Abigail (HOM) <abigail.stewart-kahn@sfgov.org>

Subject: Shelter in Place (SIP) Hotel Emergency Ordinance Report #3

Honorable Supervisors and Aides,

Please find attached the third weekly written report to fulfill the reporting requirements in Emergency Ordinance 273-20, File No. 201328.

Please let me know if you have any questions.

Sincerely,

Dylan

Dylan Rose Schneider (she/her)

Manager of Policy and Legislative Affairs

San Francisco Department of Homelessness and Supportive Housing

Dylan.schneider@sfgov.org | C: 415.961.8257

Learn: hsh.sfgov.org | Follow: [@SF_HSH](https://twitter.com/SF_HSH) | Like: [@SanFranciscoHSH](https://twitter.com/SanFranciscoHSH)

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MEMO

January 25, 2021

To: Honorable Members of the San Francisco Board of Supervisors

From: Department of Homelessness and Supportive Housing (HSH)

Re: Shelter in Place (SIP) Hotel Emergency Ordinance Reporting Requirements

Overview: Emergency Ordinance 273-20 Reporting Requirements

This memo serves as the fourth public written report provided to the Board of Supervisors and is to be included in Board File No. 201328 on a weekly basis or until a public dashboard is produced that meets the reporting requirements. HSH has submitted weekly reports to fulfill the SIP Rehousing Reporting requirements beginning on January 4, 2021.

This will serve as the final written report submitted to the Board of Supervisors by the Department of Homelessness and Supportive Housing as all required SIP Rehousing Reporting Dashboards are now available on the public-facing dashboard that can be accessed by visiting:

<https://data.sfgov.org/stories/s/COVID-19-Alternative-Housing-Rehousing-SIP-Hotel-G/6ugi-a5jp/>

From: [Press Office, Mayor \(MYR\)](#)
To: [Press Office, Mayor \(MYR\)](#)
Subject: *** PRESS RELEASE *** MAYOR LONDON BREED TO APPOINT JOAQUÍN TORRES AS ASSESSOR-RECORDER
Date: Wednesday, January 27, 2021 11:31:27 AM
Attachments: [01.27.21 Assessor-Recorder.pdf](#)

FOR IMMEDIATE RELEASE:

Wednesday, January 27, 2021

Contact: Mayor's Office of Communications, mayorspressoffice@sfgov.org

***** PRESS RELEASE *****

**MAYOR LONDON BREED TO APPOINT JOAQUÍN TORRES
AS ASSESSOR-RECORDER**

Torres, who currently leads San Francisco's Office of Economic and Workforce Development, will replace Carmen Chu, who was confirmed as City Administrator on Tuesday

San Francisco, CA — Today Mayor London N. Breed announced she will appoint Joaquín Torres as the next Assessor-Recorder of the City and County of San Francisco. Torres currently serves as the Director of the Office of Economic and Workforce Development. He will fill the vacancy left by Carmen Chu, who will begin serving as San Francisco City Administrator at the beginning of February.

The Office of the Assessor-Recorder is responsible for locating all taxable property in the City, identifying ownership, establishing a taxable value, and applying all legal exemptions. The position of Assessor-Recorder is a citywide elected position, and the newly appointed Assessor-Recorder will have to run in the next election, which is currently scheduled for June 2022, to complete the current term.

“Joaquín Torres is a dedicated public servant who has been working tirelessly over the last year to help our City navigate this pandemic,” said Mayor Breed. “He has a well of experience working with businesses both large and small, as well as communities throughout our entire City that are too often ignored, and he understands how important this office is to our economic recovery. I know Joaquín will build on the incredible work that Carmen Chu has started to strengthen the Assessor-Recorder's Office. He has been a strong leader for the Office of Economic and Workforce Development, and he will bring that same strength and sense of purpose to this new role.”

Torres has served as Director of the City's Office of Economic and Workforce Development (OEWD) since 2018. Under his leadership, the department's budget has grown approximately 35% from \$67 million to almost \$92 million, constituting a substantial expansion of services for businesses and workers. During his tenure, he has significantly increased support for small businesses, pioneered a community-driven departmental budget process, and firmly centered racial equity in the department's mission and operations. Together with the Human Rights Commission, he has also helped to successfully implement Mayor Breed's Opportunities for All initiative.

“I want to thank Mayor Breed for entrusting me with this responsibility. For the past eleven years, I've been proud to work hard for the people of San Francisco, to earn their trust and to make a positive difference alongside our diverse communities, businesses and residents that I've been fortunate to work closely with and to learn from,” said Director Torres. “Local

government is at its best when it understands and meets community need. This requires integrity and a commitment to ongoing improvements that ensure good government services are secure, fair, and accessible to all San Franciscans. I'm honored to assume these responsibilities essential to our economic stability and recovery and to build on the improvements of Assessor Chu to continue serving the City and County in this new role."

Mayor Breed nominated Assessor Chu to fill the vacancy at the City Administrator's Office, and on Tuesday, the Board of Supervisors unanimously confirmed her for the position. She will be sworn in next week.

"I've had the opportunity to work with Joaquín for many years now and most recently as Co-Chair of the Economic Recovery Task Force," said Assessor Carmen Chu. "During this pandemic, I saw him work tirelessly to get help out the door as quickly as possible to serve small businesses and workers. He is a compassionate leader who understands the significance of the Assessor's work in supporting critical City services. He will be working with a great group of people at the Assessor-Recorder's Office and together I know they'll continue to elevate the work we started. I thank my team at the Assessor's Office and will miss working with them more than they know."

Since the onset of COVID-19, OEWD has helped lead the City's response by serving as a central information hub and support for businesses and workers as they grapple with the incredible uncertainty and challenges created by the pandemic, coordinating with public health officials and the business community to maximize safety and limit economic damage, leading development and implementation of relief programs and policies for businesses and workers, and building a foundation for an equitable recovery. Torres has been able to strategically marshal the department's staff and resources, as well as its extensive network of civic and business leaders, philanthropy and community-based organizations to drive these critical, overlapping COVID-19 relief initiatives.

"I want to thank Mayor London Breed for selecting Joaquín Torres for the role of City Assessor-Recorder. There is no question that Joaquín's long track record of public service prepares him well for this position," said Malcolm Yeung, Director of the Chinatown Community Development Center. "Like his predecessor, Carmen Chu, I know Joaquín will lead the Office with integrity and an eye towards maximizing accessibility for our diverse communities. Joaquín has always operated from a framework of social and racial equity, and I'm excited to see how he imbues these deeply held personal values into this new work."

"Our community applauds Mayor Breed for her selection and appointment of Joaquín Torres as San Francisco's next Assessor-Recorder," said Sam Ruiz, retired Chief Executive Officer of Mission Neighborhood Centers. "Mr. Torres is respected because of his proven professionalism, integrity and excellent public stewardship here in San Francisco over the past decade. We are proud and delighted that he will continue serving the City and County of San Francisco in this new capacity."

Torres also serves as the President of the San Francisco Housing Authority Commission, where he leads the oversight body as it works to complete the process of rehabilitating over 3,400 units of public housing with \$750 million in improvements, ultimately transferring ownership to affordable housing providers to better serve low-income communities. He serves as Chair of the Equity, Diversity and Inclusion Committee for the American Conservatory Theatre (A.C.T.) and has also served on the Executive Board of SPUR since 2019, helping to

develop regional solutions to major urban challenges ranging from housing, land use and transportation to food access, climate and governance.

“Joaquín is an excellent choice to serve as San Francisco’s Assessor-Recorder. He is an experienced, committed public servant who has demonstrated his ability to lead with resilience and compassion - and provide stability - in the midst of one of the most challenging periods in San Francisco’s history,” said Alicia John-Baptiste, President & CEO, SPUR. “The office of the Assessor-Recorder is critical to the City’s financial well-being and Joaquín’s commitment to racial equity will be central to his leadership of this important function, to the benefit of all San Franciscans.”

Previously, Joaquín served as Director of the San Francisco Invest in Neighborhoods initiative, Director of the Mayor’s Office of Neighborhood Services for Mayor Edwin M. Lee, and Liaison to the San Francisco Latino and American Indian communities and to Supervisorial Districts Nine and Eleven for Mayor Gavin Newsom. He is a graduate of Stanford University and New York University’s Tisch School of the Arts. He lives in the Outer Mission with his wife, Ruibo Qian.

The Office of the Assessor Recorder carries out the property tax-related functions governed by the State Constitution and local laws. The Office’s core responsibility is to identify and assess the value of all taxable property in the City and county of San Francisco and apply all legal exemptions. Property tax funds public education and is the single largest revenue source supporting the City’s general operations. The office also records and maintains official records of the City, and collects transfer tax from changes in property ownership.

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###

From: [Press Office, Mayor \(MYR\)](#)
To: [Press Office, Mayor \(MYR\)](#)
Subject: *** PRESS RELEASE *** MAYOR LONDON BREED ANNOUNCES NEW DIRECTOR OF BEHAVIORAL HEALTH SERVICES AND MENTAL HEALTH SF
Date: Wednesday, January 27, 2021 1:02:03 PM
Attachments: [01.27.21 Director of Behavioral Health Services and Mental Health SF.pdf](#)

FOR IMMEDIATE RELEASE:

Wednesday, January 27, 2021

Contact: Mayor's Office of Communications, mayorspressoffice@sfgov.org

***** PRESS RELEASE *****

**MAYOR LONDON BREED ANNOUNCES NEW
DIRECTOR OF BEHAVIORAL HEALTH SERVICES AND
MENTAL HEALTH SF**

Dr. Hillary Kunins joins the Department of Public Health to lead the City's Mental Health SF initiative and other behavioral health programs that serve 30,000 San Franciscans each year

San Francisco, CA — Mayor London N. Breed and Director of Health Dr. Grant Colfax today announced the hiring of a new Director of Behavioral Health Services and Mental Health SF, Dr. Hillary Kunins, to lead the transformation of mental health and substance use care for San Francisco.

Dr. Kunins, an internist and addiction medicine physician, currently serves as Executive Deputy Commissioner of Mental Hygiene at the New York City Department of Health and Mental Hygiene. She leads strategic and equity-driven initiatives to improve the behavioral health of all New Yorkers—including children, youth and families, and people who are justice-involved, who are experiencing homelessness, who live with developmental challenges, and who use drugs.

“This is a critical time for behavioral health care in San Francisco,” said Mayor London Breed. “As we emerge from this pandemic and move towards recovery, we have an opportunity to transform how we deliver services and care to better serve those in need in our City. With a leader of national caliber like Dr. Kunins, we can build on our work to reform mental health services, continue our work to implement Mental Health SF, and find innovative ways to address the overdose crisis in our city.”

Dr. Kunins helped quickly implement and scale up Mayor Bill de Blasio's \$60 million HealingNYC initiative, reimagining New York City's public health approaches to substance use and overdose. Her experience in naloxone distribution, peer support, and expanding access to buprenorphine treatment will inform ongoing overdose prevention efforts in the San Francisco Department of Public Health (DPH).

One of Dr. Kunins' primary responsibilities, when she joins DPH in March 2021, will be to direct the implementation of Mental Health SF legislation unanimously supported by Mayor Breed and the Board of Supervisors in December 2019.

Informed by the Mental Health Reform team directed by Mayor Breed's appointee Dr. Anton Nigusse Bland, Mental Health SF is already under way with programs such as the Street Crisis Response Team. Mental Health SF includes new mental health and substance use treatment

beds, a Mental Health Service Center, an Office of Coordinated Care, and other programs designed to serve the 4,000 San Franciscans Dr. Nigusse Bland identified as simultaneously experiencing homelessness, serious mental illness, and substance use disorder.

Mental Health SF is a key initiative of DPH Behavioral Health Services (BHS), which delivers mental health and substance use care, from early intervention programs in schools to outpatient counseling, residential treatment, and crisis services to some 30,000 San Franciscans each year.

“After a nationwide search, I am thrilled to welcome Dr. Hillary Kunins to the San Francisco Department of Public Health,” said Dr. Grant Colfax, Director of Health. “Dr. Kunins is a highly regarded leader of New York City’s health department, and her dedication to health equity for people with behavioral health concerns will serve our City well.”

“Just as San Francisco faces an historic crisis in overlapping mental health, substance use and homelessness concerns, the City also leads the country with its Mental Health SF blueprint and commitment to innovation in behavioral health care,” said Dr. Kunins. “I am honored to join this team and bring my experience to envision and implement an equitable, comprehensive and respectful public health approach to serving San Franciscans with mental health and substance use needs.”

Dr. Kunins holds MD and MPH degrees from Columbia University and an MS in Clinical Research from Einstein College of Medicine. When Dr. Kunins assumes her new role in San Francisco, acting Director of Behavioral Health Services Marlo Simmons, who has overseen the integration of Mental Health SF into the ongoing quality improvement of BHS since February 2020, will return to her duties as Deputy Director.

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From: [Press Office, Mayor \(MYR\)](#)
To: [Press Office, Mayor \(MYR\)](#)
Subject: *** STATEMENT *** MAYOR LONDON BREED ON SCHOOL RENAMING
Date: Wednesday, January 27, 2021 10:32:15 AM
Attachments: [01.27.21 School Renaming.pdf](#)

FOR IMMEDIATE RELEASE:

Wednesday, January 27, 2021

Contact: Mayor's Office of Communications, mayorspressoffice@sfgov.org

***** STATEMENT *****

MAYOR LONDON BREED ON SCHOOL RENAMING

San Francisco, CA — Mayor London N. Breed today issued the following statement regarding the San Francisco Board of Education's vote on school renaming:

"I understand the significance of the name of a school, and a school's name should instill a feeling of pride in every student that walks through its doors, regardless of their race, religion, or sexual orientation. In fact, the public elementary school I attended as a child was renamed for Civil Rights icon Rosa Parks, and I believe it is a name that instills pride for the community. This is an important conversation to have, and one that we should involve our communities, our families, and our students.

What I cannot understand is why the School Board is advancing a plan to have all these schools renamed by April, when there isn't a plan to have our kids back in the classroom by then. Our students are suffering, and we should be talking about getting them in classrooms, getting them mental health support, and getting them the resources they need in this challenging time. Our families are frustrated about a lack of a plan, and they are especially frustrated with the fact that the discussion of these plans weren't even on the agenda for last night's School Board meeting.

I believe our children should be a part of the conversation around the renaming of their schools, and I believe the education and discussions need to happen within our school walls. Let's bring the same urgency and focus on getting our kids back in the classroom, and then we can have that longer conversation about the future of school names.

I know there is a lot going on, and none of this is easy. The City stands ready to continue to support in any way we can."

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From: [Mchugh, Eileen \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)
Subject: FW: On behalf of Grant Colfax: Letter regarding vaccine rollout
Date: Monday, January 25, 2021 11:11:18 AM
Attachments: [Letter to Mayor Breed Regarding Vaccine Rollout.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

From: Varisto, Michaela (DPH) <michaela.varisto@sfdph.org>
Sent: Monday, January 25, 2021 10:50 AM
To: Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>
Cc: Elsbernd, Sean (MYR) <sean.elsbernd@sfgov.org>; Power, Andres (MYR) <andres.power@sfgov.org>; Cretan, Jeff (MYR) <jeff.cretan@sfgov.org>
Subject: On behalf of Grant Colfax: Letter regarding vaccine rollout



City and County of San Francisco
London N. Breed
Mayor

San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

January 25, 2021

Mayor London N. Breed
City Hall, Room 200
1 Dr. Carlton B. Goodlett Pl.
San Francisco, CA 94102

Dear Madame Mayor,

I am writing to express my grave concern with the limitations of the State and Federal COVID-19 vaccine rollout, which is jeopardizing our ability to vaccinate those who live and work in San Francisco and risking the health of our City. As you know, the Department neither controls supply of the vaccine, nor determines eligibility for who is prioritized for the vaccine. Under the current State and Federal vaccine distribution system, most people living and working in San Francisco will receive their vaccine from their healthcare provider.

During the course of this pandemic, we have worked closely with local businesses, community-based organizations, and healthcare providers to slow the spread of COVID-19 and mitigate the worst of the pandemic. Thanks to your leadership, we have been able to avoid the nightmare situations that have occurred in other counties and states, including high levels of virus transmission, inadequate hospital capacity and spiraling death counts.

Despite these successes, however, San Francisco has not been spared from the virus. As of today, 29,991 cases of COVID-19 have been reported in San Francisco and 293 people in San Francisco have died of the virus. Moreover, more than 300 new cases are reported on average each day. The only way to bring an end to this pandemic is to vaccinate a large majority of our population. However, at this time, we have only vaccinated approximately 4% of our county, which is far below what is needed to keep people safe and our economy thriving again.

The San Francisco Department of Public Health (DPH) and our healthcare partners stand ready to swiftly administer vaccinations, but the erratic and uncertain distribution of the vaccine from the state and federal governments is hindering our ability to do so. The issues include:

- A severe shortage of vaccine supply

- An inconsistent and unpredictable supply chain that makes planning and communication especially difficult
- The large majority of vaccine doses coming to San Francisco are not under the control of the DPH. Doses are provided directly to the Multi-County Entities (MCEs) such as Dignity Health, Kaiser, Sutter Health and UCSF. Their allocations exceed what DPH receives.
- Frequently changing state and federal regulations governing which populations to prioritize for vaccinations
- Safety concerns requiring us to put a pause on 8,000 doses of the Moderna vaccine

These issues undermine our local vaccination effort. Taken together, they represent a truly daunting set of obstacles that jeopardize our ability to provide what our residents and employees deserve: a clear explanation of where they fit into a speedy, accessible, and equitable local vaccination program.

Despite these challenges, we have had some success in vaccinating three key populations in San Francisco: the frontline healthcare workers most at risk of contracting and transmitting the virus, vulnerable residents of long-term care facilities. Providers are also vaccinating those 65 years and over, who make up 85 percent of all the City's deaths.

To highlight the challenge, we have more than 210,000 healthcare workers and people over 65 who are currently eligible for vaccinations. Each would need two doses, bringing the needed doses for these eligible populations to more than 420,000. To date, the entire county – DPH and all healthcare providers – has received just over 103,000 doses.

We are establishing a network of vaccination sites that will be prepared to serve our City when vaccines are more readily available. From high-volume sites to pharmacies and community clinics, we have partnered with community-based organizations and healthcare providers to get shots in arms as soon as we have vaccine.

However, all these efforts will continue to be insufficient if we do not begin to receive significantly more doses of vaccine from the state and federal authorities.

San Francisco is a dense and populous city, home to many vulnerable individuals and communities in desperate need of the vaccine. We are also home to world class doctors, hospitals, and public

health professionals who stand ready to administer the vaccines. Simply put: We need vaccine supply. Thank you for your ongoing support in engaging with the state and federal governments to resolve these issues and I offer my ongoing cooperation as we address this unprecedented pandemic.

Respectfully,

A handwritten signature in blue ink, appearing to read "Grant Colfax". The signature is fluid and cursive, with the first name "Grant" being more prominent than the last name "Colfax".

Grant Colfax, MD
Director of Health
City and County of San Francisco

cc: San Francisco Board of Supervisors
San Francisco Health Commission
City & County of San Francisco Department Heads



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
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January 25, 2021

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I am writing to express my grave concern with the limitations of the State and Federal COVID-19 vaccine rollout, which is jeopardizing our ability to vaccinate those who live and work in San Francisco and risking the health of our City. As you know, the Department neither controls supply of the vaccine, nor determines eligibility for who is prioritized for the vaccine. Under the current State and Federal vaccine distribution system, most people living and working in San Francisco will receive their vaccine from their healthcare provider.

During the course of this pandemic, we have worked closely with local businesses, community-based organizations, and healthcare providers to slow the spread of COVID-19 and mitigate the worst of the pandemic. Thanks to your leadership, we have been able to avoid the nightmare situations that have occurred in other counties and states, including high levels of virus transmission, inadequate hospital capacity and spiraling death counts.

Despite these successes, however, San Francisco has not been spared from the virus. As of today, 29,991 cases of COVID-19 have been reported in San Francisco and 293 people in San Francisco have died of the virus. Moreover, more than 300 new cases are reported on average each day. The only way to bring an end to this pandemic is to vaccinate a large majority of our population. However, at this time, we have only vaccinated approximately 4% of our county, which is far below what is needed to keep people safe and our economy thriving again.

The San Francisco Department of Public Health (DPH) and our healthcare partners stand ready to swiftly administer vaccinations, but the erratic and uncertain distribution of the vaccine from the state and federal governments is hindering our ability to do so. The issues include:

- A severe shortage of vaccine supply



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
London N. Breed
Mayor

- An inconsistent and unpredictable supply chain that makes planning and communication especially difficult
- The large majority of vaccine doses coming to San Francisco are not under the control of the DPH. Doses are provided directly to the Multi-County Entities (MCEs) such as Dignity Health, Kaiser, Sutter Health and UCSF. Their allocations exceed what DPH receives.
- Frequently changing state and federal regulations governing which populations to prioritize for vaccinations
- Safety concerns requiring us to put a pause on 8,000 doses of the Moderna vaccine

These issues undermine our local vaccination effort. Taken together, they represent a truly daunting set of obstacles that jeopardize our ability to provide what our residents and employees deserve: a clear explanation of where they fit into a speedy, accessible, and equitable local vaccination program.

Despite these challenges, we have had some success in vaccinating three key populations in San Francisco: the frontline healthcare workers most at risk of contracting and transmitting the virus, vulnerable residents of long-term care facilities. Providers are also vaccinating those 65 years and over, who make up 85 percent of all the City's deaths.

To highlight the challenge, we have more than 210,000 healthcare workers and people over 65 who are currently eligible for vaccinations. Each would need two doses, bringing the needed doses for these eligible populations to more than 420,000. To date, the entire county – DPH and all healthcare providers – has received just over 103,000 doses.

We are establishing a network of vaccination sites that will be prepared to serve our City when vaccines are more readily available. From high-volume sites to pharmacies and community clinics, we have partnered with community-based organizations and healthcare providers to get shots in arms as soon as we have vaccine.

However, all these efforts will continue to be insufficient if we do not begin to receive significantly more doses of vaccine from the state and federal authorities.

San Francisco is a dense and populous city, home to many vulnerable individuals and communities in desperate need of the vaccine. We are also home to world class doctors, hospitals, and public



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
London N. Breed
Mayor

health professionals who stand ready to administer the vaccines. Simply put: We need vaccine supply. Thank you for your ongoing support in engaging with the state and federal governments to resolve these issues and I offer my ongoing cooperation as we address this unprecedented pandemic.

Respectfully,

A handwritten signature in blue ink, appearing to read "Grant Colfax".

Grant Colfax, MD
Director of Health
City and County of San Francisco

cc: San Francisco Board of Supervisors
San Francisco Health Commission
City & County of San Francisco Department Heads

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)
Cc: [Somera, Alisa \(BOS\)](#)
Subject: FW: Legacy Business Program Annual Report, 2019-20
Date: Friday, January 22, 2021 9:45:00 AM
Attachments: [LBP Annual Report 2019-20.pdf](#)
[LBP Annual Report 2019-20 Letter to BOS.pdf](#)

From: LegacyBusiness (ECN) <LegacyBusiness@sfgov.org>
Sent: Thursday, January 21, 2021 5:06 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Dick-Endrizzi, Regina (ECN) <regina.dick-endrizzi@sfgov.org>
Subject: Legacy Business Program Annual Report, 2019-20

Dear Clerk of the Board of Supervisors:

Attached for your records and for distribution to the Board of Supervisors is the annual report of the Legacy Business Program as required by the Administrative Code Section 2A.243(e)(1) and an accompanying letter to the Board of Supervisors. Due to the current closure of San Francisco City Hall, paper copies of the report and the letter are not being delivered to City Hall room 244 this year, but we can deliver copies to the office upon request. The annual report is also viewable at this webpage: <https://sfosb.org/legacy-business/reports>.

The report is regularly scheduled to be issued by June 1 of each year; however, the Office of Small Business has been busy since spring 2020 assisting businesses deal with the effects of the coronavirus pandemic. We will be back to the normal schedule for the 2020-21 annual report.

The attached report covers the period of April 1, 2019, to March 31, 2020. In it you will find information about major accomplishments; the Legacy Business Registry; marketing, branding, and promotion; business assistance services; the Legacy Business Historic Preservation Fund; the Program budget; Program challenges; and major upcoming activities.

The 239 businesses placed on the Legacy Business Registry through March 31 (and the 26 additional businesses added to the Registry since then) are a diverse group of businesses. Receiving this designation and recognition from the City is extremely important to them, and they feel they are an essential element to what makes San Francisco a special place.

This report provides a glance at the program in its fourth year. As the program continues to progress, an understanding of the impact of the program in preserving San Francisco's Legacy Businesses is starting to emerge. After five years – scheduled for this fiscal year but delayed due to the coronavirus pandemic – the Controller will perform an assessment and review of the effect of the Legacy Business Historic Preservation Fund on the stability of Legacy Businesses.

It is honor and pleasure for both the Office of Small Business and the Small Business Commission to administer the Legacy Business Program.

Thank you.

Sincerely,
Richard Kurylo

Richard Kurylo
Legacy Business Program
City and County of San Francisco
Office of Small Business
1 Dr. Carlton B. Goodlett Place, Room 110
San Francisco, CA 94102
(415) 554-6680
LegacyBusiness@sfgov.org
www.sfosb.org/legacy-business



CITY AND COUNTY OF SAN FRANCISCO
LONDON N. BREED, MAYOR

OFFICE OF SMALL BUSINESS
REGINA DICK-ENDRIZZI, DIRECTOR

January 21, 2021

Honorable Members of the Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102

Dear Honorable Members of the Board of Supervisors:

Attached is the annual report of the Legacy Business Program as required by the Administrative Code Section 2A.243(e)(1). The report is regularly scheduled to be issued by June 1 of each year; however, the Office of Small Business has been busy since spring 2020 assisting businesses deal with the effects of the coronavirus pandemic. We will be back to the normal schedule for the 2020-21 annual report.

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This report provides a glance at the program in its fourth year. As the program continues to progress, an understanding of the impact of the program in preserving San Francisco's Legacy Businesses is starting to emerge. After five years – scheduled for this fiscal year but delayed due to the coronavirus pandemic – the Controller will perform an assessment and review of the effect of the Legacy Business Historic Preservation Fund on the stability of Legacy Businesses.

Richard Kurylo, Legacy Business Program Manager, and I are happy to meet with you to review the Legacy Business Program Annual Report should you wish to discuss it. Please have your staff schedule the meeting with Mr. Kurylo at legacybusiness@sfgov.org or (415) 554-6680.

It is honor and pleasure for both the Office of Small Business and the Small Business Commission to administer the Legacy Business Program.

Respectfully yours,

A handwritten signature in black ink that reads "Regina Dick-Endrizzi". The signature is written in a cursive, flowing style.

Regina Dick-Endrizzi
Director, Office of Small Business





LEGACY BUSINESS PROGRAM

Annual Report Fiscal Year 2019-20 April 2019 - March 2020





The Legacy Business Program is a groundbreaking initiative of the City and County of San Francisco that recognizes and preserves longstanding, community-serving establishments that have contributed to San Francisco's history and identity. These businesses - including retailers, restaurants, service providers, manufacturers, and more - foster civic engagement and serve as valuable cultural assets of the city.

Legacy Businesses are the bedrock of our local communities and a draw for tourists from around the world.

Preserving Legacy Businesses, the "soul of the city," is critical to maintaining the unique character of San Francisco.

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EXECUTIVE SUMMARY

This Legacy Business Program Annual Report for fiscal year 2019-20 (April 2019 through March 2020) is the fourth annual report for the Legacy Business Program of the City and County of San Francisco. It summarizes activities of the Legacy Business Program, including the following: major accomplishments; the Legacy Business Registry; marketing, branding, and promotion; business assistance services, the Legacy Business Historic Preservation Fund, the program budget, program challenges, and major upcoming activities. Highlights are included below.

MAJOR ACCOMPLISHMENTS

- Added 64 businesses to the Registry between April 2019 and March 2020.
- Improved the Legacy Business Registry application form.
- Issued 13 press releases between April 2019 and March 2020.
- Posted 11 entries on Facebook and tweeted 31 tweets on Twitter between April 2019 and March 2020 about Legacy Businesses and the Legacy Business Program.
- Distributed certificates, point of sale stickers, window clings, and roll labels (logo stickers) to all existing Legacy Businesses and new businesses added to the Registry.
- Issued a Request for Proposals and selected a contractor for manufacturing bronze plaques.
- Promoted Legacy Businesses during the Shelter-In-Place Order during the coronavirus pandemic.
- Provided 470 hours of technical assistance to 77 Legacy Business clients between July 2019 and March 2020.
- Helped Legacy Businesses with issues pertaining to the coronavirus pandemic.
- Conducted outreach to Legacy Businesses regarding employee ownership.
- Paid 7 first-year Rent Stabilization Grants totaling \$139,870 between July 2019 and March 2020.
- Approved Business Assistance Grants to 136 Legacy Businesses for fiscal year 2019-20 totaling \$1,093,317.
- Paid Accessibility Grants to 5 Legacy Businesses totaling \$6,997 to help them better comply with disability access laws.
- Measured and analyzed the effects of the Rent Stabilization Grant and Business Assistance Grant, and developed protocols to address the growing demand for the grants.
- Provided information about the Legacy Business Program to representatives from the municipalities of Arlington, VA; Boston, MA; Durham, NC; Los Angeles, CA; New York, NY (Assembly District 69); Portland, OR; Redwood City, CA; and Sarasota, FL.

LEGACY BUSINESS REGISTRY

Since 2016, the Office of Small Business received 327 nominations from the mayor and members of the Board of Supervisors through March 31, 2020. During that time, the Office of Small Business received 293 applications, and 239 businesses were added to the Legacy Business Registry.

Fiscal Year	Number of Nominations Received	Number of Applications Received	Number of Businesses Listed on the Legacy Business Registry
Fiscal Year 2015-16	67	30	0
Fiscal Year 2016-17	101	86	93
Fiscal Year 2017-18	50	49	42
Fiscal Year 2018-19	75	83	61
Fiscal Year 2019-20 through March 31, 2020	34	45	43
ANNUAL REPORT TOTAL	327	293	239

MARKETING, BRANDING, AND PROMOTION

The Office of Small Business implemented Phase 2 of the marketing and branding strategy, including: printing and distributing certificates, point of sale stickers, window clings, and roll labels (logo stickers); printing branded office supplies; issuing a Request for Proposals and selecting a contractor to manufacture and install bronze plaques; and issuing Bronze Plaque Questionnaires to Legacy Businesses to gauge interest in receiving plaques.

The Office of Small Business continued efforts to promote Legacy Businesses by posting on social media, issuing press releases, writing newsletters, and encouraging the City and County of San Francisco to patronize Legacy Businesses. From July 2019 through March 2020, 9 press releases were issued by the Office of Small Business, and there were 22 known news articles resulting from the Office of Small Business' press releases.

Fiscal Year	Number of Press Releases Issued	Number of Known News Articles Resulting from Press Releases
Fiscal Year 2016-17	2	10
Fiscal Year 2017-18	11	15
Fiscal Year 2018-19	14	15
Fiscal Year 2019-20 through March 31, 2020	9	22
TOTAL	36	62

BUSINESS ASSISTANCE SERVICES

The Legacy Business Program has been working with a team of technical assistance providers including the San Francisco Small Business Development Center (SFSBDC), Working Solutions, and the Lawyers' Committee for Civil Rights (LCCR) to assist businesses in need of various types of assistance, including Legacy Business Registry applications, financial, grant applications, legal, marketing, real estate, succession planning, and other business challenges. From July 1, 2019, to March 31, 2020, the Legacy Business Program provided 470 hours of technical assistance to 77 Legacy Business clients. Since the Program launched, the Legacy Business Program provided 1,719 hours of consulting to 211 unique clients.

Fiscal Year	Number of Clients	Number of Hours of Technical Assistance
Fiscal Year 2016-17	25	379
Fiscal Year 2017-18	49	318
Fiscal Year 2018-19	60	552
Fiscal Year 2019-20 (through March 31, 2020)	77	470
ANNUAL REPORT TOTAL	211	1,719

LEGACY BUSINESS HISTORIC PRESERVATION FUND

The Rent Stabilization Grant has been an effective strategy in stabilizing longstanding businesses of all sizes in San Francisco. The grant was initially issued in February 2017. Since it was issued, there have been 37 first-year grant applications, an average of one per month, helping stabilize 31 Legacy Businesses. In several instances, Legacy Businesses rented two storefronts, and Rent Stabilization Grants were awarded for both storefronts.

From July 1, 2019, through March 31, 2020, the Legacy Business Program paid 7 first-year Rent Stabilization Grants totaling \$139,870 and numerous second-year, third-year, and fourth-year grants to landlords of Legacy Businesses totaling \$733,588.

Rent Stabilization Grant (Fiscal Year 2019-20 through March 31, 2020)	Grants Paid (Fiscal Year 2019-20 through March 31, 2020)
Total First-Year Grants	\$139,870
Total Second-, Third-, and Fourth-Year Grants	\$733,588
Total All Grants	\$1,285,897
Count	37
Average	\$14,927

In 2019-20, the Legacy Business Program approved Business Assistance Grants to 136 of the 137 Legacy Businesses that applied for the grant of the 216 businesses that were eligible to apply. The total amount approved for all 136 grantees was \$1,093,317. The average grant award was \$8,039 per grantee.

Business Assistance Grant	Number of Full-Time Equivalent Employees	Grants Paid
Total	2,559	\$1,093,317
Count	136	136
Average	18.82	\$8,039
Median	9.00	\$3,845

In fiscal years 2018-19 and 2019-20, the Office of Small Business paid Accessibility Grants to 5 Legacy Businesses to help them better comply with disability access laws and help increase access for people with disabilities to Legacy Business' goods and services.

Accessibility Grant	Grants Paid
Total	\$6,997
Count	5
Average	\$1,399

PROGRAM BUDGET

Following is the estimated Legacy Business Program budget for fiscal years 2019-20 and 2020-21. The budget includes staffing, program expenses, application fees paid by Legacy Businesses, and grants. For detailed information, please see [pages 44 and 45](#).

Budget Year	Estimated Revenue	Estimated Expenses
Fiscal Year 2019-20	\$2,238,379	\$2,171,129
Fiscal Year 2020-21	\$1,399,121	\$1,382,621

MAJOR UPCOMING ACTIVITIES

- Manufacturing and installing bronze plaques recognizing Legacy Businesses.
- Issuing a Request For Proposals and selecting a contractor to implement the next phase of the marketing and branding strategy.
- Creating a new website for the Legacy Business Registry.
- Exploring different methods of increasing business for Legacy Businesses.
- Providing resources and training to Legacy Businesses for succession planning.
- Working with City departments to provide additional benefits to Legacy Businesses.
- Exploring the development of a property ownership program for Legacy Businesses.
- Exploring the concept of a business interruption insurance program that would provide coverage for Legacy Businesses.



**Legacy Business Program
Annual Report
FY 2019-20**

BACKGROUND

The Legacy Business Program is a groundbreaking initiative to recognize longstanding, community-serving establishments that have contributed to San Francisco's history and identity. The businesses range in industry, size, tradition, history, products, and services. They are restaurants, retail stores, bars, service providers, manufacturers, artists, and much more. Legacy Businesses are the bedrock of our communities and a draw for tourists from around the world. Preserving Legacy Businesses, the "soul of the city," is critical to maintaining what makes San Francisco a unique and special place.

BACKGROUND OF LEGACY BUSINESS PROGRAM

A 2014 report by the City's Budget and Legislative Analyst's Office showed the closure of small businesses had reached record numbers in San Francisco. Commercial rents in most neighborhoods had risen significantly. The report drew connections between the city's high level of commercial evictions and skyrocketing rents. While rent control laws shield many residents from exorbitant rent hikes, no such laws exist for businesses. State law does not allow restrictions on commercial leases. An alternative effort to assist the city's legacy businesses was needed. Inspired by programs in cities such as Buenos Aires, Barcelona, and London, Supervisor David Campos proposed legislation and a ballot proposition that would become the Legacy Business Program. It was introduced in two phases.

Phase one, which unanimously passed the Board of Supervisors in March 2015 and was signed by Mayor Edwin M. Lee on March 19, 2015, created the San Francisco Legacy Business Registry. To be listed on the Registry, businesses must be nominated by the mayor or a member of the Board of Supervisors and determined by the Small Business Commission, after a noticed hearing, as having met the following criteria:

1. The business has operated in San Francisco for 30 or more years with no break in San Francisco operations exceeding two years.
2. The business has contributed to the neighborhood's history and/or the identity of a particular neighborhood or community.
3. The business is committed to maintaining the physical features or traditions that define the business, including craft, culinary, or art forms.

Phase two asked voters to create the Legacy Business Historic Preservation Fund, first-of-its-kind legislation that provides grants to both Legacy Business owners and property owners who agree to lease extensions with Legacy Business tenants.

Proposition J, establishing the Legacy Business Historic Preservation Fund, was approved by voters in November 2015, with 56.97 percent in favor and 43.03 percent opposed.

THE LEGACY BUSINESS PROGRAM IN THE SAN FRANCISCO ADMINISTRATION CODE

In the San Francisco Administrative Code, the Legacy Business Registry and the Legacy Business Historic Preservation Fund are addressed in sections [2A.242](#) and [2A.243](#), respectively.

MAJOR ACCOMPLISHMENTS

Following are major accomplishments for the Legacy Business Program from April 1, 2019, through March 31, 2020:

- Added 64 businesses to the Registry between April 2019 and March 2020.
- Made improvements to the Legacy Business Registry application form.
- Issued 13 press releases between April 2019 and March 2020 regarding new Legacy Businesses added to the Registry.
- Posted 11 entries on Facebook and tweeted 31 tweets on Twitter between April 2019 and March 2020 about Legacy Businesses and the Legacy Business Program.
- Distributed certificates, point of sale stickers, window clings, and roll labels (logo stickers) to all existing Legacy Businesses and new businesses added to the Registry.
- Printed branded office supplies for the Legacy Businesses Program that were designed by Osaki Creative Group, including business cards and letterhead.
- Issued a Request For Proposals to select a contractor for manufacturing bronze plaques. Selected Priority Architectural Graphics, a local, small, woman-owned business.
- Issued Bronze Plaque Questionnaires to Legacy Businesses and received 65 completed questionnaires from those businesses interested in receiving bronze plaques for the exterior or interior of their buildings.
- Promoted Legacy Businesses during the Shelter In Place Order resulting from the coronavirus pandemic.
- Continued partnering with the Office of Contract Administration to conduct outreach to City departments, commissions, committees, and task forces to encourage them to patronize Legacy Businesses to the greatest extent possible.
- Continued providing one-on-one business assistance services through the San Francisco Small Business Development Center.
- Provided 470 hours of technical assistance to 77 Legacy Business clients between July 2019 and March 2020.
- Helped Legacy Businesses with issues pertaining to the coronavirus pandemic.
- Partnered with Project Equity, a contractor working with the Office of Economic and Workforce Development, to do outreach to Legacy Businesses regarding employee ownership.

- Calculated the biennial Consumer Price Index adjustment to be 3.6% for Rent Stabilization Grants and Business Assistance Grants for fiscal years 2019-20 and 2020-21.
- Paid 7 first-year Rent Stabilization Grants totaling \$139,870 between July 2019 and March 2020.
- Approved Business Assistance Grants to 136 Legacy Businesses for fiscal year 2019-20 totaling \$1,093,317.
- Paid Accessibility Grants to 5 Legacy Businesses totaling \$6,997 to help them better comply with disability access laws and help increase access for people with disabilities to Legacy Business' goods and services.
- Measured and analyzed the effects of the Rent Stabilization Grant and Business Assistance Grant, and developed protocols to address the growing demand for the grants.
- Provided information about the Legacy Business Program to representatives from the municipalities of Arlington, VA; Boston, MA; Durham, NC; Los Angeles, CA; New York, NY (Assembly District 69); Portland, OR; Redwood City, CA; and Sarasota, FL.
- Relocated the Legacy Business Program desk to the new office of the Office of Small Business in San Francisco City Hall room 140.



Photo: Yasukochi's Sweet Stop, Facebook



"Yasukochi's Sweet Stop has been privileged to serve Japantown and the greater San Francisco community for 45 years. We're grateful for the support we've received from the local community all these years. They've helped make our Coffee Crunch Cake known as one of the best cakes in the city. My family is honored to be considered a Legacy Business." - Wendy Prigge, daughter of founders Moses and Hatsy Yasukochi, Yasukochi's Sweet Stop

LEGACY BUSINESS REGISTRY

The purpose of the Legacy Business Registry is to recognize and preserve longstanding, community-serving businesses that are valuable cultural assets to the city. The Registry is a tool for providing educational and promotional assistance to Legacy Businesses to encourage their continued viability and success.

Nominations for the Registry are made by the mayor or a member of the Board of Supervisors on an ongoing basis. Nominations are limited to a total of 300 businesses per fiscal year (July 1 through June 30). Businesses that are nominated for inclusion on the Registry and wish to be included on the Registry must pay a one-time non-refundable administrative fee of \$50 to offset the costs of administering the Legacy Business Program.

NOMINATIONS, APPLICATIONS, AND BUSINESSES LISTED ON THE REGISTRY

The following table shows the number of nominations received, the number of applications received, and the number of businesses listed on the Legacy Business Registry for fiscal years 2015-16 through 2018-19 and the first three quarters of fiscal year 2019-20.

EXHIBIT 1: Number of Nominations, Applications, and Legacy Businesses by Fiscal Year

Fiscal Year	Number of Nominations Received	Number of Applications Received	Number of Businesses Listed on the Legacy Business Registry
Fiscal Year 2015-16	67	30	0
Fiscal Year 2016-17	101	86	93
Fiscal Year 2017-18	50	49	42
Fiscal Year 2018-19	75	83	61
Subtotal (Fiscal Years Prior to 2019-20)	293	248	196
2019 Quarter 3: July through September	10	13	24
2019 Quarter 4: October through December	19	18	10
2020 Quarter 1: January through March	5	14	9
Subtotal (Fiscal Year 2019-20 through March 31, 2020)	34	45	43
ANNUAL REPORT TOTAL	327	293	239

The previous table represents a total of 356 businesses of which 327 have been nominated by the mayor or a member of the Board of Supervisors and 293 have provided applications to the Office of Small Business. The following table shows the status of the 356 businesses with regard to the Legacy Business Registry for fiscal years 2015-16 through 2018-19 and the first three quarters of fiscal year 2019-20.

EXHIBIT 2: Status of Nominees and Applicants

Status with Regard to the Legacy Business Registry	Nominees	Applicants	TOTAL
Legacy Business listed on the Registry	239	239	239
Legacy application in the approval pipeline	4	4	4
Legacy application in progress	16	41	41
Legacy application rescinded by the applicant	1	2	2
Business not yet age eligible for the Registry	1	3	3
Business not eligible for the Registry	0	1	1
Business closed	4	3	4
No application received	62	NA	62
TOTAL	327	293	356

LEGACY BUSINESSES

The following table indicates the 64 Legacy Businesses that were placed on the Legacy Business Registry from April 2019 through March 2020. The businesses are listed by supervisorial district according to the location of their main business address. Nominations do not expire, so some Legacy Businesses have been nominated by supervisors who are no longer in office. Note that London Breed made nominations both as the mayor and as a supervisor during this reporting period. For a current list of all Legacy Businesses, including multiple San Francisco business locations if applicable, please visit the Office of Small Business’s website at <http://sfosb.org/legacy-business/registry>.

EXHIBIT 3: Businesses Placed on the Registry from April 2019 through March 2020

Legacy Business	Main Business Address	Current District	Nominator	Date Placed on Registry
Hobby Company of San Francisco	Formerly 5150 Geary Blvd.	1	Supervisor Sandra Lee Fewer	8/12/2019
Hockey Haven	3625 Balboa St.	1	Supervisor Sandra Lee Fewer	6/24/2019
Picture Machine Tattoo	5124 Geary Blvd.	1	Supervisor Sandra Lee Fewer	4/8/2019
Lyra Corporation	1802 Hays St., The Presidio	2	Supervisor Catherine Stefani	11/12/2019
Caffé Sapore	790 Lombard St.	3	Supervisor Aaron Peskin	12/20/2019

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Legacy Business	Main Business Address	Current District	Nominator	Date Placed on Registry
Lang Antique and Estate Jewelry	309 Sutter St.	3	Supervisor Aaron Peskin	7/22/2019
Le Beau Nob Hill Market	1263 Leavenworth St.	3	Supervisor Aaron Peskin	5/29/2019
Li Po Lounge	916 Grant Ave.	3	Supervisor Aaron Peskin	11/12/2019
Mechanics' Institute	57 Post St., Suite 504	3	Supervisor Aaron Peskin	9/23/2019
National Picture Framing Centers, Inc.	1555 Pacific Ave.	3	Supervisor Sandra Lee Fewer	9/23/2019
New Asia Restaurant	772 Pacific Ave.	3	Supervisor Aaron Peskin	9/23/2019
Original Joe's	601 Union St.	3	Supervisor Aaron Peskin	9/9/2019
Punch Line San Francisco	444 Battery Street	3	Supervisor Aaron Peskin	7/22/2019
Scoma's Restaurant	1965 Al Scoma Wy.	3	Supervisor Aaron Peskin	7/22/2019
Sodini's Green Valley Restaurant	510 Green St.	3	Supervisor Aaron Peskin	9/23/2019
Lucca Food & Wine Shop	1899 Irving St.	4	Supervisor Katy Tang	7/22/2019
Wah Mei School	1400 Judah St.	4	Supervisor Gordon Mar	4/8/2019
Benkyodo Company	1747 Buchanan St.	5	Supervisor Vallie Brown	4/8/2019
Comix Experience	305 Divisadero St.	5	Supervisor Vallie Brown	6/24/2019
Distractions	1552 Haight St.	5	Supervisor London Breed	5/29/2019
F. Dorian, Inc.	370 Hayes St.	5	Supervisor Vallie Brown	9/9/2019
Gamescape	333 Divisadero St.	5	Supervisor Vallie Brown	1/13/2020
Kinmon Gakuen	2031 Bush St.	5	Supervisor Vallie Brown	8/12/2019
Mums - Home of Shabu Shabu	1800 Sutter St.	5	Supervisor Vallie Brown	12/9/2019
National Japanese American Historical Society, Inc.	1684 Post St.	5	Supervisor Vallie Brown	8/12/2019

Continued on next page

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Legacy Business	Main Business Address	Current District	Nominator	Date Placed on Registry
Nichi Bei Foundation	1832 Buchanan St., Suite 207	5	Supervisor Vallie Brown	8/12/2019
Pearl Market	1201 Divisadero St.	5	Supervisor Vallie Brown	1/27/2020
San Francisco Zen Center	300 Page St.	5	Supervisor Vallie Brown	9/9/2019
Soko Hardware	1698 Post St.	5	Supervisor Vallie Brown	5/13/2019
Yasukochi's Sweet Stop	1790 Sutter St.	5	Supervisor Vallie Brown	8/12/2019
Zazie Restaurant	941 Cole St.	5	Supervisor Vallie Brown	11/12/2019
Butter	354 11th St.	6	Supervisor Matt Haney	5/13/2019
California Choppers	1490 Howard St.	6	Supervisor Matt Haney	5/13/2019
Endup	401 6th St.	6	Supervisor Matt Haney	12/9/2019
Glide Foundation	330 Ellis St.	6	Supervisor Matt Haney	4/8/2019
Ha-Ra Club	875 Geary St.	6	Supervisor Matt Haney	9/23/2019
New Delhi Restaurant	160 Ellis St.	6	Supervisor Matt Haney	1/27/2020
Rebuilding Together San Francisco	Pier 28 #1, The Embarcadero	6	Supervisor Matt Haney	11/12/2019
El Toreador Fonda Mexicana Restaurant	50 West Portal Ave.	7	Supervisor Norman Yee	6/24/2019
Ocean Cyclery	1935 Ocean Ave.	7	Supervisor Norman Yee	5/13/2019
Academy of Ballet	2121 Market St.	8	Supervisor Rafael Mandelman	11/12/2019
Courtney's Produce	101 Castro St., #A	8	Supervisor Rafael Mandelman	1/13/2020
Cruisin' the Castro Walking Tours	815 Burnett Ave., #2	8	Supervisor Rafael Mandelman	6/24/2019
EHS Pilates	1452 Valencia St.	8	Supervisor Hillary Ronen	9/9/2019
Just for Fun	3982 24th St.	8	Supervisor Jeff Sheehy	8/12/2019

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Legacy Business	Main Business Address	Current District	Nominator	Date Placed on Registry
La Raza Centro Legal	474 Valencia St., Suite 295	8	Supervisor Hillary Ronen	9/9/2019
Scarpelli and Associates Physical Therapy	4200 18th Street, Suite 102	8	Supervisor Rafael Mandelman	5/29/2019
Adobe Books and Arts Cooperative, Inc.	3130 24th St.	9	Supervisor Hillary Ronen	1/13/2020
Community Music Center	544 Capp St.	9	Supervisor Hillary Ronen	12/9/2019
Dianda's Italian American Pastry Company	2883 Mission St.	9	Supervisor Hillary Ronen	1/27/2020
Joe Goode Performance Group	499 Alabama Street, #150	9	Mayor London Breed	6/24/2019
Natural Resources All Families Foundation	1367 Valencia St.	9	Supervisor Hillary Ronen	5/13/2019
Uptown	200 Capp St.	9	Supervisor Hillary Ronen	4/8/2019
Anchor Brewing Company	1705 Mariposa St.	10	Mayor London Breed	6/24/2019
Anco Iron & Construction Inc.	1320 Egbert Ave.	10	Supervisor Malia Cohen	8/12/2019
Anresco Laboratories	1375 Van Dyke Ave.	10	Mayor London Breed	9/23/2019
Eclectic Cookery	103 Horne Ave.	10	Supervisor Shamann Walton	1/13/2020
Horizons Unlimited of San Francisco, Inc.	440 Potrero Ave.	10	Supervisor Hillary Ronen	12/9/2019
Lorna Kollmeyer Ornamental Plaster	Hunters Point Shipyard, Building 115	10	Supervisor Shamann Walton	1/13/2020
Moshi Moshi	2092 3rd St.	10	Supervisor Shamann Walton	9/9/2019
Potrero View	1459 18th St., #214	10	Supervisor Shamann Walton	1/13/2020
Tin Wah Noodle Company	1950 Innes Ave., #2	10	Supervisor Shamann Walton	8/12/2019
Veritable Vegetable	1100 Cesar Chavez St.	10	Mayor London Breed	5/29/2019
World Gym San Francisco	290 De Haro St.	10	Mayor London Breed	4/8/2019

LEGACY BUSINESSES PER NOMINATOR

The following table indicates the number of nominations for each nominator for the 64 Legacy Businesses that were placed on the Legacy Business Registry between April 2019 and March 2020. Letters of nomination do not expire, so occasionally there are Legacy Businesses with letters of nomination from previous supervisors. Note that London Breed made nominations as both the mayor and as a supervisor during this reporting period.

EXHIBIT 4: Legacy Businesses per Nominator from April 2019 through March 2020

Nominator	Number of Legacy Businesses
Mayor London Breed	5
Supervisor London Breed	1
Supervisor Vallie Brown	13
Supervisor Malia Cohen	1
Supervisor Sandra Lee Fewer	4
Supervisor Matt Haney	7
Supervisor Rafael Mandelman	4
Supervisor Gordon Mar	1
Supervisor Aaron Peskin	10
Supervisor Hillary Ronen	8
Supervisor Jeff Sheehy	1
Supervisor Catherine Stefani	1
Supervisor Katy Tang	1
Supervisor Shamann Walton	5
Supervisor Norman Yee	2
TOTAL	64



“New Delhi Restaurant continues to be a constant in this vibrant, ever changing city. What began as an Indian restaurant focused on serving incredible Indian cuisine with a San Francisco twist quickly turned into an irreplaceable stitch in the fabric of this community. We continue to serve our unique recipes while uplifting the Indian community, serving as a bridge to the wider San Francisco Bay Area, and creating global citizenship through our charity Compassionate Chef’s Cafe. We are humbled to accept this honor of the only Indian restaurant and only Indian business receiving legacy business status in the whole history of San Francisco.” - Ranjan Dey, Owner and Chef of New Delhi Restaurant

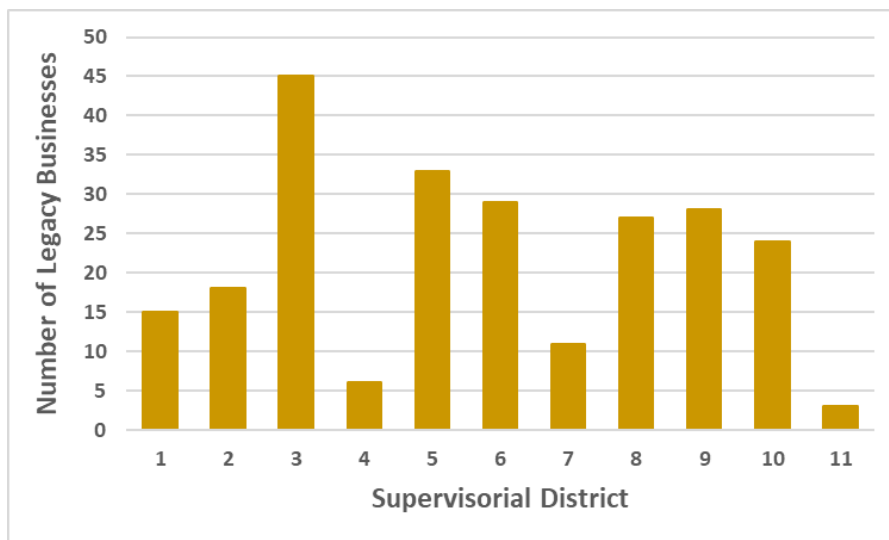
LEGACY BUSINESSES PER DISTRICT

The following table indicates the number of Legacy Businesses per supervisorial district for the 239 Legacy Businesses that were placed on the Legacy Business Registry through March 31, 2020. The table lists the current district for the main business address for each Legacy Business regardless if the Legacy Business has multiple locations included on the Registry.

EXHIBIT 5: Table of Number of Legacy Businesses per District as of March 31, 2020

Supervisorial District	Number of Legacy Businesses
1	15
2	18
3	45
4	6
5	33
6	29
7	11
8	27
9	28
10	24
11	3
TOTAL	239
AVERAGE	22
MEDIAN	24

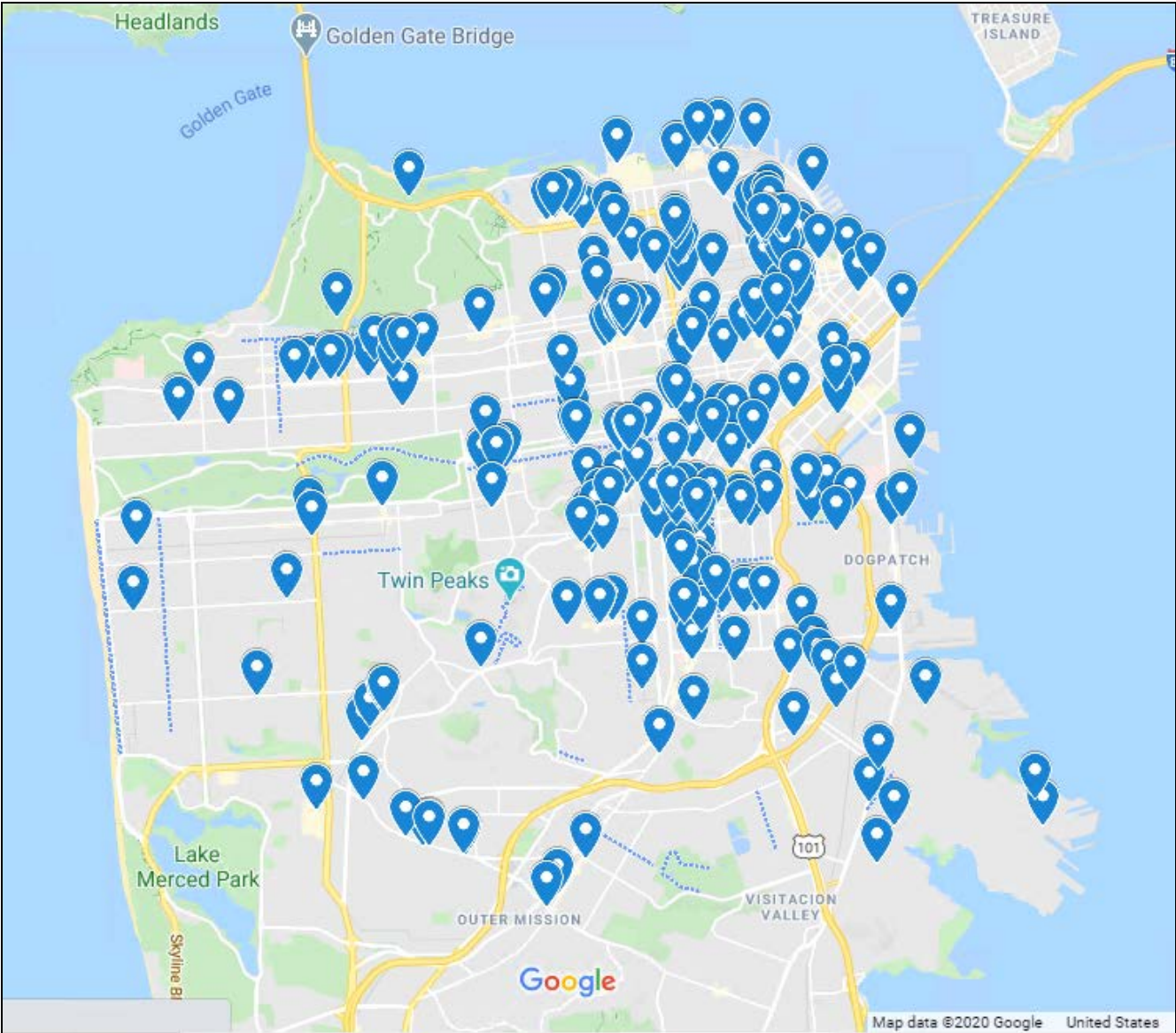
EXHIBIT 6: Chart of Number of Legacy Businesses per District as of March 31, 2020



MAP OF LEGACY BUSINESSES

The following map shows the locations of all Legacy Businesses in operation as of March 31, 2020. For a current map of active Legacy Businesses, please visit the following website: https://drive.google.com/open?id=1frI3u5gtCKQYycK-hgkaQ45_nlo&usp=sharing

EXHIBIT 7: Map of Legacy Businesses as of March 31, 2020



MARKETING, BRANDING, AND PROMOTION

A continued, major goal of the Legacy Business Program is to illustrate the importance of Legacy Businesses to San Francisco, its communities, and visitors as a way to draw customers to patronize Legacy Businesses. The marketing and branding strategy is being rolled out in several phases.

MARKETING AND BRANDING STRATEGY

PHASE 1

Phase 1 of the Marketing and Branding strategy began in 2018-19. After a comprehensive research and development process, the design firm Osaki Creative Group created a logo, branding, and a wide variety of print and digital materials for Legacy Businesses and the Legacy Business Program:

- Designed a logo and branding for the Legacy Business Program, and translated the logo into seven different languages.
- Designed and distributed a brand book, style guide, marketing toolkit, and social media guide to enable Legacy Businesses to utilize branding to promote their businesses. The Office of Small Business encourages Legacy Businesses to consider Legacy-branded marketing strategies to engage new and potential customers.
- Designed certificates, bronze plaques, point of sale stickers, postcards, window clings, a production shop list, business cards, envelopes, letterhead, mailing labels, brochures, and a new website for implementation in future phases of the marketing and branding strategy.

MARKETING SPOTLIGHT

Examples of Legacy Businesses utilizing logo and branding for promotions



Cole Hardware
Logo on company newsletter



Escape From New York Pizza
Logo on pizza box packaging



Mon Sing Noodle Co.
Logo on noodle packaging



Lucca Delicatessen
Logo on employee t-shirts

PHASE 2

Phase 2 of the marketing and branding strategy, occurring in fiscal year 2019-20 and covered by this annual report, involved the printing and distribution of several promotional items and selecting a contractor in preparation for Phase 3:

- Printed and distributed certificates, point of sale stickers, window clings, and roll labels (logo stickers) to all existing Legacy Businesses and new businesses added to the Registry.
- Printed branded office supplies for the Legacy Businesses Program that were designed by Osaki Creative Group, including business cards and letterhead.
- Issued a Request for Proposals to select a contractor for manufacturing bronze plaques for installation on the exterior or interior of buildings to acknowledge the presence of Legacy Businesses. Selected Priority Architectural Graphics – a local, small, woman-owned business.
- Issued Bronze Plaque Questionnaires to Legacy Businesses and received 65 completed questionnaires from those businesses interested in receiving bronze plaques for the exterior or interior of their buildings.

Certificate for Legacy Businesses



Point of Sale Sticker for Legacy Businesses



Window Cling for Legacy Businesses

● DO NOT PRINT!
TO BE TRANSPARENT



PHASE 3

Phase 3 of the marketing and branding strategy will begin in fiscal years 2020-21 and consist of the following:

- Issuing a Request For Proposals to select a contractor to map out and implement Phase 3 marketing and branding efforts for Legacy Businesses and the Legacy Business Program.
- Working with the firm Priority Architectural Graphics to finalize the bronze plaque design and begin manufacturing and installing the plaques.
- Organizing promotions for the installation of bronze plaques.
- Developing a new website for the Legacy Business Registry.
- Completing and printing the Legacy Business Program brochure.
- Working with organizations such as San Francisco Travel and San Francisco Heritage to develop promotions for Legacy Businesses.
- Organizing walking tours featuring Legacy Businesses.
- Assisting Legacy Businesses with marketing and promotions, including boosting social media posts and developing a system for the Office of Small Business doing social media posts for Legacy Businesses.
- Revising the production shop list and posting it for Legacy Businesses to use.
- Assisting with the development of a program to increase patronage of Legacy Businesses by the City and County of San Francisco.
- Assisting with the creation of a how-to guide for Legacy Businesses on how to do business with the City.
- Helping connect Legacy Businesses to seasonal hiring fairs by the Office of Economic and Workforce Development.
- Trademarking the Legacy Business Program logo.
- Printing Legacy Business Program letterhead, envelopes, mailing labels, postcards, and T-shirts.

Proposed Bronze Plaque Designs for Legacy Businesses



18"



12"



Photo: sfneon.org

“Since 1937, Li Po Lounge has been a happy place where locals and outsiders down a Chinese Mai Tai; old and new meet to shoot the bull, shake the dice, and chew the fat; and regulars become brothers and sisters. We’re honored to continue the tradition as a Legacy Business.” - Kenneth Lee, President of Li Po Lounge

PROMOTION BY THE OFFICE OF SMALL BUSINESS

The Office of Small Business continued efforts to promote Legacy Businesses by posting on social media, issuing press releases, writing newsletters, and encouraging the City and County of San Francisco to patronize Legacy Businesses.

SOCIAL MEDIA PROMOTION

Building a strong social media presence is an easy and cost-effective way to increase visibility of the Legacy Business Program and, more importantly, draw customers to Legacy Businesses. The Office of Small Business continued social media efforts for the Legacy Business Program on its Facebook (<https://www.facebook.com/SFOSB/>) and Twitter (@SFOSB) pages. This includes announcement posts when new Legacy Businesses are added to the Registry. Social media is used for better engagement of the program with the public. Supporters are encouraged to post photos and share stories of their favorite Legacy Businesses, making sure to tag the business and Office of Small Business and use the hashtag “#SFLegacyBiz.”

In fiscal year 2019-20 through March 31, 2020, the Office of Small Business posted 10 posts on Facebook and tweeted or retweeted 27 tweets on Twitter promoting Legacy Businesses.

EXHIBIT 8: Office of Small Business Social Media Posts Featuring Legacy Businesses

Fiscal Year	Number of Facebook Posts	Number of Tweets
Fiscal Year 2016-17	2	1
Fiscal Year 2017-18	14	21
Fiscal Year 2018-19	3	12
Fiscal Year 2019-20 t through March 31, 2020	10	27
TOTAL	29	61

PRESS RELEASES AND MEDIA ENGAGEMENT

Press releases have helped bring valuable media attention to the Legacy Business Program locally and nationally. The Office of Small Business began issuing regular press releases to announce new businesses added to the Registry starting in September 2017. Press releases are also issued to announce notable accomplishments. Establishing this process has proven to be a successful way to draw visibility of the program as evidenced by an increase in press articles on the Legacy Business Program and Legacy Businesses. This includes pick-up on the Internet via blogs and social networks.

In fiscal year 2019-20 through March 31, 2020, the Office of Small Business issued 9 press releases, and there were 22 known news articles resulting from the Office of Small Business' press releases, including coverage by the Bay Area Reporter, Hoodline, Mission Local, San Francisco Bay Times, San Francisco Chronicle, San Francisco Eater, and SF Station.

EXHIBIT 9: Press Releases Issued

Fiscal Year	Number of Press Releases Issued	Number of Known News Articles Resulting from Press Releases
Fiscal Year 2016-17	2	10
Fiscal Year 2017-18	11	15
Fiscal Year 2018-19	14	15
Fiscal Year 2019-20 through March 31, 2020	9	22
TOTAL	36	62

NOTABLE PRESS MENTIONS AND ARTICLES

- July 11, 2019, Bay Area Reporter, "[Cruisin' the Castro Walking Tours Honored as First San Francisco Legacy Business Tour Company.](#)"
- July 15, 2019, Hoodline, "[Newly-minted legacy business owner Jim Siegel on Distractions, the Haight, and 43 years in business,](#)" by Camden Avery.
- August 16, 2019, San Francisco Chronicle, "[City Adds 8 Longtime Businesses To 'Legacy Business Registry,'](#)" by Bay City News Service.
- September 13, 2019, Mission Local, "[Neighborhood notes: La Raza Centro Legal and EHS Pilates win legacy business status, Adobe Books turns 30, and more,](#)" by Abraham Rodriguez.
- November 25, 2019, Hoodline, "[Zazie, a Cole Valley mainstay for 27 years, wins legacy business status,](#)" by Camden Avery.
- November 28, 2019, KTVU FOX 2, "[Japantown's Benkyodo and Yasukochi's Sweet Stop preserving sweet traditions,](#)" by Jana Katsuyama.
- December 12, 2019, SF Station, "[Community Music Center and The EndUp Gain Legacy Status,](#)" by SF Station Staff.
- January 20, 2020, San Francisco Chronicle, "[49-year-old San Francisco grocery store Courtney's Produce gains legacy business status,](#)" by Susana Guerrero.

DOING BUSINESS WITH THE CITY AND COUNTY OF SAN FRANCISCO

In 2018-19, the Office of Small Business partnered with the Office of Contract Administration to conduct outreach to City departments, commissions, committees, and task forces to encourage them to patronize Legacy Businesses to the greatest extent possible. The Office of Small Business continued these efforts in fiscal year 2019-20. In 2020-21, the Office of Small Business will investigate additional methods to encourage the City and County of San Francisco to patronize Legacy Businesses.

BUSINESS ASSISTANCE SERVICES

SUMMARY OF SERVICES

The Legacy Business Program has been working with the San Francisco Small Business Development Center (SFSBDC) and their team of technical assistance providers to assist businesses in need of various types of assistance. Assistance includes help with Legacy Business Registry applications, finances, grant applications, legal issues, marketing, real estate, succession planning and other business challenges.

During the 9-month period from July 1, 2019, to March 31, 2020, the Legacy Business Program provided technical assistance to **77** Legacy Business clients who received **470** hours of counseling. Since the Legacy Business Program launched, the program has served **211** unique clients for a total of **1,719** hours of consulting.

EXHIBIT 10: Business Assistance Provided through March 31, 2020

Fiscal Year	Number of Clients	Number of Hours of Technical Assistance
Fiscal Year 2016-17	25	379
Fiscal Year 2017-18	49	318
Fiscal Year 2018-19	60	552
Fiscal Year 2019-20 (through March 31, 2020)	77	470
ANNUAL REPORT TOTAL	211	1,719

CLIENT NEEDS

TECHNICAL ASSISTANCE AND ONE-ON-ONE CONSULTING

Legacy Businesses face similar challenges encountered by non-Legacy Businesses. The most common challenges are primarily related to real estate and business performance. The majority of Legacy Businesses do not own their commercial property and, given the bargaining power of property owners, they encounter challenges when their leases are about to expire. It is extremely helpful for business owners to work with someone who understands the negotiating process, market rates, and real estate trends, as this helps negotiate more favorable terms.

In cases where business owners had intentions to move to new locations, SFSBDC was able to pair the clients with real estate professionals for their relocation plans, which includes real estate searches, preparing Letters of Intent, and lease negotiations.

Finally, many business owners have demonstrated a need for performance improvements. Such cases are referred to a specialized consultant to: (1) help assess the business situation and diagnose the potential problems; and (2) provide one-on-one support in areas of marketing and social media assistance, access to capital and financial management, strategic planning, and business succession planning. The end-goal of the one-on-one assistance is to help establish the long-term sustainability and continuity of Legacy Businesses.

TRAINING

Legacy Businesses are eligible for all training workshops offered via SFSBDC at no cost. Topics include, but are not limited to, access to capital, bookkeeping, business laws, government contracting, financial management, marketing, and social media. By attending such workshops, Legacy Business owners and their managers have the opportunity to learn new knowledge or techniques to bring their businesses to the next level.

ASSISTANCE WITH GRANT APPLICATIONS

For the Rent Stabilization Grant, the SFSBDC business advisor helped the Legacy Business Program Manager review all applications to ensure they were correct and complied with the grant Rules and Regulations.

To prevent Legacy Businesses from overlooking the September 30 deadline for Business Assistance Grant applications, the Office of Small Business sent letters and email messages to notify business owners about the deadline. SFSBDC made follow-up phone calls to Legacy Businesses to ensure they would not miss the application deadline. One-on-one assistance was also provided when clients needed help completing applications, including calculating the number of full-time equivalent employees. Furthermore, SFSBDC assisted applicants in completing IRS Form W-9, which is required for businesses to get set up as Suppliers with the City and County of San Francisco so they can receive grants.

ASSISTANCE WITH LEGACY BUSINESS REGISTRY APPLICATIONS

Business owners continue to require assistance with the Legacy Business Registry applications. Those needing help are paired with a business advisor who helps guide the client through the application process. The most common assistance sought by business owners is the writing of the narrative section, but assistance is also provided with online research of historical information about the business, compiling back-up documentation, and ensuring the application is complete before submission. In cases where business owners did not understand English well, an interpreter/advisor was assigned to provide language assistance for more effective communication.



“All we wanted to do was make artisanal noodles for our Bay Area family. Having one of our noodle factories receive this recognition was an honor, but to have both of our noodle factories as Legacy Businesses is unbelievable. We thank Supervisor Walton, Mr. Percy Burch, the Legacy Business Program, and generations of loyal customers for their continued support.” Peter Kong, General Manager of Tin Wah Noodle Co. and Mon Sing Noodle Co.

SUCCESS STORY



Background

New Asia Restaurant is an iconic business in Chinatown. It is a popular dim sum restaurant and one of the largest Chinese eateries in San Francisco with a seating capacity of up to 1,000 people. Due to its exceptional food and large size, New Asia Restaurant is popular with locals and tourists, and a frequent venue for numerous Chinese festivals, celebrations, community events, fundraising banquets, and even beauty pageants.

Challenges

New Asia Restaurant was eligible to become a Legacy Business. However, the owner – Mr. Hon Keung So – was busy and did not know how to apply for the Legacy Business Registry, so he was hesitant to proceed with the application.

Actions

Learning that New Asia Restaurant needed assistance with their Legacy Business Registry application, SFSBDC Case Manager Lawrence Liu reached out to Mr. So to provide assistance. SFSBDC guided New Asia Restaurant step by step through the Registry application process, helping them complete the application form, write the written historical narrative, and compile all the photographs, ephemera, and memorabilia.

Results

New Asia Restaurant was listed in the Legacy Business Registry on September 23, 2019, and subsequently applied for and received a Business Assistance Grant in the amount of \$8,972. New Asia Restaurant used the grant to help pay their rent.



New Asia Restaurant frequently hosts large celebrations such as this New Year's Eve dinner in 2016

LEGACY BUSINESS HISTORIC PRESERVATION FUND

The purpose of the Legacy Business Historic Preservation Fund is to maintain San Francisco's cultural identity and to foster civic engagement and pride by assisting Legacy Businesses to remain in the city.

In San Francisco's current economic climate, many otherwise successful, long-operating businesses are at risk of displacement despite continued value to the community and a record of success. In recent years, San Francisco has witnessed the loss of many long-operating businesses because of increased rents or lease terminations. This problem has been exacerbated by the coronavirus pandemic that began affecting San Francisco businesses in February 2020.

To the extent that property owners have little incentive to retain longstanding tenants, a long-operating business that does not own its commercial space or have a long-term lease is particularly vulnerable to displacement. A viable strategy for securing the future stability of San Francisco's long-operating businesses is to provide incentives for them to stay in the community, and incentives for their landlords to enter into long-term leases with such businesses.

Through the Legacy Business Historic Preservation Fund, landlords who extend the leases of Legacy Businesses for at least 10 years may receive Rent Stabilization Grants of up to \$4.50 per square foot of space leased per year, while Legacy Businesses on the Registry may receive Business Assistance Grants of up to \$500 per full-time equivalent employee per year. The landlord grants are capped at \$22,500 annually; the business grants are capped at \$50,000 per year. A biennial Consumer Price Index (CPI) adjustment has been added to the grants starting in fiscal year 2017-18.

Since fiscal year 2016-17, the annual budget allocation for the Legacy Business Historic Preservation Fund has been \$1 million in the City's budget. In 2019-20, the Board of Supervisors contributed an additional \$500,000 for the Business Assistance Grant through the budget addback process.

RENT STABILIZATION GRANT

The Rent Stabilization Grant (<http://sfosb.org/legacy-business/rentgrant>) is used to provide an incentive for landlords to enter into long-term leases with Legacy Businesses. Per San Francisco Administrative Code section 2A.243(c)(1), "Subject to the budgetary and fiscal provisions of the City Charter, the Office of Small Business shall award an annual grant to a landlord that, on or after January 1, 2016, enters into an agreement with a Legacy Business that leases real property in San Francisco to the Legacy Business for a term of at least 10 years or extends the term of the Legacy Business's existing lease to at least 10 years, for each year of a lease entered into on or after January 1, 2016, or each year that was added to an existing lease on or after January 1, 2016 (e.g., an existing five-year lease that is extended to 20 years on January 1, 2016 would entitle the landlord to 15 years of grants) ..."

The Rent Stabilization Grant has been an effective strategy in stabilizing longstanding businesses of all sizes in San Francisco. The grant was initially issued in February 2017. Since it was issued, there have been 37 first-year grant applications helping stabilize 31 Legacy Businesses through March 2020. (Five Legacy Businesses rented two storefronts each, and Rent Stabilization Grants

were awarded for both storefronts. One Legacy Business had its Rent Stabilization Grant end and a new, separate application begin due to a change in business ownership and lease.)

The following table indicates Rent Stabilization Grant applications paid as of March 31, 2020.

EXHIBIT 11: Rent Stabilization Grant Applications Paid as of March 31, 2020

Landlord of Legacy Business	Address of Legacy Business	Date Paid	Grant Amount
Gilmans Screens and Kitchens	228 Bayshore Blvd.	June 5, 2017	\$22,500.00
Navarro's Kenpo Karate Studio	960 Geneva Ave.	June 15, 2017	\$11,700.00
St. Francis Fountain	2051 Market St.	June 22, 2017	\$12,420.00
Subtotal Fiscal Year 2016-17			\$46,620.00
EROS: The Center for Safe Sex	2051 Market St.	August 14, 2017	\$22,500.00
Lone Star Saloon	1352 Harrison St.	December 8, 2017	\$23,197.50
Ruby's Clay Studio and Gallery	552-552A Noe St.	December 18, 2017	\$23,197.50
Sam's Grill & Seafood Restaurant	374 Bush St.	January 16, 2018	\$21,069.00
Joe's Ice Cream	5420 Geary Blvd.	January 19, 2018	\$9,279.00
Papenhausen Hardware	32 West Portal Ave.	January 22, 2018	\$16,962.01
Analytical Psychology Club of San Francisco	2411 Octavia St., Suite 1	January 22, 2018	\$3,214.25
Community Boards	601 Van Ness Ave., Suite 2040	January 22, 2018	\$7,506.71
Eddie's Café	800 Divisadero St.	January 22, 2018	\$3,711.60
Golden Gate Fortune Cookies	56 Ross Alley	February 12, 2018	\$13,686.53
Elite Sport Soccer	2637 Mission St.	March 15, 2018	\$13,918.50
Phoenix Arts Association Theatre	414 Mason St., Suite 601	April 9, 2018	\$8,351.10
Phoenix Arts Association Theatre	414 Mason St., Suite 604	April 16, 2018	\$5,799.38
Good Vibrations	1620 Polk St.	June 7, 2018	\$16,238.25
Avedano's Holly Park Market	235 Cortland St.	June 7, 2018	\$6,912.86
Avedano's Holly Park Market	237 Cortland St.	June 22, 2018	\$7,794.36
Subtotal Fiscal Year 2017-18			\$203,338.55
Toy Boat Dessert Café	401 Clement St.	August 30, 2018	\$4,718.37
Dog Eared Books	900 Valencia St.	September 5, 2018	\$11,830.73
ArtHaus Gallery	228 Townsend St.	September 14, 2018	\$13,454.55

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Landlord of Legacy Business	Address of Legacy Business	Date Paid	Grant Amount
Russian Hill Bookstore	2162 Polk St.	September 26, 2018	\$13,686.53
Cal's Automotive Center	55 Elmira St.	October 3, 2018	\$17,166.15
Café International	508 Haight St.	November 19, 2018	\$9,279.00
Books Inc.	3515 California St.	November 19, 2018	\$12,526.65
Green Apple Books	506 Clement St.	December 4, 2018	\$23,197.50
Green Apple Books	520 Clement St.	December 4, 2018	\$20,200.38
Cartoon Art Museum of California	781 Beach St., 1st Floor	March 25, 2019	\$23,197.50
AIDS Legal Referral Panel	1663 Mission St., Suite 500	June 14, 2019	\$13,222.58
Subtotal Fiscal Year 2018-19			\$162,479.94
The Booksmith	1644 Haight St.	July 19, 2019	\$15,861.52
San Francisco Supply Master	301 Toland St., Suite A	November 1, 2019	\$24,032.61
Books Inc.	601 Van Ness Ave., Suite B/C	December 23, 2019	\$24,032.61
El Rio	3154 Mission St.	December 24, 2019	\$24,032.61
Eddie's Café (new grant due to new owner and new lease)	800 Divisadero St.	February 24, 2020	\$3,845.22
DNA Lounge	371 11th St.	February 26, 2020	\$24,032.61
DNA Lounge	375 11th St.	February 26, 2020	\$24,032.61
Subtotal Fiscal Year 2019-20 Paid through March 31, 2020			\$139,869.79
TOTAL FIRST-YEAR GRANTS			\$552,308.28
COUNT			37
AVERAGE			\$14,927.25
Second-year, third-year, and fourth-year grants paid from fiscal year 2017-18 through 2019-20, up to March 31, 2020	Various	Various	\$733,588.28
Subtotal Second Year, Third Year, and Fourth Year Grants Paid through March 31, 2020			\$733,588.28
GRAND TOTAL ALL GRANTS PAID THROUGH MARCH 31, 2020			\$1,285,896.56

BUSINESS ASSISTANCE GRANT

The intent of the Business Assistant Grant is to promote the long-term stability of Legacy Businesses and help them remain in San Francisco. The grant pays up to \$500 per full-time equivalent employee (FTE) per year, plus a Consumer Price Index (CPI) adjustment, up to a maximum of 100 FTEs. “Full-time equivalent employees” are defined as the number of employees employed in San Francisco by a Legacy Business as of the immediately preceding June 30, which is determined by adding, for each employee employed as of that date, the employee's average weekly hours over the preceding 12 months (July 1-June 30), dividing the result by 40 and rounding to the nearest full employee.

The total combined grants paid to all Legacy Businesses in a fiscal year (July 1-June 30) shall not exceed available funds. If in a fiscal year the total grants requested exceed the amount available, the Office of Small Business shall allocate the grants proportionately based on the number of FTEs.

In 2019-20 as in the prior fiscal year, the Rent Stabilization Grant and Business Assistance Grant together exceeded available funds. Last fiscal year, the Office of Small Business measured and analyzed the effects of the two grants. It was determined that the grants for landlords has been an effective strategy in stabilizing longstanding businesses of all sizes in San Francisco, and the landlord grant is more in line with the intent of the Legacy Business Program. Therefore, the Small Business Commission directed the Office of Small Business on November 26, 2018, to prioritize the funding of the Rent Stabilization Grant to qualified landlords over other grant(s) paid through the Legacy Business Historic Preservation Fund.

In 2019-20, there was \$1,093,317 available for the Business Assistance Grant including a \$500,000 addback from the Board of Supervisors. The Office of Small Business paid \$400 per FTE plus two CPI adjustments of 3.1 and 3.6 percent. Of the 216 active Legacy Businesses eligible to apply, 137 applied for the grant. One business closed and did not receive the grant. For the remaining 136 businesses, there was an average of 18.82 FTEs per business and an average grant award of \$8,039.

BUSINESS ASSISTANCE GRANT AWARDS

The following table indicates the 136 Business Assistance Grant awards for fiscal year 2019-20. Two Consumer Price Index adjustments of 3.1 and 3.6 percent are included in the grant amounts. Nonprofit organizations are indicated with footnotes next to the Legacy Business names.

EXHIBIT 12: Business Assistance Grant Awards for Fiscal Year 2019-20

Legacy Business	Number of FTEs	Grant Amount	Proposed Use of Funds (Percent of Grant)	
AIDS Legal Referral Panel ¹	16	\$6,836	Rent	100%
Anchor Brewing Company	71	\$30,334	Marketing/Promotion Tenant Improvements	90% 10%
The Animal Company	2	\$854	Rent	100%
Anresco Inc.	65	\$27,771	Tenant Improvements	100%
Armstrong Carpet & Linoleum Co.	10	\$4,272	Office Supplies	100%

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Legacy Business	Number of FTEs	Grant Amount	Proposed Use of Funds (Percent of Grant)	
ArtHaus Gallery	2	\$854	Façade Improvements Tenant Improvements	50% 50%
The Ave Bar	3	\$1,282	Inventory	100%
Avedano's Holly Park Market	2	\$854	Rent	100%
Babylon Burning Screen Printing	6	\$2,563	Human Resources	100%
Balboa Cafe	38	\$16,235	Rent Tenant Improvements	50% 50%
Balboa Theater	9	\$3,845	Marketing/Promotion Tenant Improvements	25% 75%
Bay Area Video Coalition ¹	13	\$5,554	Rent	100%
Beck's Motor Lodge	10	\$4,272	Human Resources	100%
Bi-Rite Market	100	\$42,725	Equipment/Technology	100%
BIX Restaurant	33	\$14,099	Tenant Improvements	100%
Blue Bear School of Music ¹	8	\$3,418	Marketing/Promotion	100%
Bo's Flowers Stand	1	\$427	Marketing/Promotion	100%
Books Inc.	69	\$29,480	Tenant Improvements	100%
The Booksmith	9	\$3,845	Rent	100%
The Brazen Head	14	\$5,981	Equipment/Technology Tenant Improvements	31% 69%
Brownies Hardware	6	\$2,563	Equipment/Technology	100%
Butter	4	\$1,709	Advisor Façade Improvements Marketing/Promotion Tenant Improvements	20% 10% 50% 20%
Cable Car Clothiers	2	\$854	Rent	100%
Cafe International	3	\$1,282	Equipment/Technology	100%
Caffe Trieste	6	\$2,563	Façade Improvements Marketing/Promotion Tenant Improvements	45% 30% 25%
California Choppers	3	\$1,282	Inventory Rent	50% 50%
California Wine Merchant	7	\$2,991	Advisor	100%
Cartoon Art Museum of California ¹	3	\$1,282	Human Resources	100%
Cinderella Bakery and Cafe	20	\$8,545	Equipment/Technology Rent Tenant Improvements	20% 30% 50%

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Legacy Business	Number of FTEs	Grant Amount	Proposed Use of Funds (Percent of Grant)	
City Lights Booksellers and Publishers	16	\$6,836	Advisor	100%
Clarion Music Center ¹	1	\$427	Rent	100%
Cliff's Variety	40	\$17,090	Marketing/Promotion	100%
Cole Hardware	84	\$35,889	Rent	100%
Community Boards ¹	2	\$854	Marketing/Promotion	100%
Couture Designer European Clothing	4	\$1,709	Equipment/Technology Marketing/Promotion Relocation Rent	30% 30% 25% 15%
Creativity Explored ¹	24	\$10,254	Human Resources	100%
Cruisin' the Castro Walking Tours	1	\$427	Marketing/Promotion	100%
Curry Senior Center ¹	40	\$17,090	Advisor Equipment/Technology Human Resources Marketing/Promotion Security	2% 40% 7% 23% 28%
Distractions	1	\$427	Rent	100%
DNA Lounge	32	\$13,672	Rent	100%
Doc's Clock	3	\$1,282	Rent Tenant Improvements	50% 50%
Dog Eared Books	12	\$5,127	Equipment/Technology Security	50% 50%
Donaldina Cameron House ¹	28	\$11,963	Equipment/Technology Marketing/Promotion Office Supplies Utilities	10% 30% 20% 40%
El Rio	8	\$3,418	Rent	100%
Elite Sport Soccer	5	\$2,136	Inventory	100%
Ermico Enterprises	53	\$22,644	Rent	100%
EROS	6	\$2,563	Marketing/Promotion	100%
Escape From New York Pizza	47	\$20,081	Equipment/Technology Marketing/Promotion	50% 50%
F. Dorian	3	\$1,282	Debt Reduction Equipment/Technology Marketing/Promotion Rent	25% 25% 25% 25%

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Legacy Business	Number of FTEs	Grant Amount	Proposed Use of Funds (Percent of Grant)	
Fireside Camera	5	\$2,136	Rent	100%
FLAX art & design	4	\$1,709	Rent	100%
Gilmans Kitchens and Baths	10	\$4,272	Rent	100%
Gino and Carlo	4	\$1,709	Rent	100%
Glide Foundation ¹	100	\$42,725	Tenant Improvements	100%
Golden Bear Sportswear	17	\$7,263	Equipment/Technology Tenant Improvements	25% 75%
Good Vibrations	24	\$10,254	Equipment/Technology Security	50% 50%
Great American Music Hall	41	\$17,517	Rent	100%
Green Apple Books	28	\$11,963	Rent	100%
Gypsy Rosalie's Wigs & Vintage	1	\$427	Rent	100%
Haight and Fillmore Whole Foods	2	\$854	Human Resources	100%
Hamburger Haven	5	\$2,136	Façade Improvements	100%
Hayes Street Grill	17	\$7,263	Tenant Improvements	100%
Henry's House of Coffee	10	\$4,272	Equipment/Technology	100%
The Hobby Company of San Francisco	3	\$1,282	Inventory Rent	50% 50%
Image Conscious	8	\$3,418	Façade Improvements	100%
Izzy's Steaks and Chops	24	\$10,254	Equipment/Technology Marketing/Promotion	50% 50%
Jazz Room	1	\$427	Equipment/Technology Tenant Improvements	50% 50%
Joe Goode Performance Group ¹	7	\$2,991	Human Resources Rent	50% 50%
Joe's Ice Cream	3	\$1,282	Equipment/Technology Marketing/Promotion	50% 50%
Jug Shop	8	\$3,418	Property Taxes	100%
Kabuki Springs & Spa	42	\$17,944	Tenant Improvements	100%
Kinmon Gakuen ¹	1	\$427	Inventory Marketing/Promotion Office Supplies	25% 25% 50%
Knights' Catering	15	\$6,409	Equipment/Technology Tenant Improvements	50% 50%
La Mediterranee	40	\$17,090	Equipment/Technology Tenant Improvements	33% 67%

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Legacy Business	Number of FTEs	Grant Amount	Proposed Use of Funds (Percent of Grant)	
La Raza Centro Legal ¹	8	\$3,418	Security	100%
The Lab ¹	2	\$854	Rent	100%
Lang Antiques and Estate Jewelry	16	\$6,836	Professional Development	100%
LeBeau Nob Hill Market	14	\$5,981	Equipment/Technology	100%
Lone Star Saloon	4	\$1,709	Rent	100%
Lucca Food & Wine Shop	5	\$2,136	Equipment/Technology Inventory Office Supplies Rent Security Utilities	10% 50% 5% 20% 5% 10%
Macchiarini Creative Design and Metalworks	3	\$1,282	Tenant Improvements	100%
Marina Supermarket	31	\$13,245	Advisor Equipment/Technology Rent Tenant Improvements	10% 10% 70% 10%
Mechanics' Institute ¹	20	\$8,545	Advisor Marketing/Promotion	50% 50%
The Mindful Body	12	\$5,127	Tenant Improvements	100%
Mission Graduates ¹	71	\$30,334	Rent	100%
Mission Neighborhood Health Center ¹	100	\$42,725	Façade Improvements	100%
Moshi Moshi	5	\$2,136	Façade Improvements	100%
National Japanese American Historical Society, Inc. ¹	3	\$1,282	Human Resources	100%
National Picture Framing Centers	27	\$11,536	Equipment/Technology Façade Improvements	30% 70%
New Asia Restaurant	21	\$8,972	Rent	100%
Nichi Bei Foundation ¹	5	\$2,136	Human Resources	100%
Noe Valley Bakery	59	\$25,208	Rent	100%
Ocean Cyclery	2	\$854	Rent	100%
Ocean Hair Design	2	\$854	Equipment/Technology Marketing/Promotion	60% 40%
One Twenty For Hair	3	\$1,282	Rent	100%

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Legacy Business	Number of FTEs	Grant Amount	Proposed Use of Funds (Percent of Grant)	
Original Joe's	82	\$35,034	Equipment/Technology Façade Improvements Human Resources Marketing/Promotion	20% 40% 30% 10%
Other Avenues	16	\$6,836	Façade Improvements	100%
Pacific Cafe	8	\$3,418	Rent	100%
Papenhausen Hardware	9	\$3,845	Rent	100%
Paper Tree	3	\$1,282	Rent	100%
Phoenix Arts Association Theatre ¹	1	\$427	Rent	100%
Pier 23 Cafe	35	\$14,954	Advisor Equipment/Technology Marketing/Promotion Tenant Improvements	25% 25% 25% 25%
Pier 39 Ltd Partnership	88	\$37,598	Marketing/Promotion Tenant Improvements	50% 50%
Precita Eyes Muralists Association ¹	9	\$3,845	Rent	100%
Red and White Fleet	63	\$26,917	Equipment/Technology	100%
ROLO	5	\$2,136	Façade Improvements Security	25% 75%
Roxie Theater ¹	12	\$5,127	Rent	100%
Russian Hill Bookstore	2	\$854	Rent	100%
S & S Grocery	7	\$2,991	Rent	100%
Sacred Grounds Cafe	4	\$1,709	Rent	100%
Sam's Grill and Seafood Restaurant	31	\$13,245	Marketing/Promotion Tenant Improvements	25% 75%
San Francisco Bay View National Black Newspaper	3	\$1,282	Rent	100%
San Francisco Market Corporation ¹	9	\$3,845	Marketing/Promotion	100%
San Francisco Prosthetic Orthotic Service	8	\$3,418	Health Insurance	100%
San Francisco Supply Master	11	\$4,700	Human Resources Inventory Office Supplies Rent	25% 25% 25% 25%
San Francisco Zen Center ¹	46	\$19,653	Façade Improvements	100%
Scarpelli & Associates Physical Therapy	5	\$2,136	Marketing/Promotion	100%

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Legacy Business	Number of FTEs	Grant Amount	Proposed Use of Funds (Percent of Grant)	
Schubert's Bakery	19	\$8,118	Façade Improvements	100%
SF Party	13	\$5,554	Inventory	100%
Shanti Project ¹	49	\$20,935	Equipment/Technology	100%
Sodini's Green Valley Restaurant	11	\$4,700	Rent	100%
Specs' 12 Adler Museum Cafe	3	\$1,282	Marketing/Promotion	100%
St. Francis Fountain	9	\$3,845	Tenant Improvements	100%
The Stud	4	\$1,709	Advisor Equipment/Technology Rent Tenant Improvements	25% 25% 25% 25%
Ted's Market and Delicatessen	11	\$4,700	Equipment/Technology Façade Improvements	50% 50%
Tin Wah Noodle Company	2	\$854	Equipment/Technology	100%
Tommaso's Ristorante Italiano	15	\$6,409	Equipment/Technology Façade Improvements Marketing/Promotion	30% 50% 20%
Toy Boat Dessert Cafe	6	\$2,563	Rent	100%
Twin Peaks Auto Care	4	\$1,709	Inventory	100%
Valencia Whole Foods	4	\$1,709	Façade Improvements	100%
Veritable Vegetable	100	\$42,725	Equipment/Technology	100%
VIP Grooming	13	\$5,554	Human Resources	100%
Wah Mei School ¹	25	\$10,681	Equipment/Technology Professional Development	80% 20%
World Gym San Francisco	8	\$3,418	Rent	100%
Yuet Lee Restaurant	5	\$2,136	Rent	100%
Zeitgeist	23	\$9,827	Tenant Improvements	100%
TOTAL	2,559	\$1,093,317		

¹Nonprofit organization.



"On behalf of our team and the family of Scoma's founder Al Scoma, we are humbled by this honor and thank Supervisor Aaron Peskin for nominating Scoma's Restaurant and the great city of San Francisco for Legacy Business status. We congratulate the businesses who have also received this prestigious honor. San Francisco is fortunate to have wonderful Legacy Businesses for all of us to experience." - Tom Creedon, President of Scoma's Restaurant

The following tables indicate Business Assistance Grant awards for all four fiscal years of the grant. A consistent trend was that nonprofit grantees had more FTEs than for-profit grantees, although the difference decreased over time. Another trend was that smaller Legacy Businesses were less likely to apply for the Business Assistance Grant. It is possible this was due to time and staffing constraints, language barriers, and computer access challenges. It is also possible that small businesses with fewer employees were less incentivized to apply for Business Assistance Grants because the grants were based upon the number of employees.

EXHIBIT 13: Business Assistance Grant Awards for Fiscal Year 2019-20

Fiscal Year 2019-20	Number of FTEs	Grant Amount (Paid \$400 per FTE +3.1% CPI +3.6% CPI)
Total	2,559	\$1,093,317
Count (Number of Applicants)	136	136
Average	18.82	\$8,039
Median	9.00	\$3,845
For-Profit Average	17.78	\$7,597
Nonprofit Average	23.19	\$9,909

EXHIBIT 14: Business Assistance Grant Awards for Fiscal Year 2018-19

Fiscal Year 2018-19	Number of FTEs	Grant Amount (Paid \$300 per FTE + 3.1% CPI)
Total	1,906	\$589,527
Count (Number of Applicants)	104	104
Average	18.33	\$5,669
Median	9.00	\$2,784
For-Profit Average	16.21	\$5,015
Nonprofit Average	27.20	\$8,413

EXHIBIT 15: Business Assistance Grant Awards for Fiscal Year 2017-18

Fiscal Year 2017-18	Number of FTEs	Grant Amount (Paid \$500 per FTE + 3.1% CPI)
Total	1,191	\$613,980
Count (Number of Applicants)	70	70
Average	17.01	\$8,771
Median	8.50	\$4,640
For-Profit Average	15.15	\$7,811
Nonprofit Average	22.82	\$11,766

EXHIBIT 16: Business Assistance Grant Awards for Fiscal Year 2016-17

Fiscal Year 2016-17	Number of FTEs	Grant Amount (Paid \$500 per FTE)
Total	798	\$399,000
Count (Number of Applicants)	51	51
Average	15.65	\$7,824
Median	8.00	\$4,000
For-Profit Average	12.72	\$6,360
Nonprofit Average	31.38	\$15,688

PROPOSED USE OF BUSINESS ASSISTANCE GRANTS

Consistent with the purpose of the Legacy Business Historic Preservation Fund as set forth in Administrative Code section 2A.243(a), Business Assistance Grant funds shall be used only to promote the long-term stability of Legacy Businesses or to help Legacy Businesses remain in San Francisco. The following table is a summary of how applicants intend to use the 2019-20 grant funds to support the continuation of their businesses as Legacy Businesses.

EXHIBIT 17: Proposed Use of Business Assistance Grant Funds for Fiscal Year 2019-20

Proposed Use of Funds	Amount	Percent of Total
Advisor	\$20,273.35	1.85%
Debt Reduction	\$320.50	0.03%
Equipment/Technology	\$224,571.36	20.54%
Façade Improvements	\$116,659.55	10.67%
Health Insurance	\$3,418.00	0.31%
Human Resources	\$42,574.00	3.89%
Inventory	\$14,312.75	1.31%
Marketing/Promotion	\$121,443.35	11.11%
Office Supplies	\$8,159.90	0.75%
Professional Development	\$8,972.20	0.82%
Property Taxes	\$3,418.00	0.31%
Relocation	\$427.25	0.04%
Rent	\$267,794.30	24.49%
Security	\$17,602.50	1.61%
Tenant Improvements	\$238,371.19	21.80%
Utilities	\$4,998.80	0.46%
TOTAL	\$1,093,317	100.00%²

²Percentage adds up to 99.99 percent due to rounding.

ACTUAL USE OF BUSINESS ASSISTANCE GRANTS

The following table is a summary of how applicants used the 2018-19 Business Assistance Grant funds to support the continuation of their businesses as Legacy Businesses.

EXHIBIT 18: Actual Use of Business Assistance Grant Funds from Fiscal Year 2018-19

Actual Use of Funds	Amount	Percent of Total
Advisor	\$7,727	1.31%
Associate Membership	\$1,343	0.23%
Capital Campaign	\$9,333	1.58%
Equipment/Technology	\$57,639	9.78%
Façade Improvements	\$49,977	8.48%
Film Preservation	\$928	0.16%
Health Insurance	\$2,784	0.47%
Human Resources	\$16,393	2.78%
Inventory	\$7,845	1.33%
Marketing/Promotion	\$59,565	10.10%
Office Supplies	\$2,919	0.50%
Property Taxes	\$3,093	0.52%
Rent	\$172,379	29.24%
Security	\$4,949	0.84%
Tenant Improvements	\$117,617	19.95%
Utilities	\$3,588	0.61%
Other	\$71,448	12.12%
TOTAL	\$589,527	100.00%

ACCESSIBILITY GRANT

The Accessibility Grant was a two-year grant designed by Office of Small Business to help Legacy Businesses better comply with disability access laws and help increase access for people with disabilities to Legacy Business' goods and services. The grant funded accessibility inspections by Certified Access Specialists for Legacy Businesses, a critical step in making businesses accessible.

A Certified Access Specialist (CASp) is a professional who has been tested and certified by the State of California to have specialized knowledge of the applicability of state and federal construction-related accessibility standards. Through a comprehensive inspection of the business, a CASp issues a thorough report that identifies disability access barriers and describes barrier removal requirements to bring the business into compliance. Compliance with the Americans with Disabilities Act (ADA) is an ongoing responsibility of both the property owner and tenant. The up-front investment of

identifying barriers and making the business accessible is often less than the cost of liability. A CASp report is a blueprint for disability access compliance.

The following table indicates the five Accessibility Grant awards for fiscal years 2018-19 and 2019-20. The grant was concluded by March 31, 2020.

EXHIBIT 19: Accessibility Grant Awards for Fiscal Years 2018-19 and 2019-20

Legacy Business	CASp Inspector	Date	Grant Amount
Dance Brigade	Sally Swanson Architects	3/12/2020	\$825.00
Eros	Cal Accessibility	8/1/2019	\$2,420.00
Hockey Haven	GPPA Architects	11/27/2019	\$770.00
Lucca Delicatessen	Ashdown Architecture	6/23/2019	\$1,662.10
Twin Peaks Petroleum	City CASp Consulting	5/31/2019	\$1,320.00
TOTAL			\$6,997.10
AVERAGE			\$1,399.42



Photo: Steven Bracco, Hoodline



“When my parents opened Courtney’s Produce in 1971, they brought a positive influence that changed the neighborhood forever. Since then, they have been serving the working class of San Francisco with fresh produce, sandwiches, and squeezed juices at affordable prices. We are honored to be included in the Legacy Business Registry and accept this recognition with pride and humility knowing it comes from our beloved City of San Francisco family.” - Robin Courtney, daughter of the owners of Courtney’s Produce

PROGRAM BUDGET

FISCAL YEAR 2019-20

The following table indicates revenue and expenses for the Legacy Business Program for fiscal year 2019-20.

EXHIBIT 20: Legacy Business Program Budget for Fiscal Year 2019-20

Budget Item	Estimated Revenue	Estimated Expenses
Staffing		
All Legacy Business Program Staff Including Fringe Benefits	\$296,468	\$296,468
Subtotal Staffing	\$296,468	\$296,468
Program Expenses		
Marketing and Branding	\$20,400	\$17,075
Bronze Plaques (Reserve from Fiscal Year 2015-16)	\$25,000	\$28,325
Program Assistance (Addback from Board of Supervisors)	\$54,000	\$0
Subtotal Program Expenses	\$99,400	\$45,400
Application Fees		
Application Fees	\$2,150	\$0
Application Fees (Carryforward from Previous Fiscal Years)	\$11,100	\$0
Subtotal Application Fees	\$13,250	\$0
Grants		
Rent Stabilization Grant (Carryforward from Fiscal Year 2018-19)	\$179,261	\$727,748
Rent Stabilization Grant	\$1,000,000	
Business Assistance Grant		
Business Assistance Grant (Addback from Board of Supervisors)	\$500,000	\$1,094,516 ³
Business Assistance Grant (Reserve from Fiscal Year 2015-16)	\$150,000	
Accessibility Grant (Reserve from Fiscal Year 2015-16)		\$6,997
Subtotal Grants	\$1,829,261	\$1,829,261
TOTAL	\$2,238,379	\$2,171,129

³Business Assistance Grant consists of \$1,093,317 for grants and \$1,199 in third party check-printing fees.

FISCAL YEAR 2020-21

The following table indicates estimated revenue and expenses for the Legacy Business Program for fiscal year 2020-21.

EXHIBIT 21: Estimated Legacy Business Program Budget for Fiscal Year 2020-21

Budget Item	Estimated Revenue	Estimated Expenses
Staffing		
All Legacy Business Program Staff Including Fringe Benefits	\$232,721	\$232,721
Subtotal Staffing	\$232,721	\$232,721
Program Expenses		
Marketing and Branding		\$5,400
Bronze Plaques	\$20,400	\$15,000
Program Assistance (Carryforward from Fiscal Year 2019-20)	\$54,000	\$129,500
Program Assistance (Addback from Board of Supervisors)	\$75,500	
Subtotal Program Expenses	\$149,900	\$149,900
Application Fees		
Carryforward Application Fees (From Previous Fiscal Years)	\$13,250	\$0
Application Fees	\$3,250 ⁴	\$0
Subtotal Application Fees	\$16,500	\$0
Grants		
Rent Stabilization Grant	\$1,000,000	\$803,779
Carryforward to Next Fiscal Year for Rent Stabilization Grant	\$0	\$196,221
Subtotal Grants	\$1,000,000	\$1,000,000
TOTAL	\$1,399,121	\$1,382,621

⁴Application fees for 2020-21 were estimated based on 65 applications at \$50 per application.



“As San Francisco's longest running tattoo shop, we are excited to continue serving our great city and creating art in our community that lasts a lifetime. Picture Machine Tattoo is proud, honored, and so grateful to be recognized as a Legacy Business.” - Jennifer Wong, co-owner of Picture Machine Tattoo

PROGRAM CHALLENGES

The Office of Small Business has been busy since spring 2020 assisting businesses with the disastrous effects of the coronavirus pandemic. Helping business recover from the pandemic and better preparing businesses for similar events in the future are challenges the Office of Small Business will undertake in the upcoming fiscal year. The Office of Small Business has also been challenged with escalating staff obligations for the Legacy Business Program and escalating budget obligations for the Legacy grants.

Recovering from the Coronavirus Pandemic

Starting February 2020, local and state leaders have prudently issued health emergency declarations and orders to stay at home and shelter in place in order to slow the spread of coronavirus infections. While these extremely important declarations and orders have significantly reduced the spread of COVID-19, it has meant that most if not all of the Legacy Businesses in San Francisco, and the workers they employ, have experienced irrecoverable losses. Some of these losses have been so immediate and severe that some small businesses have been forced into permanent closure.

Responsive to evident economic disruption, local and state officials acted swiftly to implement emergency programs, policies, and orders to support small businesses and those they employ. The Office of Small Business and the Small Business Commission have been working together and expeditiously with the Mayor's Office, the Board of Supervisors, City agencies, merchant groups, business organizations, and technical assistance providers to develop and administer economic mitigation measures in support of San Francisco small businesses who have been, and continue to be, impacted by COVID-19.

The Office of Small Business will continue helping Legacy Businesses improve their operations and adapt their business models as needed in an effort to help them recover from the effects of the coronavirus pandemic. Enhanced marketing, branding, and promotion in fiscal year 2020-21, including the development of a new website, will also be beneficial for Legacy Businesses. To prepare for future similar pandemics or other catastrophes, the Legacy Business Program will investigate better options to require insurance carriers to pay out business interruption insurance claims during emergencies.

Escalating Staff and Budget Obligations

The Office of Small Business has experienced escalating staff and budget obligations since the Legacy Business Program was established.

The Office of Small Business has had an average of 62 new applications each fiscal year for the Legacy Business Registry while conducting minimal outreach to potential applicants. Each application requires significant staff time to review and process, resulting in a consistent queue of new applications.

The number of Legacy Businesses that applied for Business Assistance Grants nearly tripled from 51 to 136 in four years from fiscal years 2016-17 to 2019-20, resulting in a larger financial obligation and a greater amount of staff time each year to review applications and process payments. The Business

Assistance Grant has been staff-intensive program that has affected the ability of staff to commit sufficient time to marketing and promoting the Legacy Business Program and processing new Legacy Business Registry applications.

In addition, there has been a steady demand from landlords for the Rent Stabilization Grant. Because the grant is paid over multiple years through annual applications, each new application compounds the number of applications received in successive years, adding to the overall staff obligation.

Due to the increasing demand for the Business Assistance Grant and Rent Stabilization Grant, the two grants exceeded the available funding in fiscal year 2018-19. Because the Small Business Commission prioritized the funding of the Rent Stabilization Grant over the Business Assistance Grant, the former grant was paid to qualified landlords in full, while the latter grant was paid to Legacy Businesses in part per the Administrative Code. In fiscal year 2020-21, the Business Assistance Grant will not be available due to financial constraints.



Photo: Daniel N., Yelp



"We're very proud to be recognized by the Legacy Business Registry. As third generations owners, we are honored to carry on the 113-year family tradition of making mochi and manju pastries started by our grandfather, Suyechi Okamura." - Ricky and Bobby Okamura, co-owners of Benkyodo Company

MAJOR UPCOMING ACTIVITIES

Following are major upcoming activities for the Legacy Business Program for the fourth quarter of fiscal year 2019-20 and for fiscal year 2020-21:

- Work with the contractor Priority Architectural Graphics to manufacture and install bronze plaques recognizing Legacy Businesses.
- Issue a Request For Proposals and select a contractor to implement Phase 3 of the marketing and branding strategy for Legacy Businesses and the Legacy Business Program.
- Work with the marketing and branding contractor to create a new website for the Legacy Business Registry and elevate the promotion of Legacy Businesses, including expansion of social media promotions, creation of a brochure, and development of marketing partnerships, such as with San Francisco Travel.
- Work with the marketing and branding contractor to explore different methods of increasing business for Legacy Businesses, including business-to-business partnerships and encouraging City departments, commissions, committees and task forces to patronize Legacy Businesses to the greatest extent possible.
- Print additional branded office supplies for the Legacy Businesses Program, including envelopes and mailing labels.
- Continue working with the San Francisco Small Business Development Center to help Legacy Businesses in need of various types of assistance.
- Continue providing resources and training to Legacy Businesses for succession planning, including information about employee ownership.
- Continue working with the Planning Department and other City departments to provide additional benefits to Legacy Businesses.
- Continue processing Rent Stabilization Grant applications for landlords that provide long-term leases to Legacy Businesses.
- Create an internal database for the Rent Stabilization Grant to more efficiently manage the grant applications and payments.
- Explore the development of a property ownership program that would enable Legacy Businesses to purchase buildings or spaces to house their businesses or organizations.
- Explore the concept of a business interruption insurance program that would provide coverage for Legacy Businesses during local emergencies in instances that are not covered by their regular business interruption insurance policies.
- Work with the Controller's Office on their first quinquennial assessment and review of the effect of the Legacy Business Historic Preservation Fund on the stability of Legacy Businesses for the prior five fiscal years.

CONTACT INFORMATION

SMALL BUSINESS COMMISSION

Present Commissioners

Sharky Laguana, President
Miriam Zouzounis, Vice-President
Stephen Adams, Commissioner
Kathleen Dooley, Commissioner
Cynthia Huie, Commissioner
William Ortiz-Cartagena, Commissioner

Former Commissioners

Mark Dwight, Vice-President
Irene Yee Riley, Commissioner
Manny Yekutieli, Commissioner

OFFICE OF SMALL BUSINESS

Regina Dick-Endrizzi, Director

LEGACY BUSINESS PROGRAM

Richard Kurylo, Program Manager
Rhea Aguinaldo, Assistant Project Manager
Lawrence Liu, Business Advisor

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1 Dr. Carlton B. Goodlett Place
City Hall Room 140
San Francisco, CA 94102

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Phone: (415) 554-6680
Fax: (415) 558-7844

From: [Bell, Marcia \(LLB\)](#)
To: [MYR-ALL Department Heads](#)
Subject: Free Legal Live Online Programs at the Law Library
Date: Monday, January 25, 2021 12:30:42 PM

Dear Department Heads,
 Please find enclosed the SF Law Library’s E-Update listing free MCLE and other programs, and our new Digital Library collections. Please let me know if you have any questions.
 Thanks,
 Marcia

Marcia R. Bell, Director
marcia.bell@sfgov.org
 Contact by email, please
 San Francisco Law Library
Celebrating 150 Years, 1870 - 2020
 1145 Market St., 4th Fl.
 SF, CA 94103



law_library_headerimage4 2 		
<h2 style="color: #0070C0;">San Francisco Law Library E-Update</h2>		
Volume 10, Issue 2		January 25, 2021
<h3 style="color: #0070C0;">Upcoming Programs and Correction (in Red)— January 26 & 27, February 10 & 24, March 10</h3> <p style="text-align: center;">Advance registration required (see details below)</p>		
<p style="text-align: center;"> Tuesday, January 26 (Lexis MCLE) Noon to 1:00 Pacific Breached! An Inside Look at Cybersecurity for Law Firms Presented by Stephan Shields, LexisNexis 1 Hour <i>free</i> Participatory CA MCLE Credit – <i>This is a repeat of the 7/29/20 & 10/28/20 programs.</i> Advance registration required: to receive CA CLE, Email name and CA Bar # to sflawlibrary@sfgov.org by Noon the day before the program. ***Download Flyer Here*** See below for remote Lexis Advance information. </p>	<p style="text-align: center;"> Wednesday, January 27 (Non-MCLE) Noon to 1:00 Pacific Dealing with COVID Rent Debt Presented by Kari Rudd From Bay Area Legal Aid Advance registration required: email name to sflawlibrary@sfgov.org by Noon the day before the program to receive link. ***Download Flyer Here*** </p>	
<p style="text-align: center;"> Wednesday, February 10 Noon to 1:00 Pacific (Lexis MCLE) Divergence: Writing Strategies for the Diverse Responsibilities of Corporate Counsel </p>	<p style="text-align: center;"> Wednesday, February 24 Noon to 1:00 Pacific (Lexis MCLE) Public Ways to Locate the Law and to Understand it from a Compliance Perspective </p>	<p style="text-align: center;"> Wednesday, March 10 Noon to 1:00 Pacific (Lexis MCLE) Structure of the U.S. Government and Regulatory Compliance </p>

Presented by Stephan Shields,
LexisNexis

1 Hour *free* Participatory CA
MCLE Credit – Advance
registration required: to receive
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SFLL LexisNexis Digital Library

Watch the [35-minute training video](#) to learn how to use the SFLL LexisNexis Digital Library.

The SFLL LexisNexis Digital Library provides free, remote access to our collection of LexisNexis eBooks, including a wide range of California and general legal topics. Access essential eBooks—online or offline—wherever you are: in the courtroom, in the office, working from home, or anywhere with limited internet connectivity.

Our [SFLL LexisNexis Digital Library page](#) includes links to the digital library, registration, a listing of included titles, helpful guides to get started, and information on the free and convenient mobile app for easier offline reading.

We invite you to [register for an account](#). Once your account is active you will enjoy full access to the SFLL LexisNexis Digital Library remotely, 24/7.

Patrons can check out up to 10 eBooks at a time for up to 7 days, and can also place a hold on titles in use and be alerted when they become available.

The SFLL LexisNexis Digital Library expands our remote access to Lexis resources. It includes titles beyond what we have on the Lexis Advance legal research database, so additional materials are now available remotely to our patrons. Highlights include *Bender's Forms of Discovery*, *Nimmer on Copyright*, and *Weinstein's Federal Evidence*, to name just a few.

Law Library Access

The San Francisco Shelter-at-Home Order has been extended. Public libraries are included in Phase 3 of the San Francisco plan. We await guidance from Governor Gavin Newsom and Mayor London Breed. We are closed to in-person visits, but we continue to offer remote reference services and access to resources. We are available for assistance at sfl.reference@sfgov.org Monday through Friday.

Remote Database Access

Westlaw: Patrons can self-register for 20 hours of Westlaw access over 14 days. There are two ways to register:
Option 1: On-demand [online](#).
Option 2: By phone—patrons can call 1-800-328-4880, enter extension 855597, and a Customer Service agent will create a user name and password that will provide 20

Lexis Advance: LexisNexis continues to commit to working with the law library and the legal community during COVID-19 by providing access to library patrons. If you cannot otherwise conduct legal research onsite, you are welcome to [register for a temporary Lexis Advance® ID](#), and you will receive an ID within

Fastcase: We continue to offer full-text remote access to Fastcase's comprehensive national law library with powerful searching, sorting, and data visualization tools. Our license offers our patrons access to state and federal law documents including federal bankruptcy, tax courts, U.S. Supreme Court, federal district

hours of access to Westlaw and Practical Law over 14 days. This line is open from 5am–5pm PT.

one business day. This ID will be good until January 30th. This ID allows you to conduct research on the cases and codes needed for your legal work and personal legal research. We are happy to work with you to maintain access to justice during this critical time.

and courts of appeal cases as well as federal and state statutes and regulations. Dual column printing is available, or e-mail the results to your inbox. Visit our [Legal Databases](#) page to begin using remote Fastcase and access links to tutorials and support guides.

For further assistance with these databases or any other reference question, please email our reference team at sfl.reference@sfgov.org. For other questions or information, please email sflawlibrary@sfgov.org.

Work from Home Resources Guide

We want to continue helping you with your legal research questions and work while the library is closed because of the stay-at-home order. Check our updated [San Francisco Law Library Resources Available to You From Home Guide](#), including full text databases, authoritative legal links, research guides, forms, and links to our upcoming online program schedule. Have a question? Our Reference Team is available remotely to help you with your legal research questions and document delivery Monday–Friday, with a 24-hour turnaround time for most questions. You can reach us at sfl.reference@sfgov.org. We look forward to working with you and providing access to justice remotely.

San Francisco Law Library
1145 Market St. 4th Floor
San Francisco, CA 94103

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From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)
Cc: [Somera, Alisa \(BOS\)](#)
Subject: FW: CMD FY20-21 Q1 Report
Date: Friday, January 22, 2021 4:45:00 PM
Attachments: [CMD FY20-21 Q1 Report - FINAL.pdf](#)
[image001.png](#)

From: Fretty, Rochelle (ADM) <rochelle.fretty@sfgov.org>
Sent: Friday, January 22, 2021 3:10 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Asenloo, Romulus (ADM) <romulus.asenloo@sfgov.org>; Camua, Maria-Zenaida (ADM) <maria-zenaida.camua@sfgov.org>
Subject: CMD FY20-21 Q1 Report

Hello,

Attached are the Cover Letter and CMD FY20-21 Q1 Report.

Kind Regards,

Rochelle Fretty, Clerk



Contract Monitoring Division (CMD)

1155 Market Street | 4th Floor | San Francisco | CA | 94103

Direct 415-581-2314 | Main 415-581-2310

Rochelle.Fretty@sfgov.org

Visit us at sfgov.org/cmd



CONTRACT MONITORING DIVISION CITY ADMINISTRATOR'S OFFICE



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

Romulus Asenloo, Director

January 7, 2021

San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Dear San Francisco Board of Supervisors

Pursuant to Chapter 14B.15 (A) of the San Francisco Administrative Code, please find the Local Business Enterprise ("LBE") Participation Quarterly Report for Q1 FY 20-21. The LBE Participation Report documents the LBE contract award statistics on work covered by Chapter 14B for the Airport, Public Works, Port, Public Utilities Commission, Recreation & Parks Department, Department of Public Health and Controller's Office.

Thank you for your continued support of CMD and the LBE Program. Should you have any questions, please do not hesitate to contact me at (415) 581-2320 or romulus.asenloo@sfgov.org.

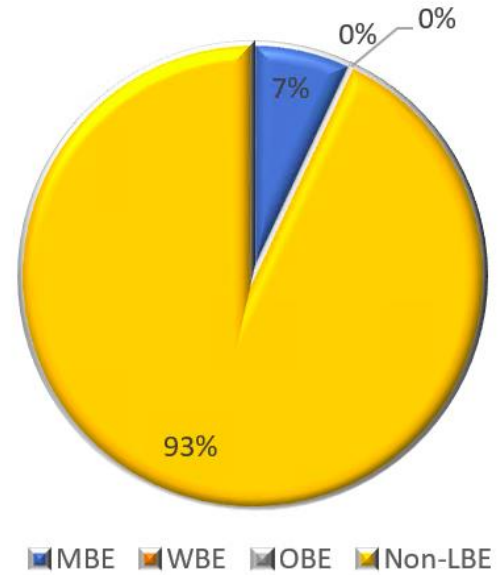
Sincerely,

A handwritten signature in blue ink, appearing to read "Romulus Asenloo", written over a blue horizontal line.

Romulus Asenloo
Contract Monitoring Division
Director

Office of the Controller (Data Source – F&P)

LBE Participation Contracts Awarded FY 2020/21 Q1



Total Number of Contracts for FY 20/21 Q1: 6				
Contract Type Description	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total to Date
Professional Services – Chapter 21	6	100.0%	181	100.0%
Grand Total	6	100.0%	181	100.0%
Contract Type Description	Amount Awarded FY 20/21 Q1	LBE Amount Awarded FY 20/21 Q1	Amount Awarded to Date	LBE Amount Awarded to Date
Professional Services – Chapter 21	\$3,844,320	\$250,000	\$179,864,687	\$8,795,374
Grand Total	\$3,844,320	\$250,000	\$179,864,687	\$8,795,374
Prime LBE Status	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	0	0.0%	23	12.7%
Non-LBE	6	100.0%	158	87.3%
Grand Total	6	100.0%	181	100.0%
Prime Owner Type	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	0	0.0%	11	6.1%
Other Business Enterprise	0	0.0%	11	6.1%
Women Business Enterprise	0	0.0%	1	0.5%
Non-LBE	6	100.0%	158	87.3%
Grand Total	6	100.0%	181	100.0%

Owner Type	Ethnicity/Race	Prime or Sub	Amount Awarded	Percent of Total	Amount Awarded to Date	Percent of Total to Date
Minority Business Enterprise ¹	African American	Prime			\$974,500	0.5%
		Sub			\$1,333,154	0.7%
	Asian American ²	Prime			\$763,630	0.4%
		Sub	\$250,000	6.5%	\$4,128,370	2.3%
		Sub			\$24,950	0.0%
Minority Business Enterprise Total			\$250,000	6.5%	\$7,224,604	4.0%
Other Business Enterprise		Prime			\$1,309,895	0.7%
		Sub			\$147,201	0.1%
Other Business Enterprise Total					\$1,457,096	0.8%
Women Business Enterprise		Prime			\$9,720	0.0%
		Sub			\$103,955	0.1%
Women Business Enterprise Total					\$113,675	0.1%
LBE Total			\$250,000	6.5%	\$8,795,374	4.9%
Non-LBE		Prime	\$3,594,320	93.5%	\$171,060,088	95.1%
		Sub			\$9,225	0.0%
Non-LBE Total			\$3,594,320	93.5%	\$171,069,312	95.1%
Grand Total			\$3,844,320	100.0%	\$179,864,687	100.0%

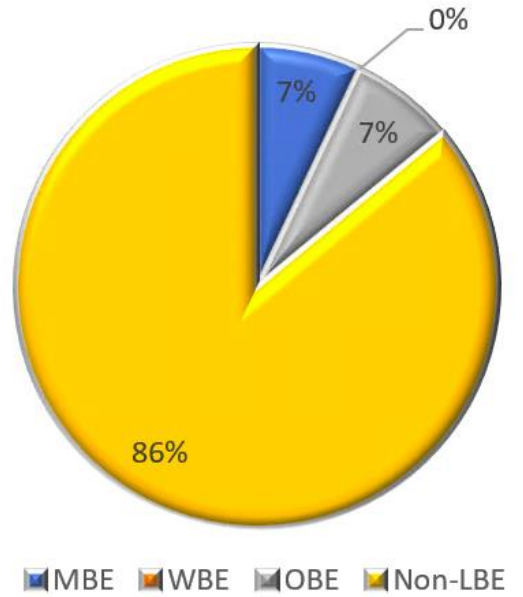
¹ Ethnicity/Race groups are those specified under Minority Business Enterprise (MBE) under Section 14B.3(E)(1).

² Includes firms identifying as Asian, Asian Indian, Asian/PI, Chinese, Filipino, Japanese, Korean, Pacific Islander, Southeast Asian

San Francisco International Airport (Data Source - F\$P)

Total Number of Contracts for FY 20/21 Q1: 12				
Contract Type Description	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	2	16.7%	112	26.1%
Professional Services - Chapter 6	0	0%	81	18.8%
Professional Services - Chapter 21	10	83.3%	237	55.1%
Grand Total	12	100.0%	430	100.0%
Contract Type Description	Amount Awarded FY 20/21 Q1	LBE Amount Awarded FY 20/21 Q1	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$17,339,000	\$3,639,000	\$4,712,726,874	\$1,166,859,349
Professional Services - Chapter 6	\$0	\$0	\$521,639,434	\$176,438,000
Professional Services - Chapter 21	\$35,422,065	\$3,725,312	\$1,311,553,597	\$36,988,365
Grand Total	\$52,761,065	\$7,364,312	\$6,545,919,905	\$1,380,285,714
Prime LBE Status	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	2	16.7%	89	20.7%
Non-LBE	10	83.3%	341	79.3%
Grand Total	12	100.0%	430	100.0%
Prime Owner Type	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	1	8.3%	19	4.4%
Other Business Enterprise	1	8.3%	30	7.0%
Women Business Enterprise	0	0%	33	7.7%
Non-LBE	10	83.4%	348	80.9%
Grand Total	12	100.0%	430	100.0%

LBE Participation Contracts Awarded FY 2020/21 Q1



Owner Type	Ethnicity/Race	Prime or Sub	Amount Awarded	Percent of Total	Amount Awarded to Date	Percent of Total to Date	
Minority Business Enterprise	African American	Prime	\$3,290,000	6.2%	\$5,337,000	0.1%	
		Sub	\$200,000	0.4%	\$35,152,968	0.5%	
	Arab American	Prime				\$2,873,880	0.0%
		Sub				\$11,982,757	0.2%
	Asian American	Prime				\$6,786,903	0.1%
		Sub		\$420,000	0.8%	\$157,499,100	2.4%
	Iranian	Prime				\$9,205,800	0.1%
		Sub				\$53,932,235	0.8%
	Latino	Prime				\$5,616,755	0.1%
		Sub				\$66,592,451	1.0%
Native American	Sub				\$483,272	0.0%	
Other	Sub				\$15,000	0.0%	
	Sub				\$38,612,590	0.6%	
Minority Business Enterprise Total			\$3,910,000	7.4%	\$394,090,712	6.0%	
Other Business Enterprise	Prime		\$2,288,000	4.3%	\$60,698,487	0.9%	
	Sub		\$1,159,203	2.2%	\$554,301,441	8.5%	
Other Business Enterprise Total			\$3,447,203	6.5%	\$614,999,928	9.4%	
Women Business Enterprise	Prime				\$48,668,824	0.7%	
	Sub		\$7,109	0.0%	\$259,434,720	4.0%	
Women Business Enterprise Total			\$7,109	0.0%	\$308,103,544	4.7%	
LBE Total			\$7,364,312	14.0%	\$1,317,194,183	20.1%	
Non-LBE	Prime		\$38,928,315	73.8%	\$2,920,468,225	44.6%	
	Sub		\$6,468,437	12.3%	\$2,308,257,497	35.3%	
Non-LBE Total			\$45,396,752	86.0%	\$5,228,725,721	79.9%	
Grand Total			\$52,761,065	100.0%	\$6,545,919,905	100.0%	

Notes:
 1) All column headings are defined as per CMD (e.g. "to Date" refers to active contracts with term start date of 7/1/13 or later)
 2) Due to FAMIS to PeopleSoft conversion, not all original award amounts may have been captured

Department of Public Health (Data Source - F\$P)

Total Number of Contracts for FY 20/21 Q1: 31

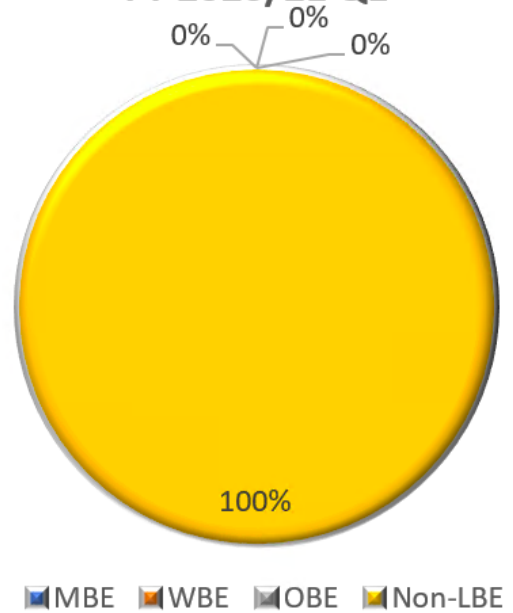
Contract Type Description	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	0	0%	0	0%
Professional Services - Chapter 6	0	0%	43	5.6%
Professional Services - Chapter 21	31	100.0%	719	94.4%
Grand Total	31	100.0%	762	100.0%

Contract Type Description	Amount Awarded FY 20/21 Q1	LBE Amount Awarded FY 20/21 Q1	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$0	\$0	\$0	\$0
Professional Services - Chapter 6	\$0	\$0	\$52,950,000	\$31,525,000
Professional Services - Chapter 21	\$428,404,119	\$0	\$4,001,395,770	\$42,548,019
Grand Total	\$428,404,119	\$0	\$4,054,345,770	\$74,073,019

Prime LBE Status	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	0	0%	43	5.6%
Non-LBE	31	100.0%	719	94.4%
Grand Total	31	100.0%	762	100.0%

Prime Owner Type	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	0	0%	16	2.1%
Other Business Enterprise	0	0%	11	1.4%
Women Business Enterprise	0	0%	11	1.4%
Non-LBE	31	100.0%	724	95.1%
Grand Total	31	100.0%	762	100.0%

LBE Participation Contracts Awarded FY 2020/21 Q1



Owner Type	Ethnicity/Race	Prime or Sub	Amount Awarded	Percent of Total	Amount Awarded to Date	Percent of Total to Date
Minority Business Enterprise	Asian American	Prime			\$4,392,300	0.1%
	Latino	Prime			\$12,625,000	0.3%
		Prime			\$2,581,813	0.1%
Minority Business Enterprise Total					\$19,599,113	0.5%
Other Business Enterprise		Prime			\$31,720,634	0.8%
Other Business Enterprise Total					\$31,720,634	0.8%
Women Business Enterprise		Prime			\$11,953,272	0.3%
Women Business Enterprise Total					\$11,953,272	0.3%
LBE Total					\$63,273,019	1.6%
Non-LBE		Prime	\$428,404,119	100.0%	\$3,991,072,751	98.4%
Non-LBE Total			\$428,404,119	100.0%	\$3,991,072,751	98.4%
Grand Total			\$428,404,119	100.0%	\$4,054,345,770	100.0%

Public Works (Data Source - F&P)

Total Number of Contracts for FY 20/21 Q1: 1

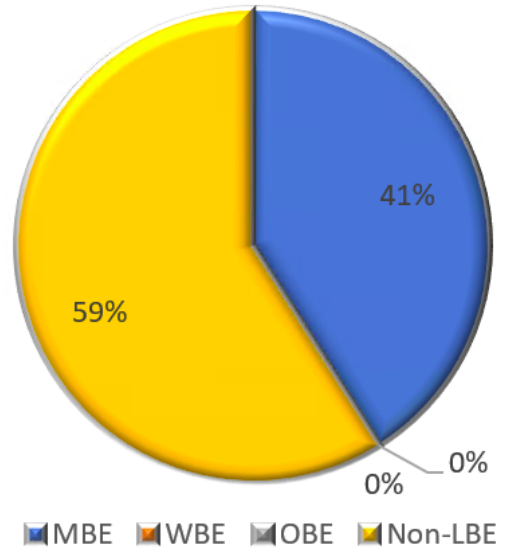
Contract Type Description	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	1	100.0%	441	56.7%
Professional Services - Chapter 6	0	0%	314	40.3%
Professional Services - Chapter 21	0	0%	24	3.0%
Grand Total	1	100.0%	779	100.0%

Contract Type Description	Amount Awarded FY 20/21 Q1	LBE Amount Awarded FY 20/21 Q1	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$764,600	\$764,600	\$3,303,329,489	\$1,080,190,111
Professional Services - Chapter 6	\$0	\$0	\$585,938,463	\$217,458,754
Professional Services - Chapter 21	\$0	\$0	\$4,668,512	\$6,519,401
Grand Total	\$764,600	\$764,600	\$3,896,936,464	\$1,304,168,266

Prime LBE Status	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	1	100.0%	418	53.6%
Non-LBE	0	0%	362	46.4%
Grand Total	1	100.0%	779	100.0%

Prime Owner Type	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	0	0%	173	22.2%
Other Business Enterprise	0	0%	158	20.3%
Women Business Enterprise	1	100.0%	71	9.1%
Non-LBE	0	0%	377	48.4%
Grand Total	1	100.0%	779	100.0%

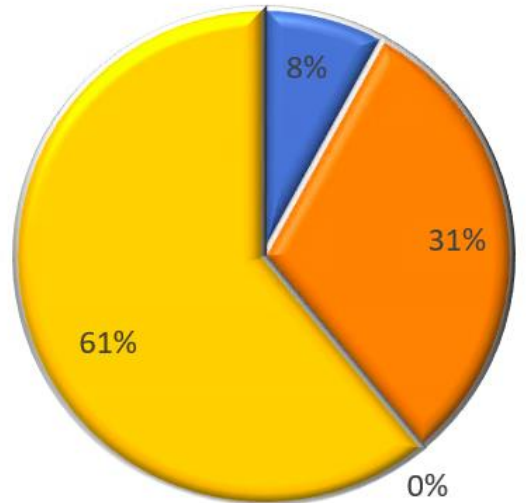
LBE Participation Contracts Awarded FY 2020/21 Q1



Owner Type	Ethnicity/Race	Prime or Sub	Amount Awarded	Percent of Total	Amount Awarded to Date	Percent of Total to Date
Minority Business Enterprise	African American	Prime			\$26,480,318	0.7%
		Sub	\$315,841	41.3%	\$21,129,620	0.5%
	Arab American	Prime			\$3,497,500	0.1%
		Sub			\$5,192,458	0.1%
	Asian American	Prime			\$110,204,147	2.8%
		Sub			\$121,898,904	3.1%
	Iranian	Prime			\$5,408,000	0.1%
		Sub			\$5,895,839	0.2%
	Latino	Prime			\$168,403,648	4.3%
		Sub			\$57,169,049	1.5%
Native American	Sub			\$20,000	0.0%	
Other	Sub			\$735,679	0.0%	
	Prime			\$40,686,149	1.0%	
	Sub			\$16,098,462	0.4%	
Minority Business Enterprise Total			\$315,841	41.3%	\$582,819,773	15.0%
Other Business Enterprise		Prime			\$387,410,623	9.9%
		Sub			\$142,655,798	3.7%
Other Business Enterprise Total					\$530,066,421	13.6%
Women Business Enterprise		Prime	\$448,759	58.7%	\$89,894,072	2.3%
		Sub			\$58,423,445	1.5%
Women Business Enterprise Total			\$448,759	58.7%	\$148,317,516	3.8%
LBE Total			\$764,600	100.0%	\$1,261,203,710	32.4%
Non-LBE		Prime			\$2,410,776,491	61.9%
		Sub			\$224,956,263	5.8%
Non-LBE Total					\$2,635,732,754	67.6%
Grand Total			\$764,600	100.0%	\$3,896,936,464	100.0%

Port of San Francisco (Data Source - F\$P)

LBE Participation Contracts Awarded FY 2020/21 Q1



■ MBE
 ■ WBE
 ■ OBE
 ■ Non-LBE

Total Number of Contracts for FY 20/21 Q1: 3				
Contract Type Description	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	2	66.7%	24	31.2%
Professional Services - Chapter 6	0	0.0%	21	27.3%
Professional Services - Chapter 21	1	33.3%	32	41.5%
Grand Total	3	100.0%	77	100.0%
Contract Type Description	Amount Awarded FY 20/21 Q1	LBE Amount Awarded FY 20/21 Q1	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$159,289	\$159,289	\$99,712,639	\$28,027,544
Professional Services - Chapter 6	\$0	\$0	\$92,363,525	\$29,116,192
Professional Services - Chapter 21	\$300,000	\$20,250	\$30,784,880	\$8,216,966
Grand Total	\$459,289	\$179,539	\$222,861,044	\$65,360,702
Prime LBE Status	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	2	66.7%	44	57.1%
Non-LBE	1	33.3%	33	42.9%
Grand Total	3	100.0%	77	100.0%
Prime Owner Type	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	1	33.3%	11	14.3%
Other Business Enterprise	0	0%	11	14.3%
Women Business Enterprise	1	33.3%	15	19.5%
Non-LBE	1	33.4%	40	51.9%
Grand Total	3	100.0%	77	100.0%

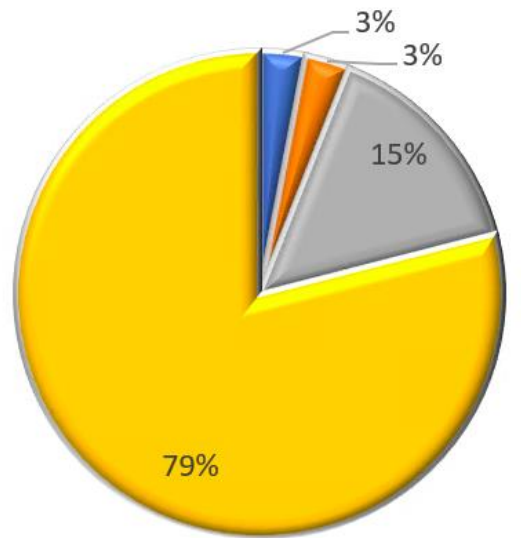
Owner Type	Ethnicity/Race	Prime or Sub	Amount Awarded	Percent of Total	Amount Awarded to Date	Percent of Total to Date	
Minority Business Enterprise	African American	Prime	\$35,080	7.6%	\$1,467,080	0.7%	
		Sub			\$2,690,014	1.2%	
	Arab American	Sub				\$30,000	0.0%
		Asian American	Prime			\$2,645,406	1.2%
		Sub				\$6,079,525	2.7%
	Iranian	Sub				\$1,979,511	0.9%
	Latino	Prime				\$1,878,073	0.8%
		Sub				\$2,605,357	1.2%
	Other	Sub				\$189,995	0.1%
	Sub				\$848,059	0.4%	
Minority Business Enterprise Total			\$35,080	7.6%	\$20,413,021	9.2%	
Other Business Enterprise		Prime			\$9,118,101	4.1%	
		Sub			\$11,993,894	5.4%	
Other Business Enterprise Total					\$21,111,995	9.5%	
Women Business Enterprise		Prime	\$124,209	27.0%	\$9,652,831	4.3%	
		Sub	\$20,250	4.4%	\$8,756,701	3.9%	
Women Business Enterprise Total			\$144,459	31.5%	\$18,409,532	8.3%	
LBE Total			\$179,539	39.1%	\$59,934,548	26.9%	
Non-LBE		Prime	\$243,750	53.1%	\$119,279,224	53.5%	
		Sub	\$36,000	7.8%	\$43,647,272	19.6%	
Non-LBE Total			\$279,750	60.9%	\$162,926,496	73.1%	
Grand Total			\$459,289	100.0%	\$222,861,044	100.0%	

Note:

LBE Dollars is calculated based on FSP definition of LBE status in the Business Intelligence module. As such, internal data held by Port varies from the data of this report.

Public Utilities Commission (Data Source - SOLIS 3)

LBE Participation Contracts Awarded FY 2020/21 Q1



■ MBE
 ■ WBE
 ■ OBE
 ■ Non-LBE

Total Number of Contracts for FY 20/21 Q1: 9				
Contract Type Description	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	9	100.0%	219	38.2%
Professional Services - Chapter 6	0	0%	170	29.7%
Professional Services - Chapter 21	0	0%	184	32.1%
Grand Total	9	100%	573	100.0%

Contract Type Description	Amount Awarded FY 20/21 Q1	LBE Amount Awarded FY 20/21 Q1	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$75,759,755	\$35,481,064	\$3,570,286,961	\$985,029,299
Professional Services - Chapter 6	\$0	\$0	\$1,322,861,135	\$277,197,301
Professional Services - Chapter 21	\$0	\$0	\$399,497,440	\$109,572,999
Grand Total	\$75,759,755	\$35,481,064	\$5,292,645,536	\$1,371,799,599

Prime LBE Status	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	7	77.8%	207	35.8%
Non LBE	2	22.2%	371	64.2%
Grand Total	9	100.0%	578	100.0%

Owner Type	Ethnicity/Race	Prime or Sub	Amount Awarded	Percent of Total
Minority Business Enterprise	African American	Prime		
		Sub	\$ 139,815	0.2%
	Asian American	Prime		
		Sub	\$ 296,650	0.4%
	Latino	Prime		
		Sub	\$ 5,024,984	7.3%
Minority Business Enterprise Total			\$ 5,461,449	7.9%
Other Business Enterprise		Prime	\$ 21,813,187	31.6%
		Sub	\$ 3,912,240	5.7%
Other Business Enterprise Total			\$ 25,725,427	37.3%
Women Business Enterprise		Prime	\$ 4,369,188	6.4%
		Sub		
Women Business Enterprise Total			\$ 4,369,188	6.4%
LBE Total			\$ 35,556,064	51.6%
Non-LBE		Prime	\$ 24,854,184	36.0%
		Sub	\$ 8,530,439	12.4%
Non-LBE Total			\$ 33,384,623	48.4%
Grand Total			\$ 68,940,687	100.0%

Recreation and Parks Department (Data Source - F\$P)

Total Number of Contracts for FY 20/21 Q1: 16

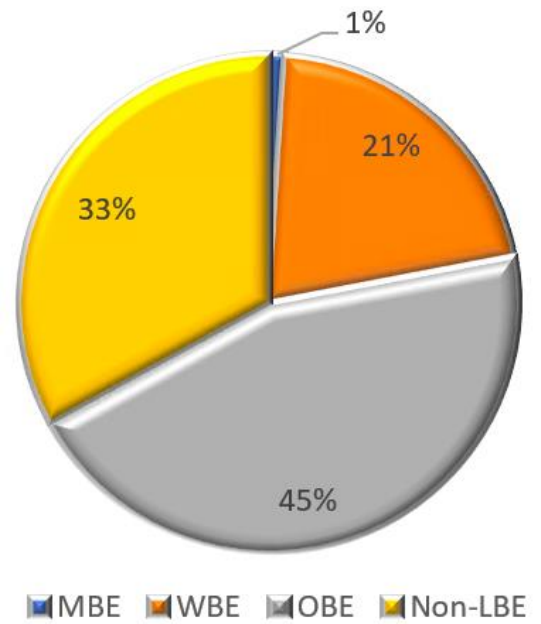
Contract Type Description	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	16	100.0%	189	87.5%
Professional Services - Chapter 6	0	0%	20	9.3%
Professional Services - Chapter 21	0	0%	7	3.2%
Grand Total	16	100.0%	216	100.0%

Contract Type Description	Amount Awarded FY 20/21 Q1	LBE Amount Awarded FY 19/20 Q3	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$2,675,050	\$1,777,625	\$ 44,947,221	\$23,025,065
Professional Services - Chapter 6	\$0	\$0	\$18,999,585	\$7,966,946
Professional Services - Chapter 21	\$0	\$0	\$35,188,125	\$600,000
Grand Total	\$2,675,050	\$1,777,625	\$99,134,931	\$31,592,011

Prime LBE Status	Number of Contracts FY 20/21 Q1	Percent of Total Contracts FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	7	43.8%	101	46.8%
Non-LBE	9	56.2%	115	53.2%
Grand Total	16	100.0%	216	100.0%

Prime Owner Type	Number of Contracts FY 20/21 Q1	Percent of Total FY 20/21 Q1	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	1	6.2%	24	11.1%
Other Business Enterprise	5	31.3%	63	29.2%
Women Business Enterprise	1	6.2%	13	6.0%
Non-LBE	9	56.3%	116	53.7%
Grand Total	16	100.0%	216	100.0%

LBE Participation Contracts Awarded FY 2020/21 Q1



Owner Type	Ethnicity/Race	Prime or Sub	Amount Awarded	Percent of Total	Amount Awarded to Date	Percent of Total to Date	
Minority Business Enterprise	African American	Prime			\$1,648,163	1.7%	
		Sub			\$14,563	0.0%	
	Arab American	Sub			\$137,500	0.1%	
	Asian American	Prime			\$384,996	0.4%	
		Sub			\$994,485	1.0%	
	Iranian	Prime			\$2,125,000	2.1%	
		Sub			\$746,845	0.8%	
	Latino	Prime		\$19,190	0.7%	\$4,178,628	4.2%
		Sub			\$242,617	0.2%	
Sub				\$70,458	0.1%		
Minority Business Enterprise Total			\$19,190	0.7%	\$10,543,256	10.6%	
Other Business Enterprise		Prime	\$1,204,585	45.0%	\$12,998,424	13.1%	
		Sub			\$2,352,722	2.4%	
Other Business Enterprise Total			\$1,204,585	45.0%	\$15,351,145	15.5%	
Women Business Enterprise		Prime	\$553,850	20.7%	\$3,632,675	3.7%	
		Sub			\$2,064,934	2.1%	
Women Business Enterprise Total			\$553,850	20.7%	\$5,697,609	5.7%	
LBE Total			\$1,777,625	66.5%	\$31,592,011	31.9%	
Non-LBE		Prime	\$897,425	33.5%	\$62,307,939	62.9%	
		Sub			\$5,234,982	5.3%	
Non-LBE Total			\$897,425	33.5%	\$67,542,921	68.1%	
Grand Total			\$2,675,050	100.0%	\$99,134,932	100.0%	

From: [Mchugh, Eileen \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Laxamana, Junko \(BOS\)](#); [Ng, Wilson \(BOS\)](#)
Subject: FW: Board of Supervisors Notification - Winter Storm January 2021
Date: Tuesday, January 26, 2021 4:49:00 PM
Attachments: [KeepingWarm-012621-FI.pdf](#)
[KeepingWarm-012621-CH-v2.pdf](#)
[KeepingWarm-012521.pdf](#)
[KeepingWarm-012621-SP.pdf](#)

Hello,

Please see the below email and the attached fliers from Director Carroll.

Thank you,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-7703 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

From: Carroll, Maryellen (DEM) <maryellen.carroll@sfgov.org>
Sent: Tuesday, January 26, 2021 3:33 PM
To: BOS-Supervisors <bos-supervisors@sfgov.org>; BOS-Legislative Aides <bos-legislative_aides@sfgov.org>
Cc: Lim, Victor (DEM) <victor.lim@sfgov.org>; Zamora, Francis (DEM) <francis.zamora@sfgov.org>
Subject: Board of Supervisors Notification - Winter Storm January 2021

Dear Honorable Supervisors and Aides,

In anticipation of heavy wind and rain that is expected to arrive this evening and remain for the next few days, San Francisco is increasing efforts to prepare and respond to the storm while reminding residents of the steps they can take to get ready. Key tips on wet weather safety are available in our threshold languages at <https://www.sf72.org/hazard/severe-storms>. A multilingual flyer is also attached for you to share with your constituents, community partners, and businesses.

San Francisco's Emergency Operations Center (EOC) will monitor storm activity and any impacts to the City. The EOC will coordinate the City's response and provide support to emergency crews in the field. Today's situation report is provided below and includes additional detail on San Francisco's planning and response activities.

Please feel free to email us if you have any questions. Thank you.

COVID-19 Operations:

As a safety precaution, some outdoor COVID activities will close or reduce hours during this week's severe weather.

Changes in COVID-19 Testing Site Hours:

- Potrero Hill Health Center at 1050 Wisconsin Street will close Tuesday, January 26, 2021 at noon and will reopen Friday morning.
- Embarcadero Testing Site at Pier 30-32 will reduce hours on January 26, 2021 and will close at 4:00 pm

Site evaluations continue for all testing locations and adjustments we will be made as necessary.

People with appointments can go to sf.gov/gettestedsf or call 311 to check for impacts to your testing site this week.

-

Change in COVID-19 Vaccination Site Hours:

For the health and safety of patients and healthcare workers, we are temporarily pausing vaccinations at the City College High Volume Vaccination Site from noon Tuesday until Friday morning. Many patients who had appointments Tuesday afternoon were vaccinated that morning prior to close. Patients scheduled for Wednesday are being contacted and rescheduled by UCSF as early as Friday. There will be no vaccine left unused due to these scheduling changes and no appointments were cancelled.

San Francisco's Safe Sleeping Locations:

Improvements to San Francisco's Safe Sleeping Villages were implemented prior to the winter season to keep Safe Sleep guests and their belongings safe and dry onsite during wet weather. Intakes for new residents will continue during wet weather and canopies will be utilized to shelter staff and guests at intake. Canopies will shelter charging stations and tarps will be placed over tents and under tents. In some cases, pallets or platforms will raise tents up to avoid groundwater. Sandbags will help direct water away from tent spaces and towards storm drains. Rain ponchos and mylar blankets will be provided as needed.

Other Citywide Storm Response Activities:

The Homeless Outreach Team (SFHOT) will activate a wet weather response with wellness checks, information, supplies and placements when possible. SFHOT will be out in the community with water, socks and blankets will encourage people to utilize resources available to come inside. SFHOT will also make referrals to all available resources for providers or unsheltered individuals seeking access to winter shelter.

Per DPH guidance, the pre-COVID approach to pop-up and emergency shelters, including daily or weekly access to shelter during wet/cold weather is not recommended. As a result, CCC will not stand up emergency or pop-up shelters. This guidance was shared with the Board of Supervisors by the Department of Homelessness and Supportive Housing in December.

To prepare for this week's storms, the SFPUC has allocated crews to deep-clean catch basins using high-powered vacuum trucks, assigned employees to proactively monitor low-lying areas of the City that are prone to flooding, and assembled on-call teams in collaboration with San Francisco Public Works to clear leaves and debris from the top of the catch basin grates to help stormwater drain more effectively during and after a storm event.

Last night and early this morning, the SFPUC deployed temporary interlocking flood barriers along 17th and Folsom Streets—a low-lying area with increased flood risks—to help minimize the impacts of heavy rains in the neighborhood. The flood barriers will remain in place until the rains subside.

San Francisco Public Works is deploying extra tree crews to respond to downed limbs and trees. Engineers were out Monday assessing areas prone to landslides to put necessary precautions in place, and they will remain on standby throughout the duration of the storm. In addition, street inspectors are working with contractors to ensure construction zones in the public right of way are safely secured. Street repair crews have extra supplies on hand to respond quickly to emergencies.

Situation Report - Severe Weather

Situation Summary:

DEM held a Coordination call yesterday in partnership with National Weather Service, CCC Operations, and city/partner agencies. The National Weather Service (NWS) has predicted a storm system to arrive in San Francisco Bay Area the evening of Tuesday, January 26, 2021 through Thursday, January 28, 2021. There is a slight chance of thunderstorms that will appear through the Bay Area on Thursday, January 28th. The North and South Bay will be hit heaviest with widespread rainfall and wind gusts of up to 60+ mph.

San Francisco is not currently under a flash flood watch, but there may be periods of heavy rain passing through. The heaviest rain is predicted to arrive Tuesday evening into Wednesday morning with rain of an inch per hour. NWS will send out flood advisories as needed.

A High Wind Watch for San Francisco is in effect Tuesday evening through Wednesday Morning. Winds will increase Tuesday afternoon with sustained winds of 25 to 35 mph. Wind gusts of 40-60+ mph can be expected near high rises and Sutro Hills. Power outages, downed trees, and flooding in problem areas are to be expected.

Weather Outlook:

Tuesday – High near 54. Light and variable wind becoming south 10 to 15 mph in the afternoon. Winds could gust as high as 20 mph. Chance of precipitation is 80%. New precipitation amounts between a tenth and quarter of an inch possible.

Tuesday Night – Rain, heavy at times. Temperature rising to around 52 by 5am. Windy, with winds of 26 to 31 mph decreasing to 17 to 22 mph after midnight. Winds could gust as high as 60 mph. New precipitation amounts between 1 and 2 inches possible.

Wednesday – Rain likely. Mostly cloudy, with a high near 58. South wind 9 to 13 mph. Chance of precipitation is 70%. New precipitation amounts between a tenth and quarter of an inch possible.

Wednesday Night – Rain. Low around 50. South southeast wind around 11 mph, with gusts as high as 24 mph. Chance of precipitation is 90%. New precipitation amounts between a quarter and half of an inch possible.

Thursday – Rain before 10am, then showers and possibly a thunderstorm between 10am and 4pm, then rain likely and possibly a thunderstorm after 4pm. High near 58. South wind 10 to 13 mph, with gusts as high as 21 mph. Chance of precipitation is 90%. New rainfall amounts between a quarter and half of an inch possible.

Thursday Night – Rain likely, mainly before 10pm. Mostly cloudy, with a low around 46. Chance of precipitation is 60%. New precipitation amounts of less than a tenth of an inch possible.

Joint Information Section:

- 311 has SFdata available for downed trees and flooding.
- JIC has developed a Winter Storm Social Media Toolkit that is available to PIOs.
- SF72.org has been updated with latest information.
- Issued press release on 1/25.
- Will be working with DEM Watch to push out AlertSF message to the public about the storm.
- Contact JIC at 415-558-2712 or dempres@sfgov.org.

Critical Updates:

Health and Human Services Branch
- Department of Public Health (DPH)

- Send out messaging of available services to DPH leadership, critical partners, and coalition members. EMS will monitor the system and track for any hospital diversions.

- Public Health COVID Testing and Vaccination

- Adjusted testing site hours due to forecasted high winds.
- Embarcadero is closing today at 1600 and will reopen Wednesday at 0800, weather permitting.
- Potrero Hill Health Center is closing today at 1200 and will be closed through Thursday evening.
- Testing staff have rain gear and sandbags are being distributed to testing sites today. Heavy jackets have been ordered but have not yet arrived.
- Embarcadero tents were reinforced last night.
- Color notified everyone with an appointment at Alemany/Embarcadero that site hours are weather dependent.

- City College vaccination site will close this afternoon and reopen Friday morning due to high winds and rain.
- Developing a call down process for closure of a Community Site.
- Site closure triggers:
- Wind:
- Gusts that prevent tents from being constructed and medical staff to keep their PPE on safely (this is around 30mph)
- Lightning:
- Any lightning will cause a pause in testing as this is a safety issue for staff and patients, especially since our testing is outside
- Rain:
- If there is a prediction of more than 2 inches for the entire day
- There is enough rain that the tents are soaked through
- The site starts to flood impeding entering or exiting

- Homelessness and Supportive Housing (HSH)

- SFHOT has activated their wet/cold emergency protocols that include:
- SFHOT will continue to offer available resources including referrals to the overnight Interfaith Winter Shelter Program to unsheltered individuals
- SFHOT Street Outreach will increase wellness checks and distribute appropriate resources.
- SFHOT Case Management will conduct wellness checks on clients in stabilization rooms and conduct outreach including distribution of appropriate resources in surrounding areas.
- HSH will request all providers within the Homelessness Response System share appropriate resources with guests and increase wellness checks on vulnerable clients.
- HSH will share appropriate wet/cold messaging through social media and with established notification lists that include HSH staff, non-profit providers, members of the Local Homelessness Coordinating Board (LHCB), elected officials and community members.

- CCC Human Services Branch

- Mitigation efforts have been completed at safe sleeping sites and Site F. Guests have been notified of upcoming weather event.
- Close coordination with the Port continues to ensure power remains online and fencing remains secure.
- Prepared to offer logistics support to HSH as needed.

Public Safety Branch

- San Francisco Police Department (SFPD)

- SFPD will monitor the weather and any impacts to the city through the Department Operations Center. Regular staffing and ready to assist SFPW and DPT.

- San Francisco Sheriff's Department (SFSD)

- Is standing by and will check on generators at city facilities in case of any power outages caused by the storm and clearing debris from drains near facilities.

- San Francisco Fire Department (SFFD)

SFFD has full staffing and will be available for downed trees and power lines. Safety messages will also be shared on social media accounts to help reduce distress calls related to cliff hiking and water activities.

- Division of Emergency Communications (DEC)

- Verified contact information with SF Homeless Outreach Team if sheltering is requested

Transportation Branch

- San Francisco Municipal Transportation Agency (SFMTA / MUNI)

- Follow standard safety and operating procedures to check, monitor, mitigate, and prepare infrastructure, assets, and facilities.
- Monitor subway, stations, and transit routes/areas that are prone to flooding (e.g., The Embarcadero) and respond accordingly.
- Have equipment (e.g., pumps) checked and pre-positioned for emergency response.
- Remind Transit Operators and field crews of "Safety First" in driving and working in inclement weather.
- Watch out for and report downed wires or trees.
- Maintain communications with SFPD, SFFD, DEM and other pertinent City departments and agencies for situation awareness, incident coordination, and unified public messaging.
- Plan for rapid deployment of re-routes, shuttles, PCOs, engineers, maintenance crews, and/or customer service representatives to assist with transit and traffic incidents.

- Port of San Francisco

- Heavy weather contingency plan activated.
- Boat owners have been notified of the storm.
- Monitoring Pier 14 and Embarcadero for flooding.
- Standing by to assist with flooding at Pier 32.

- San Francisco International Airport (SFO)

- SFO does anticipate some impact to passenger travel due to weather.
- Severe weather and high-wind protocols have been implemented, including advisories to airlines and airport tenants.
- Construction operations will be modified during the weather event.
- SFO and San Mateo County will be continuing with the Wednesday morning vaccine distribution site simulation and have verified items at the distribution site have been secured.

Infrastructure Branch

- Department of Building Inspection (DBI)

- Clear debris around drainage areas from work sites.
- Inspectors on standby.

- San Francisco Public Works (SFPW)

- Construction site and hillside hotspot inspections continue.
- 9,000 sandbags in stock for public, social media messaging has gone out.
- Crews are proactively cleaning flood-prone areas.
- Diverting crews to assist with storm response and requesting voluntary overtime.

Radio room will be receiving calls and actively monitoring 311.

- Extra tree crew will be on call and outside contractors have been notified.
- PUC has direct contact information if needed during overnight hours.

- San Francisco Public Utilities Commission (SFPUC)

- SFPUC, in coordination with SFPW, has activated Storm Watch Operations.
- Crews assigned to deep-clean catch basins using high-powered vacuum trucks.
- Crews will proactively monitor low-lying areas of the City that are prone to flooding.
- Assembled on-call strike teams in collaboration with San Francisco Public Works to clear leaves and debris from the top of the catch basin grates to help stormwater drain more effectively during and after a storm event.
- Deployed temporary interlocking flood barriers along 17th and Folsom Streets—a low-lying area with increased flood risks—to help minimize the impacts of heavy rains in the neighborhood. The flood barriers will remain in place until the rains subside.

Partner Agencies / Department Operations Centers:

- CalOES

- Coastal Regional Operations Center is open.
- Monitoring the storm locally as well as other regions, especially in the North and South Bays where it will be heavily affected.
- Able to assist if needed.

Next Steps:

DEM will continue to monitor and provide updates as necessary.

DEM Contact Information:

Duty Officer (415) 260-2591

Watch Center Operations (415) 558-2738 / Mon-Sun, 0600-2200 Hrs

Email: demdutyofficer@sfgov.org

Mary Ellen Carroll
Executive Director
City and County of San Francisco
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
Tel.: 415-558-2745
Fax: 415-558-3892



Keeping safe and warm during extreme cold

Some homes in San Francisco can become especially cold when temperatures are low. Even when it is very cold, we still must do what we can stop the spread of COVID-19 by staying home as much as possible and not mixing households. Use the following extreme cold weather tips to stay healthy, warm and safe this winter:



Heat safely. Do not use the stove to warm your home. Have extra blankets, sleeping bags, and warm winter coats. Use space heaters accordingly. Make sure to have smoke and carbon monoxide alarms installed.



Avoid alcoholic or caffeinated drinks. Instead drink warm beverages, such as tea or broth, to help keep yourself warm. Eat well-balanced meals.



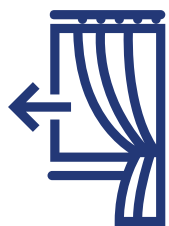
Stay warm. Wear layers to maintain your body heat and wear a hat. Keep your feet warm with socks and slippers. Excess sweating will cause your body to lose more heat, so remove extra layers of clothing whenever you feel too warm.



Call, text, chat or video loved ones to check on them, especially older adults, since they make less body heat because of a slower metabolism.



Call 3-1-1 if you need help with heating utility bill assistance.



Conserve heat. Avoid unnecessarily opening doors or windows. Place rolled towels or rags in cracks under doors. Close off unused rooms. Weatherize doors and windows with plastic wrap or blankets. Make sure your heat sources do not require extra ventilation before closing off any sources of airflow.



Call your health care provider if you are worried about your health during cold weather. **Call 9-1-1 for medical emergencies.**



sf72.org/hazard/cold-weather



City & County of San Francisco



嚴寒天氣杳然至 注意安全與保暖

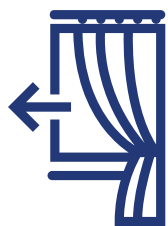
溫度驟降時，三藩市某些房屋的室內可能會變得特別寒冷。即使在嚴寒的天氣下，我們也必須盡一切可能，留在家中及不與非同住家庭聚會來阻止新型冠狀病毒 (COVID-19) 的傳播。以下是應付嚴寒天氣的提示，請在這個冬天多加利用以確保健康、溫暖和安全：



安全地令室內暖和。 不要認定只有室內暖氣才會令您的房屋暖和。備好額外的毛毯、睡袋和保暖的冬季大衣。如有需要，使用小型暖爐。並安裝煙霧和一氧化碳警報器。



保暖。 穿著多層衣服並戴上帽子以維持身體熱量。穿上襪子和拖鞋令腳部保持溫暖。出汗過多會使您的身體散失更多熱量，因此，每當您感到太熱時，應脫去多餘的衣服。



節約熱能。 避免不必要地打開門窗。將捲起的毛巾或碎布放在門下的裂縫中。關閉未使用的房間。用保鮮紙或毯子為門窗作防風措施。請確保在關閉任何空氣流通口前，您的暖氣系統不需要額外的通風。



避免飲用含酒精或咖啡因的飲料。 相反，請飲用一些暖和的飲料，例如茶或清湯，以保持身體溫暖。飲食要均衡。



打電話、發短信、使用聊天應用程式或透過視頻與親人保持聯絡，特別是長者，因為他們的新陳代謝率較慢，體溫容易降低。



致電3-1-1 - 如果您需要有關暖氣能源賬單的幫助。



致電您的醫療保健提供者 - 如果您擔心嚴寒天氣下的健康。致電9-1-1 - 在醫療緊急情況下。



sf72.org/hazard/cold-weather



City & County of San Francisco



Manatiling ligtas at mainit-init sa panahon ng matinding lamig

Ang ilang mga tahanan sa San Francisco ay maaaring maging lalong malamig kapag ang temperatura ay mababa. Kahit na sobrang lamig, dapat pa din nating gawin ang makakaya upang matigil ang pagkalat ng COVID-19 sa pamamagitan ng pananatili sa bahay hangga't maaari at hindi paghahalo ng mga sambahayan. Gumamit ng sumusunod na matinding malamig na mga impormasyon sa panahon upang manatiling malusog, mainit-init at ligtas sa taglamig:



Ligtas na magpainit. Huwag gamitin ang kalan upang magpainit ng iyong bahay. Magkaroon ng sobrang mga kumot, mga tulugan na bag, at mga coat na pangtaglamig. Gumamit ng mga space heater nang naayon. Tiyaking may naka-install na mga alarma at carbon monoxide na alarma.



Iwasan ang mga inuming nakalalasing o caffeine. Sa halip uminom ng maiinit na inumin, tulad ng tsa o sabaw, upang mapainit ang iyong sarili. Kumain ng balanseng pagkain.



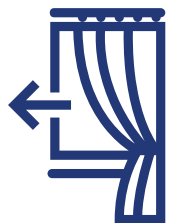
Manatiling mainit. Magsuot ng mga layer upang mapanatili ang init ng iyong katawan at magsuot ng sumbrero. Panatilihing mainit ang iyong mga paa sa mga medyas at tsinelas. Ang labis na pagpapawis ay magdudulot sa iyong katawan na mawalan ng mas maraming init, kaya alisin ang sobrang mga layer ng damit tuwing sa tingin mo ay masyadong mainit.



Tumawag, mag-text, mag-chat, o video sa mga mahal sa buhay upang suriin ang mga ito, lalo na ang mga matatanda dahil mas mababa ang init ng katawan dahil sa isang mabagal na metabolismo.



Tumawag sa 3-1-1 kung kailangan mo ng tulong sa singil sa kagamitan ng pagpapainit



Makatipid ng init. Iwasan ang hindi kinakailangang pagbubukas ng mga pintuan o bintana. Ilagay ang mga pinagsama na twalya o basahan sa mga bitak sa ilalim ng mga pintuan. Isara ang mga hindi nagamit na silid. Weatherize ang mga pintuan at bintana na may plastik na balot o kumot. Siguraduhin na ang iyong mga mapagkukunan ng init ay hindi nangangailangan ng sobrang bentilasyon bago isara ang anumang mga mapagkukunan ng daloy ng hangin.



Tawagan ang iyong tagabigay ng pangangalaga ng kalusugan kung nag-aalala ka tungkol sa iyong kalusugan sa panahon ng malamig na panahon. **Tumawag sa 9-1-1 para sa mga emerhensiyang medikal.**



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City & County of San Francisco



Manténgase a salvo y abríguese durante el frío extremo

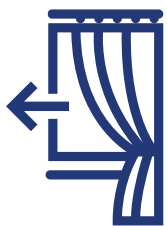
Algunas casas en San Francisco pueden ser especialmente frías cuando las temperaturas bajan. Incluso cuando hace mucho frío, debemos de hacer todo lo posible para detener la propagación de COVID-19: quedémonos en casa tanto como sea posible y evitemos reunirnos con personas de otros hogares. Siga los siguientes consejos para mantenerse saludable, abrigado y seguro durante el invierno, cuando el clima sea extremadamente frío:



Caliente su hogar de forma segura. No use la estufa para calentar su hogar. Tenga disponibles mantas adicionales, sacos de dormir y abrigos de invierno. Utilice los calefactores de forma adecuada. Asegúrese de tener instaladas alarmas de humo y de monóxido de carbono.



Manténgase abrigado. Vístase con varias capas de ropa y póngase gorro para mantener su cuerpo calentito. Use calcetines y pantuflas para mantener sus pies calientes. El exceso de sudoración hace que su cuerpo pierda calor, así que quítese las capas adicionales de ropa cuando se sienta demasiado abrigado.



Conserve el calor. Evite abrir puertas o ventanas innecesariamente. Coloque toallas o trapos enrollados en los huecos debajo de las puertas. Cierre las puertas de las habitaciones que no estén ocupadas. Selle las puertas y ventanas con película de plástico o con mantas. Asegúrese de que sus fuentes de calor no requieran ventilación adicional antes de cerrar cualquier fuente de flujo de aire.



Evite las bebidas alcohólicas o con cafeína. En su lugar, tome bebidas calientes como té o caldo para mantenerse calentito. Consuma alimentos balanceados.



Llame, envíe mensajes de texto o realice videollamadas con sus seres queridos para ver cómo están, especialmente con los adultos mayores, ya que ellos generan menos calor corporal debido a que tienen un metabolismo más lento.



Llame al 3-1-1 si necesita ayuda relacionada con la factura de los servicios de calefacción.



Llame a su proveedor de atención médica si está preocupado por su salud durante el clima frío. **Llame al 9-1-1 para emergencias médicas.**



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City & County of San Francisco

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)
Cc: [Somera, Alisa \(BOS\)](#)
Subject: FW: Housing Conservatorship Report
Date: Friday, January 22, 2021 9:44:00 AM
Attachments: [SF Housing Conservatorship Annual Report Updated 01.11.21.pdf](#)
[image002.png](#)

From: Almeida, Angelica (DPH) <angelica.almeida@sfdph.org>
Sent: Thursday, January 21, 2021 4:50 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Power, Andres (MYR) <andres.power@sfgov.org>; Lindler, Nicole (MYR) <nicole.lindler@sfgov.org>; Patil, Sneha (DPH) <sneha.patil@sfdph.org>; Lindsay, Claire (DPH) <claire.lindsay@sfdph.org>
Subject: Housing Conservatorship Report

Good Afternoon Angela Calvillo,

Pursuant to Ordinance NO.I08-19, Chapter 5 of the Administrative Code Sec. 5.37-1 – 5.37-5, please find the attached Housing Conservatorship Working Group annual report.

Of course, please let me know if there are any questions.

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January 2021

San Francisco Housing Conservatorship

Annual Evaluation Report

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Executive Summary

San Francisco's Housing Conservatorship Program is designed to serve individuals who are deemed unable to care for their health and well-being due to co-occurring serious mental illness and substance use disorder, using the least restrictive and most clinically appropriate treatment options. The Program was conceived in September 2018 through California Senate Bill 1045, and later amended in Senate Bill 40. Local implementation in San Francisco was authorized by Mayor London Breed and the Board of Supervisors in June 2019, and a 12-member Working Group was established to evaluate the overall effectiveness of the Housing Conservatorship and its impact on individuals and local systems of care.

As of the writing of this report, there have not been any individuals placed on conservatorship through this program; however, there is currently one case pending with the Superior Court of California. Partner agencies have used this opportunity to collaborate with existing providers to support stabilization in the community. Additionally, multiple individuals have been served in less restrictive settings, including Assisted Outpatient Treatment, and 12 individuals have received notice that they are on the pathway towards Housing Conservatorship.

San Francisco's Administrative Code (Sec. 5.37-1 – 5.37-5) sets the requirements for the Working Group's evaluation, as well as a timeline for submitting a preliminary evaluation report. The Working Group is charged with reporting on the following:

1. An assessment of the number and status of persons who have been recommended for a Housing Conservatorship, evaluated for eligibility for a Housing Conservatorship, and/or conserved under Chapter 5;
2. The effectiveness of these conservatorships in addressing the short- and long-term needs of those persons, including a description of the services they received;
3. The impact of conservatorships established pursuant to Chapter 5 on existing conservatorships established pursuant to Division 4 of the California Probate Code or Chapter 3 of the California Welfare and Institutions Code, and on mental health programs provided by the City;
4. The number of detentions for evaluation and treatment under WIC §5150 of the California Welfare and Institutions Code that occurred in San Francisco during the evaluation period, broken down by the type of authorized person who performed the detention (e.g., peace officer or designated member of a mobile crisis team); and
5. Where a detention for evaluation and treatment under WIC §5150 was performed by a peace officer, an explanation as to why the peace officer was the appropriate person to perform the detention.

Report Summary

This report provides context on the background and implementation of the San Francisco Housing Conservatorship Program, as well as an overview of key partners and eligibility criteria. To the extent possible, the report includes findings available to address the evaluation requirements above.

This is the second Housing Conservatorship evaluation report and, at the time of submission, no individuals have been conserved. As such, this report provides a baseline exploration of the findings that will be reported in subsequent annual evaluations—including an estimate of WIC §5150 holds in Fiscal Year 2019-2020—as well as insights into the conditions necessary for successful data collection, tracking, and analysis.

Introduction

In September 2018, California Governor Jerry Brown signed Senate Bill 1045 (SB 1045), the Housing Conservatorship Program, into law. SB 1045 created a five-year mental health conservatorship pilot program for adults with serious mental illness and substance use disorder treatment needs who meet strict eligibility requirements, with a focus on providing housing and wraparound services.

SB 1045 was revised in October 2019 when Governor Newsom signed Senate Bill 40 (SB 40) into law. SB 40 made technical amendments to SB 1045, including adding a Temporary Conservatorship requirement, clarifying the role of Assisted Outpatient Treatment (AOT), including additional due process protections, and reducing the length of the conservatorship to six months. San Francisco Mayor London Breed and the Board of Supervisors authorized local implementation of SB 1045 in the City and County of San Francisco in June 2019, and established a Housing Conservatorship Working Group to evaluate the effectiveness of the pilot program.

This report provides an overview of San Francisco's Housing Conservatorship pilot and an annual evaluation update based on the requirements outlined in Chapter 5 of San Francisco's Administrative Code (Sec. 5.37-1 – 5.37-5).

The San Francisco Housing Conservatorship Program

The intent of Housing Conservatorship is to help people who are deemed unable to care for their health and well-being due to co-occurring serious mental illness and substance use disorder, and to treat individuals with the least restrictive and most clinically appropriate intervention needed for the protection of the person.

As of November 2020, San Francisco's Office of the Public Conservator currently oversees the care of 627 individuals under existing law, the Lanterman-Petris-Short Act (LPS). The LPS Act went into full effect in 1972 and provides counties with the ability to seek conservatorship of individuals who are considered gravely disabled due to serious mental illness or chronic alcoholism. Conservatorship under LPS does not provide for mental health conservatorship due to the impacts of substance use disorder, outside of alcohol. Housing Conservatorship creates a new type of mental health conservatorship for these individuals who are not currently covered under existing law.

Eligibility

In order to qualify for conservatorship, which is authorized through court proceedings, an individual must be dual-diagnosed with a serious mental illness and with a substance use disorder as defined by the law, and have been evaluated for a psychiatric emergency eight or more times in a 12-month period under an involuntary hold under California Welfare and Institutions Code (WIC) §5150.¹ In addition, the individual must have been provided with opportunities to engage in voluntary treatment, and the Office of the Public Conservator must determine through their initial investigation and prior to submitting a petition to the court, that a Housing Conservatorship is the least restrictive intervention for the protection of the individual. At the time that the Housing Conservatorship pilot was

¹ A WIC §5150 hold is issued to individuals who present an imminent danger to themselves or others, or are gravely disabled due to a mental disorder.

authorized for implementation in San Francisco, the Department of Public Health estimated approximately 50-100 individuals eligible under the criteria above.

Referral and Engagement

A person may be referred for an evaluation to determine eligibility for Housing Conservatorship by the Sheriff, Director of Health, Director of the Human Services Agency, or their designees. Directors of agencies that provide comprehensive evaluation or facilities that provide intensive treatment, such as hospitals that perform psychiatric evaluations, may also refer an individual if the individual meets the eligibility criteria.

Housing Conservatorship in San Francisco is designed to maximize engagement in voluntary treatment and other appropriate housing options before the Office of the Public Conservator submits a petition for conservatorship. This element of the Conservatorship exceeds current laws and practices under LPS conservatorships. Housing Conservatorship includes due process protections and the right to be represented by the Public Defender. Housing Conservatorships will terminate after six months unless there is a demonstrated, continued need for conservatorship services. The Office of the Public Conservator is required to submit a report to the court every 60 days to demonstrate the continued need for conservatorship. Furthermore, the Office of the Public Conservator must request termination of the conservatorship before the expiration date if the person's condition no longer warrants it. Like LPS conservatorship, persons will be provided with an individualized treatment plan, including wrap-around services, trauma-informed and gender responsive treatment, and placement in a setting that is appropriate to meet their service needs. After exiting Housing Conservatorship, the Department of Homelessness and Supportive Housing will provide permanent supportive housing to individuals who are able to live in an independent level of care. It should be noted that these cases are particularly complex, with a high rate of conserved individuals experiencing homelessness and a relative shortage of housing available to those generally in need in San Francisco.

Housing Conservatorship Partners

San Francisco's Housing Conservatorship pilot is designed to be a collaborative and responsive program regarding both implementation and oversight. Key partners include:

Public Conservator

The Office of the Public Conservator is responsible for investigating all referrals for the Housing Conservatorship program and determining that individuals who are referred meet the strict program requirements. The City Attorney will represent the Public Conservator in court for the Housing Conservatorship program. The Public Conservator has established a specialized unit within the program's team of clinicians that will have responsibility for closely overseeing all individuals who are served by the Housing Conservatorship program.

Care Team

Implementation of the Housing Conservatorship pilot leverages existing Care Team staff from the City's Assisted Outpatient Treatment (AOT) program, including a program manager (psychologist), three clinicians, and two team members to provide peer and family support.

Working Group

In compliance with the Administrative Code, the City and County of San Francisco has created a Housing Conservatorship Working Group to evaluate the effectiveness of the pilot implementation. The Working Group is tasked with submitting annual reports to the Board of Supervisors, Mayor's office, and the State Legislature. Facilitation and administration of the Working Group is managed by San Francisco's Department of Public Health. The Working Group is comprised of 12 members, appointed as follows:

- Kelly Dearman, Seat 1, representative of disability rights advocacy groups, appointed by the Mayor
- Jessica Lehman, Seat 2, representative of disability rights advocacy groups, appointed by the Board of Supervisors
- Simon Pang, Seat 3, representative of labor unions, appointed by the Mayor
- Jennifer Esteen, Seat 4, representative of labor unions, appointed by the Board of Supervisors
- Rachel Rodriguez, Seat 5, representative of organizations providing direct services to homeless individuals or families, appointed by the Mayor
- Sara Shortt, Seat 6, representative of organizations providing direct services to homeless individuals or families, appointed by the Board of Supervisors
- Dr. Mark Leary, Seat 7, an employee of a hospital located in San Francisco with experience in mental health and substance use disorders, appointed by the Director of Health
- Marlo Simmons, Seat 8, an employee of the Behavioral Health Services program of the Department of Public Health, appointed by the Director of Health
- Jose Orbeta, Seat 9, an employee of the Department of Public Health, appointed by the Director of Health
- Jill Nielsen, Seat 10, an employee of the Human Services Agency, appointed by the Director of the Human Services Agency
- Dedria Black, Seat 11, an employee of the Department of Homelessness and Supportive Housing, appointed by the Director of the Department of Homelessness and Supportive Housing
- Sgt. Kelly Kruger, Seat 12, an employee of the San Francisco Police Department, appointed by the Chief of Police

Other Partners

San Francisco's Housing Conservatorship pilot leverages key partners from across the local system of care, and individuals will have access to a wide range of services that are responsive to their treatment needs. Key partners include the courts, the Public Defender's Office, the City Attorney's office, the Department of Disability and Aging Services, Zuckerberg San Francisco General Hospital, and the Department of Public Health's Whole Person Care program.

Housing Conservatorship Evaluation

Central to the launch of San Francisco’s Housing Conservatorship pilot is ongoing and informative evaluation, designed to gauge the success of the program as it develops and highlight opportunities for enhancement. The following sections of this report summarize the pilot’s evaluation requirements, as well as corresponding methods.

Evaluation Requirements

SB 40 and the San Francisco Administrative Code (Sec. 5.37-1 – 5.37-5) have charged the Housing Conservatorship Working Group with managing an evaluation of the pilot’s overall effectiveness. According to the San Francisco Administrative Code, annual evaluation reports to the Mayor and Board of Supervisors are to include the following findings:

1. An assessment of the number and status of persons who have been recommended for a Housing Conservatorship, evaluated for eligibility for a Housing Conservatorship, and/or conserved under Chapter 5;
2. The effectiveness of these conservatorships in addressing the short- and long-term needs of those persons, including a description of the services they received;
3. The impact of conservatorships established pursuant to Chapter 5 on existing conservatorships established pursuant to Division 4 of the California Probate Code or Chapter 3 of the California Welfare and Institutions Code, and on mental health programs provided by the City;
4. The number of detentions for evaluation and treatment under WIC §5150 of the California Welfare and Institutions Code that occurred in San Francisco during the evaluation period, broken down by the type of authorized person who performed the detention (e.g., peace officer or designated member of a mobile crisis team); and
5. Where a detention for evaluation and treatment under WIC §5150 was performed by a peace officer, an explanation as to why the peace officer was the appropriate person to perform the detention².

In order to promote the efforts of the Working Group and ensure a high-quality, objective evaluation, the Department of Public Health and Department of Disability and Aging Services have contracted with Harder+Company Community Research to lead the evaluation as an external partner. Harder+Company has worked closely with the Working Group to review the requirements of this evaluation, discuss

² This annual evaluation meets the reporting requirements set out in San Francisco’s Administrative Code. For a full list of annual reporting requirements, including those outlined in SB 40, please see Appendix B.

appropriate evaluation methods, and develop protocols to gather necessary data and feedback from partners.

Evaluation Methods

Methods for this evaluation were designed in collaboration between Harder+Company Community Research, the Department of Public Health, and the Department of Disability and Aging Services, with input from the Housing Conservatorship Working Group. These evaluation methods were selected to address the evaluation requirements set out in local San Francisco ordinance, as well as in SB 40:

- **Analysis of client-level data.** Evaluation of the Housing Conservatorship pilot's effectiveness at the individual level will be largely determined using client-level data gathered from multiple local agencies. Using descriptive and inferential statistical analysis, these data will be used to examine changes in client outcomes and the overall demographic landscape of those conserved.
- **Analysis of population-level data.** One of the potential indicators of the Housing Conservatorship pilot's impact is the presence of any change in the total number of WIC §5150 evaluations and detentions across San Francisco. The pilot's evaluation will track population-level counts of 5150s over time, beginning with Fiscal Year 2018-19³.
- **Individual client surveys.** Surveys will be administered on a regular basis to individuals conserved under the San Francisco Housing Conservatorship, to gauge overall experience and attitude toward the pilot program.
- **Family and stakeholder feedback.** Given the nature of this pilot program, it is especially important to gather input from family members and stakeholders whenever possible. The evaluation will gather feedback, when feasible, from family members, service partners, and other stakeholders to gauge impressions of the pilot and suggestions for improvement. Feedback may be gathered through surveys, focus groups, interviews, or any combination of these data collection methods.

Evaluation Findings

This section details, to the extent possible, the evaluation findings required by San Francisco Administrative Code.

Conserved Individuals and System-Level Impact

Evaluation requirements 1-3 outlined in San Francisco Administrative Code (Sec. 5.37-1 – 5.37-5) call for reporting on the number and status of conserved individuals, the overall effectiveness of their conservatorships, and the broader impact of the Housing Conservatorship pilot on existing services in San Francisco. At the time of this annual report's submission, the Housing Conservatorship pilot has yet to serve any individuals with a petition for Conservatorship. Therefore, findings are not included for these three evaluation requirements. The Superior Court of California approved forms for submission in June 2020, paving the way for a petition to be filed. Given the need to serve individuals that are on the pathway

³ 5150 estimates do not include data from all psychiatric units and emergency departments in San Francisco. These limitations are detailed further in the following section.

towards Housing Conservatorship, specifically at each WIC §5150 after the 5th in a 12-month period, the ability to move forward with cases was significantly delayed by court forms not being available prior to that date. Despite this, the Department of Public Health has used the opportunity to support individuals in voluntary services, identify individuals who may be appropriate candidates for Housing Conservatorship, and begin providing appropriate due process notifications.

WIC §5150 Evaluations in San Francisco

The evaluation requirements outlined in San Francisco Administrative Code (Sec. 5.37-1 – 5.37-5) also call for reporting on the total number of WIC §5150 detentions performed during the evaluation period, broken down by the type of authorized person who performed the detentions. This annual evaluation report includes available data on WIC §5150 detentions performed in San Francisco during Fiscal Year 2019-20. This population-level data will be used in subsequent annual evaluations as a comparison to examine any change in the total number of WIC §5150 evaluations and detentions across San Francisco. The comparison of data points before and after the implementation of the Housing Conservatorship pilot may be one useful way to measure the impact of the program.

Data on the total number of WIC §5150 evaluations and detentions that occurred in San Francisco during Fiscal Year 2019-20 is derived from two primary sources: (1) SFDPH's Coordinated Care Management System (CCMS) database, which tracks the individuals seen at Zuckerberg San Francisco General Hospital's Psychiatric Emergency Services (PES) department, and (2) direct outreach to local hospitals treating individuals placed on WIC §5150 holds.

CCMS data. Records retrieved from the CCMS database indicate a total of 2,224 WIC §5150 holds at PES in Fiscal Year 2019-20, attributed to 1,048 unique individuals. These individuals were majority male (68%) and the most common age range was 30-39 years old (27%). As in previous years, individuals identifying as Black/African American were significantly overrepresented within the population assessed at PES (31%).

Individuals seen at PES in Fiscal Year 2019-20 averaged 2.8 visits per person and 78% utilized urgent or emergent services over the course of the year. In terms of connections to care, 4% had contact with primary care at least once during the year, 13% had an assigned intensive case manager, and 32% have been assessed for Coordinated Entry (62% are known to have experienced homelessness in the last year).

In total, 450 of these individuals were detained at PES *at least* twice over the course of the year, 113 individuals were detained four or more times, and 11 were detained eight or more times under WIC §5150.

Local hospital data. In an effort to compile a more comprehensive estimate of WIC §5150 holds across San Francisco, outreach was conducted with a number of local providers through the Hospital Council of Northern and Central California. In addition to PES, four hospital systems shared *aggregated* WIC §5150 totals for Fiscal Year 2019-20 (i.e., estimated totals did not include unique identifiers that could be matched across hospitals): California Pacific Medical Center; Saint Francis Memorial Hospital; Saint Mary's Medical Center; and the University of California, San Francisco. In total, these four providers reported 6,751 WIC §5150 holds.

Because the data received from local hospitals is de-identified and aggregated, it is not possible to ascertain the number of unique *individuals* detained under WIC §5150 in their facilities. However, combining the total count of detentions with that retrieved from the CCMS database provides a somewhat robust estimate of citywide WIC §5150 detentions.

WIC §5150 Detentions

Partial estimate of population-wide WIC §5150 holds in San Francisco for Fiscal Year 2019-20: **8,975***

*Includes data on total instances from Psychiatric Emergency Services at Zuckerberg San Francisco General Hospital, and from four local medical centers

Exhibit 1. Partial total of WIC §5150 detentions that occurred in San Francisco during the evaluation period

Data Source	Unique Individuals	Total 5150 Count
SFDPH: Coordinated Care Management System (CCMS)	1,048	2,224
Local hospital systems	-	6,751
Total unduplicated cases	-	8,975

One aim of the evaluation moving forward is to improve the quality and consistency of data compiled from local hospitals, as well as the total number of hospitals reporting data. Moving forward, effectively tracking the true count of WIC §5150 holds across San Francisco will require a new and streamlined workflow, with involvement from multiple partners. Efforts to resolve these limitations are discussed further in the final section of this report.

Peace Officer Involvement in WIC §5150 Evaluations

In addition to tracking the total number of WIC §5150 holds in San Francisco, the Administrative Code (Sec. 5.37-1 – 5.37-5) charges the evaluation with further examining instances where peace officers were involved, to address the question of why a peace officer was the appropriate individual to respond in these cases. Reporting on this question is especially relevant as Mental Health SF reforms related to peace officer involvement in behavioral health crises launch across San Francisco in the coming year.

Approach. In order to explore the issue of officer involvement in holds and detentions, the Fiscal Year 2019-20 Housing Conservatorship evaluation includes an in-depth analysis of police incident reports for cases that resulted in a WIC §5150 detention. Specifically, the analysis was designed to address the following questions:

- Why were officers called to incidents resulting in WIC §5150 detentions?
- Who was detained under WIC §5150 in these incidents?
- Where did the incidents resulting in officer-involved WIC §5150 detentions take place?

While addressing these learning questions does not necessarily offer an explanation for why an officer was the appropriate responder in every instance, or what other alternatives existed in that moment, the analysis does offer after-the-fact insights into how often a police response may be needed (e.g., active violence, presence of a weapon).

Sample. In order to conduct this analysis, the evaluation team worked with SFDPH and SFPD to retrieve the necessary police incident reports from Fiscal Year 2019-20. Records from SFPD indicate that officers were involved in the detention of an estimated 2,281 individuals under WIC §5150, representing 3,043 cases in total. The evaluation team selected thirty dates (non-holidays) at random from Fiscal Year 2019-20, then formally requested all SFPD incident reports from those dates, for cases that resulted in a WIC §5150 detention. In total, the evaluation team received 147 detailed incident reports.

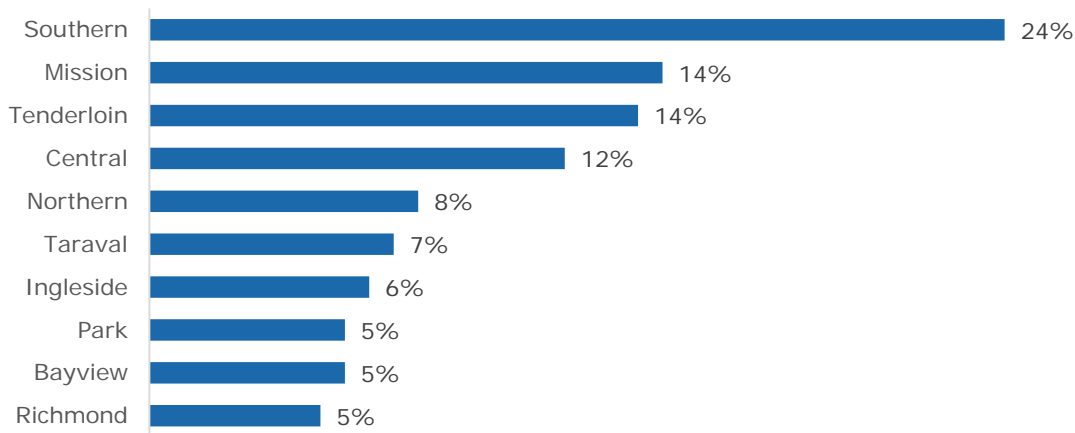
Analysis. Members of the evaluation team reviewed each of the 147 SFPD incident reports in detail, pulling out key data points throughout the process. These data

points, designed to address the learning questions above, included incident location, detainee demographic information, details on the circumstances leading up to the emergency call, details on any weapons involvement or resulting harm, and the officer’s determined justification for instituting the WIC §5150 detention. Members of the evaluation team presented initial findings to the Evaluation Working Group in October 2020 and, after receiving feedback and further inquiry requests, performed additional analyses and shared revised findings the following month.

Findings. Results of the SFPD incident report analysis are presented below, followed by a note on limitations and generalizability, given the sample size of 147 reports.

The most common location for officer-involved WIC §5150 detentions in this sample was SFPD’s Southern district, followed by the Mission and Tenderloin districts.

Exhibit 2. Location of WIC §5150 Detentions by District (n=147)



The majority of individuals detained in this sample were identified as Male, with most falling between the ages of 20-49.

Exhibit 3. Gender of Detained Individuals (n=147)

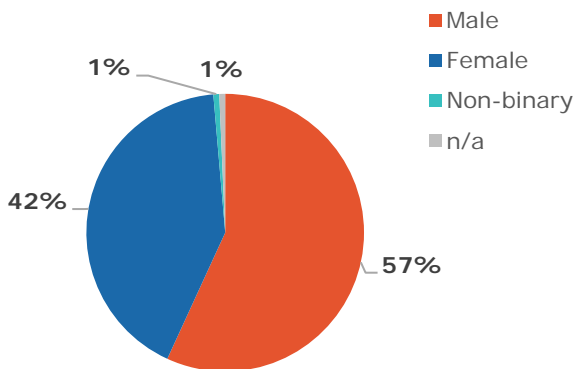
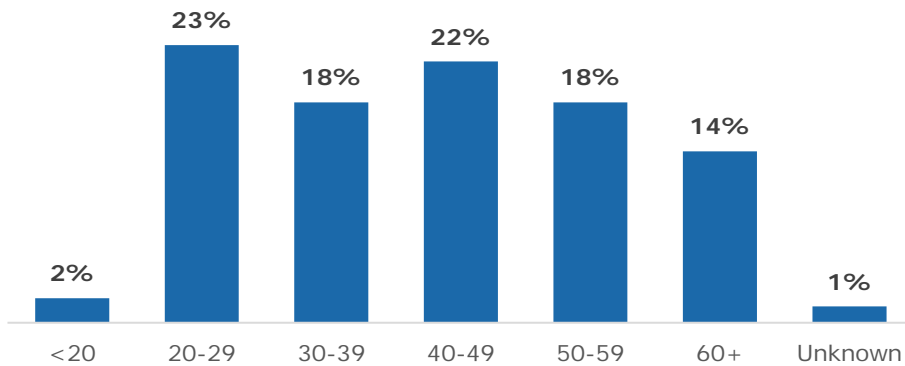
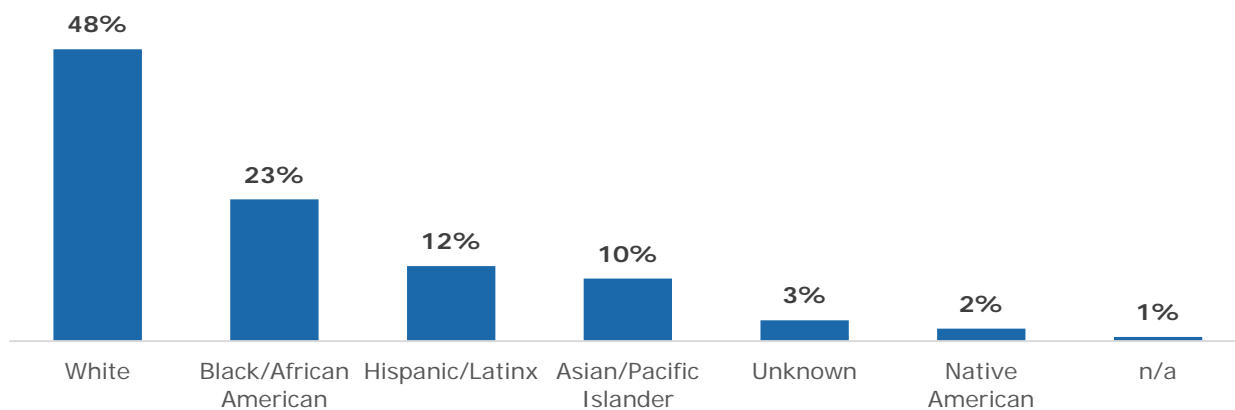


Exhibit 4. Age of Detained Individuals (n=147)



Just under half of detained individuals in the sample were identified as White, while 23% were identified as Black/African American. This estimate constitutes a significant over-representation of Black/African American individuals, given a population presence citywide of approximately 5.6%.⁴ Of note, it is not known if police are more often called in instances involving individuals who are Black/African American, but this data does speak to the value of having a non-law enforcement response such as the Street Crisis Response Team that is being implemented through Mental Health San Francisco. Data from this project will be of particular interest in comparison and reviewing impact over subsequent years.

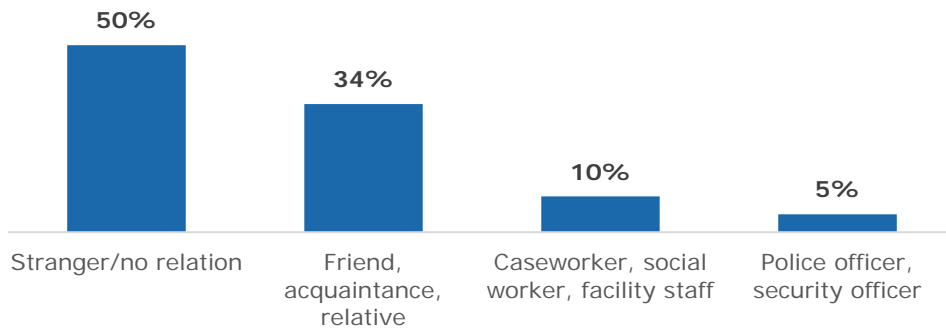
Exhibit 5. Race/Ethnicity of Detained Individuals (n=147)



Approximately half of the calls placed to emergency services in the sample that resulted in an officer-involved WIC §5150 detention were placed by someone of no relation to the individual—typically a stranger or bystander. Slightly over one third of calls were placed by a friend, acquaintance, or relative.

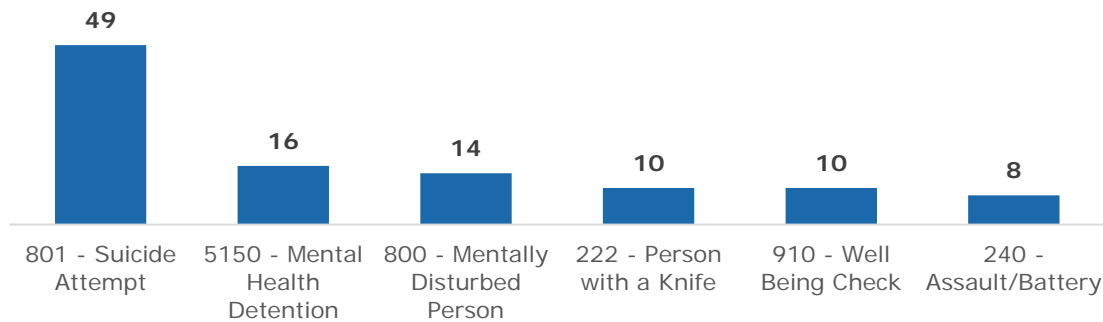
⁴ US Census Bureau 2019 Population Estimate

Exhibit 6. Relation of Caller to Detained Individual (n=147)



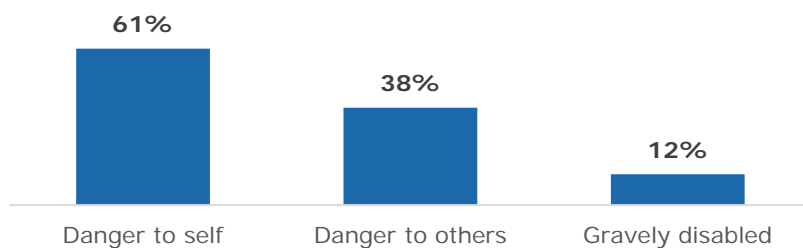
One method of exploring the appropriateness of officer-involved WIC §5150 detentions is to examine the reasons the calls in the sample were placed to emergency services. One third of these calls were placed as a result of a suicide attempt. The six most frequent call reasons from the sample are displayed below, along with their official codes from the computer aided dispatch (CAD) system. These top six call types constitute approximately 75% of the total sample.

Exhibit 7. Top 6 Reasons for Calls to Emergency Services Resulting in a Detention, with CAD Codes (n=147)



The evaluation Working Group also examined the officers' stated evidence for performing the 147 WIC §5150 detentions, as another potential proxy for appropriateness of their involvement. More than half of the detentions were made because the officers involved determined the detained individuals to be a danger to themselves. Slightly over one third were deemed a danger to others, and twelve percent were determined to be gravely disabled.

Exhibit 8. Officers' Justification for Performing Detentions* (n=147)



***Totals exceed 100% because some individuals were detained under multiple justifications (e.g., danger to self and others)**

Finally, the evaluation Working Group used the categories above as a frame to better understand the specific details of individual incidents leading to officer-involved WIC §5150 detentions in the sample. For each of the justification groupings, the evaluation team presented findings on resulting physical harm and any weapons involvement (e.g., knife, broken glass, etc.). It should be noted that only one incident in the sample of 147 involved a firearm, and that detention was ultimately made under the ‘danger to self’ categorization. Notably, seventy-eight percent of all incidents in the sample resulted in no physical harm to anybody involved. The results of this within-category analysis are displayed in the table below.

Exhibit 9. Physical Harm and Weapons Involvement in Detentions, by Detention Justification (n=147)

Detention Reason	N	Harm to Self	Harm to Victim	Harm from Detention	No Harm	Incidents with Weapons Involvement
Danger to self	89	21%	1%	-	78%	20%
Danger to others	55	4%	16%	2%	78%	36%
Gravely disabled	17	-	6%	-	94%	-

While the analysis of SFPD incident reports was a helpful tool for the evaluation Working Group to gauge general appropriateness of officer involvement in WIC §5150 detentions, it was subject to notable limitations. First, the sample of 147 represented only a limited fraction of all officer-involved detentions from Fiscal Year 2019-20 and, while dates for the data pull were selected randomly, it is possible that the incidents selected do not represent the full breadth of cases entirely accurately. In addition, while the data available included a CAD code summarizing the reason for each call to emergency services, these codes likely do not offer a full picture of events leading up to the call, or the caller’s specific description of the incident. Finally, the evaluation team’s ability to glean insights from each incident report in the sample was subject to the level of detail in the officer’s written narrative section, and reports in the sample held varying levels of detail.

Looking Ahead

In light of the fact that no individuals were conserved in Fiscal Year 2019-20, it is difficult to draw meaningful conclusions about the effectiveness of the Housing Conservatorship pilot, or about its impact on service systems and overall rates of WIC §5150 detentions across San Francisco. While implementation of the pilot is moving forward and petitions are likely in the upcoming year, the current scope of the evaluation is limited. As such, this annual report serves largely as a baseline for measuring progress moving forward, and for documenting considerations for improving evaluability of the pilot.

Evaluation Next Steps

Although no individuals were successfully placed on a conservatorship under the pilot in Fiscal Year 2019-20, the evaluation Working Group has held extensive discussion on considerations for moving into the implementation stage, including strategies for designing an effective and comprehensive evaluation.

Moving forward, the ability to gauge overall effectiveness of the pilot for those conserved will rely on quality data at the individual level. The evaluation team will continue to work closely with the Housing Conservatorship Care Team and Working Group to ensure that, as implementation launches, data monitoring and tracking are prioritized as key elements of the process. The Working Group has expressed particular interest in better understanding the ways in which voluntary services are offered to individuals before they are conserved and how this workflow is integrated with the Coordinated Entry process for accessing housing. Whenever possible, the evaluation team will also work to include direct input from individuals conserved, in order to better understand their experience of the process and any recommendations they might have.

At the city-wide level, the evaluation team and Working Group will maintain efforts to better track and analyze WIC §5150 holds across San Francisco's multiple systems of care. Further coordination with the Hospital Council of Northern and Central California will be central to this strategy, as the evaluation team and Working Group attempt to piece together a more complete and *unduplicated* estimate of annual WIC §5150 holds. The evaluation team will also coordinate with SFPD and the Working Group members to explore additional options for assessing appropriateness of officer involvement in holds and detentions.

Working Group Considerations

At the time of the Housing Conservatorship preliminary report's submission, in January 2020, members of the Working Group identified a select list of issues and considerations that were then memorialized in the report. This section contains an overview of each of these topics, an update on progress made in the past year, and a discussion of next steps when applicable. The issues and considerations of note are as follows:

- Limitations around data collection on WIC §5150 holds from *all* local hospitals and emergency departments in San Francisco limits the Working Group's ability to determine effectiveness of the Housing Conservatorship pilot:
 - **Annual update:** SFPD has worked closely with the Hospital

Council of Northern and Central California to establish working relationships with local medical centers and gather as much data as possible from individual hospitals. In the time since the preliminary report's submission, data on WIC §5150 holds was received from four additional hospital systems. While untracked records of WIC §5150 holds undoubtedly still exist across San Francisco, the partial tally included in this year's report represents a much more accurate estimate than was available one year ago.

- **Next steps:** SFPDPH and members of the Working Group will continue to forge relationships and data sharing agreements with as many hospital systems as possible in the coming year, in pursuit of a more complete and accurate estimate of city-wide WIC §5150 holds.
- In order to fully respond to the evaluation requirement that calls for explaining why a peace officer was the most appropriate person to execute a WIC §5150 hold, further data should be extracted from existing police records:
 - **Annual update:** This annual report details findings from an in-depth exploration of SFPD incident reports that resulted in WIC §5150 holds, in an effort to better understand the circumstances leading up to and surrounding these cases. The analysis highlighted in the report offers insight into who initiated these calls, demographic trends among those detained, harm inflicted throughout each incident, and any relevant weapons involvement. This analysis coincided with larger efforts through the Mental Health SF initiative to identify needs and alternatives to peace officer involvement in behavioral health crises.
 - **Next steps:** Members of the Working Group will continue to explore and discuss sustainable alternatives to peace officer involvement in behavioral health crises, whenever the potential for violence is minimal. This includes pending recommendations from both the Human Rights Commission and Coalition on Homelessness Working Groups to identify Working Group members will also maintain dialogue and shared learning with members of the newly implemented Street Crisis Response Team, which serves as one such alternative.
- Working Group members have a desire to better understand the process by which individuals served by the Housing Conservatorship pilot will be offered voluntary services and housing at initial engagement. Specifically, Working Group members have expressed interest in what types of services and housing options will be offered, availability of those services, and what that process will look like:
 - **Annual update:** In the past year, Working Group members have engaged in in-depth discussion around voluntary service engagement, overall outreach strategies, and the role of housing placement in the overall service model. In the meantime, members of the Housing Conservatorship Care Team have worked to engage individuals who may be eligible for services, offering less restrictive options whenever possible. Twenty-nine such individuals have been connected to AOT for treatment. To date, 23 total notices have been delivered to 12 unique individuals, informing them that they are on a potential path to Housing Conservatorship. At the time of this report's submission, one

petition for Housing Conservatorship is currently awaiting court approval. Care Team members have also worked to educate partners on referral eligibility and pathways, delivering five formal presentations in the past year, and five additional informal sessions.

- **Next steps:** Working Group members will receive regular updates on the experience of individuals served by the Housing Conservatorship, and these service experiences will be a focus of ongoing evaluation activities. Whenever possible, these experiences will be documented directly from individuals who are conserved using the evaluation methods highlighted earlier in this report (i.e., client interviews, surveys, etc.). Working Group members have also expressed a desire to learn more—through evaluation—about the individuals who repeatedly refuse voluntary services, their stated reasoning, and whether any demographic trends exist among this group of individuals.
- Initial figures suggest a high rate of African American individuals detained under WIC §5150 holds across San Francisco, when compared to the overall demographic characteristics of San Francisco. When this rate is examined within the larger context of a declining number of African Americans residing in San Francisco, the Working Group is concerned that a disproportionate number of African Americans could be conserved under the pilot program:
 - **Annual update:** While no individuals were conserved in the past year, the Working Group continued to closely track the rate of African American detentions under WIC §5150, with regard to both single and repeat holds. The abovementioned analysis of SFPD incident reports also included an examination of demographic trends, and highlighted a disproportionate number of individuals identified as Black or African American in the sample of cases. These trends continue to cause concern among Working Group members, and racial equity will be a mainstay in future discussions around conserved individuals.
 - **Next steps:** The Working Group intends to make sure that the Housing Conservatorship pilot does not bring unintentional consequences or impacts for San Francisco's African American residents, and this topic will be a priority focus of ongoing and annual evaluation activities.

Appendix A: Housing Conservatorship Fact Sheet

WHAT IS HOUSING CONSERVATORSHIP?

In September 2018, the California Governor approved Senate Bill 1045 (SB 1045), or the Housing Conservatorship Program, creating a pilot program that allows for the conservatorship of adults with serious mental illness and substance use disorder treatment needs who meet strict eligibility requirements. Housing conservatorship is designed to help individuals who cycle in and out of crisis and are incapable of caring for their health and well-being due to co-occurring serious mental illness and substance use disorder. SB 1045 was revised in October 2019 when California Gov. Gavin Newsom signed Senate Bill 40 (SB 40) into law. SB 40 clarified the role of Assisted Outpatient Treatment, includes a Temporary Conservatorship, and reduces the conservatorship time to six months.

The San Francisco Board of Supervisors and Mayor London Breed authorized local implementation of SB 1045 in the City and County of San Francisco in June 2019, and established a Housing Conservatorship Working Group to evaluate the effectiveness of the implementation of SB 1045.

Conservatorship is an important benefit for people who need a high level of care, and an important tool in the spectrum of services and treatment that the City of San Francisco provides.

WHO IS HOUSING CONSERVATORSHIP DESIGNED TO HELP?

Housing conservatorship is designed to help individuals who cycle in and out of crisis and are incapable of caring for their health and well-being due to co-occurring serious mental illness and substance use disorder. Additionally, housing conservatorship is only granted if the individual has repeatedly refused appropriate voluntary treatments and is not eligible for other programs including Assisted Outpatient Treatment (AOT, often called Laura's Law) or existing conservatorship options. If placed on a conservatorship, an individual will be provided with individualized treatment in the least restrictive setting to support their path to recovery and wellness and ultimately transition into permanent supportive housing at the end of the conservatorship process.

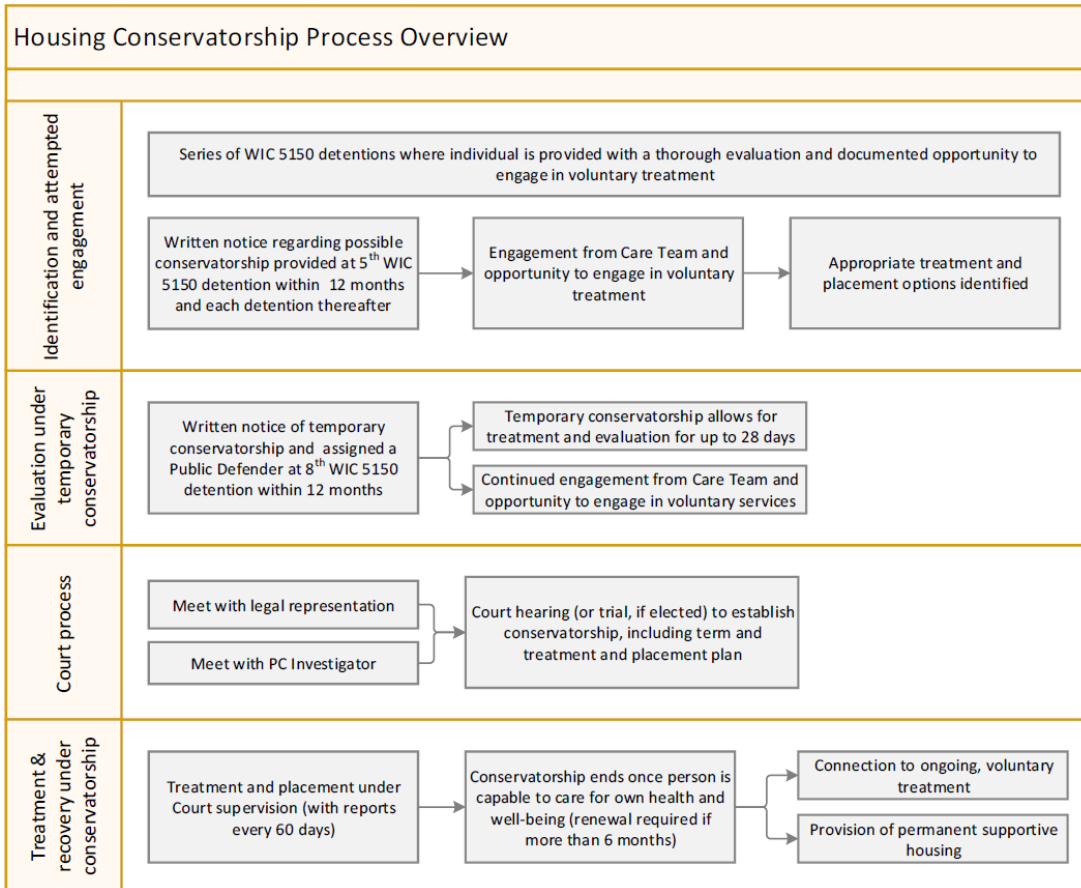
The San Francisco Department of Public Health (SFDPH) estimates that 50 to 100 individuals will be eligible to participate annually. Currently, about 600 individuals are receiving care under conservatorship as provided in existing law, the Lanterman-Petris-Short Act (LPS). LPS conservatorship has been in place since 1972 and does not include substance use disorder as part of the criteria for being conserved.

To be eligible for housing conservatorship, which is authorized through court proceedings, an individual must meet all of the following criteria:

- 1) Be at least 18 years of age;
 - 2) Be diagnosed with a serious mental illness as defined by law (WIC 5452(e));
 - 3) Be diagnosed with a substance use disorder as defined by law (WIC 5452(f));
 - 4) As a result of (2) and (3), the individual has functional impairments or a psychiatric history demonstrating that without treatment it is more likely than not that the person will decompensate to functional impairment in the near future;
 - 5) Be incapable of caring for their own health and well-being due to a serious mental illness and substance use disorder;
-

- 6) Have eight or more 5150 detentions in a 12-month period;
- 7) Have been provided with opportunities to engage in voluntary treatment, including an offer of permanent housing following treatment;
- 8) Assisted Outpatient Treatment has been determined to be insufficient or, as a matter of law, the individual does not meet the criteria for Assisted Outpatient Treatment;
- 9) Conservatorship is the least restrictive option for the protection of the individual.

Under the law, a person may be referred for an evaluation to determine eligibility by the Sheriff, Director of Health, Director of the Human Services Agency, or their designees. Directors of agencies that provide comprehensive evaluation or facilities that provide intensive treatment – such as hospitals that perform psychiatric evaluations – may also refer an individual if they meet the eligibility criteria.



HOW ARE PATIENTS' RIGHTS PROTECTED?

Housing conservatorship strictly defines patient eligibility criteria in order to ensure appropriate application of the law and to protect individual rights. Housing conservatorship requires at least three opportunities to engage patients in voluntary treatment before a referral for conservatorship is made. San Francisco is committed to ensuring that a voluntary treatment pathway is offered at every point of contact with the behavioral health system. Additionally, housing conservatorship specifically defines the rights of the individual, including due process protections and the right to be represented by the public defender. Further, under housing conservatorship, a person cannot be ordered or forced to take medication.

HOW LONG DOES A HOUSING CONSERVATORSHIP LAST?

Housing conservatorships will terminate after six months unless there is a demonstrated, continued need for conservatorship services. This differs from LPS conservatorships, which terminate after one year unless the Office of the Public Conservator seeks a renewal. In all cases, the court and the person’s care team must end the conservatorship before the expiration date if the person’s condition no longer warrants it.

HOW DO PEOPLE GET INTO HOUSING?

Similar to LPS conservatorship, individuals who are served through the housing conservatorship program will be provided with wraparound care, treatment and housing in a setting that is appropriate to meet their needs. The City is committed to providing care and treatment as well as supportive housing on an ongoing basis, even once the conservatorship has terminated.

WHAT MAKES HOUSING CONSERVATORSHIP DIFFERENT FROM OTHER KINDS OF CONSERVATORSHIP?

An LPS mental health conservatorship is a legal procedure through which the Superior Court appoints a conservator to authorize psychiatric treatment of a person who meets a narrow legal definition of grave disability by reason of a serious mental illness. This procedure is established in the California Welfare and Institutions Code (WIC) as the Lanterman-Petris-Short conservatorship or “LPS,” named after the state assemblyman and senators who wrote the legislation, which went into effect in 1972. In San Francisco, the conservatorship process is a close collaboration of several public agencies. The Office of the Public Conservator is located within the Department of Disability and Aging Services, in the Human Services Agency. The program works closely with the Superior Court and the Department of Public Health to authorize, carry out and oversee treatment for individuals under conservatorship. The program supports overall health and well-being through case management and service coordination.

Senate Bill 1045 fills a gap in current law by creating a new type of conservatorship to serve a small group of people who have been offered but are unable to accept voluntary services due to serious mental illness and substance use disorder.

The definition of “grave disability” that governs the existing LPS mental health conservatorship does not account for the effects of psychoactive substances other than alcohol. This is insufficient in today’s San Francisco, in which many psychiatric emergency encounters involve methamphetamine use. Patients cycle in and out of crisis because once the substance clears from their systems, they are released, often back into a triggering environment where the substance use starts again and leads to behaviors that put them or others in danger. Housing conservatorship seeks to fill this gap by providing an avenue to support these individuals to achieve stability, prevent further deterioration and transition into permanent supportive housing.

HOW WILL HOUSING CONSERVATORSHIP BE EVALUATED?

The Department of Public Health will work with an external evaluator to provide reports to the Housing Conservatorship Working Group and the State of California, in accordance with the Health Code and Welfare and Institutions Code.

For questions or information, please contact housing.conservatorship-workgroup@sfdph.org

Appendix B: List of Data Points Required for Evaluation

San Francisco Administrative Code

1. An assessment of the number and status of persons who have been recommended for a Housing Conservatorship, evaluated for eligibility for a Housing Conservatorship, and/or conserved under Chapter 5;
2. The effectiveness of these conservatorships in addressing the short- and long-term needs of those persons, including a description of the services they received;
3. The impact of conservatorships established pursuant to Chapter 5 on existing conservatorships established pursuant to Division 4 of the California Probate Code or Chapter 3 of the California Welfare and Institutions Code, and on mental health programs provided by the City;
4. The number of detentions for evaluation and treatment under Section 5150 of the California Welfare and Institutions Code that occurred in San Francisco during the evaluation period, broken down by the type of authorized person who performed the detention (e.g., peace officer or designated member of a mobile crisis team);
5. Where a detention for evaluation and treatment under Section 5150 was performed by a peace officer, an explanation as to why the peace officer was the appropriate person to perform the detention.

Senate Bill 40

1. An assessment of the number and status of persons who have been conserved under Chapter 5 (commencing with Section 5450), the effectiveness of these conservatorships in addressing the short- and long-term needs of those persons, and the impact of conservatorships established pursuant to that chapter on existing conservatorships established pursuant to Division 4 (commencing with Section 1400) of the Probate Code or Chapter 3 (commencing with Section 5350) and on mental health programs provided by the county or the city and county;
 2. The service planning and delivery process for persons conserved pursuant to Chapter 5 (commencing with Section 5450);
 3. The number of persons conserved pursuant to Chapter 5 (commencing with Section 5450) who are placed in locked, acute psychiatric, hospital, rehabilitation, transitional, board and care, or any other facilities or housing types, and the duration of the confinement or placement in each of the facilities or housing types, including descriptions and analyses of the various types of confinement or placements and the types of onsite wraparound or other services, such as physical and behavioral health services;
 4. The number of persons conserved pursuant to Chapter 5 (commencing with Section 5450) placed in another county and the types of facilities and the duration of the placements, including the types of onsite wraparound or other services, such as physical and behavioral health services;
 5. The number of persons conserved pursuant to Chapter 5 (commencing with Section 5450) by the conserving county who receive permanent supportive housing in any county during their conservatorship, whether permanent supportive housing was provided during the conservatorship, and the wraparound services or other services, such as physical and behavioral health services, provided;
 6. The number of persons conserved pursuant to Chapter 5 (commencing with Section 5450) who are able to maintain housing and the number who maintain contact with the treatment system after the termination of the conservatorship, including the type and level of support they were receiving at the time they were conserved pursuant to Chapter 5 (commencing with Section 5450);
 7. The number of persons conserved pursuant to Chapter 5 (commencing with Section 5450) who successfully complete substance use disorder treatment programs;
-

8. The incidence and rate of persons conserved pursuant to Chapter 5 (commencing with Section 5450) who have been detained pursuant to WIC §5150 subsequent to termination of the conservatorship at 6, 12, and 24 months following conservatorship;
 9. An analysis of demographic data of persons conserved pursuant to Chapter 5 (commencing with Section 5450), including gender, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, marital status, and sexual orientation;
 10. A survey of the individuals conserved pursuant to Chapter 5 (commencing with Section 5450) and an analysis of the effectiveness of the placements and services they were provided while conserved;
 11. The substance use relapse rate of persons conserved pursuant to Chapter 5 (commencing with Section 5450) at 6, 12, and 24 months following conservatorship, to the extent this information can be obtained;
 12. The number of deaths of persons conserved pursuant to Chapter 5 (commencing with Section 5450) within 6, 12, and 24 months following conservatorship, and the causes of death, to the extent this information can be obtained;
 13. A detailed explanation for the absence of any information required in paragraph (11) or paragraph (12) that was omitted from the evaluation.
-

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1/25/21

BOS-11

Please distribute
to all SF
Supervisors,
Thank you,
John

John P. Elia
2433 Cabrillo Street
San Francisco, CA 94121

January 25, 2021

Jeffrey Tumlin, Director of Transportation SFMTA
SFMTA
1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2021 JAN 25 PM 4:44
BY [Signature]

Dear Mr. Tumlin:

I hope this note finds you well during these challenging times.

I am writing to you as a fourth-generation native San Franciscan who is growing increasingly concerned and frustrated about the lack of vehicular access to the Great Highway and various streets along the western corridor of San Francisco. The protracted closure of the Great Highway has been particularly problematic. I realize we have all had challenges related to the COVID-19 pandemic and that your division -- with the blessing of the higher ups in the City and County of San Francisco's government (Mayor Breed and the Supervisors) -- has closed streets to traffic to allow residents to have expanded and "safer" outdoor spaces to recreate. I understand the sentiment and the rationale that guided your decision. However, there are problems and much growing frustration. Quite honestly my frustration is shared by many individuals who have relied on the Great Highway to drive north and south between Lincoln and Sloat Boulevards. I have heard a lot anecdotally and even Nextdoor.com has had quite a bit of discussion about this matter. The long-term closure of the Great Highway has created traffic jams and has meant a much longer and even more dangerous commute given the erratic and bad driving on the neighboring streets. The congestion and chaotic conditions have been dangerous for pedestrians and drivers alike. Like many others, I am aware of the erosion problem particularly along the southern most part of the Great Highway between Sloat Boulevard and Skyline (Highway 35). I am hoping, however, that segment can be addressed to allow vehicular traffic as long as possible.

I am imploring you to reopen the Great Highway as soon as possible. I know there has been talk of keeping the Great Highway permanently closed and creating a "park." That would be insane! We need the Great Highway open to vehicular traffic both northbound and southbound. The sooner the better!

The other concern I have relates to closed streets in residential areas. Again, the idea was lovely in terms of the intention to allow people space to walk, run, bike, skate, and frolic in the streets

without the risk of having to compete with cars, motorcycles, and motorized scooters. In my opinion this is a good idea gone bad! I have witnessed cars ignoring the closed street signs and barricades in my own neighborhood and driving down "closed streets" for several blocks. I have seen cars careening around these signs and barricades and in some cases creating "close calls" in terms of having someone run over by a car. This is a public health concern! I trust that as the threat of the virus subsides that you will reopen the streets to traffic. I fully trust that is your plan and that is what is going to happen.


In terms of the cost-benefit analysis there is no question in my mind that the street closures have costed us quite a bit in terms of creating awkward routes to get from point A to point B. For instance, getting from the Sunset District to the Richmond District (particularly west of 36th Avenue) and vice versa has been a huge inconvenience and problematic for the reasons I mentioned earlier.

The reality is that many San Franciscans have automobiles and will for the foreseeable future. Please don't choke the life out of our streets and roadways in terms of making it difficult for drivers to get around San Francisco.

I kindly request a response to my concerns. I have two basic questions that I would like answered. 1. Will you be reopening the Great Highway northbound and southbound to vehicular traffic and if so when is the projected date of re-opening? And, (2) Will you reopen streets in residential areas of San Francisco? Please either email or snail mail me your responses to these questions. My email address is: jpelia@sfsu.edu and my mailing address is listed above.

Thank you for your attention to these matters.

Sincerely,



John P. Elia

xc. Hon. London Breed, Mayor of the City of San Francisco
✓ Clerk of the SF Board of Supervisors (Letter to be distributed to all supervisors)
Tom Maguire, Director of Sustainable Streets, SFMTA
Timothy Doherty, Planner, SFMTA
File

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: This city"s disintegration
Date: Monday, January 25, 2021 10:11:00 AM

From: Bruce Fichelson <barister@jps.net>
Sent: Sunday, January 24, 2021 3:58 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: This city's disintegration

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

My wife and I have lived on 16th St. off Market for the past 35 years and raised a family there. Since COVID, this neighborhood (Noe Valley and Duboce Triangle) has begun to disintegrate with filthy homeless people camping everywhere living with no sanitation, without masks, without any regard for the residents (in fact really contempt for the residents). Corners such as Castro and Market (North side), parts of Noe St., Market St., all have had to suffer "campers" in tents, cardboard, boxes, all of whom leave debris, food garbage, feces and urine, where they "camp". I've asked police officers why this is tolerated and they all have said it is because of the policies of the Board of Supervisors. Why can't you designate specific empty lots for such people to set up camp. Why do you tolerate this in the midst of families, homeowners, renters. and businesses. Any alley or close business entrance becomes a "camp". Further, after dark, our area is overrun with "crazies", aggressive yelling and assaults by people who we never encountered pre-COVID when beat cops were always around. We rarely see any police except in rare instances when they are called out on a problem. Otherwise, they are nowhere to be found.

We are embarrassed when tourists encounter this and it is disgusting for us on a daily basis---the filth, the smell, the foul language---all this has destroyed what was a beautiful place to live. Please do something to remedy this as it is widespread and hazardous to our health and safety.

Thank you.
Bruce Fichelson

Bruce Fichelson
fichelsonphotography.com

From: [Board of Supervisors. \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Carroll, John \(BOS\)](#); [Wong, Linda \(BOS\)](#)
Subject: FW: OPPOSING UNLESS AMENDED BOS Agenda Items #3, #4 and #5 Issuance of ESER 2020 Bonds File #201294, #201295 , #201259
Date: Tuesday, January 26, 2021 2:36:48 PM

From: aeboken <aeboken@gmail.com>
Sent: Tuesday, January 26, 2021 9:37 AM
To: BOS-Supervisors <bos-supervisors@sfgov.org>; BOS-Legislative Aides <bos-legislative_aides@sfgov.org>
Subject: OPPOSING UNLESS AMENDED BOS Agenda Items #3, #4 and #5 Issuance of ESER 2020 Bonds File #201294, #201295 , #201259

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TO: Board of Supervisors members

I am opposed to the Issuance of ESER 2020 bonds unless the items are amended to change the description of the Potable Water Emergency Firefighting Water System (EFWS) to read Emergency Firefighting Water System.

The potable water option is controversial and seen as an inferior alternative to the existing Emergency Firefighting Water System by retired firefighters.

Eileen Boken

State and Federal Legislative Liaison

Coalition for San Francisco Neighborhoods*

* For identification purposes only.

Sent from my Verizon, Samsung Galaxy smartphone

From: [aeboken](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#)
Subject: CONCURRING WITH Condemning Recent Vandalism of Cherry Blossom Trees in Japantown and Urging Prompt Rehabilitation and Replacement First #210037
Date: Monday, January 25, 2021 11:29:44 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

TO: Board of Supervisors members

I am concurring with this resolution condemning the vandalism of the cherry blossom trees in Japantown.

Eileen Boken

Coalition for San Francisco Neighborhoods*

* For identification purposes only.

Sent from my Verizon, Samsung Galaxy smartphone

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Public Comment for Carmen Chu
Date: Monday, January 25, 2021 10:22:00 AM

From: Cally Wong <cally.wong@apicouncil.org>
Sent: Monday, January 25, 2021 10:21 AM
To: Young, Victor (BOS) <victor.young@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Subject: Public Comment for Carmen Chu

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi, my name is Cally Wong. On behalf of the Asian Pacific Islander Council (API Council) of SF, we fully support Mayor Breed's decision to appoint Carmen Chu to the position of City Administrator. Throughout her career, Carmen has demonstrated a steadfast and unwavering dedication to the API Community and has been a champion for accessibility to government. Because of her extensive experience addressing the myriad needs of APIs across the City in her capacity as former Supervisor and Assessor-Recorder, we feel confident that she will continue to be a fierce advocate for our community. We look forward to working with her in this new capacity to continue our work in what will undoubtedly be a challenging year. Thank you.

Cally Wong
Director, API Council
415-254-3528
www.apicouncil.org

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From: [Chow, Albert](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Young, Victor \(BOS\)](#); [Chu, Carmen \(ASR\)](#)
Cc: [Agbayani, Nicole \(ASR\)](#)
Subject: SUPPORTING Rules Committee Agenda Item #2 Mayoral Appointment - City Administrator - Carmen Chu File #210060
Date: Sunday, January 24, 2021 6:51:08 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisor Members,

We wish to make it known that People of Parkside Sunset (POPS) fully support the appointment of Carmen Chu as City Administrator. In her time as Supervisor of District 4, she fought hard to elevate the Sunset District into a destination location with distinct character and show off its unique treasures. She has inspired our organization and others in D4 to make the Sunset/Parkside a much more vibrant place and the trajectory she set continues to this day!

When Carmen Chu became Assessor she approached that office in the same way, how to make this department more relevant and useful. Her office worked to find additional revenues for the City, she created a Assessor's Newsletter and gave free seminars to teach people how to preserve their family estates. Then during the current pandemic Carmen Chu became the lead in the Economic Recovery Task Force where she brought together City agencies and community leaders to find a path through this most difficult time for all of us.

I believe Carmen Chu will take any job set before her and refine it to another level and not only that but be an innovator as well. I have every confidence in her abilities to excel in the position of City Administrator.

Thank you,

Albert Chow, President
People of Parkside Sunset (POPS)
945 Taraval Street, #350
San Francisco, CA. 94116-2422

We hope you found this message to be useful. However, if you'd rather not receive future e-mails from POPS, please reply to this email with "Unsubscribe".

From: [aeboken](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Young, Victor \(BOS\)](#); [Chu, Carmen \(ASR\)](#)
Subject: SUPPORTING Rules Committee Agenda Item #2 Mayoral Appointment - City Administrator - Carmen Chu File #210060
Date: Saturday, January 23, 2021 7:56:53 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

TO: Board of Supervisors members

I am strongly supporting the appointment of Carmen Chu as the City Administrator (CAO).

I have regularly attended the Capital Planning Committee (CPC) meetings for four years.

From personal experience, I know how critical the role of the CAO is in chairing these meetings.

I believe Carmen Chu will be an excellent chair for the CPC as well as managing the many departments under the CAO's purview.

As a former Supervisor for District 4, she established herself as a voice for the community.

Since her tenure on the BOS, she has continued to nurture those relationships by attending community events e.g. the Sunset Community Festival and by attending community meetings e.g. the Taraval Parkside Merchants Association aka POPS (People of Sunset Parkside).

Despite the workload of the Assessor - Recorder's Office, Ms Chu took on the lead for the SF Economic Recovery Task Force (ERTF). She has received high praise for this work.

I look forward to the Rules Committee and full BOS confirming her appointment.

Eileen Boken
President
Sunset-Parkside Education and Action Committee (SPEAK)*
and
State and Federal Legislative Liaison
Coalition for San Francisco Neighborhoods*

* For identification purposes only.

Sent from my Verizon, Samsung Galaxy smartphone

From: [aeboken](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Chu, Carmen \(ASR\)](#)
Subject: SUPPORTING BOS Agenda Item #20 Mayoral Appointment - City Administrator - Carmen Chu File #210060
Date: Monday, January 25, 2021 11:19:27 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

TO: Board of Supervisors members

Below is my original letter of support to the Rules Committee regarding the appointment of Carmen Chu as City Administrator.

I am strongly urging the full Board of Supervisors to finalize the appointment.

Eileen Boken

Coalition for San Francisco Neighborhoods*

* For identification purposes only.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: aeboken <aeboken@gmail.com>
Date: 1/23/21 7:56 PM (GMT-08:00)
To: BOS-Supervisors <bos-supervisors@sfgov.org>, BOS-Legislative Aides <bos-legislative_aides@sfgov.org>, victor.young@sfgov.org, carmen.chu@sfgov.org
Subject: SUPPORTING Rules Committee Agenda Item #2 Mayoral Appointment - City Administrator - Carmen Chu File #210060

TO: Board of Supervisors members

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Eileen Boken

President

Sunset-Parkside Education and Action Committee (SPEAK)*

and

State and Federal Legislative Liaison

Coalition for San Francisco Neighborhoods*

* For identification purposes only.

Sent from my Verizon, Samsung Galaxy smartphone

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Ng, Wilson \(BOS\)](#)
Subject: FW: SFPD metadata compliance - File 19098
Date: Tuesday, January 26, 2021 8:22:00 AM
Attachments: [Re SFPD metadata compliance - File 19098.msg](#)

-----Original Message-----

From: Anonymous <arecordsrequestor@protonmail.com>
Sent: Monday, January 25, 2021 5:51 PM
To: Andraychak, Michael (POL) <michael.andraychak@sfgov.org>; Cox, Andrew (POL) <r.andrew.cox@sfgov.org>
Cc: SOTF, (BOS) <sotf@sfgov.org>; Scott, William (POL) <william.scott@sfgov.org>; CABRERA, ALICIA (CAT) <Alicia.Cabrera@sfcityatty.org>; Fountain, Christine (POL) <christine.fountain@sfgov.org>; Lila LaHood <lilalahood.sotf@gmail.com>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Re: SFPD metadata compliance - File 19098

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

From: [Anonymous](#)
To: [Andraychak, Michael \(POL\)](#); [Cox, Andrew \(POL\)](#)
Cc: [SOTF, \(BOS\)](#); [Scott, William \(POL\)](#); [CABRERA, ALICIA \(CAT\)](#); [Fountain, Christine \(POL\)](#); [Lila LaHood](#); [Board of Supervisors, \(BOS\)](#)
Subject: Re: SFPD metadata compliance - File 19098
Date: Monday, January 25, 2021 5:50:47 PM
Attachments: [signature.asc](#)

Sgt. Andraychak, are you still refusing to produce the email headers and/or the text message to/from? Have you tried out DT's new metadata system? You and your management would be in willful violation of the Ordinance if you are not going to produce this info, contradicting SOTF's Order 19098.

NOTE: 1. If you are a public official: I intend that these communications all be disclosable public records, and I will not hold in confidence any of your messages, notwithstanding any notices to the contrary. 2. Nothing herein is legal, IT, or professional advice of any kind. The author disclaims all warranties, express or implied, including but not limited to all warranties of merchantability or fitness. 3. In no event shall the author be liable for any special, direct, indirect, consequential, or any other damages whatsoever. 4. The digital signature (signature.asc attachment), if any, in this email is not an indication of a binding agreement or offer; it merely authenticates the sender.

Sincerely,

Anonymous

----- Original Message -----

On Wednesday, January 20th, 2021 at 11:50 AM, Anonymous
<arecordsrequestor@protonmail.com> wrote:

Ms. Gerull informs me she's looking for departments to test out the metadata redaction software. Given that you have an Order against you for this info, you should go try it out on some of these emails.\n--Anonyous

----- Original Message -----

On Wednesday, January 13th, 2021 at 5:10 PM, Anonymous
<arecordsrequestor@protonmail.com> wrote:

SFPD:

SOTF Order 19098 was just published. The Police Department was found in violation for 5 reasons:

On October 7, 2020, the SOTF moved by Member Hyland, seconded by Member LaHood, to find the Police Department in violation of Administrative Code (Sunshine Ordinance), Sections 67.21(b), by failing to provide copies of electronic

records by printing and scanning them instead;
67.21(k) by failing to search for all personally held
public records within the scope of *City of San Jose v.*
Superior Court (2017);
Section 67.26 by withholding partial text message
records namely the To and From of each message
and also by withholding all email metadata namely
email headers, and
Section 67.26 by failing to key each redaction with a
footnote or other clear reference to a justification.

I believe you are in progress of complying with the of the *City of San Jose* issue, the scanning of electronic records issue, and the redaction key issue.

There are two metadata issues outstanding:

1. To/From of each text message
2. email headers

Are you willing to produce these or not?

As you may have realized, whatever system DT has got going was able to work for DPW, and there is no reason it should not work for you.

If you produce enough sent and received email header samples that I can ensure SFPD is doing it correctly, I may be willing to waive the remainder of the production as I did with DPW (as long as you do not make any disclaimer or preservation of purported right to refuse to provide headers in the future or something like that).

Please consider carefully, and let me know within the next 5 days (SFAC 67.21(e, f)), whether you or willing to comply or not.

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Sincerely,

Anonymous

----- Original Message -----

On Wednesday, January 6th, 2021 at 1:29 PM, Anonymous <arecordsrequestor@protonmail.com> wrote:

SOTF and Compliance Chair LaHood:

I request a Compliance hearing for SOTF 19098 v SFPD.

I will prove willful violation by demonstrating SFPD made false statements - originally written by Hank Heckel of the Mayor's Office, transmitted by Heckel to Andraychak after Heckel knew they were false, and copy pasted with reckless disregard for their truth by Sgt. Michael Andraychak - in their refusal to comply.

SFPD refuses to retract their statements even after being informed that they are false.

As you may recall, in SOTF 19112 Lt. Andrew Cox falsely told this tribunal that SFPD would comply with requests for Chief Scott's calendars. Then, Chief Scott's office reneged, disavowing Lt. Cox's statements, *after the SOTF's decision in my favor was made.*

Treatment of Sunshine issues with contempt for the truth to avoid responsibility is now a repeated pattern of behavior by the Police Department and City employees.

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Sincerely,

Anonymous

----- Original Message -----

On Thursday, December 31st, 2020 at 7:07 PM,
Anonymous <arecordsrequestor@protonmail.com>
wrote:

+Cox, Cabrera, and Fountain:

You should be aware that Hank Heckel lied to each of you yesterday about my refusal to participate in DT's metadata pilot - I realize now that Heckel sent you those emails too, via a records request to Andraychak. Sgt. Andraychak then copy-pasted Heckel's false statements back to me - I will assume he apparently did not know any better at the time and was misled by Heckel.

Andraychak, however, has yet to retract the statement now that he knows it is false.

Regardless, who knew that the San Francisco Police take their marching orders from Hank Heckel, right?

Not only did I participate in DT's pilot, but DT and I have no outstanding disputes over what was disclosable, as we informed SOTF, in DT's own metadata complaint, SOTF 19119. Ask DT yourself or see the attached email from CIO Linda Gerull to me, Heckel and Andraychak earlier today. I find it curious that on the thread between Heckel and you all, DT was apparently never consulted.

What I am asking is very simple: that SFPD, like DPW, produce at least *one responsive received email in this case with metadata manually redacted per DT's most recent guidelines.* Are you willing to do this or not? It will take you a few minutes at the absolute maximum. That would then demonstrate the "good faith" SFPD claims to act in, instead of willful non-compliance.

Whether SFPD's citation of my refusal to work with DT was just to avoid your own compliance, or a genuine misunderstanding of the state of the issue caused by Heckel, is now up to you to decide.

DPW not providing email metadata is also false, here is one they recently provided, manually redacted per DT's

suggestions: <https://sanfrancisco.nextrequest.com/documents/6046865>

Your dislike of me should not get in the way of your agency complying with the law and acting with integrity.

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Sincerely,

Anonymous

----- Original Message -----

On Thursday, December 31st, 2020 at 2:14 PM, Anonymous

<arecordsrequestor@protonmail.com>

wrote:

Chief Scott, Sgt. Andraychak,
and SFPD:

Your reply to me is about **ICS (calendar)** data, not **email headers**. I didn't even ask SFPD for ICS files or calendars in SOTF 19098 =)
Heckel's complaint - not yours - was about ICS files - so its clearly a copy/paste.
You still have a chance to retract your statements here.
Consider talking directly to the actual experts - CIO Gerull and CISO Makstman - like I

suggested.

Let's start over without Hank
Heckel:

**Will SFPD produce
a *single* responsive SOTF
19098 received (not sent)
sfgov.org email record,
properly and manually
redacted with all the headers,
and according to DT's most
recent guidance to
demonstrate good faith and
that they are not *willfully* non-
compliant?**

David Steinberg of Public
Works could figure out how to
do it after talking to DT:

<https://sanfrancisco.nextrequest.com/documents/6046865> .

I'm sure SFPD is up to the task.
Just because Heckel uses a
bunch of legalese to sound
informed doesn't make him
right. You don't have to behave
like him - you are your own
agency.

Happy new years.

City Attorney's Office: The
prior IDR to you in this thread
is rescinded. The culprit here is
apparently the Mayor's Office,
not you...

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indirect, consequential, or any
other damages whatsoever. The
digital signature (signature.asc
attachment), if any, in this***

email is not an indication of a binding agreement or offer; it merely authenticates the sender. Please do not include any confidential information, as I intend that these communications with the government all be disclosable public records.

Sincerely,

Anonymous

----- Original Message -----

On Thursday, December 31st, 2020 at 10:07 AM, Anonymous <arecordsrequestor@protonmail.com> wrote:

Hi Mr.
Heckel/Andraychak,

SOTF: File this for Compliance in Files 19098 and 19047 please.

Are City employees now copy-pasting each others' lies? Is the copy-paste lie originating from the Mayor's Office or the City Attorney? I will soon find out.

Not only did I agree to DT's pilot, but I recently informed SOTF that at least for their own metadata complaint 19119 there were no remaining disputes

- I mostly got everything I wanted (very late, but still at this point complete). CIO Gerull either disclosed or agreed, in writing, to disclose **all** of the additional fields I wanted disclosable. Unlike you, Gerull and CISO Makstman appear to respect the Sunshine Ordinance with the purpose of fulfilling the public's right access, instead of with the intent to hide lawfully disclosable information.

That's fine, both of you can keep on lying, in writing. Better record for future judges, and evidence of willful violations for me. Sgt. Andraychack, as a police officer you cannot engage in dishonesty in your job. Please retract your lies immediately.

Andraychak sent almost exactly what Heckel sent, including the underlined lie:

We

understand
and
respect
the
rulings
of
SOTF
on
these
issues.
We are
continuing
to
consult
with
the
Department
of
Technology
and
the
City
Attorney's
Office
regarding
the
scope
of any
metadata,
including
calendar
ICS
data,
that
can be
safely
and
efficiently
disclosed
without
jeopardizing
the
safety,
security
and
integrity
of the
City
and
County

of San
Francisco's
computer
networks,
proprietary
and
licensed
systems,
and
individual
users'
accounts.
See
Cal.
Govt.
Code ?
6253.9(f);
6254.19.

As you
are
well
aware,
this
task is
far
from
simple.
I
understand
that
you
have
not
agreed
to a
pilot
protocol
including
a
metadata
field
"green
list"
proposed
by the
Department
of
Technology

and
continue
to
disagree
with
the
boundaries
drawn
by the
City's
technical
experts.
This
reflects
the
continuing
complexity
of
solving
the
associated
technical
and
practical
challenges
of
providing
all of
the
information
in all
of the
formats
you
have
sought,
without
inadvertently
disclosing
cyber-
sensitive
information
or
information
traditionally
withheld
for
other
reasons
such

as
privilege
or
privacy,
that
may
be
embedded
in
metadata.

Thus,
we are
working
through
additional
guidance
on
these
issues
from
the
appropriate
City
professionals,
and
will
respond
further
when
we
have a
clearer
understanding
of our
obligations
under
any
applicable
authorities
or
rulings,
and a
reliable
methodology
for
securely
and
effectively

producing
permissibly
disclosed
information
while
safeguarding
exempt
information.

Sgt. Andraychak:

This is an
immediate
disclosure request
for all
communications in
any form that you
have received with
the words "We
understand and
respect the rulings
of SOTF on these
issues"

Office of the

Mayor: This is an
immediate
disclosure request
for all
communications in
any form that your
office has sent or
received with the
words "We
understand and
respect the rulings
of SOTF on these
issues"

Office of the City

Attorney: This is
an immediate
disclosure request
for all
communications in
any form that you
have sent with the
words "We
understand and
respect the rulings
of SOTF on these

issues"

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Sincerely,

Anonymous

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)
Subject: FW: SFPD metadata compliance - File 19098
Date: Tuesday, January 26, 2021 2:21:00 PM

From: Andraychak, Michael (POL) <michael.andraychak@sfgov.org>

Sent: Tuesday, January 26, 2021 1:53 PM

To: Cox, Andrew (POL) <r.andrew.cox@sfgov.org>; Anonymous
<arecordsrequestor@protonmail.com>

Cc: SOTF, (BOS) <sotf@sfgov.org>; Scott, William (POL) <william.scott@sfgov.org>; CABRERA, ALICIA (CAT) <Alicia.Cabrera@sfcityatty.org>; Fountain, Christine (POL) <christine.fountain@sfgov.org>; Lila LaHood <lilalahood.sotf@gmail.com>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>

Subject: Re: SFPD metadata compliance - File 19098

Hello,

The Legal Division is consulting Department leadership regarding this matter.

Also, the SFPD IT Unit is consulting with City DTIS regarding their pilot program to see what it entails and how SFPD might implement it.

Thank you for patience.

Michael Andraychak #457

Sergeant of Police

Public Information Officer

Media Relations Unit

San Francisco Police Department

1245 - 3rd Street, 6th Floor

San Francisco, CA 94158

(415) 837-7395

Regular Days Off: Sat & Sun

<http://www.sanfranciscopolice.org/>

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From: Anonymous <arecordsrequestor@protonmail.com>

Sent: Monday, January 25, 2021 5:50 PM

To: Andraychak, Michael (POL) <michael.andraychak@sfgov.org>; Cox, Andrew (POL) <r.andrew.cox@sfgov.org>

Cc: SOTF, (BOS) <sotf@sfgov.org>; Scott, William (POL) <william.scott@sfgov.org>; CABRERA, ALICIA (CAT) <Alicia.Cabrera@sfcityatty.org>; Fountain, Christine (POL) <christine.fountain@sfgov.org>; Lila LaHood <lilalahood.sotf@gmail.com>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>

Subject: Re: SFPD metadata compliance - File 19098

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From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)
Subject: FW: SFPD metadata compliance - File 19098
Date: Tuesday, January 26, 2021 2:21:00 PM
Attachments: [signature.asc](#)

From: Anonymous <arecordsrequestor@protonmail.com>

Sent: Tuesday, January 26, 2021 1:56 PM

To: Andraychak, Michael (POL) <michael.andraychak@sfgov.org>

Cc: Cox, Andrew (POL) <r.andrew.cox@sfgov.org>; SOTF, (BOS) <sotf@sfgov.org>; Scott, William (POL) <william.scott@sfgov.org>; CABRERA, ALICIA (CAT) <Alicia.Cabrera@sfcityatty.org>; Fountain, Christine (POL) <christine.fountain@sfgov.org>; Lila LaHood <lilalahood.sotf@gmail.com>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>

Subject: Re: SFPD metadata compliance - File 19098

Great - please get back to me as soon as you have an answer.

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Sincerely,

Anonymous

----- Original Message -----

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Hello,

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Thank you for patience.

Michael Andraychak #457
Sergeant of Police
Public Information Officer
Media Relations Unit
San Francisco Police Department
1245 - 3rd Street, 6th Floor
San Francisco, CA 94158
(415) 837-7395
Regular Days Off: Sat & Sun
<http://www.sanfranciscopolice.org/>

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From: Anonymous <arecordsrequestor@protonmail.com>
Sent: Monday, January 25, 2021 5:50 PM
To: Andraychak, Michael (POL) <michael.andraychak@sfgov.org>; Cox, Andrew (POL) <r.andrew.cox@sfgov.org>
Cc: SOTF, (BOS) <sotf@sfgov.org>; Scott, William (POL) <william.scott@sfgov.org>; CABRERA, ALICIA (CAT) <Alicia.Cabrera@sfcityatty.org>; Fountain, Christine (POL) <christine.fountain@sfgov.org>; Lila LaHood <lilalahood.sotf@gmail.com>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Re: SFPD metadata compliance - File 19098

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From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)
Subject: FW: Amending the Sunshine Ordinance to Force Compliance by the City of San Francisco
Date: Tuesday, January 26, 2021 2:22:00 PM
Attachments: [Re Amending the Sunshine Ordinance to Force Compliance by the City of San Francisco.msg](#)

-----Original Message-----

From: Anonymous <arecordsrequestor@protonmail.com>
Sent: Tuesday, January 26, 2021 2:11 PM
To: SOTF, (BOS) <sotf@sfgov.org>
Subject: Re: Amending the Sunshine Ordinance to Force Compliance by the City of San Francisco

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

From: [Anonymous](#)
To: [SOTF_\(BOS\)](#)
Subject: Re: Amending the Sunshine Ordinance to Force Compliance by the City of San Francisco
Date: Tuesday, January 26, 2021 2:10:54 PM
Attachments: [Draft Sunshine Charter Chapter - v4.docx](#)
[signature.asc](#)

Progress made... updated cut of amendments drafted.

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Sincerely,

Anonymous

----- Original Message -----

On Friday, November 27th, 2020 at 10:28 AM, Anonymous
<arecordsrequestor@protonmail.com> wrote:

As a public communication to the SOTF and to various City officials bcc-ed. SOTF administration: pursuant to SOTF rules, I request distribution of this communication to each of the members. I will be discussing these ideas at public comment in a series of meetings across the City.

Members of the Sunshine Ordinance Task Force,

As I mentioned at the most recent SOTF Compliance and Amendments committee, the Sunshine Ordinance must now be amended otherwise it will no longer fulfill its intended purpose. I invite all members of the public, the SOTF, and of City government to collaborate on this solution - but the time for delay is over; action must be taken now. Some government officials have worked in good faith with me to improve public access in various ways in the last 18 months, and I thank them. Others have chosen instead to defy the law unless it suits them.

For too long, City officials have *lost* SOTF cases seeking to hide public information, and then proceed to do absolutely nothing, not taking seriously the SOTF's orders or that the SOTF are the people's representatives in deciding what the people may know. Government officials who intend to oppose the below improvements to public access should think carefully whether they hold their positions to advance the interests of the public, or their own interests, and how they will defend such an anti-transparency position before the voters, with

corruption rampant throughout the City and sunshine being needed now, more than ever.

While the promotion of the Sunshine Ordinance into the Charter (to be supreme law of the City) and this Task Force into a Charter "Sunshine Commission" is a frequently mentioned goal, there are three additional problems with the Ordinance that must be solved, with proposed solutions that I have drafted:

1. **The Supervisor of Records does not actually serve as the intended independent, fast, check on the City's records disclosure**, because the Supervisor, who is by law also the City Attorney, is generally the very office that insisted the City to withhold the records in the first place. They appear to believe it is effectively an attorney conflict for them to issue orders against their own client, so the public can essentially never win (see: 0% order win rate by the public before Herrera in 2019); so let's remove them from the picture and avoid the supposed conflict.
 - **Solution: The City Attorney will be required to nominate an outside, independent attorney as Supervisor of Records (SoR), with approval by the Board of Supervisors**, who shall explicitly not serve in any way as lawyer to any City-client, shall not report to or owe any loyalty to the City Attorney, but serve solely in this quasi-judicial role. Any determination of the SoR that any info is public and disclosable shall constitute *prima facie* evidence that the info is in fact public and disclosable in any CPRA writ of mandamus action or Sunshine Ordinance suit or complaint (see below), rebuttable by the City only by clear and convincing evidence.
2. **The current SOTF process does not actually improve outcomes in Sunshine cases, because Herrera, Breed, Scott, and others thumb their noses at this Task Force's authority to be the people's representatives in determining what is or is not disclosable.** No practical recourse exists. The Ethics Commission is not useful, because it can only determine whether or not violation was *willful* - Ethics lacks any lawful jurisdiction to determine *what is public*. I and others have won many cases before SOTF and nothing changes because unfortunately some of the City's officials hold the rule of law - *where independent tribunals, not the government itself, decide who is right* - in contempt.
 - **Solutions: After an order against them, the City must either file suit against the Commission (not the requester) to appeal the order or they must comply - and must choose within 5 days. If they choose to comply, the department head/elected official will have to submit a declaration under penalty of perjury that the department has complied within that time.** If the City neither complies nor appeals timely, the Commission will be able to sue the City respondent *in the Commission's own name* to enforce its orders, and the court shall immediately issue an Order to Show Cause why the City should not immediately comply with the Commission's orders. No more feet-dragging. Why? When SOTF has found that info is disclosable or that the City's practices violate Sunshine, it is not just a personal offense by the City against the winning complainant but also against the people's express interest in public

access to meetings and information, and the Commission will now be able to legally defend that interest. This is similar to how other administrative tribunals, such as the FTC or SEC, work - the current ordinance is unusual in giving administrative orders no explicit teeth. There will be no more waiting on Ethics or the DA - Sunshine will go directly to a court, with the Commission backed by outside counsel if need the City Attorney refuses.

- Courts would also be required to give deference to any Commission finding that information is disclosable or that the City is in violation, and the City may, again, only rebut this presumption by clear and convincing evidence. Furthermore, a winning administrative determination/order will serve as irrefutable evidence that a later action against the City is not frivolous, therefore removing the barrier to justice for less-privileged complainants who are silenced by the risks of the CPRA's cost-shifting rules. This would apply to appeal suits by the City, enforcement suits by the Commission, and suits/mandamus actions brought by the complainant/requester.
- **Finally, it will be made a criminal offense for any elected official or department head not to comply with this process, and refusal to comply would further make them eligible to be removed from office by the court. They can either comply or they can appeal - but sitting on their hands not complying will be a crime.**

3. **There is currently no penalty for indefinitely delaying access.** The only cost is attorneys fees and expenses *paid by the taxpayer, i.e. the public*. It is in the interest of corrupt officials to delay as long as possible disclosure, because the political/press impact of damning records is lessened with greater delay, while the cost to them personally of delaying is small. It should instead be extremely painful to delay lawful disclosure.
 - Solutions: If the City complies within 6 to 21 business days of any determination against them by SoR or Commission (whichever is earlier), \$1,000 a day. For every calendar day 22 through 60 business days, \$10,000 a day. For every calendar day beyond 60 business days, \$100,000 a day. If the City complies prior to losing, or within 5 business days, no additional penalty is levied. For voluminous requests, the SoR/Commission would have the authority to declare longer timelines, but incremental response would always be required in such case.
 - Lawful and timely appeals would automatically stay the order and the penalty, but if the City finally loses the appeal, the full penalty will be calculated from the day the Commission/SoR order was issued. Note that doing nothing will *not* stay the order or penalty.
 - The penalty will be owed to any successful Complainant; or if the Commission wins a suit in its own name, those funds will instead be used solely to fund programs that implement public access. All penalties are in addition to the attorneys fees / expenses owed by the City under CPRA - local law cannot reduce that cost-shifting.
 - **The City (i.e. taxpayers) would not indemnify elected officials and department heads against this additional penalty, and they would be personally liable.** Normal employees would not be personally liable. The goal is to make senior officials think *very* hard

about denying or delaying access to meetings or information, without punishing the subordinates who often have to come to SOTF and defend absurd interpretations by their boss or Herrera that, it would appear from their oral arguments, they do not even fully comprehend.

Some may say this is unfair to the City government. **But did you know that, as testified by Compliance Officer Hank Heckel before the SOTF in January 2020, Mayor Breed's chief of staff intentionally destroyed his City calendar records every 2 weeks (recording, 4h45m41s-4h46m22s)? Why does the Mayor apparently [lack copies](#) of her directives issued to Chief Scott via text? Why did Herrera's office publish a memo twisting the voters' words against them to ignore the plain, unambiguous meaning of SF Admin Code 67.24(g, h, i), thus essentially writing it out of the law? What place does such behavior have in legitimate representative democracy?** If the information or meetings that officials decide to hide away (or destroy) are actually public and disclosable, they should in fact be punished harshly and with every presumption taken against them.

Thus, I have also drafted various other improvements:

- requiring universal minimum 1 year retention of all electronic "public records" (like emails, calendars, texts; and not just "records" which is ironically more narrowly defined),
- explicitly listing more court cases and rules of exemption that absolutely do not apply in the City (in addition to the already banned catch-all exemption),
- prohibiting any executive suspension of the sunshine laws without unanimous consent of the BoS, and then only in time-limited fashion,
- preventing the BoS from making any law reducing public access (only the voters may do that),
- ensuring that any seat on the Sunshine Commission not filled by the BoS will be filled by the people at election (no longer can they silence the SOTF through attrition)
- creating a full-time ombudsperson hired by the Commission to advise City departments operationally on public access
- requiring all department heads to promulgate records/meetings procedures that fully implement the law (no more careless, *ad hoc* responses)
- requiring incremental response for all records requests

At the moment, I don't intend to explicitly expand the actual set of disclosable information. The law as written in 1999 by the voters, if correctly interpreted in accordance with Proposition 59 (Article 1, Sec 3 of the Constitution), already creates the proper balance between exemption and disclosure - including all of the things I've fought for: raw electronic records, future and past calendars, informal communications between officials, detailed accounting of police misconduct, and more - because *none* of them is explicitly exempted by the law. The problem is *not* the balance the voter struck, but the fact that the City just ignores it by procedural hi-jinks. After these amendments, the law will no longer be ignored.

After San Francisco, the next step will be California as a whole, as the CPRA is a vague and weak law with numerous gray-areas where public officials can hide. They should have no place to hide, and the people's business should be done openly. The authority for the government to subjectively censor records without an explicit exemption approved by the people themselves must be eliminated state-wide and a state Commission similar to SOTF must also be created with powers similar to the above.

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Sincerely,

Anonymous

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I don't have anything in here about Public Meetings - just public records.

1) Preamble

The people of San Francisco declare as follows:

- a) The people do not delegate to the instruments of City government the authority to decide what the people may know about the operations of their government.
- b) A representative democracy fails its essential purpose when the representatives may control what the people they represent may know about the performance of their duties, thus preventing informed oversight by the people of the representatives through the electoral process.
- c) Because some City officials interpreted the prior Sunshine Ordinance of 1999 so as to thwart the intent of the people, a new Charter chapter, taking priority over all other City law, is required to eliminate any purported uncertainty about the primacy of sunshine in every government function.
- d) Nothing in this Chapter may abridge the constitutional right of natural persons to personal privacy. However, when such persons interact with City government they inherently exchange some of their privacy for the ability to influence their government.
- e) This Chapter shall serve as the successor to the Sunshine Ordinance of 1999, former Chapter 67 of the Administrative Code.

2) Definitions

- a) "Sunshine Laws" shall mean the California Public Records Act (CPRA), the Brown Act, this Chapter, and any additional law that the Board of Supervisors may designate by ordinance as a Sunshine Law.
- b) "Public information" shall mean the contents of any public record as defined pursuant to the CPRA.

- c) "City official" shall mean the City and County of San Francisco, and each employee, elected or appointed officer, or department thereof. Any "local agency" of the City under CPRA shall also constitute a City official. The City may, by contract, require a contracting party to comply with one or more provisions of the Sunshine Laws; such contracting parties shall also constitute City officials for the purposes of this Chapter.
- d) "Department" shall mean any City department, agency, commission, task force, board, committee, or office. Any "local agency" of the City under CPRA shall also constitute a department unless such local agency is an individual.
- e) "Person" shall include any natural or legal person, including those proceeding anonymously.
- f) "Senior official" shall mean the Mayor, each member of the Board of Supervisors, the City Attorney, the District Attorney, the Public Defender, the Sheriff, the Treasurer, the Assessor-Recorder, or the head of any department.

3) Sunshine Commission

- a) **Existence and jurisdiction:** There is hereby created a Sunshine Commission ("Commission") of the City and County of San Francisco composed of 11 unpaid volunteer Commissioners. No Commissioner may simultaneously serve as a City official in any other capacity. The Commission shall sit as an administrative tribunal with jurisdiction over all City officials for alleged violations of the Sunshine Laws.
- b) **Mission:** The mission of the Sunshine Commission is to ensure that City government remains open and transparent to all persons, to give effect to the will of the people of the City and County of San Francisco in enacting this Chapter, and to give effect to the will of the people of the State of California in enacting Article I, Section 3 of the Constitution. The Commission shall in all of its business have as its first priority this mission and shall broadly construe public access to meetings and information and narrowly construe any limitation on that access, taking all necessary inferences in favor of public access and against limiting that access.
- c) **Bylaws and voting:** A simple majority of then-seated Commissioners shall constitute a quorum. A simple majority of then-seated Commissioners voting in a public, open meeting shall be authorized to act in the name of the Commission to exercise any of its powers. The Commission may enact bylaws and rules of procedures not inconsistent with this Chapter.
- d) **Complaints; Authority to investigate violations:** The Commission has the authority and responsibility to investigate alleged violations of the Sunshine Laws, by any City official, of the Commission's own accord or upon the filing of a complaint by any person. Whenever it appears to the Commission that any City official has violated the Sunshine Laws, the Commission shall issue and publish an "Order to Comply" stating the names of the City officials in violation of the law, the specific laws violated, a description of the acts or omissions resulting in the violation, the complainant (if any) bringing the complaint, a statement declaring that the City officials have violated the law, and a command ordering the City officials to immediately come into compliance pursuant to this subsection. The Commission does not have the authority to issue a declaratory judgment that City practices do not violate the Sunshine Laws, but shall instead dismiss such complaints or portions thereof.
- e) **Authority to order disclosure:** The Commission has the authority to determine that public information in the custody of any City official is disclosable under the Sunshine

Laws and the authority and responsibility to compel the disclosure thereof. Whenever it appears to the Commission that any City official has withheld, failed to disclose, refused to disclose, or incompletely disclosed to a complaining requester any public record or part of a public record that the Commission determines is disclosable to that requester under applicable law, the Commission shall issue and publish an "Order Compelling Disclosure" stating the names of the City officials unlawfully withholding, failing to disclose, refusing to disclose, or incompletely disclosing the information, a description of the unlawfully withheld information, the complainant entitled to the disclosure, a statement declaring the Commission's determination that the records or parts thereof are public and disclosable, a command ordering the City officials to immediately disclose the same to the requester pursuant to this subsection, and a command ordering the City officials to preserve all responsive records. If the Commission determines the quantity of records to be disclosed is so voluminous so as to not be reasonably disclosable within 5 business days, the Commission may in its sole discretion state within the order a future date by which complete disclosure is required; if no such date is specified, complete disclosure is immediately required; if such a date is specified, failure by the City officials to provide incremental disclosures without unreasonable delay, until completion, shall constitute non-compliance with the order. The Commission does not have the authority to issue a declaratory judgment that any record or part thereof is not public or not disclosable, but shall instead dismiss such complaints or portions thereof.

- f) **Duty to advise and to report:** The Commission shall advise the Board of Supervisors on any matter concerning public access to meetings or information. The Commission shall transmit to the Board of Supervisors an annual report, authored by the Ombudsperson subject to the direction and approval and in the name of the Commission, no later than March 1st summarizing all cases it heard, decisions it made, and orders it issued the prior calendar year, and any recommendations to improve public access to meetings and information.
- g) **Enforcement and appeal of orders:**
- i) All City officials must comply with orders issued by the Commission, which shall be final administrative orders binding upon the City officials named therein, or must file a timely appeal.
 - ii) Within five business days of the issuance of an order against themselves, their department, or an employee within their department, the senior official responsible for the department must provide to the Commission and the complainant (if any) either a declaration under penalty of perjury that the order has been completely complied with or a declaration under penalty of perjury that an appeal has been filed as specified below.
 - iii) Any City official against whom an order is issued by the Commission may appeal the administrative ruling of the Commission to a court of competent jurisdiction by filing suit against the Commission no later than 5 business days after the date the order is issued, and by providing the notice of appeal mentioned above, which shall automatically stay the Commission's order pending adjudication by the court. The complainant is not a proper party to such suit. The appealing City official shall bear the burden to prove with clear and convincing evidence that the City official has not violated the Sunshine Laws

and/or that the information ordered disclosed is in its entirety exempt from disclosure, as the case may be. No attorneys fees or expenses may be awarded to either the Commission or the appealing City officials under such suits.

- iv) Furthermore, a complainant may bring suit before any court of competent jurisdiction to enforce any order issued by the Commission arising out of a complaint they brought. The Commission may also bring suit in its own name to enforce any of its orders against the relevant City officials before any court of competent jurisdiction, whether or not there is a complainant and whether or not the complainant chooses to sue, if the City officials have not complied with subsection (ii) of subsection (g) of this section. The court shall as soon as practicable issue an order to show cause why an injunction should not be entered compelling the City officials to comply.
 - v) The Superior Court of San Francisco shall have jurisdiction over suits brought to enforce or appeal the orders of the Commission, and over all penalties and fines issued pursuant to this section, and shall award reasonable attorneys fees and expenses against City officials in favor of a prevailing complainant other than the Commission.
 - vi) The existence of a Commission order against a City official in favor of a complainant shall constitute irrebuttable evidence that a suit to enforce the order (and any related petition for mandamus under the CPRA) is not frivolous, and no award of fees or expenses may be awarded against a complainant and in favor of a City party in such a case, under any Sunshine Laws.
- h) **Fines for knowing violation:** If the Commission determines that any senior official actually knew or should have known that their acts or omissions violated the Sunshine Laws, it shall (i) state as such within its order, (ii) refer the senior official for prosecution by the District Attorney or Attorney General pursuant to section 5(c) of this chapter, and (iii) order each such senior official to pay a fine of no more than \$10,000 for each violation. Such fine shall be cumulative to any other fines or penalties and shall be the personal liability of the senior official, and no public funds may be used to pay the fine, or reimburse, indemnify, or hold harmless the senior official. A prior Commission order or court ruling regarding a similar matter issued against the same senior official shall be sufficient, but not necessary, evidence of actual knowledge by said senior official of the unlawfulness of their acts or omissions.
- i) **Penalty for non-compliance with orders:** Any senior official that refuses to comply, fails to comply, or incompletely complies with any order issued under this section shall owe to a prevailing complainant a penalty for each business day of non-compliance after the issuance of the order pursuant to the schedule below. All senior officials found to have violated the order shall be personally, jointly, and severally liable for this penalty, and no public funds may be used to pay the penalty, or reimburse, indemnify, or hold harmless the senior official. This penalty reflects the harm to the complainant and to the public interest caused by the City's abridgement or delay of public access to information or meetings, and the determination of the people that attorneys fees and expenses do not sufficiently discourage non-compliance. The Commission is not eligible to be paid this penalty, however such penalties shall be instead payable to a non-profit, tax-exempt organization operating within the City which has as its mission

public access to government meetings and information, which organization shall be selected by ordinance of the Board of Supervisors within 10 business days of the effective date of this Chapter. This penalty is in addition to any money owed by the City to a successful petitioner under the CPRA or attorneys fees or expenses required under this section. No court may reduce or eliminate the penalty for any reason other than a final adjudication that the Commission order was unlawful, which shall eliminate the penalty. The schedule for penalties, calculated for each business day of non-compliance after the order is issued, is as follows:

- i) \$0 per day for each business day 0 through 5 business days
 - ii) \$1,000 per day for each business day 6 through 21 business days
 - iii) \$10,000 per day for each business day 22 through 60 business days
 - iv) \$100,000 per day for each business day 61 or more business days
- j) **Sunshine required:** The Commission shall perform all of its substantive business in open public meetings consistent with the Sunshine Laws and shall be permitted to meet in an appropriately noticed closed session solely to consult with its legal counsel, including but not limited to provide direction regarding suits brought by or against the Commission pursuant to this section. Closed sessions may not be attended by any party to a complaint. All submissions by complainants and City respondents shall be public records and no portion shall be withheld from disclosure unless disclosure is prohibited by state law.
- k) **Ombudsperson:** The Commission shall hire a Sunshine Ombudsperson to informally mediate public access disputes between the public and City officials, and also to investigate the compliance of City parties with Commission orders after issuance. The Ombudsperson shall act at all times under the direction and control of the Commission, may be dismissed for any or no reason by the Commission, and shall attend all open sessions of the Commission *ex officio* to advise the Commission on the compliance by City parties with its orders.
- l) **City to provide sufficient resources:** The City Attorney shall name one or more deputies to provide legal advice to the Sunshine Commission, and shall cause at least one such deputy to attend all meetings of the Sunshine Commission and of each of its committees, and shall cause all such deputies to ensure no conflict of interest arises from any representation of other City parties and the Sunshine Commission. The Commission is authorized to engage independent legal counsel of its choosing for any matter, including but not limited to suits the Commission brings against other City parties, if it determines that the City Attorney is unable or unwilling to provide legal advice. The Clerk of the Board shall provide sufficient staff to support all administrative business of the Sunshine Commission, including a full-time or full-time-equivalent Secretary of the Sunshine Commission whose duties include . The Board of Supervisors shall allocate sufficient budget to the Sunshine Commission to conduct all of its business and to the City Attorney and Clerk of the Board to meet their respective obligations under this subsection.
- m) **Seats and Appointment:** The Board of Supervisors shall appoint all voting members of the Commission pursuant to the schedule below. However, if any Commission seat shall be vacant on the date 3 months prior to any regular election, whether due to resignation, or failure or refusal by the Board to appoint a Commissioner or any other reason, the electors shall elect such Commissioner instead. Schedule:

- i) [Copy current seat structure from Chapter 67]
- n) **Succession:** The Sunshine Commission is the legal successor to the Sunshine Ordinance Task Force. Each Task Force member holding a seat as of the effective date of this chapter shall become a corresponding Commissioner in the corresponding Commission seat to serve out their existing term, if any. The orders of the prior Task Force shall be treated as, and be enforceable as, orders of the Commission.

4) Supervisor of Records

- a) Within 30 days of the effective date of this section or vacancy of the position, and by March 1st of each subsequent odd-numbered year, the City Attorney shall nominate a consenting attorney (i) residing within the City, (ii) licensed to practice law in California, not otherwise employed by or contracted by the City, (iii) has never served as an attorney for the City or any City official, and (iv) proficient in the practice of public records laws, to serve as the Supervisor of Records and transmit such nomination to the Board of Supervisors, who shall approve or reject such nomination within 30 days. Upon the approval of such nomination by the Board of Supervisors, such attorney shall serve *pro bono* as the Supervisor of Records until they resign, are replaced pursuant to this subsection, or are no longer residing in the City or licensed to practice law in California.
- b) The Supervisor of Records shall not serve as legal counsel to any City party and shall serve solely in the quasi-judicial, neutral, role contemplated by this section. No attorney-client relationship shall exist between the Supervisor of Records and the City or any City official or department. Neither the City Attorney nor Board of Supervisors shall be considered the employer or client of the Supervisor of Records. The Supervisor of Records shall not owe any duty of loyalty to the City Attorney, Board of Supervisors, or other City officials or departments.
- c) Any person may file a petition in writing with the Supervisor of Records alleging that a City employee, official, or department has failed to disclose a public record or part thereof requested by the complainant in accordance with this Chapter. The Supervisor of Records shall within 1 business day provide notice of the complaint to the City respondents and an opportunity to provide a written response, which shall be provided within 5 business days of the notice. All complaints and responses shall be public records, and no part thereof may be withheld from any person for any reason.
- d) The Supervisor of Records shall issue, within 10 business days of the filing of a complaint, a written determination whether or not the record requested or any part thereof is a public record, and if so, whether or not the record or any part thereof is disclosable under the Sunshine Laws. If the record or any part of the record requested is determined to be a disclosable public record, the Supervisor of Records shall issue a written order to the City respondents to immediately disclose the record or parts thereof determined to be public and disclosable.
- e) In any suit under the CPRA or this chapter, or any complaint before the Sunshine Commission, a determination by the Supervisor of Records that a record or part of a record is a disclosable public record may be rebutted only by clear and convincing evidence.
- f) All complaints, responses, determinations, and orders shall be public records, and no part thereof may be withheld from disclosure to any person for any reason.

- g) The City Attorney shall publish or cause to be published on their public website all Supervisor of Records determinations and orders within 5 business days of issuance. This is a non-discretionary, ministerial responsibility of the City Attorney, and Supervisor of Records determinations and orders published by the City Attorney shall not constitute opinions or positions of the City Attorney.

5) Responsibility of senior officials; Violation is a crime

- a) Each senior official, including but not limited to the Mayor, has the authority and responsibility to implement the provisions of the Sunshine Laws within all departments under their control, and each such person shall promulgate within their departments a procedure for complying with the Sunshine Laws, which all employees within such departments shall follow. The alleged failure of a City department or any of its employees to comply with the Sunshine Laws shall impute also to the department's senior officials, and such persons may be named as respondents in any complaint or suit brought under this Chapter.
- b) Unless a timely appeal is pending, senior officials shall order in writing relevant subordinates to immediately comply with each Sunshine Commission order. Notwithstanding any other law or contractual provision, any City official failing or refusing to comply with such order by their superior shall be terminated for cause. The issuance of such order and subsequent termination of the non-compliant subordinate shall absolve the senior official of responsibility for the non-compliance of that subordinate, unless it is shown that a pattern or practice of non-compliance is routinely permitted by the senior official.
- c) Any senior official who violates the Sunshine Laws with actual or constructive knowledge of the violation, or refuses or fails to comply with a Sunshine Commission order against themselves or their department or employee without timely appealing such order, shall be guilty of a misdemeanor, and shall be punishable therefor by imprisonment in the County Jail for a period of not more than six months. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the Sunshine Laws or Commission order is committed, continued, or permitted by such person and shall be punishable accordingly.

6) Procedure for accessing public records

- a) **Inspection of records** - Any person may request from a City official, by email, postal mail, phone, fax, in-person, or by any additional means made available by City officials for such request, inspection of identifiable public records in the custody of such respondent or in the custody of the department employing such respondent. The official shall, promptly and within 10 days, comply, or cause their department to comply, with such a request, provided, however, that if the respondent determines that the disclosable and non-disclosable portions of responsive records are not reasonably segregable so as to permit in-person inspection, such request shall instead be treated as a request for a copy of records pursuant to subsection (b) of this section and the requester shall be so notified.
- b) **Copies of records** - Any person may request from a City official, by email, postal mail, phone, fax, in-person, or by any additional means made available by City officials for such request, a copy of identifiable public records in the custody of such respondent or

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in the custody of the department employing such respondent. The official shall, within 10 days, comply, or cause their department to comply, with such a request.

- c) **Extension** - The 10-day deadline of subsections (a) and (b) of this section may be extended once for up to 14 additional days for any purpose permitted under the CPRA, if written notice of the extension and justification is timely provided within the initial 10 days.
- d) **Immediate disclosure** - Any written request for copies of a public request under subsection (b) of this section may be made as an Immediate Disclosure Request if the requester prominently labels their request as such using the words "Immediate Disclosure Request" on the outermost envelope or cover sheet if one is used, or otherwise in the subject line or title of the request. Initial response to such a request is due no later than the business day following the business day the request is received. If the request is either simple, routine, or otherwise readily answerable, such initial response must completely comply with the request. Otherwise, such initial response shall state that the maximum deadlines of this section will apply.
- e) **Voluminous requests; incremental response** - If compliance with a records request pursuant to this section cannot be reasonably completed within 10 days (or 24 days after extension), the official shall timely provide all records reviewed within the initial 10 day period (or 24 days with extension) and state the reasons for incomplete compliance, and shall thereafter provide incremental responses no less than once every 7 days.
- f) **Assistance** - Any person may request from a City official, by email, postal mail, phone, fax, in-person, or by any additional means made available by City officials for such request, a statement describing the existence, quantity, and form of records related to a certain topic or identified by a certain query, or assistance in formulating a records request describing the purpose of their request, quantity, and form of . The respondent shall, promptly and within 7 days, comply, or cause their department to comply, with such a request.
- g) **Electronic formats** - Copies of public records in electronic form shall be produced in any format requested by the requester, if the original record is held in that format or if the format can be easily generated by the department. If no particular format is requested, copies may be provided in any format that preserves all non-exempt information contained in the original record. No part of an electronic public record shall be considered exempt from disclosure solely based upon the format in which the record is stored.
- h) **Fees and costs** - No person shall be charged any fees or costs associated with complying with a records request, except for the actual cost of the medium in which a copy is provided and actual cost of postage, if applicable, neither of which shall apply to a request fulfilled by purely electronic means. No fees or costs for searching, redaction, or production of public records may be charged to any person.
- i) City officials are encouraged to implement procedures and systems that make records disclosure faster, more accurate, more convenient, and less costly for both the City and the public. However, such procedures and systems may not abridge any right of public access guaranteed by the Sunshine Laws, and if any such procedure or system does not support providing access to any public information required by the Sunshine Laws, an alternative method of compliance with a request must be followed.

- j) No City official may unreasonably delay access to any public record notwithstanding any other law.
- k) No City official may inquire as to the purpose of a request under this section nor may any City official discriminate based on the purpose of a request or the identity of the requester, unless required by state law.
- l) No City official may demand a requester's personally identifiable information in connection with a request under this section, provided, however, that a City official may inform a requester that certain public information may not be disclosable under state law except to certain, identifiable, requesters.
- m) It is the responsibility of every City official to respond to records requests and assist requesters.

7) Justification and minimization of withholding

- a) **Justification** - No City official may withhold any public information without written justification that all the information withheld is exempt pursuant to either (i) an exemption under state law, or authoritative court interpretation thereof, not prohibited by this chapter or other City law, permitting non-disclosure of such information or (ii) a state law, or authoritative court interpretation thereof, prohibiting disclosure of such information.
- b) **Exemption log** - No City official may withhold the entirety of a public record unless the written justification of subsection (a) also describes the form and general subject matter (unless exempt and justified) of the withheld record. Multiple public records of the same form and general subject matter and withheld under identical provisions of law may be summarized by providing a total quantity of each such set of records.
- c) **Minimal redaction** - No City official may withhold any public record or part of a public record unless the entirety of the record or part thereof is exempt, and shall instead withhold only the minimally exempt parts by deleting or masking such parts.
- d) **Redaction key** - No City official may withhold any part of a public record unless such part is keyed by footnote or by other clear reference to a written justification pursuant to subsection (a) of this section.
- e) All justifications, keys, and logs created pursuant to this section are public records and no part may be withheld from any person for any reason.

8) Enhanced disclosure

- a) **Explicit exemptions only** - No City official may cite Gov Code 6255(a), any similar exemption, or any exemption based on a balancing test between the public interest in disclosure versus the public interest in non-disclosure, nor may they withhold any public information pursuant to such exemption. Without limiting the foregoing sentence, no City official may cite a deliberative process privilege exemption, nor Penal Code 832.7(b)(6), nor *Times Mirror Co. v. Superior Court* (1991), nor may they withhold any public information pursuant to any of these exemptions.
- b) **No rule of reason** - No City official may cite a "rule of reason" to refuse to comply with a public records request, but shall instead provide incremental responses, each of which shall not be unreasonably delayed, and may request, but not require, that a requester narrow their request.
- c) **Official information privilege limited** - Neither citation by a City official to exemption under Evidence Code 1040(b)(2) (official information privilege) nor withholding of public

information pursuant to that section shall be lawful unless additional written justification of the specific, purported harm to justice is articulated.

d) [other existing 67.24 provisions here]

e) **Cumulative relief** - No form of relief authorized by this Chapter is exclusive of any other form of relief authorized by this Chapter or the other Sunshine Laws. No person is required, as a precondition for bringing suit under any Sunshine Law, to first pursue the administrative complaint procedures authorized by this Chapter. Failure to prevail in an administrative complaint against a City official does not preclude any suit under the CPRA or Brown Act and such failure does not constitute evidence of the frivolity of such suit.

9) Records to be retained, searched for, and disclosed

a) Public records prepared, owned, used, or retained by any City official are the property of the City, are not the personal property of any individual official, and must be searched and disclosed in accordance with this Chapter, regardless of whether the record is physically or electronically located on property owned by the City or by any other person. Every senior official shall prepare or cause to be prepared a policy for departments under their control that ensures that public records physically or electronically located on property not owned by the City be lawfully retained, searched, and disclosed, for example by prohibiting the location of such records on such property, requiring backup storage by the City of exact and complete copies of the original records, or by other lawful means.

b) Every senior official shall retain and cause to be retained in a professional and businesslike manner every public record prepared, owned, used, or retained by themselves and departments under their control. Notwithstanding any other law, retention for less than one year of any email, word processing documents, spreadsheets, presentations, calendar or meeting entries, computer databases, text messages, or chat messages related to the conduct of public business shall be deemed unprofessional and unbusinesslike and is a violation of this subsection.

c) Every senior official shall prepare or cause to be prepared a retention policy for departments under their control in compliance with this Chapter and other state and local law and shall comply with and cause their subordinates to comply with such policies.

10) Interpretation; Sunshine is supreme

a) This Chapter provides for enhancement to the rights of access governed by the California Public Records Act and the Brown Act. In any respect where this Chapter does not provide for greater, faster, or more efficient access by the public, the CPRA or Brown Act shall govern. Except where state law explicitly prohibits access with no opportunity for local agency discretion, this Chapter shall prevail. For the avoidance of doubt, if state law is silent on any restriction on public access or if state law permits, but does not require, that a local agency prohibit access, this Chapter's greater right of access shall prevail.

b) In order to give effect to Article I, Section 3 of the Constitution, a City ordinance or Charter provision, court rule governing City conduct, or other authority, including those in effect on the effective date of this subsection, shall be broadly construed if it furthers

the people's right of access to City information or meetings, and narrowly construed if it limits the right of access.

- c) In case of conflict between this Chapter and any other Charter chapter or any other ordinance, this Chapter shall prevail, unless the other provision provides greater right of public access to City information or meetings.
- d) In case of conflict between any two provisions of City law, the provision that provides greater right of public access to City information or meetings shall prevail.
- e) Every City official must comply strictly with the provisions of the Sunshine Laws. Neither purported good faith nor advice of counsel on behalf of any City official is a defense or a mitigating factor to any violation of this Chapter, provided, however, that a good faith but ultimately incorrect belief that an act or omission was required to protect the personal privacy interests of another person may be considered by a court as a mitigating factor, but not defense, in criminal trials brought pursuant to this Chapter.
- f) All orders, fines, and penalties issued under this penalty

11) **Government cannot limit that which the people have deemed public**

- a) The Board of Supervisors shall not enact any law that would limit any right of access provided for by this Chapter, and any such law shall be void and of no effect. The Board of Supervisors may enact laws that provide for strictly greater right of public access than provided for by this Chapter.
- b) Neither the Mayor nor any other City official shall have any power to suspend by any action any provision of this Chapter, unless such suspension is both (i) authorized by other law and (ii) unless and until such suspension is also approved by unanimous resolution of the Board of Supervisors with a written finding that no alternative suspension causing lesser abridgement of the right of public access would effectively mitigate the harm to public health or safety, with such approved suspension automatically expiring unless re-approved by unanimous resolution with similar finding every 30 days. No suspensions may last longer than 180 days, and no suspension may be approved if any suspensions have been in effect for a total of more than 180 of the last 360 days. Any suspension violating this subsection is void and of no effect.
- c) Notwithstanding subsections (a) or (b) of this section or any other law, this section may not be abridged, suspended, or amended by any action of the Mayor, Board of Supervisors, or any other City employee or official for any reason, and this section shall prevail over any contradictory law. This section may be amended solely by ballot initiative.
- d) This section expressly limits the power of the Board of Supervisors provided for by [Charter Section 16.130\(i\)](#), and shall prevail over that subsection.

From: [Shad Fenton](#)
To: [Imbert, Elizabeth \(UCSF\)](#); [ROTHSCHILD, MATTHEW \(CAT\)](#); [Brian Edwards](#); [Administrator, City \(ADM\)](#); [info@sfcityattorney.org](#)
Cc: [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary; MandelmanStaff, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Carrroll, John \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Graff, Amy](#); [Board of Supervisors, \(BOS\)](#); [Breed, Mayor London \(MYR\)](#); [james.queally@latimes.com](#); [Cityattorney](#)
Subject: Re: Covid Testing / Mitigation Response Bayshore Navigation Center / Request for quarantine
Date: Thursday, January 21, 2021 3:09:53 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

UPDATE: COVID RAPID TEST AT BAYSHORE NAVIGATION CENTER

I counted appx 10 DPH staff here to administer to about 15 people on site including staff.

I was able to get my phone and email into the system today, and received my test results through my email.

Below i've copied and pasted the message that is included in my email about this certain type of test:

Medical History

Abbott BinaxNow COVID19



Results Ready

January 21, 2021

at 125 Bayshore Boulevard, San Francisco, CA, USA

Result

Negative, No COVID-19 Antigens Detected

Rapid Test Result: Negative

Negative, No COVID-19 Antigens Detected

In the USA, this product has not been FDA cleared or approved; but has been authorized by FDA under an EUA for use by authorized laboratories; use by laboratories certified under the CLIA, 42 U.S.C. §263a, that meet requirements to perform moderate, high or waived complexity tests. This test is authorized for use at the Point of Care (POC), i.e., in patient care settings operating under a CLIA Certificate of Waiver, Certificate of Compliance, or Certificate of Accreditation. This product has been authorized only for the detection of proteins from SARS-CoV-2, not for any other viruses or pathogens. In the USA, - this product is only authorized for the duration of the declaration that circumstances exist justifying the authorization of emergency use of in vitro diagnostics for detection and/or diagnosis of the virus that causes COVID-19 under Section 564(b)(1) of the Federal Food, Drug and Cosmetic Act, 21 U.S.C. § 360bbb-3(b)(1), unless the authorization is terminated or revoked sooner.

I will still get as many tests that are provided. I still stand that testing here is a waste of

taxpayers money. due to the fact that it is voluntary, and there is no way for any citizen here to mitigate and quarantine away from those that do not get tested and those that migrate in and out.

I feel this test is another way of finding a cheap way to make the public believe that migrants and the unhoused are being tested when in fact so many aren't.

On Thu, Jan 14, 2021 at 5:14 PM Shad Fenton <shadfenton@gmail.com> wrote:

UPDATE;

Today Rapid Covid Testing was set up. Was told by DPH they are setting it up twice a week here at Bayshore and others. The test results do not go onto my medical record, instead it's an entirely different system. NOT EVERYONE IN THE SHELTER TOOK THE TEST.

Many beds are vacant, many citizens have not returned and have stayed away past the 48 hour policy.

Only three women remain.

Director Tony Chase was not seen by myself today, and not seen at the testing by me.

On Mon, Jan 11, 2021 at 11:16 AM Shad Fenton <shadfenton@gmail.com> wrote:

UPDATE on Bayshore Navigation Center

Community member Tucker (Autistic) hasn't been seen in days. Hopefully he has been transferred to a care facility.

Still no heat anywhere but in the communal kitchen, where we aren't supposed to congregate due to mandates. Still severe agitation of citizens here. Still life threatening levels of Covid Exposure due to transient shelter and no way to SIP in quarantine.

Requesting transfer into safety and quarantine for health reasons.

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Dr. Imbert,

Of those two attachments, the appointments stating 'missed' if you click inside them are actually appointments I kept and was tested. So I'm not understanding why they are showing up as 'missed'.

On Sat, Jan 9, 2021 at 9:54 AM Shad Fenton <shadfenton@gmail.com> wrote:

Dr. Imbert,

I realize you're very busy and thank you for reading and responding to my email.

I've CC'd CCSF Gov't officials here and the media, due to the negligence of care and complete disregard for mitigation I discovered and am tracking.

My name is Shad (Beauprez) Fenton, and I am a current resident at Bayshore Navigation Center in SF. My full legal name is David Shad Beauprez.

I'm emailing you today because I am getting SFDPH My chart messages that have your name attached to Covid Testing here at the center, and you serve as the MD/Epi lead for the Shelter/Encampment Outbreak Response Team.

I have a couple of questions for you to please respond to.

Do you have records with dates that DPH performed inspections at 125 Bayshore that document that mitigation techniques were being adhered to?

Why are their individuals here with mental health and physical needs not receiving care from trained DPH staff on a daily basis? There are citizens here walking around in urine stained clothing, not showering and are a walking health risk to themselves and this entire community, including Five Keys Staff.

When a covid positive case comes forward at this center, why is it that we, the community here that are in direct contact with those positive cases, are not quarantined immediately? Too expensive?

Why is there constant cold air blowing into the dorm room, and no heat has been provided whatsoever during this winter which is creating agitation amongst the community. People here are very agitated Dr. Imbert and it's become life threatening.

Why are human lives here at Bayshore being risked daily and left in harm's way by DPH, Five Keys, and CCSF with no way to mitigate their own safety in their own SIP sheltered room where they can receive care?

I've also attached screenshots of my MY Chart testings. I received one this morning that stated I missed an appointment for testing, but that testing was voluntary as all testings have been here, so why the "missed appointment" testing tag on my chart?

If you could please help me and any others that wish to get into quarantine I would be forever grateful.

I'll await your response.

Shad Fenton

From: [Shad Fenton](#)
To: [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary; MandelmanStaff, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Carroll, John \(BOS\)](#); [Imbert, Elizabeth \(UCSF\)](#); [Breed, Mayor London \(MYR\)](#); [Peskin, Aaron \(BOS\)](#); [Brian Edwards](#); [John Warner](#); [Graff, Amy](#); [Board of Supervisors, \(BOS\)](#); [Cityattorney](#); [Administrator, City \(ADM\)](#); info@sfcityattorney.org; [ROTHSCHILD, MATTHEW \(CAT\)](#); james.queally@latimes.com; kpccinvestigates@gmail.com
Subject: San Francisco / Palm Springs / Project Room Key / Riverside Housing Authority / Corruption
Date: Thursday, January 21, 2021 4:39:11 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Mayor Breed, Supervisors, City Administration, All

This story came back into my view this morning.

<https://kesq.com/news/2020/06/16/valley-police-activists-react-to-president-trumps-executive-police-reform/>

In it Palm Springs Chief of Police Bryan Reyes , the same chief that denied me investigations, falsified records and had records deleted from event logs, stated this about using the Riverside County HHOPE program:

"The city of Palm Springs took it upon themselves to contract with behavioral health specialists that work for the county, who deal with the homeless, the specialists who go out there and deal with drug addiction," said Palm Springs Police Chief Bryan Reyes. "It's a good start . It's a necessary lift off of the law enforcement officer that's expected to respond to everything."

HHOPE is the responsible contracted government entity in Riverside County that placed myself, as well as many others, some with severe medical needs, ie AI who has Full blown Aids, Kurt Busch who was just out of colon cancer surgery and had heart surgery at the same time, into run down dilapidated drug run motels Musicland and Desert Lodge that had no mitigation whatsoever, no care staff on site during this health crisis. HHOPE didn't even allocate meals, simple one bag every couple three days with A (one) cup of noodles, some protein bars and candy. That's been documented. The abuse has all been documented.

HHOPE had Desert Valley representative Rachel Morgan, who met with me, who also harassed me, who also would not email her statement to me that 'the shelter in place' mandate had been lifted and all Project Room Key recipients were being vacated. The same Rachel Morgan that suddenly lost her position.

HHOPE is a fraudulent organization that aligned with PSPD and Indio PD to harass and control the homeless.

Five Keys, same. Director Tony Chase of Bayshore Navigation Center will not reply to my emails and verbally stated such, It seems I have no record here, I was told today to get a lawyer and submit a subpoena if I wanted a copy of my record. There is no mental health care here whatsoever, when there are plenty of citizens here that are in dire need of representation.

This is all going to come out, what are you city leaders doing about this level of fraud before that happens?

From: [Shad Fenton](#)
To: [Imbert, Elizabeth \(UCSF\)](#); [ROTHSCHILD, MATTHEW \(CAT\)](#); [Brian Edwards](#); [Administrator, City \(ADM\)](#); [info@sfcityattorney.org](#)
Cc: [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary](#); [MandelmanStaff, \[BOS\]](#); [Haney, Matt \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Carroll, John \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Graff, Amy](#); [Board of Supervisors, \(BOS\)](#); [Breed, Mayor London \(MYR\)](#); [james.queally@latimes.com](#); [Cityattorney](#)
Subject: Re: Covid Testing / Mitigation Response Bayshore Navigation Center / Request for quarantine
Date: Friday, January 22, 2021 10:37:08 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

UPDATE

My bed neighbor 8 feet away did not test a week ago and did not test yesterday. The fastest way out to the main door is walking past my bed.

This Covid Shelter Pilot Testing is a waste of time and money.
There is no way to avoid citizens that do not get tested, besides moving out of the shelter into the environment.

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Shad Fenton

From: [Shad Fenton](#)
To: tonyc@fivekeys.org; [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary; MandelmanStaff, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Carroll, John \(BOS\)](#); [Imbert, Elizabeth \(UCSF\)](#)
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Subject: Re: Request to quarantine
Date: Friday, January 22, 2021 12:14:56 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Mr. Chase,

I've begun to release details of what transpired between myself and many others and certain government actors in Palm Springs and Riverside County to Government officials in SF and of course the FBI.

I believe I've discovered the same corruption scheme is occurring between Five Keys / Sheriff's Department / DPH and CCSF that occurred between Palm Springs Police Department and a Mental Health arm of Riverside County named HHOPE. I actually KNEW what I was discovering because I have been through it.

HHOPE organization worked hand in hand with the police departments in the Valley, namely PSPD and Indio to place unhoused and special needs, those with mental health needs, into non mitigated, run down motels where they received no care, and instead were subjected to harassment, and false statements (lies) by representatives that were supposed to be providing care.

I was lied to by a Director of HHOPE named Rachel Morgan, who no longer works for the HHOPE Program. Ms. Morgan also refused to reply to emails with her fraudulent statements.

Myself and at least 100 + others were harassed physically by the surroundings we were placed in, we were harassed mentally by knowing that the government didn't care for us whatsoever and it turned out that the Government intentionally tried to infect us and turned us into an outside public threat.

If your staff states that the heating is going to be fixed (weeks ago by the way) and we are all still hiding under blankets, your staff in coats and hats with space heaters blowing on them, but we (the citizens trying to survive here) don't have access to heat to be comfortably warm? That, in my view, is harassment and plain evil.

Everyone is accountable
Justice
Corruption
Public Endangerment by use of Homeless and migrant lives. Disgusting.

On Thu, Jan 21, 2021 at 11:24 AM Shad Fenton <shadfenton@gmail.com> wrote:
UPDATE : 1..21.21

Please everyone here, acknowledge the facts, acknowledge the injustices.

Late last night around 7:30 PM Gloria was evicted without proper representation at Bayshore Navigation Center. Instead a very shy, very introverted young lady was thrown out by a Five Keys Supervisor and two SFPD officers in the midst of a deadly Covid 19 health crisis and surge.

This morning, I had a meeting with Charles, my caseworker and talked about my case file and record that I've been denied.

To catch all up here on that, I have sent email requests to Director Tony Chase, I have requested in person to Charles my case file and history for 4 weeks now.

I was told by Charles a couple of weeks ago that he couldn't just print my case file, he would have to print them all.

I was told by Director Tony Chase when I asked to have my case file printed he replied 'we're busy'

Today I was told by Charles that he spoke to his superiors and they told him I don't have that right, that I would need to get a lawyer.

Why would there be such a play on my case file from "I can't print just one" , to "we are busy" to "you have to get a lawyer" 4 weeks now I've been asking for my case file.

Many of you here are lawyers.

SUMMARY OF YOUR RIGHTS

- You have the right to obtain complete information about your medical condition and care.
- You have the right to inspect your medical records within 5 days of making a written request.
- You have the right to have your medical records kept confidential unless you provide written consent, except in limited circumstances.
- You have the right to sue any person who unlawfully releases your medical information without your consent.

My hunch all along, I don't have a record here, because if I did, the CCSF, Department of Housing, Five Keys, ECS and DPH would be liable for my care and tracking my progress into permanent housing.

When I stated my concern about that to Charles this morning, I only received his silence which was more telling than his statement to get a lawyer.

The injustices here are many, for the most part, I've witnessed favoritism, rules can be "forgiven" for some and others get harassed for breaking the same. That's targeting certain individuals for an end goal. And as you've all been given this information and yet no recourse has occurred, you are all becoming part of the problem and not the solution. There is no time to waste, every individual life is precious, even if they have a mental or physical need.

There is enough evidence to investigate the conspiracy of care, but no time to waste in getting lives into safety while that investigation continues. The harm that is occurring here, both mentally and physically is profound.

Two women have been evicted in the last week. Two human lives have forever been altered due to lack of care and accountability.

Forced Herd Immunity

Intent to Infect

Favoritism

Nepotism

Injustice

Corruption

In Palm Springs, The PSPD told me to get a lawyer when they refused to investigate fraud and embezzlement due to their corrupt alliances with the PS Mafia.

On Mon, Jan 11, 2021 at 1:27 PM Shad Fenton <shadfenton@gmail.com> wrote:

UPDATE: VIOLATIONS OF CIVIL RIGHTS

Mr. Chase and Charles, my case worker, are in violation of my civil rights of access to my records. Two community care representatives whose jobs are to direct care upon me have violated my civil rights.

<https://www.hhs.gov/sites/default/files/righttoaccessmemo.pdf>

Respectfully requesting a safe transfer into an SIP room or hotel where I can mitigate my Covid responsibilities.

On Mon, Jan 11, 2021 at 12:45 PM Shad Fenton <shadfenton@gmail.com> wrote:

I have stated this previously. I am involved in an FBI investigation into corruption, attempted murder, and civil rights violations amongst many other crimes committed against me and other businesses and individuals in Palm Springs by mafia and their aligned corrupt PSPD, PSFD and government actors. That investigation follows me everywhere. Please trust that.

On Mon, Jan 11, 2021 at 12:35 PM Shad Fenton <shadfenton@gmail.com> wrote:

UPDATE:

Mr. Chase confronted me with hostility in front of three witnesses in the common kitchen with his statement he would not communicate with me through email.

Then walked out back into his area. I then went into the offices, confronted him. at least 5 witnesses were surrounding. I stated his job was to communicate with me. He said if you want to communicate man to man..etc.. I said sure. I would like my case file printed today. He said no. They were busy. I said I've been asking for that for three weeks now.

I stated "are you being honest with your staff here"

I said do I need to call the police to get my case file printed, he said, "go ahead, would you like to use my phone?"

There is no safety for anyone here, especially for me, who has reported and has documented the herd immunity and negligence of care that he as well as DPH are absolutely accountable for.

Mr. Chase also stated in the common kitchen in front of three witnesses that he doesn't answer any emails.

On Mon, Jan 11, 2021 at 11:19 AM Shad Fenton <shadfenton@gmail.com> wrote:

Mr. Chase

I've requested my case file from Charles three times now. He stated that is up to you and that he didn't have the ability to only print my case file, he would have to print them all.

Please have my entire case file printed for me where I can pick it up at the front desk no later than tomorrow.

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Daniela Flores



Programs Assistant

[Pronouns: She/her](#)

phone: + 415 651 2776

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email: daniela@womensbuilding.org

3543 18th St #8

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THREE CITIZENS SICK WITH COUGHS HERE THIS MORNING
Was told this morning by supervising staff when asking about the heat again, that there was a work order in to fix it.

WHY WAS THERE PUBLIC WORKS EMPLOYEES HERE OVER 2 WEEKS AGO SHUTTING OFF THE ROOF VENTS?
WHY CAN'T THE FANS BLOWING THE FREEZING COLD AIR JUST BE SHUT OFF?

Was told two nights ago by medically untrained night staff that "a cough could be any cough, not necessarily Covid."

Last night I received a temperature check at 9 pm. Was told my temp was 93. I stated, that can't be I'd be dead.

THERE ARE NO MEDICALLY TRAINED STAFF ADMINISTERING TESTS ONLY UNTRAINED SECURITY HERE AT NIGHT.

Please get us all into safety, citizens here are very agitated FROM THE NEGLIGENCE OF CARE, AND SLEEPING IN THE COLD.

On Sun, Dec 27, 2020 at 9:24 AM Shad Fenton <shadfenton@gmail.com> wrote:

Mr. Chase,

I am still waiting for my transport to quarantine. It's 57 degrees in the dorm

from the reading from my phone. My phone is left alone underneath my bed, exposed.

On Sat, Dec 26, 2020 at 4:00 PM Shad Fenton <shadfenton@gmail.com> wrote:

Mr. Chase, I am still waiting to be sent to quarantine.

On Sat, Dec 26, 2020 at 9:36 AM Shad Fenton

<shadfenton@gmail.com> wrote:

Still waiting on my requested transfer to quarantine.

On Fri, Dec 25, 2020 at 7:49 PM Shad Fenton

<shadfenton@gmail.com> wrote:

All,

For those of you coming into this email chain you are here now for accountability and as witnesses. Bayshore Navigation has threatened too many lives and this must end.

I'll quickly plead for all that remain here at Bayshore Navigation (not many) as my life, and all these lives that are still under Mr. Chase's dictation are in danger and deserve to be so much safer and taken care of. There is no way to self mitigate or dodge infection when you are up against a director that doesn't send people to quarantine or one that only starts mitigation when the whistle blows.

My "driver" has always been human safety, not just mine but all citizens here and everywhere. The gross negligence in care during this covid pandemic by Mr. Chase has been documented. Mandatory mitigations have been made (grateful for those) and people suffering from mental health issues have been brought back after being evicted while Mr. Chase was off campus.

My "complaints" as Mr. Chase stated made things happen in order to help save people from possible infections and from infecting others. Unfortunately, as you've all been a part to witness, Mr. Chase believes somehow that the environment that he creates is a safe one, but evidence shows a much different and disturbing lack of that safety, of mitigation and also shows very negligent care among persons with disabilities.

He is in control of public health, yet he broke a mandate and threw a holiday party, inviting infection spread onto both parties in attendance, possibly creating a superspreader event.

This is not responsible behavior of a director of a Navigation Center for a community housing development. City Life Church was here for a photo op and served some hot food, which is also lacking here and it was a meal, that I simply took, ate quickly by myself, until a friend Mario sat down, I sat with him less than 5 minutes, then returned to the community room by myself to be with my dog. For the record.

I am a victim of corruption, conspiracy, and terror. I am a victim of civil rights violations of due process. I lost my entire 400 K investment, then my car, then my condo, then my possessions fighting for justice, and that is coming. It has to. Too many high rankers have broken too many laws and got caught.

Because I caught them. I've been pleading for my safety for 20 months at least.

I am scared shitless of retaliation, because that's what the PS Government did to me. Evidence points to two PS Gov't officials having everything to do with the attempt on my life. I've survived though, this challenge with Mr. Chase, Five Keys, DPH is a big one due to I have no escape.

Underlying in Mr. Chase's emails is that same tone. His emails show no empathy, no action, it's as if he's incapable of it. He just points his finger to his "door" and says go find someplace else.

Mr. Chase you are here because I am transparent and also because if you fuck with my safety any further and I am not in quarantine or placed into an SIP room, away from the constant coughing of others that should be quarantined on the first sign of a cough! Of the constant cold air harassment in the dorm (there hasn't been heat for 7 weeks now) and your delusions and personal harassment, you are not, in any way, above the law.

I beg with those that do govern with care to get us out of here, into safety and care, before someone dies because of this man's tyranny.

With hope, Shad Fenton

On Fri, Dec 25, 2020 at 5:52 PM Shad Fenton

<shadfenton@gmail.com> wrote:

Mr. Chase,
Your email does not answer when my transfer request is coming through to quarantine.

I was transferred into this shelter with a statement it was safe. I have stated to you over and over again that I do not feel safe here, and have proven why.

On Fri, Dec 25, 2020 at 4:54 PM Tony Chase

<tonyc@fivekeys.org> wrote:

Mr. Fenton,

Merry Christmas to you!

I don't understand, because you were seen right there enjoying the festivities that were given safely and for everybody's enjoyment! But, since this is the 84th one of your critical emails, I can only remind you that you are free to go find you a place that YOU will feel safe at, since it is not here. My intention is to keep the environment safe for all, including for you, but I hope that you will find what you are driven to look for.

Thank you and Happy Holidays!

On Fri, Dec 25, 2020 at 2:39 PM Shad Fenton

<shadfenton@gmail.com> wrote:

Mr. Chase, It's now 2:27 PM. Your supervisors and staff know of my request to quarantine. I have yet to hear back from you. Please respond when I will be transferred.

Thank You,

On Fri, Dec 25, 2020 at 9:02 AM Shad Fenton

<shadfenton@gmail.com> wrote:

Mr. Chase,

Due to your negligence in care, the fact you threw an illegal Christmas Party during lockdown and involved members of City Life Church, AND the constant coughing from possible Covid 19 citizens here, last night being one of many.

(The bed neighbor was coughing so loudly and continuously he woke many of us up at 4 AM. That recording is also attached here)

I am requesting to go into quarantine for the entire time an incubation cycle occurs according to the CDC.

*The incubation period for COVID-19 is thought to extend to **14 days**, with a median time of **4-5 days** from exposure to symptoms onset. One study reported that **97.5%** of people with COVID-19 who have symptoms will do so within 11.5 days of **SARS-CoV-2** infection.*

I will notify your staff as such.

--



TONY CHASE

DIRECTOR,
BAYSHORE NAVIGATION CENTER

D: 415.596.1475

O: 415.920.8920

F: 415.734.3314

E: tonyc@fivekeys.org

A: 5125 Bayshore Blvd., San Francisco, CA
94124

W: www.fivekeys.org

From: [Shad Fenton](#)
To: tonyc@fivekeys.org; [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary; MandelmanStaff, \[BOS\]](#); [Haney, Matt \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Carroll, John \(BOS\)](#); [Imbert, Elizabeth \(UCSF\)](#)
Cc: [Breed, Mayor London \(MYR\)](#); [Peskin, Aaron \(BOS\)](#); [Brian Edwards](#); [John Warner](#); [Graff, Amy](#); [Board of Supervisors, \(BOS\)](#); [Cityattorney; Administrator, City \(ADM\)](#); info@sfcityattorney.org; [ROTHSCHILD, MATTHEW \(CAT\)](#)
Subject: Re: Request to quarantine
Date: Saturday, January 23, 2021 7:03:51 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

UPDATE:

At least 4 new citizens have entered the dorm in the last 2 days. Which means 4 additional lives being thrown into harm"s way without proper care.

Filed another report with Civil Rights Violations, and Fraud of Care.

Requesting quarantine now with the addition of 4 new possibly positive cases dorming with me.

My Bed neighbor did not test this week or last week.

Citizen Richard is in need of a shower and new clothing once again.

On Fri, Jan 22, 2021 at 12:02 PM Shad Fenton <shadfenton@gmail.com> wrote:

Mr. Chase,

I've begun to release details of what transpired between myself and many others and certain government actors in Palm Springs and Riverside County to Government officials in SF and of course the FBI.

I believe I've discovered the same corruption scheme is occurring between Five Keys / Sheriff's Department / DPH and CCSF that occurred between Palm Springs Police Department and a Mental Health arm of Riverside County named HHOPE. I actually KNEW what I was discovering because I have been through it.

HHOPE organization worked hand in hand with the police departments in the Valley, namely PSPD and Indio to place unhoused and special needs, those with mental health needs, into non mitigated, run down motels where they received no care, and instead were subjected to harassment, and false statements (lies) by representatives that were supposed to be providing care.

I was lied to by a Director of HHOPE named Rachel Morgan, who no longer works for the HHOPE Program. Ms. Morgan also refused to reply to emails with her fraudulent statements.

Myself and at least 100 + others were harassed physically by the surroundings we were placed in, we were harassed mentally by knowing that the government didn't care for us whatsoever and it turned out that the Government intentionally tried to infect us and turned us into an outside public threat.

If your staff states that the heating is going to be fixed (weeks ago by the way) and we are all still hiding under blankets, your staff in coats and hats with space heaters blowing on them, but we (the citizens trying to survive here) don't have access to heat to be comfortably warm? That, in my view, is harassment and plain evil.

Everyone is accountable

Justice

Corruption

Public Endangerment by use of Homeless and migrant lives. Disgusting.

On Thu, Jan 21, 2021 at 11:24 AM Shad Fenton <shadfenton@gmail.com> wrote:

UPDATE : 1..21.21

Please everyone here, acknowledge the facts, acknowledge the injustices.

Late last night around 7:30 PM Gloria was evicted without proper representation at Bayshore Navigation Center. Instead a very shy, very introverted young lady was thrown out by a Five Keys Supervisor and two SFPD officers in the midst of a deadly Covid 19 health crisis and surge.

This morning, I had a meeting with Charles, my caseworker and talked about my case file and record that I've been denied.

To catch all up here on that, I have sent email requests to Director Tony Chase, I have requested in person to Charles my case file and history for 4 weeks now.

I was told by Charles a couple of weeks ago that he couldn't just print my case file, he would have to print them all.

I was told by Director Tony Chase when I asked to have my case file printed he replied 'we're busy'

Today I was told by Charles that he spoke to his superiors and they told him I don't have that right, that I would need to get a lawyer.

Why would there be such a play on my case file from "I can't print just one" , to "we are busy" to "you have to get a lawyer" 4 weeks now I've been asking for my case file.

Many of you here are lawyers.

SUMMARY OF YOUR RIGHTS

- You have the right to obtain complete information about your medical condition and care.
- You have the right to inspect your medical records within 5 days of making a written request.
- You have the right to have your medical records kept confidential unless you provide written consent, except in limited circumstances.
- You have the right to sue any person who unlawfully releases your medical information without your consent.

My hunch all along, I don't have a record here, because if I did, the CCSF, Department of Housing, Five Keys, ECS and DPH would be liable for my care and tracking my progress into permanent housing.

When I stated my concern about that to Charles this morning, I only received his silence which was more telling than his statement to get a lawyer.

The injustices here are many, for the most part, I've witnessed favoritism, rules can be "forgiven" for some and others get harassed for breaking the same. That's targeting certain individuals for an end goal. And as you've all been given this information and yet no recourse has occurred, you are all becoming part of the problem and not the solution. There is no time to waste, every individual life is precious, even if they have a mental or physical need.

There is enough evidence to investigate the conspiracy of care, but no time to waste in getting lives into safety while that investigation continues. The harm that is occurring here, both mentally and physically is profound.

Two women have been evicted in the last week. Two human lives have forever been altered due to lack of care and accountability.

Forced Herd Immunity
Intent to Infect
Favoritism
Nepotism
Injustice

Corruption

In Palm Springs, The PSPD told me to get a lawyer when they refused to investigate fraud and embezzlement due to their corrupt alliances with the PS Mafia.

On Mon, Jan 11, 2021 at 1:27 PM Shad Fenton <shadfenton@gmail.com> wrote:

UPDATE: VIOLATIONS OF CIVIL RIGHTS

Mr. Chase and Charles, my case worker, are in violation of my civil rights of access to my records. Two community care representatives whose jobs are to direct care upon me have violated my civil rights.

<https://www.hhs.gov/sites/default/files/righttoaccessmemo.pdf>

Respectfully requesting a safe transfer into an SIP room or hotel where I can mitigate my Covid responsibilities.

On Mon, Jan 11, 2021 at 12:45 PM Shad Fenton <shadfenton@gmail.com> wrote:

I have stated this previously. I am involved in an FBI investigation into corruption, attempted murder, and civil rights violations amongst many other crimes committed against me and other businesses and individuals in Palm Springs by mafia and their aligned corrupt PSPD, PSFD and government actors. That investigation follows me everywhere. Please trust that.

On Mon, Jan 11, 2021 at 12:35 PM Shad Fenton <shadfenton@gmail.com> wrote:

UPDATE:

Mr. Chase confronted me with hostility in front of three witnesses in the common kitchen with his statement he would not communicate with me through email.

Then walked out back into his area. I then went into the offices, confronted him. at least 5 witnesses were surrounding. I stated his job was to communicate with me. He said if you want to communicate man to man..etc.. I said sure. I would like my case file printed today. He said no. They were busy. I said I've been asking for that for three weeks now.

I stated "are you being honest with your staff here"

I said do I need to call the police to get my case file printed, he said, "go ahead, would you like to use my phone?"

There is no safety for anyone here, especially for me, who has reported and has documented the herd immunity and negligence of care that he as well as DPH are absolutely accountable for.

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We can help them make an account, fill out the application, and answer any questions. Clients may also apply on their own. Please see the flyer attached and feel free to share it.

Warm regards,

--



Daniela Flores

Programs Assistant

[Pronouns: She/her](#)

phone: + 415 651 2776

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WHY WAS THERE PUBLIC WORKS EMPLOYEES HERE OVER 2

WEEKS AGO SHUTTING OFF THE ROOF VENTS?

WHY CAN'T THE FANS BLOWING THE FREEZING COLD AIR JUST BE SHUT OFF?

Was told two nights ago by medically untrained night staff that "a cough could be any cough, not necessarily Covid."

Last night I received a temperature check at 9 pm. Was told my temp was 93. I stated, that can't be I'd be dead.

THERE ARE NO MEDICALLY TRAINED STAFF ADMINISTERING TESTS ONLY UNTRAINED SECURITY HERE AT NIGHT.

Please get us all into safety, citizens here are very agitated FROM THE NEGLIGENCE OF CARE, AND SLEEPING IN THE COLD.

On Sun, Dec 27, 2020 at 9:24 AM Shad Fenton <shadfenton@gmail.com>

wrote:

Mr. Chase,

I am still waiting for my transport to quarantine. It's 57 degrees in the dorm from the reading from my phone. My phone is left alone underneath my bed, exposed.

On Sat, Dec 26, 2020 at 4:00 PM Shad Fenton <shadfenton@gmail.com>

wrote:

Mr. Chase, I am still waiting to be sent to quarantine.

On Sat, Dec 26, 2020 at 9:36 AM Shad Fenton

<shadfenton@gmail.com> wrote:

Still waiting on my requested transfer to quarantine.

On Fri, Dec 25, 2020 at 7:49 PM Shad Fenton

<shadfenton@gmail.com> wrote:

All,

For those of you coming into this email chain you are here now for accountability and as witnesses. Bayshore Navigation has threatened too many lives and this must end.

I'll quickly plead for all that remain here at Bayshore Navigation (not many) as my life, and all these lives that are still under Mr. Chase's dictation are in danger and deserve to be so much safer and taken care of. There is no way to self mitigate or dodge infection when you are up against a director that doesn't send people to quarantine or one that only starts mitigation when the whistle blows.

My "driver" has always been human safety, not just mine but all citizens here and everywhere. The gross negligence in care during this covid pandemic by Mr. Chase has been documented. Mandatory mitigations have been made (grateful for those) and people suffering from mental health issues have been brought back after being evicted while Mr. Chase was off campus.

My "complaints" as Mr. Chase stated made things happen in order to help save people from possible infections and from infecting others. Unfortunately, as you've all been a part to witness, Mr. Chase believes somehow that the environment that he creates is a safe one, but evidence shows a much different and disturbing lack of that safety, of mitigation and also shows very negligent care among persons with disabilities.

He is in control of public health, yet he broke a mandate and threw a holiday party, inviting infection spread onto both parties in attendance, possibly creating a superspreader event.

This is not responsible behavior of a director of a Navigation Center for a community housing development. City Life Church was here for a photo op and served some hot food, which is also lacking here and it was a meal, that I simply took, ate quickly by myself, until a friend Mario sat down, I sat with him less than 5 minutes, then returned to the community room by myself to be with my dog. For the record.

I am a victim of corruption, conspiracy, and terror. I am a victim of civil rights violations of due process. I lost my entire 400 K

investment, then my car, then my condo, then my possessions fighting for justice, and that is coming. It has to. Too many high rankers have broken too many laws and got caught. Because I caught them. I've been pleading for my safety for 20 months at least.

I am scared shitless of retaliation, because that's what the PS Government did to me. Evidence points to two PS Gov't officials having everything to do with the attempt on my life. I've survived though, this challenge with Mr. Chase, Five Keys, DPH is a big one due to I have no escape.

Underlying in Mr. Chase's emails is that same tone. His emails show no empathy, no action, it's as if he's incapable of it. He just points his finger to his "door" and says go find someplace else.

Mr. Chase you are here because I am transparent and also because if you fuck with my safety any further and I am not in quarantine or placed into an SIP room, away from the constant coughing of others that should be quarantined on the first sign of a cough! Of the constant cold air harassment in the dorm (there hasn't been heat for 7 weeks now) and your delusions and personal harassment, you are not, in any way, above the law.

I beg with those that do govern with care to get us out of here, into safety and care, before someone dies because of this man's tyranny.

With hope, Shad Fenton

On Fri, Dec 25, 2020 at 5:52 PM Shad Fenton

<shadfenton@gmail.com> wrote:

Mr. Chase,

Your email does not answer when my transfer request is coming through to quarantine.

I was transferred into this shelter with a statement it was safe. I have stated to you over and over again that I do not feel safe here, and have proven why.

On Fri, Dec 25, 2020 at 4:54 PM Tony Chase

<tonyc@fivekeys.org> wrote:

Mr. Fenton,

Merry Christmas to you!

I don't understand, because you were seen right there enjoying the festivities that were given safely and for everybody's enjoyment! But, since this is the 84th one of your critical emails, I can only remind you that you are free to go find you a place that YOU will feel safe at, since it is not here. My intention is to keep the environment safe for all, including for you, but I hope that you will find what you are driven to look for.

Thank you and Happy Holidays!

On Fri, Dec 25, 2020 at 2:39 PM Shad Fenton

<shadfenton@gmail.com> wrote:

Mr. Chase, It's now 2:27 PM. Your supervisors and staff know

of my request to quarantine. I have yet to hear back from you. Please respond when I will be transferred.

Thank You,

On Fri, Dec 25, 2020 at 9:02 AM Shad Fenton

<shadfenton@gmail.com> wrote:

Mr. Chase,

Due to your negligence in care, the fact you threw an illegal Christmas Party during lockdown and involved members of City Life Church, AND the constant coughing from possible Covid 19 citizens here, last night being one of many.

(The bed neighbor was coughing so loudly and continuously he woke many of us up at 4 AM. That recording is also attached here)

I am requesting to go into quarantine for the entire time an incubation cycle occurs according to the CDC.

*The incubation period for COVID-19 is thought to extend to **14 days**, with a median time of **4-5 days** from exposure to symptoms onset. One study reported that **97.5%** of people with COVID-19 who have symptoms will do so within 11.5 days of **SARS-CoV-2** infection.*

I will notify your staff as such.

--



TONY CHASE

DIRECTOR,
BAYSHORE NAVIGATION CENTER

D: 415.596.1475

O: 415.920.8920

F: 415.734.3314

E: tonyc@fivekeys.org

A: 5125 Bayshore Blvd., San Francisco, CA
94124

W: www.fivekeys.org

From: [Shad Fenton](#)
To: [Imbert, Elizabeth \(UCSF\)](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary](#); [MandelmanStaff, \[BOS\]](#); [Haney, Matt \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Carroll, John \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Graff, Amy](#); [Board of Supervisors, \(BOS\)](#); [Breed, Mayor London \(MYR\)](#); james.queally@latimes.com; [Cityattorney](#)
Subject: Re: URGENT: Civil Rights Violations Bayshore Navigation Center CCSF / Five Keys / Director Tony Chase /DPH
Date: Saturday, January 23, 2021 7:22:05 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

UPDATE:

At least 4 new citizens have been moved into the dorm, while civil rights are being investigated, abuse claims are being investigated.

You all here have choices to either stand by and risk others being abused the same way, or make the choice to remove us until a better solution presents itself.

Tony Chase, Five Keys Director actively sought out a meeting between a victim of sexual harassment and his predator.

Mr. Chase denied me my case report, My supposed case worker Charles did the same, Mr. Chase stated he was 'busy' and Charles stated he couldn't just print one. Then Charles said I would need to get a subpoena and a lawyer. Both violated my civil right to get my medical record.

Calvin Curtiss is a victim of sexual harassment and nothing is being done about that. Everyone that resides here full or part time is a victim of fraud of care.

City Attorney, everyone, please help get all of us into a safe and secure environment and away from these bad actors.

On Wed, Jan 20, 2021 at 7:58 PM Shad Fenton <shadfenton@gmail.com> wrote:

Unfortunately, another email coming your way tonight from Bayshore Navigation Center

Gloria, was evicted tonight from the dorm without a case worker, without Director Tony Chase and by the authority of a parolee supervisor. Two SFPD officers were on scene. I arrived a bit late at the exit but caught them as she was exiting. Asked out to Gloria if she was alright, her frightened eyes stared back at me with no words. The officers asked who I was, I stated I'm a civil rights advocate, the male officer stated back she wanted to leave. I overheard it was about her entering back in.

Gloria has been a citizen here since I arrived here. She's quiet, she volunteers to help clean the floors and tables. She is no threat to any one here. I have only seen her have conflicts with staff and those conflicts revolved around minor accommodations.

Harassment and intimidation are the real issues to everyone here. Top all that off with intent

to infect and herd immunity and the City of San Francisco and all the players are liable for not doing anything to stop it.

This eviction is endangering her life both physically and mentally. The kid barely speaks to others here. She's shy and there's reasons for that.

Please get everyone out of this shelter and into safety NOW. Today of all days was a gift to a new beginning, and not supposed to be more of the same corrupt harassing bullshit for greed.

On Wed, Jan 13, 2021 at 10:05 PM Shad Fenton <shadfenton@gmail.com> wrote:

UPDATE: Five Keys

Today Nicole who has mental health needs was removed from the dorm. There was an altercation outside with a Five Keys Supervisor / another man, and Charles caseworker standing in the distance. No presence of Director Tony Chase. I went out to see how she was. she was very upset, waiting for transportation. She stated her civil rights were being violated again.

On Tue, Jan 12, 2021 at 11:20 AM Shad Fenton <shadfenton@gmail.com> wrote:

Yesterday, Mr. Chase voiced the following harassing statements to me and in front of at least 5 staff witnesses:

if you want to talk man to man

"We're busy" referring to my request for a copy of my health record. The same record I have requested verbally and backed up in writing for the last three weeks

Constant cold air blows on me and every other citizen and employee here day and night in the dorm room and there has been no heat whatsoever. Not in the dorm, not in the community room, not in the showers or bathrooms. ONLY IN Mr. Chase's offices and in the dining room.

Citizens have been removed and evicted at all hours without due diligence, without proper medically trained staff present, then suddenly returned when I sent emails of concern and liability.

A citizen that experienced sexual harassment here AND outside of the center by an employee has been denied care. Instead, Mr. Chase suggested the three of them to meet and talk about it. The Director of Care at Bayshore suggested to place a victim in front of the man he accused to 'talk it though'

Herd Immunity techniques were, and still are being used here at Bayshore Navigation Center.

ENOUGH IS ENOUGH

Dr. Imbert, ALL, Please help get us all into safety before someone dies from

harassment, negligence, eviction, or the CCSF, DPH become more liable for continued human civil rights violations.

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Mayor Breed, Supervisors, Dr. Imbert, All

Media is copied on this email.

Yesterday, Director Tony Chase violated my civil right to copies of my case record at Bayshore by denying me that copy. The same copy I have requested, but been denied now for three weeks.

The CCSF / DPH / Five Keys / Tony Chase / SF Sheriff's Dept are in violation of the following:

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All people are by nature free and independent and have inalienable rights. Among these are enjoying and defending life and liberty, acquiring, possessing, and protecting property, and pursuing and obtaining safety, happiness, and privacy.

I allege that there isn't a case file for me here at Five Keys, because if they started one and continued to add to it, Director Chase, Five Keys, CCSF, DPH, Charles would be accountable for tracking me and my care.

That's just a start of what I can bring into a lawsuit against all contracted government actors in these violations I allege. We all deserve and have rights to safety, to being kept from harm, to follow mandates and not be harassed when we question, when we report abuses, or when we know our rights are being violated.

All here, I am not alone here. It's everyone in this shelter, everyone in every congregate shelter run by dictators who deny care.

Calvin Curtiss the victim of sexual harassment here, has yet to hear a word or have a check in by Director Tony Chase about what transpired between his concerns of sexual harassment. And Mr. Curtiss told me that he heard that his aggressor was just sent home.

If you think that Mr. Curtiss has a case file in it with that grievance, Please have Tony Chase and his aligned Case Workers here prove that and moreso, prove that he's received after care.

Mr. Curtiss has been here for months now, and it was me, NOT HIS CASE WORKER, that helped him sign up for General Assistance the other day.

I have continually stated and requested a mental health care provider SINCE I WAS TRANSFERRED INTO HERE 4 MONTHS AGO.

Everyone here must be transferred into safe, SIP environments where their civil rights cannot be violated or their "CARE" be treated by a dictatorship.

Human lives are in grave danger here at Bayshore Navigation due to the lack of care, negligence in mitigation, and civil rights violations.

From: [Shad Fenton](#)
To: [Imbert, Elizabeth \(UCSF\)](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary](#); [MandelmanStaff, \[BOS\]](#); [Haney, Matt \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Carroll, John \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Graff, Amy](#); [Board of Supervisors, \(BOS\)](#); [Breed, Mayor London \(MYR\)](#); [james.queally@latimes.com](#); [Cityattorney](#); [ROTHSCHILD, MATTHEW \(CAT\)](#); [Administrator, City \(ADM\)](#); [Brian Edwards](#); [info@sfcityattorney.org](#)
Subject: Re: URGENT: Civil Rights Violations Bayshore Navigation Center CCSF / Five Keys / Director Tony Chase /DPH
Date: Saturday, January 23, 2021 8:06:22 PM

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To mention again,

Three mental health needs citizens here were evicted at night without a proper mental health practitioner on duty, they were evicted by a Supervisor of Five Keys who called in SFPD officers, who took them out. Mario, Tucker, Gloria

Each was brought back in the day after I sent an email about each injustice which I believe included the city attorney about the incidents.

I've sent emails with enough alleged crimes and violations against human rights, against Civil Rights to warrant a shutdown while an investigation takes place, but instead, we are all here, still being harassed, still thrown into harm's way with a deadly virus lurking everywhere and more citizens are coming in.

I am following the money that is coming back into governments for reimbursements, for Newsom's Project Room Key where is the money to save human lives during this war? Or is the CCSF and Mayor Breed saving it for any alleged future budget deficits?

Corrupt Government negligence brought me into this center, and it's the reason I am pleading and fighting for all lives.

Spend as much as it takes to save and take care of as many lives as possible. More can always be printed and as we've seen more always comes, because in the end if a government doesn't try then what is a government for? Why do we hire any of you?

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Subject: Terrorist Acts / Criminal Mischief / Corruption / Public Endangerment / Five Keys / DPH / CCSF
Date: Sunday, January 24, 2021 10:27:52 AM
Attachments: [FCV 700 E Tahquitz #2 copy 2.pdf](#)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Mayor Breed, Supervisors, All

Over the last 2 years, I've learned that corruption is the exact equal to terrorism. We've all seen what corruption and lies can lead to in the insurrection on our Democracy.

I've been a victim of government corruption coming from the highest levels. Government actors who were hired to obey the laws, to protect and serve, instead denied me investigations so they could keep their corrupt scheme going. That scheme was to harm as many newcomers to Palm Springs as they could by any means necessary to maintain the independent city Mr. Ready and Mr. Wessman, along with their teams, built and controlled.

Then came what Mr. Ready, and his team did to the unhoused population during this war against Covid 19. They also had help from Rivco Supervisors; you all here please trust that.

With the PS Government I brought up the case of Margaret Cirko. The woman that intentionally coughed on 35K in produce, who was federally charged way back March 28th, 2020 at the start of this war.

That case here:

LUZERNE COUNTY, Pa. (WBFF/WKRC) - A woman has been arrested and charged after police say she [coughed on \\$35,000 worth of produce](#) at a grocery store in Pennsylvania.

Margaret Cirko has been charged with felony counts of terrorist threats, threats to use a "biological agent" and criminal mischief.

Over the last 5 months that I have been a resident here at Bayshore Navigation Center I uncovered the scheme to herd immunity us. DPH / Five Keys / City Administrator Naomi Kelly / Director Tony Chase / ALL had their part in the scheme, and that scheme still continues.

I ask you all here, what is the difference of intently coughing on 35K worth of produce to terrorize a community then it is to intently infect a population of vulnerable people?

The difference to me and many others I hope, are precious human lives vs. 35k of produce that can be thrown away. Both are terroristic acts, both are meant to harm.

For those here that need a bit more of a background on what went down in PS:

Here is the false statement by David Ready sent to me by City Attorney Jeff Ballinger on Aug 8th, 2019. Just a few months after the May 25 inspection and violation report from former Assistant Fire Marshal and Captain Robert Perotti of my store and the common areas of 700 E Tahquitz Canyon Way Palm Springs, CA

From: Jeff Ballinger <Jeff.Ballinger@bbklaw.com>
Subject: 700 E. Taquitz Canyon, Palm Springs
Date: August 8, 2019 at 5:50:50 PM PDT
To: 'Shad Fenton' <shad@dashfenton.com>
Cc: Gilbert Estrada <Gilbert.Estrada@palmspringsca.gov>, 'David Ready' <David.Ready@palmspringsca.gov>

Mr. Beauprez,

We are writing in response to your various emails that you have sent the City of Palm Springs and its officials. Your emails have alleged various illegal tenant improvements (i.e., construction done without permits) at the above-address. Your emails have also more recently alleged various illegalities (“fraud, harassment, setting up a business to fail, embezzlement and manipulation”, in your words).

The City has investigated your allegations of alleged work done without permits. Based on the information available to the City, including your allegations, the City’s Building Official has no credible evidence that unpermitted work has been performed and exists. Indeed, when the City inspectors twice sought your permission to inspect the unit you were leasing (Unit #2), you did not permit access to the City inspector.

Nor does the City have any reason to believe that the other alleged illegalities have occurred. Indeed, there is no crime of “setting up a business to fail” or “manipulation”.

As such, the City will consider this matter closed.

Sincerely,

/s
Jeff Ballinger
City Attorney

/s
Gilbert Estrada
Building Official

Attached is Mr. Perotti's report which Mr. Ready, Mr. Estrada, and every city council member and mayor had in their email boxes prior to Mr. Ready's statement. They all had to read it, it was about human lives being kept in harm's way.

If the CCSF does not move everyone into safety immediately and away from this corruption scheme, investigate and charge those involved, the city and members of this government may be held accountable.

**TERRORIST ACTS
CRIMINAL MISCHIEF**

PUBLIC ENDANGERMENT
FEDERAL CRIMES
CRIMES AGAINST HUMANITY



City of Palm Springs

Fire Department
Fire Prevention Bureau

300 N. El Cielo Road * Palm Springs, California 92262
Tel: (760) 323-8181 * Fax: (760) 778-8430 * Web: www.palmsprings-ca.gov

Fire Code Violations

Shad Fenton
700 E. Tahquitz Canyon Way, #2
Palm Springs, CA 92262
Inspection Date: May 23, 2019
Re-Inspection Date: **June 11, 2019**

Owner/Occupant,

The Owner/Occupant shall correct, maintain, repaired or provide documentation of service for the above site address by the above re-inspection date. The following deficiencies were noted during the inspection:

1. **Owner/Occupant responsibility.** Correction and abatement of violations of this code shall be the responsibility of the owner or the owners authorized agent. Where an occupant creates, or allows to be created, hazardous conditions in violations of this code, the occupant shall be held responsible for the abatement of such hazardous conditions. **CFC 109.2**
2. **Owner/Occupant** shall provide annual servicing and current tags for all fire extinguishers per **California Code of Regulations Title 19 575.1**
3. **KEY BOXES.** Where access to or within a structure or area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, a key box is required to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access. **CFC 506**
4. Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms. **CFC 315.3.3**
5. Egress doors shall be readily open-able from the inside without the use of key or special knowledge. **CFC 1010.1.9.3**

- a. Exception: the main exterior door or doors is permitted to be equipped with key operated locking devices from the egress side if a sign is posted stating "This door to remain unlocked when building is occupied"
6. The unlatching of any door or leaf shall not require more than one operation. **CFC 1010.9.5**
7. Means of egress shall be illuminated when the building space is occupied. **CFC 1008.2**
8. Means of egress shall not pass through kitchens, storage rooms, closets or space used for similar purpose, or through rooms subject to locking. **CFC 1016.2**
9. Vehicles: liquid- or gas-fueled vehicles, shall not be located indoors except as follows: **CFC 314.4**
 - a. Batteries are disconnected.
 - b. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least).
 - c. Fuel tanks and fill openings are closed and sealed to prevent tampering.
 - d. Vehicles are not fueled or defueled within the building.
10. Maintain fire-resistance-rated construction **CFC 703.1**
 - a. Openings made therein for the passage of pipes, electrical conduit, wire, duct, air transfer openings and holes made for any reason shall be protected with approved methods capable of resisting the passage of smoke and fire.

If you have any questions concerning the above corrections, please contact me at the number below.

Failure to comply with the orders contained in this notice will result in the issuance of an ADMINISTRATIVE CITATION and FINE.

Sincerely,

Robert C. Perotti

Robert Perotti
Captain, Deputy Fire Marshal
760-322-8364 ext. 8612
760-218-1488

From: [Shad Fenton](#)
To: [ROTHSCHILD, MATTHEW \(CAT\)](#); [Administrator, City \(ADM\)](#); [Brian Edwards](#); [info@sfcityattorney.org](#); [Peskin, Aaron \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary](#); [MandelmanStaff, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Breed, Mayor London \(MYR\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Graff, Amy](#); [Cityattorney](#); [Imbert, Elizabeth \(UCSF\)](#); [Carroll, John \(BOS\)](#); [james.queally@latimes.com](#)
Subject: Re: Terrorist Acts / Criminal Mischief / Corruption / Public Endangerment / Five Keys / DPH / CCSF
Date: Sunday, January 24, 2021 10:50:44 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Here is a video I took of my walkthrough of my store right before I vacated. In it please note that I wasn't quite sure at the time of what laws were being broken. I just knew that laws were and that an arson set up was in play which later I figured is also an act of domestic terrorism. The Government of Palm Springs including City Manager David Ready, the COP COF had everything to do with why I lost my store, why, when I figured it all out their only option was to get rid of me, and why Captain Perotti's inspection and then re inspection proves that the Fire Department and the PSPD works hand in hand with the mafia that wants that plaza burned to the ground so a 100 million dollar condo development can take its place.

<https://www.youtube.com/watch?v=pbUgxmUfLFY&t=8s>

On Sun, Jan 24, 2021 at 10:27 AM Shad Fenton <shadfenton@gmail.com> wrote:

Mayor Breed, Supervisors, All

Over the last 2 years, I've learned that corruption is the exact equal to terrorism. We've all seen what corruption and lies can lead to in the insurrection on our Democracy.

I've been a victim of government corruption coming from the highest levels. Government actors who were hired to obey the laws, to protect and serve, instead denied me investigations so they could keep their corrupt scheme going. That scheme was to harm as many newcomers to Palm Springs as they could by any means necessary to maintain the independent city Mr. Ready and Mr. Wessman, along with their teams, built and controlled.

Then came what Mr. Ready, and his team did to the unhoused population during this war against Covid 19. They also had help from Rivco Supervisors; you all here please trust that.

With the PS Government I brought up the case of Margaret Cirko. The woman that intentionally coughed on 35K in produce, who was federally charged way back March 28th, 2020 at the start of this war.

That case here:

LUZERNE COUNTY, Pa. (WBFF/WKRC) - A woman has been arrested and charged after police say she [coughed on \\$35,000 worth of produce](#) at a grocery store in Pennsylvania.

Margaret Cirko has been charged with felony counts of terrorist threats, threats to use a "biological agent" and criminal mischief.

Over the last 5 months that I have been a resident here at Bayshore Navigation Center I uncovered the scheme to herd immunity us. DPH / Five Keys / City Administrator Naomi Kelly / Director Tony Chase / ALL had their part in the scheme, and that scheme still continues.

I ask you all here, what is the difference of intently coughing on 35K worth of produce to terrorize a community then it is to intently infect a population of vulnerable people?

The difference to me and many others I hope, are precious human lives vs. 35k of produce that can be thrown away. Both are terroristic acts, both are meant to harm.

For those here that need a bit more of a background on what went down in PS:

Here is the false statement by David Ready sent to me by City Attorney Jeff Ballinger on Aug 8th, 2019. Just a few months after the May 25 inspection and violation report from former Assistant Fire Marshal and Captain Robert Perotti of my store and the common areas of 700 E Tahquitz Canyon Way Palm Springs, CA

From: Jeff Ballinger <Jeff.Ballinger@bbklaw.com>
Subject: 700 E. Taquitz Canyon, Palm Springs
Date: August 8, 2019 at 5:50:50 PM PDT
To: 'Shad Fenton' <shad@dashfenton.com>
Cc: Gilbert Estrada <Gilbert.Estrada@palmspringsca.gov>, 'David Ready' <David.Ready@palmspringsca.gov>

Mr. Beauprez,

We are writing in response to your various emails that you have sent the City of Palm Springs and its officials. Your emails have alleged various illegal tenant improvements (i.e., construction done without permits) at the above-address. Your emails have also more recently alleged various illegalities (“fraud, harassment, setting up a business to fail, embezzlement and manipulation”, in your words).

The City has investigated your allegations of alleged work done without permits. Based on the information available to the City, including your allegations, the City’s Building Official has no credible evidence that unpermitted work has been performed and exists. Indeed, when the City inspectors twice sought your permission to inspect the unit you were leasing (Unit #2), you did not permit access to the City inspector.

Nor does the City have any reason to believe that the other alleged illegalities have occurred. Indeed, there is no crime of “setting up a business to fail” or “manipulation”.

As such, the City will consider this matter closed.

Sincerely,

/s
Jeff Ballinger
City Attorney

/s
Gilbert Estrada
Building Official

Attached is Mr. Perotti's report which Mr. Ready, Mr. Estrada, and every city council member and mayor had in their email boxes prior to Mr. Ready's statement. They all had to read it, it was about human lives being kept in harm's way.

If the CCSF does not move everyone into safety immediately and away from this corruption scheme, investigate and charge those involved, the city and members of this government may be held accountable.

TERRORIST ACTS
CRIMINAL MISCHIEF
PUBLIC ENDANGERMENT
FEDERAL CRIMES
CRIMES AGAINST HUMANITY

From: [Shad Fenton](#)
To: tonyc@fivekeys.org
Cc: [Breed, Mayor London \(MYR\)](#); [Peskin, Aaron \(BOS\)](#); [Board of Supervisors. \(BOS\)](#); [Graff, Amy](#); [Cityattorney](#)
Subject: Request for community meeting RE: When the heating is going to be fixed.
Date: Monday, January 25, 2021 11:12:25 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Mr. Chase,

This is a written request for a meeting.

Members here need questions answered as to why cold air is constantly blowing in the dorm and community room.

Twice I have been told by staff that "they are working on getting it fixed" First statement was 2 months ago. Second statement was over a month ago.

There has been NO HEAT in the dorm this entire winter. Isn't a navigation center obligated to provide unsheltered lives with a reprieve from the freezing temperatures and weather outside?

Come in from the storm, get warm etc?

This morning, tensions are tight, and an altercation between two members broke out AGAIN.

From: [Shad Fenton](#)
To: [Breed, Mayor London \(MYR\)](#); [Board of Supervisors. \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Cityattorney](#); [Administrator, City \(ADM\)](#); [Imbert, Elizabeth \(UCSF\)](#)
Subject: URGENT 39 years in Prison, now employed to take care of citizens in Bayshore Navigation Center
Date: Tuesday, January 26, 2021 10:15:47 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Mayor Breed, All

Why is this man, who served his time, suddenly employed at this transitional housing center when he is high risk and physically vulnerable to Covid 19? He has grandchildren!

Also, A new citizen that just landed in here two days ago, now has a cough.

There has been no heat in the dorm, in the common area, in the bathrooms or showers all winter.

It seems that no one will open the thermostat that is hidden under lock and key. They could at least turn the fan off, but as I've alleged will not do so, because it's a harassment technique to keep citizens out and agitated. OR the bigger allegation is that the temperature is kept at this level for optimal spread of Covid 19 particles to infect the entire dorm. Blow the coughs around in here!

When it takes emails to bring action and accountability to agencies and agents that have a position .a contract. to provide care, yet they deny that care, are not transparent about positive cases, make false statements, deny civil rights, deny human rights, do not mitigate for the sole reason to infect, WHEN IS THE GOVERNMENT THAT CONTRACTS WITH THOSE AGENCIES AND AGENTS going to act and amend the situations to save human lives of the citizens under their care?

Not a single life should be staying in this virus bubble and everyone knows it. Half or more of the citizens here sleep elsewhere. Everyone that asks to be quarantined should have access to do that. I am asking again to be placed into a safe SIP environment.

From: [Shad Fenton](#)
To: [ROTHSCHILD, MATTHEW \(CAT\)](#); [Administrator, City \(ADM\)](#); [Brian Edwards](#); [info@sfcityattorney.org](#); [Peskin, Aaron \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary](#); [MandelmanStaff, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Breed, Mayor London \(MYR\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Graff, Amy](#); [Cityattorney](#); [Imbert, Elizabeth \(UCSF\)](#); [Carroll, John \(BOS\)](#); [james.queally@latimes.com](#); [Jeff Ballinger](#); [grant.colfax@sfgov.org](#)
Subject: DPH / Outside air being blown into Bayshore Navigation Center creating a bigger public health crisis
Date: Thursday, January 28, 2021 9:24:11 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Mr. Colfax, Mayor Breed, Supervisors, All,

Mr. Colfax I apologize for bringing you into this at such a late hour. Hopefully someone from this government has filled you in with what's going on over at Bayshore Navigation Center at this time. The City Attorney especially.

This morning, it was finally confirmed to me by Five Keys maintenance man Ram, that DPH told him that the fan must be on to BLOW IN OUTSIDE AIR. Another Five Keys staff member was witness to that conversation, his name Miguel.

Over the past months of my concerns and documentation of freezing cold air blowing directly onto us, it took today for that confirmation, and I had to get it out of them.

This confirms that CCSF, DPH, Five Keys, Director Tony Chase, and all of you here now have witnesses to address and to help explain why.

Outside low temperatures have been in the low 40's. If I can please ask everyone here to place yourselves in our shoes / beds and have freezing cold air being blown directly on you for months. It's insane, it's harassment, it's criminal negligence for greed.

There is no humane reason that anyone in this or any communal shelter in SF should be subjected to other positive cases, should have their lives threatened daily by those cases, and should have cold air blown on them so the DPH, CCSF, Mayor Breed, Supervisors can corrupt the FEMA funds that should be awarded to place human lives into safety.

This navigation center is in no way safe, and everyone knows it.

Herd Immunity by force / Intent to Infect
Corruption
Negligence
Criminal Endangerment of human lives

Human lives are in grave danger here at Bayshore Navigation Center and all lives must be removed and placed into SIP environments for their safety and for the public at large. Covid is mutating, no one is safe. stop using the unhoused / homeless to infect the general public.

From: [Shad Fenton](#)
To: [ROTHSCHILD, MATTHEW \(CAT\)](#); [Administrator, City \(ADM\)](#); [Brian Edwards](#); [info@sfcityattorney.org](#); [Peskin, Aaron \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary](#); [MandelmanStaff, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Breed, Mayor London \(MYR\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Graff, Amy](#); [Cityattorney](#); [Imbert, Elizabeth \(UCSF\)](#); [Carroll, John \(BOS\)](#); [james.queally@latimes.com](#); [Jeff Ballinger](#); [grant.colfax@sfgov.org](#)
Subject: Re: DPH / Outside air being blown into Bayshore Navigation Center creating a bigger public health crisis
Date: Thursday, January 28, 2021 9:57:59 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

UPDATE:

Seems Mr. Colfax's email has been blocked from my email.

Also, Five Keys has placed three small space heaters into the dorm that is appx 13K sq feet with 20 foot ceilings.

On Thu, Jan 28, 2021 at 9:23 AM Shad Fenton <shadfenton@gmail.com> wrote:

Mr. Colfax, Mayor Breed, Supervisors, All,

Mr. Colfax I apologize for bringing you into this at such a late hour. Hopefully someone from this government has filled you in with what's going on over at Bayshore Navigation Center at this time. The City Attorney especially.

This morning, it was finally confirmed to me by Five Keys maintenance man Ram, that DPH told him that the fan must be on to BLOW IN OUTSIDE AIR. Another Five Keys staff member was witness to that conversation, his name Miguel.

Over the past months of my concerns and documentation of freezing cold air blowing directly onto us, it took today for that confirmation, and I had to get it out of them.

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Human lives are in grave danger here at Bayshore Navigation Center and all lives must be removed and placed into SIP environments for their safety and for the public at large. Covid is mutating, no one is safe. stop using the unhoused / homeless to infect the general public.

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Tenderloin Housing Clinic (THC) Board of Directors Notified of Client/Staff Covid-19 Endangerment Concerns, 24-Jan-2021.
Date: Monday, January 25, 2021 10:15:00 AM

From: rjsloan <rjsloan@yahoo.com>
Sent: Sunday, January 24, 2021 7:10 PM
To: DPH-SRO Sites <srosites@sfdph.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Lynch, Andy (MYR) <andy.lynch@sfgov.org>
Cc: Haneystaff (BOS) <haneystaff@sfgov.org>; PeskinStaff (BOS) <peskinstaff@sfgov.org>; Lerma, Santiago (BOS) <santiago.lerma@sfgov.org>; Cityattorney <Cityattorney@sfcityatty.org>; Cretan, Jeff (MYR) <jeff.cretan@sfgov.org>; HSH External Affairs, HSH (HOM) <hshexternalaffairs@sfgov.org>; Whitley, Gigi (HOM) <gigi.whitley@sfgov.org>; Randy Shaw <feedback@beyondchron.org>
Subject: Tenderloin Housing Clinic (THC) Board of Directors Notified of Client/Staff Covid-19 Endangerment Concerns, 24-Jan-2021.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear San Francisco Department of Homelessness and Supportive Housing (SFHSH),

Please be hereby informed that one of your perennial supportive housing non-profits 'Tenderloin Housing Clinic (THC)' has blocked communications from this writer who has reported unsafe conditions for vulnerable clients and onsite staff at THC's 23 supportive housing locations.

I was forced to file a Cal/OSHA complaint that described how THC has not provided ongoing workplace safety training for staff who may not be adequately science-literate in the English language. This complaint highlights that the Janitorial staff especially have not been adequately informed about how to avoid a coronavirus infection while at work indoors, in poorly ventilated common areas for shifts of up to eight hours.

[Cal/OSHA Case # ECN-71192.]

When illness and death occurs in one of our City's 192 crowded SRO hotel buildings that have experienced coronavirus outbreaks, this supportive housing non-profit 'partner' to SFHSH is exposing itself and, potentially, the City to legal liability for gross negligence by client families or by onsite essential staff. Please don't be complicit with potential non-profit 'bad actors.'

But litigation later does not protect vulnerable clients or essential staff from coronavirus infections that may be occurring now.

RJ Sloan
 (415) 465-3261

RJSLOAN@YAHOO.COM

THC current Board of Directors safe media link:

<https://avanan.url-protection.com/v1/url?o=https%3A//www.thclinic.org/about/board-directors.php&g=YzViY2YzYjYzOTYyMDZjNA==&h=ZWJjMTA1MGU0MjRiZDMwY2Q0ZjQwYzJmMjQ1NWRlNjMzNWUxNGE2ZWxZGI0MmMyMjZkYjNjODY2ZGRlNzdiOA==&p=YXAzOnNmZHQyOmF2YW5hbGpvZmZpY2UzNjVfZW1haWxzX2VtYWlsOmZlYmQ0YTQ2MTkxZTE5NzE0ZmE4MzUzZDU3MzlkMDRkOnYx>

#JanitorLivesMatter

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: 正直
Date: Monday, January 25, 2021 10:09:00 AM

From: rjsloan <rjsloan@yahoo.com>
Sent: Sunday, January 24, 2021 1:34 PM
To: Mar, Gordon (BOS) <gordon.mar@sfgov.org>
Cc: Haneystaff (BOS) <haneystaff@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: 正直

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisor Mar,

I have never heard NIMBY-ism deconstructed more eloquently than in your recent Facebook post on affordable housing in your district. Pushing a boulder up a mountain in the Sunset will require a lot of strength and patience. You have enough courage though, I'm certain.

Fondly yours,

RJ Sloan, D-6
(415) 465-3261
RJSLOAN@YAHOO.COM

#JanitorLivesMatter

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Correspondence to each Supervisor, please.
Date: Tuesday, January 26, 2021 8:52:00 AM
Attachments: [To SFBOS letter w complaints.pdf](#)

From: Richie Greenberg <press@richiegreenberg.org>
Sent: Tuesday, January 26, 2021 8:24 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Correspondence to each Supervisor, please.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good morning, please share the following email (PDF) with the full board, regarding crime and Chesa Boudin SFDA. Thank you kindly.

Regards,

Richie Greenberg
District 2 resident

Email: press@richiegreenberg.org

Richie Greenberg
San Francisco CA

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Via Email Delivery

Re: Petition, Chesa Boudin Must Resign, 15,001 signatures

January 25th , 2021

Dear Honorable Supervisors,

As the City of San Francisco begins a second year with controversial Chesa Boudin in control of the District Attorney's office, we undersigned respectfully, yet with determination, collected 15,001 names, and 520 complaints- from the ChesaMustResign.com petition on change.org website within 16 days of inception of the petition. This is an extraordinary example of public outpouring against Mr Boudin.

The level of crime in our city is beyond outrageous. The lack of criminal prosecution by Chesa Boudin is appalling. Criminals have become emboldened. Thefts day and night, burglaries, robberies at gunpoint, brazen shootings, fleeing parolees, twenty-four-hour drug dealing, stabbings, attacks against the Asian communities, assaults against women, even stealing of a dog. Every resident, small business owner and visitor to San Francisco is a target. Crime and personal safety are among the top reasons people and businesses are fleeing.

With all due respect, Supervisors, we citizens are dealing with an increasingly difficult situation, and we undersigned now firmly assert you join our growing voice- and demand Chesa Boudin resign *immediately*.

Respectfully submitted,

//Richie Greenberg//

Richie Greenberg, Petition organizer
San Francisco
press@richiegreenberg.org

Enc: pdf, 350 sample complaints

Name	City	Postal C	Commented	Comment
Zach Geo	San Francisco	94109	1/3/2021	"We need a DA, not two public defenders."
Ann Li	San Francisco	94107	1/3/2021	"He's the worse"
Patrick C	San Francisco	94131	1/3/2021	"Chesa Boudin's agenda will destroy San Francisco if left unchecked."
Yana Ratl	San Francisco	94109	1/3/2021	"Chesa Boudin is not doing the job he signed up to do."
John Peri	San Francisco	94133	1/3/2021	"Criminal justice reform does not mean abandoning consequences altogether. It needs to be gradual, thoughtful, a
Tony Trai	San Francisco	94116	1/3/2021	"We desperately need a replacement"
William F	San Francisco	94110	1/3/2021	"I'm signing because my neighbors all had their Christmas packages stolen out of our lobby."
Alicia B	San Francisco	94131	1/3/2021	"San Francisco is unsafe & the DA is doing a poor job at protecting law abiding citizens. Too much crime & too man
Roberta C	San Francisco	94132	1/3/2021	"He doesn't do his job, he's unqualified, and biased towards criminals."
Dino Sevi	San Francisco	94103	1/3/2021	"This guy is awful. His little social experiment has made everything worse and ONLY benefits the drug dealers. Ge
Kristi Bul	San Francisco	94112	1/3/2021	"He's awful"
Ann Mari	San Francisco	94116	1/3/2021	"We need to restore our city and make it safe again!"
DAVID Bc	San Francisco	94118	1/3/2021	"This guy a joke"
Anita Lee	San Francisco	94159	1/3/2021	"Chesa Boudin is not doing his job to prosecute crime. He is enabling criminals to commit crime without consequer
Christine	San Francisco	94122	1/3/2021	"Christine Tam"
Gary Chu	San Francisco	94115	1/3/2021	"Before more innocent lives are lost."
Jasmine f	San Francisco	94114	1/3/2021	"His personal agenda/vendetta is hindering his office from doing what they've been tasked with: Ensure that the Ri
Leanna L	San Francisco	94133	1/3/2021	"I'm signing because SF needs a District Attorney who understands victim's rights and respect the victim's pain or c
Tonino B	San Francisco	94112	1/3/2021	"He needs to go in order to make our city a better and safer place."
Sean O'R	San Francisco	94127	1/3/2021	"Crime in San Francisco is going unpunished and hurting residents and businesses! Our city needs governance to hc
Teresa Si	San Francisco	94110	1/3/2021	"I love SF and want to stay but after 14 years of living here I have never been more fearful :(things have to change
Fei Long	San Francisco	94105	1/3/2021	"Chesa brings no justice to victims. He is ok with stealing and robbing. He won't press charges against crime. This D
laurie ha	San Francisco	94108	1/3/2021	"I feel unsafe for myself and my children. We are paying too much money to live in such a city. I am upset that the
Conan Tc	San Francisco	94127	1/3/2021	"The DA is getting paid for not doing his job."
Gregory I	San Francisco	94122	1/3/2021	"Protect the public is your job, Mr. Chesa Boudin. Progressive movement is fine but not to deter public safety."
Richard N	San Francisco	94112	1/3/2021	"Chesa doesn't respect the laws. He won't enforce laws on petit crimes. Allowing his thugs to break car windows, s
Alson Wc	San Francisco	94109	1/3/2021	"Boudin must go!"
Brian Sto	San Francisco	94102	1/3/2021	"We need a DA that puts the safety of its law abiding citizens above those of criminals."
Ebereto C	San Francisco	94109	1/3/2021	"It's not Boudin I hate personally but the way he and his department have shaped the landscape of law and order i
Hicham F	San Francisco	94134	1/3/2021	"Because he destroyed this city and making a haven for criminals from neighboring counties. The blood of the two
Valentinã	San Francisco	94102	1/3/2021	"I am living in San Francisco and I am scared to walk on the streets."
Sal Novo	San Francisco	94128	1/3/2021	"Inexperience. Dismal performance no accountability."
Marina R	San Francisco	94116	1/3/2021	"He is not going to resign. We need to recall him"
Michael S	San Francisco	94105	1/3/2021	"We need to restore sanity and law and order in this city."
Suzanne	San Francisco	94117	1/3/2021	"We should be able to live in our city without the constant fear of being killed by recently released criminals. Right
wilson yu	San Francisco	94142	1/3/2021	"I'm tired of the way criminals are being treated in the city"
Tina McC	San Francisco	94611	1/4/2021	"I'm sick and tired of thieves roaming streets freely and the deaths of two pedestrians by a criminal who should ha

Henry Ch	San Francisc	94112	1/4/2021	"I'm signing because it is the right thing to do. This DA has so much blood on his hands..."
Robert C	San Francisc	94123	1/4/2021	"didn't want him elected in the first place plus we have been left to defend our property alone from criminals comi
Reina Hu	San Francisc	94111	1/4/2021	"I'm sick of the crime in SF. We need to take back our city under new leadership."
JOHN WC	San Francisc	94127	1/4/2021	"He's not doing his job."
Tina Ran	San Francisc	94103	1/4/2021	"i want to feel safe in the city again!!"
John Rob	San Francisc	94115	1/4/2021	"Showing respect for our city starts with safe streets."
Charlene	San Francisc	94133	1/4/2021	"I consider this man to be a murderer. If it wasn't for his decisions, these two poor girls would still be alive."
Charlene	San Francisc	94133	1/4/2021	"Breed needs to go also as she is doing NOTHING!"
Sharla M	San Francisc	94112	1/4/2021	"He's crazy!"
Stephani	San Francisc	94127	1/4/2021	"I'm signing because Boudin is helping to destroy the city I grew up in."
antoinett	San Francisc	94124	1/4/2021	"AT needs help and we are not getting it"
Lisa Fran	San Francisc	94118	1/4/2021	"I'm tired of reading and witnessing the ever increasing crimes in SF!"
Mark Voç	San Francisc	94114	1/4/2021	"Bye Felicia. Don't let the door hit you on the way out."
Stephani	San Francisc	94107	1/4/2021	"A district attorney is supposed to prosecute criminals not defend them. Defense attorneys do that."
Richard V	San Francisc	94112	1/4/2021	"Crimes against Asian Americans and people in general has risen, and perps will let go with a slap on the wrist. Care
Henry W	San Francisc	94133	1/4/2021	"He cares more about criminals than law abiding citizens."
Carlos m	San Francisc	94110	1/4/2021	"I don't feel safe leaving my room anymore"
Osamu N	San Francisc	94115	1/4/2021	"I'm sighing to stop crime"
Mitchell I	san francisco	94121	1/4/2021	"I didn't support him from the beginning and I'm hoping this will help get rid of this mistake that others put in offic
Yvonne T	San Francisc	94115	1/4/2021	"Our beloved City is under attack. Crime is rampant and residents and tourists are no longer safe. If the DA is going
Augustus	san francisco	94107	1/4/2021	"Soft on criminals. San Francisco needs a new DA that will be vocal for the survivors of crime and not the criminals.
Jun jian N	San Francisc	94134	1/4/2021	"Jun jian ma"
Larry Wo	San Francisc	94127	1/4/2021	"Chesa has proven to be a mistake. Choosing SF residents' lives."
Garret Tc	San Francisc	94118	1/4/2021	"Chesa is too dangerous for SF. He is also not doing the job of a D.A."
Shayna N	San Francisc	94118	1/4/2021	"He is destroying our city!"
Don Ham	San Francisc	94127	1/4/2021	"I believe in strong action against criminal and crime has gotten worse under the present DA. We need a DA that w
Diane Wi	San Francisc	94122	1/4/2021	"3rd generation native. Jail does work—it protects we citizens against criminals."
Bikhayrat	San Francisc	94165	1/4/2021	"Failed to protect taxpayers. Period"
Phillip O'	San Francisc	94110	1/4/2021	"Crime in this city is out of control."
Ahmed S	San fran	94111	1/4/2021	"London Breed is destroying the City as well."
don huar	san francisco	94124	1/4/2021	"The death of the 2 women last week has shown that this DA does not care about doing his job and keeping us safe
Ann Le	San Francisc	94123	1/4/2021	"This guy made San Francisco dangerous"
terry gre	San Francisc	94111	1/4/2021	"incompetent"
Jennifer I	San Francisc	94121	1/4/2021	"Your job is to prosecute criminals. Period. If you don't want to do that, then find a different job."
Robert H	San Francisc	94122	1/4/2021	"He's an incompetent clown"
Richard V	San Francisc	94112	1/4/2021	"Actions should have consequences, and now two people have been killed! Boudin should resign!"
Manyu Yi	San Francisc	94112	1/4/2021	"Didn't do anything to help the community"
Timothy I	San Francisc	94122	1/4/2021	"Increased amount of crimes, burglaries, robberies in our neighborhood with no consequences."

David He San Francisc	94121	1/4/2021	"Boudin is a clown who doesn't do any good for the city."
Matthew San Francisc	94114	1/4/2021	"He and his policies are failures."
Russell L san Francisc	94123	1/4/2021	"My garage in the Marina was broken into last week. And why bother reporting it? Chesa has abandoned any effort
Russell W San Francisc	94116	1/4/2021	"Boudin's San Francisco; where crime is rampant and goes unpunished; where drug addicts are pitied; enough is eno
Natalie Y San Francisc	94122	1/4/2021	"He cares too much for criminals and is endangering us all!"
arkady itl San Francisc	94111	1/4/2021	"I am signing this petition because enough is enough, and if we can remove at least one person responsible for des
Nikita Ya San Francisc	94158	1/4/2021	"Rising crime in San Francisco"
Ebert Kar San Francisc	94121	1/4/2021	"There is no repercussions for crime. No deterrents, just incentives."
Dan Truo San Francisc	94134	1/4/2021	"I want to live in A safe city."
Tracy Mc San Francisc	94112	1/4/2021	"This is horrific and words can not express the sorrow that two families are left to deal with. At some point we all i
Sierra Zin San Francisc	94107	1/4/2021	"I'm worried about my safety and my city!!"
Carla Hul San Francisc	94118	1/4/2021	"His agenda is causing utter chaos in this city. We need a DA who will prosecute and incarcerate crime. ALL CRIME.
steven L san Francisc	94123	1/4/2021	"How many more have to victimize, assaulted or killed by early released parolees?"
Nick Ragç San Francisc	94102	1/4/2021	"Nick Raggio"
Julie Fitzç San Francisc	94117	1/4/2021	"He is not watching out for SF residents best interest"
Victor Ch San Francisc	94132	1/4/2021	"Time to get real human leadership."
Marcus C San Francisc	94117	1/4/2021	"I am signing because I was born and raised in San Francisco and have NEVER been so afraid to live in my own city (
Grace Mç San Francisc	94122	1/4/2021	"San Francisco cannot stand by and allow further property destruction and unprosecuted crimes to continue. Boud
Samuel P San Francisc	94124	1/5/2021	"This DA has ulterior motives and is dangerous to our city, state, and country."
TRiston MSF	94116	1/5/2021	"He is not a prosecur,,he is making sf less safe"
San Franc San Francisc	94117	1/5/2021	"He is useless and puts the needs of criminals before the rights of law abiding, tax paying citizens!"
Elizabeth San Francisc	94129	1/5/2021	"Let us not forget he just dropped 18 felony charges against a sex trafficker who kidnapped and raped an underage
Merkley l San Francisc	94112	1/5/2021	"Chesa is a joke.A bad joke."
Jimmy Dj San Francisc	94109	1/5/2021	"There is no law & order with a DA like this."
Margaret San Francisc	94127	1/5/2021	"He be is not prosecuting criminals and making excuses for it."
Vince Rin San Francisc	94118	1/5/2021	"I'm completely unhappy with Mr. Boudin's performance as our new DA. Crime is rampant and accelerating throug
Christopç San Francisc	94103	1/5/2021	"As a native San Franciscan and former prosecutor, I am appalled to see this ideologue pretending to be the chief l
J Basolo San Francisc	94109	1/5/2021	"He's got to go and he can take London Breed with him too! Let's get our City back"
Norm W San Francisc	94122	1/5/2021	"Get rid of the idiot and Breed. 2 biggest mistakes the city ever made"
Robin Go San Francisc	94112	1/5/2021	"He blames everyone and is not accountable."
breeda k san francisco	94122	1/5/2021	"Possibly the most negligent DA ever"
John Aleç San Francisc	94117-2	1/5/2021	"As a crash survivor on Mission & 14th Street 20 years ago, I demand legal responses with equity & justice from the
Dave Dill San Francisc	94116	1/5/2021	"Dave dill"
Josh Burr San Francisc	94118	1/5/2021	"Chesa Boudin is the worst thing that had ever happened to San Francisco in the 21-22 year I have lived here. Shar
Caroline San Francisc	94122	1/5/2021	"This man is a travesty ,instead of bringing criminals to justice he is punishing the innocent, He was brought up by c
Luke Mic San Francisc	94920	1/5/2021	"Because I don't like what he's doing to SF"
Chet Sulli San Francisc	94127	1/5/2021	"No more violent criminals roaming free"
Darcy Wç San Francisc	94118-1	1/5/2021	"I'm for law and order."

Anna She SF	94122	1/5/2021	"The DA is horrible. Protect the innocent he has failed in this."
mustapha San Francisco	94109	1/5/2021	"Crime has increased in my neighborhood"
Debra De San Francisco	94122	1/5/2021	"This City needs help not individuals who will bring it down"
Angela Ti San Francisco	94122	1/5/2021	"Do your job Chesa. Your job is to prosecute. If you won't do it, then step aside so someone else can."
Andy Chu San Francisco	94111	1/5/2021	"The victims of the car crash were Elizabeth Platt, 60 and Hanako Abe, 27."
David Hu San Francisco	94118	1/5/2021	"We need a district attorney. Chesa is a public defender. I respect him for that but he did not read the job description"
Michael F San Francisco	94102	1/5/2021	"He's got to go!! ENOUGH"
Stephani San Francisco	94110	1/5/2021	"I want to live in a safe city."
Richard C San Francisco	94127	1/5/2021	"Incompetent, has failed the city and endangered us all. He even represented the man who hit the pedestrian s."
Vincent F San Francisco	94134	1/5/2021	"SF leftist voted for crime and violence, they got exactly what they voted for. Stay away from SF let the city rot. Fr"
Eryn Alex San Francisco	94117	1/5/2021	"I'm tired of seeing the decline of our city - and specifically, the increase in crime everywhere."
Andrew C San Francisco	94121	1/5/2021	"Lives lost due to poor decisions. Where's the common sense to keep repeat offenders in jail? Or does DA Boudin c"
Michelin San Francisco	94118	1/5/2021	"I want a safer San Francisco"
Nicole M San Francisco	94123	1/5/2021	"I'm signing because I have had three bicycles stolen and a home invasion in the middle of the night which accumu"
Ellen Hur San Francisco	95621	1/5/2021	"San Francisco needs a district attorney who focuses on protecting law abiding residents, not giving repeat crimina"
Chris Mo San Francisco	94117	1/5/2021	"San Francisco had become a disgusting and lawless place to live. It's time to retake the city."
Samuel H San Francisco	94121	1/5/2021	"Chesa Boudin's Restorative justice program is ineffective and has not curbed crime in SF."
Mercede San Francisco	94114	1/5/2021	"Our city is a crime spree nightmare! And the homeless now own the streets."
Andrew C San Francisco	94118	1/5/2021	"You've put us in danger with your stupid policies. Resign scumbag"
Jennifer I San Francisco	94112	1/5/2021	"SF is flipping red due to all this crime and chaos"
kellie Mc San Francisco	94114	1/5/2021	"It has to be bone"
boris tavi San Francisco	94122	1/5/2021	"Law and order matters"
Mark Sav San Francisco	94109	1/5/2021	"Chesa Boudin is toxic to the welfare and safety of San Francisco. He has to go."
leanne kc San Francisco		1/5/2021	"Recall the DA. His failure to prosecute crime in SF has lowered the quality of life for residents and made us less saf"
David Ch San Francisco	94116	1/5/2021	"DA is not help SF. Brings in more crime."
Jonah Tu San Francisco	94118	1/5/2021	"I grew up here but I'm getting ready to move as soon as I can. I don't want to live somewhere I can't feel safe. This"
Jonathan San Francisco	94110	1/5/2021	"Chesa Boudin's stance on crime is an insult to all hard working documented immigrants who've done everything in"
Linda Phi San Francisco	94127	1/5/2021	"Non-prosecution of serious crimes (even if they are not violent crimes) is simply unacceptable. Neighborhoods de"
Catherin San Francisco	94118	1/5/2021	"He is unfit for office and has personal issues that causes him to not protect the city from true harm. He has a pers"
Tami Eps San Francisco	94117	1/5/2021	"He is bad for San Francisco! We need criminals off our streets before they become murderers. The practice of let"
Michael S San Francisco	94123	1/5/2021	"Ineffective"
Hyun Lim San Francisco	94117	1/5/2021	"Hana Abe shouldn't have died. Chesa had five chances to file charges that would have sent the criminal to back to"
Tim Mur San Francisco	94123	1/5/2021	"Chesa isn't keeping the city safe"
HIEU PH San Francisco	94115	1/5/2021	"Chesa Boudin is a complete and shameful failure to keep SF safe"
eric tang san francisco	94118	1/5/2021	"He is not fitted for the job"
Kirk Mori San Francisco	94122	1/5/2021	"Having grown up in SF, we used to pride ourselves on how clean is was. Now it's rightfully considered a dirty city c"
robert lin San Francisco	94118	1/5/2021	"I'm assigning because he's completely filled vacancies in his department with people who share his same biases."
Jeff Won San Francisco	94121	1/5/2021	"Crime in the outer Richmond is the worst I have ever seen it and I've lived here for 43 years."

Bill Alvar; San Francisco 94118-3 1/5/2021 "He is a career defense lawyer and does not want to take a firm stand against the crime committed in San Francisco"

Felicia De San Francisco 94107 1/5/2021 "Fed up with never feeling safe in this city"

Brian Skr San Francisco 94123 1/5/2021 "Chesa has empowered criminals in SF, making the city lawless and unliveable. He needs to go immediately."

Silvia V San Francisco 94110 1/5/2021 "Enough innocent lives have been lost. This is out of control!"

Kartik Sa San Francisco 94103 1/5/2021 "If you voted for Chesa, fine. If you continue to support him after seeing the results you have your head in the sand"

Christin A San Francisco 94109 1/5/2021 "Chesa Boudin needs to go"

Lev Broul San Francisco 94116 1/5/2021 "Appears aggressively ineffective at his job."

Justin Ha San Francisco 94123 1/5/2021 "Crime and filth in SF is out of control and the worst I have ever seen in my 20 years living here. Good people are fleeing"

Darin Ye San Francisco 94108 1/5/2021 "I want SF to be safe for its citizens and criminals prosecuted!"

Maribel F San Francisco 94124 1/5/2021 "I'm signing because this guy is letting criminals out in the streets that should be locked up!!"

Stephen I San Francisco 94131 1/5/2021 "San Francisco residents deserve justice, not lawlessness"

Ed Reidy San Francisco 94132 1/5/2021 "An entirely unfit official"

Arthur D San Francisco 94112 1/5/2021 "It's not all his fault. I also blame all the people for voting for this person. You all have been putting people like him in office"

Thomas I San Francisco 94112 1/5/2021 "Time for Chesa to leave office. The "reform" San Francisco needs is to actually prosecute criminals for wrongdoing"

John Kim San Francisco 94118 1/5/2021 "We've been victims. When police come to your home and say "there is nothing we can do", it's time to take action"

Shannon San Francisco 94117 1/5/2021 "Chelsea is making San Francisco one stop shopping for out of town organized crime he needs to go. He's incompetent"

Catherine San Francisco 94118 1/5/2021 "Criminal justice reform does not mean turning a blind eye to rampant crime in San Francisco."

Amy Mes San Francisco 94116 1/5/2021 "We need a safer, saner San Francisco."

Ying War San Francisco 94122 1/5/2021 "For the safety of SF"

Rico gele San Francisco 94103 1/5/2021 "He's not in touch with what's going on and how to handle his job."

Jay Corn San Francisco 94112 1/5/2021 ""A District Attorney is supposed to prosecute criminals" says it all."

Mark An San Francisco 94102 1/5/2021 "My wife was raped in the Mission and we can't get help...They won't even investigate. Please get rid of this criminal"

braden e san francisco 94118 1/5/2021 "Boudin isn't doing his job and our city is turning into a crime zone. Not to mention to people were killed and he protected them"

John Dal San Francisco 94015 1/5/2021 "No justice for people that don't break the law Setting a personal agenda and not protecting the people"

Wendy C San Francisco 94118 1/5/2021 "We need a D A who will convict criminals!!! SF crime has rocketed because criminals know no punishment:("

Wesley H San Francisco 94110 1/5/2021 "San Francisco has become a SHITHOLE. And this is unacceptable."

Sterling F San Francisco 94115 1/5/2021 "Chesa Boudin is not fit to run our criminal justice system. He refuses to prosecute crimes and uphold state and federal law"

Stanley L San Francisco 94124 1/5/2021 "The crime is out of control, SF needs a real DA"

Leith Bar San Francisco 94118 1/5/2021 "This rampant disregard for safety and justice must stop."

Denise Ly San Francisco 94123 1/5/2021 "We don't have a functional DA in SF. We have 2 Public Defenders."

August N San Francisco 94127 1/5/2021 "Crime has been increasing in the city over the past several Months. In my opinion, D.A. Boudin has not been proactive"

Maurice I San Francisco 94118 1/5/2021 "I'm fed up with his lax stance on crime and the results of his inaction."

MJ Dubo San Francisco 94118 1/5/2021 "Because he is saying it's alright to steal. Explain that to a child watching someone come in a Walgreens with a garbage bag"

Wilbert T San Francisco 94116 1/5/2021 "The law needs to be followed and not ignored!"

Brian Hill San Francisco 94114 1/5/2021 "He's a more pronounced version of George Gascón, and he was bad enough. This run of over-the-top social justice warriors is ridiculous"

pete bat San Francisco 94121 1/5/2021 "Peter Batanides"

jessica di San Francisco 94122 1/5/2021 "I am sick of the open-air drug dealing, drug use and of feeling frightened of my home being burglarized."

Katherine San Francisco 94121 1/5/2021 "I was born and raised here in the Richmond district. Experiencing the decline of the City over the years has been eye-opening"

Katherin	San Francisc	94121	1/5/2021	"I was born and raised here in the Richmond district. Experiencing the decline of the City over the years has been e
Phillip Ar	San Francisc	94105	1/5/2021	"I'm signing because residents should be protected from criminals regardless of the criminals personal situation. It
O L	San Francisc	94116	1/5/2021	"We want him out"
Annie Le	San Francisc	94116	1/5/2021	"He is most horrible da in the history of sf. He lets criminals go"
Sylvia Kw	San francisco	94121	1/5/2021	"I have lived in the city since age 5. The deterioration of the city is very noticeable, especially post covid. I am not
Daniel Li	San Francisc	94108	1/5/2021	"We've been running this decarceration experiment with Gascon, and now Chesa. It's been 10 years and results are
Angela C	San Francisc	94122	1/5/2021	"Chesa is NOT doing his job! HE must go!"
Wendy T	San Francisc	94115	1/5/2021	"Wendy Tyndall"
Jacquelin	San Francisc	94108	1/5/2021	"He cares about criminals more then the safety of the public. He needs to go."
Robert B	San Francisc	94118	1/5/2021	"We need a comprehensive and well funded Bay Area plan to put 'homeless' inside and at the same time not tole
marisa jo	San Francisc	94115-1	1/5/2021	"Chesa Boudin came in with an agenda. However, not one beneficial to city or citizens. A year later, he's got to go
Frances L	San Francisc	94115	1/5/2021	"I am signing so I can walk my dog, cross the street without getting hurt, park a car without getting a broken windo
Charles B	San Francisc	94115	1/5/2021	"Crime is out of control."
patrica x	San Francisc	94116	1/5/2021	"remove him"
Jenny Ra	San Francisc	94117	1/5/2021	"People that break the law need to go to jail!"
Chris Wir	SAN FRANCIS	94114	1/5/2021	"Chesa has made himself a danger to the citizens of Sam Francisco."
Sofia Les	San Francisc	94115	1/5/2021	"His negligence. San Francisco has become increasingly unsafe since he has taken office."
David Fili	San Francisc	94123	1/5/2021	"I'd like his resignation or recall!!"
Kyle Sun	San Francisc	94131	1/5/2021	"We are tired of the rampant crime. I'm not making techie dough can't afford it any more."
Stephani	San Francisc	94131	1/5/2021	"My hometown has becone an embassment. Walgreens workers attacked!"
Christina	San Francisc	94118	1/5/2021	"I'm signing this because it saddens me to see our great city becoming less safe. I like the idea of restorative justice
Michelle	San Francisc	94107	1/5/2021	"Chesea is a poor excuse for a district attorney and has turned this city into a three ring circus. It is not safe for any
Melissa A	San Francisc	94115	1/5/2021	"The Richmond District crime rate has skyrocketed with almost no police presence. No surprise in the Fewer distric
Shirley Cl	San Francisc	94121	1/5/2021	"When you are soft to criminals, you are harsh to citizens (the rest of all of us)!! ☹"
Ray Cole	San Francisc	94102	1/5/2021	"Boudin is a disgrace to San Francisco! Get him out of office permanently!"
Olexande	San Francisc	94132	1/5/2021	"He is totally unprofessional and doesn't care about the victims. I asked him for help to escalate the case and no ar
Cheryl Le	San Francisc	94123	1/5/2021	"Cheryl Lewis"
Emily Rei	San Francisc	94115	1/6/2021	"I certainly didn't vote for Chesa Boudin. His track record over the past year has confirmed my worst expectations."
Mike Sull	San Francisc	94117	1/6/2021	"This case is outrageous."
julie hec	San Francisc	94107	1/6/2021	"I am disgusted by the crime I see around me."
Robert N	San Francisc	94117	1/6/2021	"Criminals are now the victims."
Ting Wor	San Francisc	94122	1/6/2021	"Too many criminals."
Jared Gri	San Francisc	94109	1/6/2021	"Unfortunately Decarceration only works if other social programs are in place, and they are not. Chesa needs to be
claire hol	san francisco	94127	1/6/2021	"Chesa is a kook"
Joanne Fi	San Francisc	94121	1/6/2021	"Car and home break ins, robberies - my outer Richmond neighborhood is crime-ridden now. No consequences for
Elaine Co	San Francisco		1/6/2021	"He is doing the opposite of DA job and ruining the City and making it so much more dangerous."
Angela P	San Francisc	94114	1/6/2021	"After 29 years living in SF, its a terrible place now. Street crime, filth, criminals go unprosecuted. I still have a non
Norm Yin	San Francisc	94109	1/6/2021	"Chesa not doing the job of a DA is progressively making San Francisco uninhabitable. He is subverting the work of

Erik Sens San Francisc	94122	1/6/2021	"Foolish policies. Pie in the sky dream of resolving national racial injustice by failing to prosecute hardcore criminal
Norm Yin San Francisc	94109	1/6/2021	"I think Chesa's poor work as a DA has progressively made SF uninhabitable. It seems he is subverting law enforcer
Lisa Dear San Francisc	94131	1/6/2021	"Get this Public Defender out of the DA's office. It took 2 innocent lives to get the media's attention but this guy ha
Leslie He San Francisc	94118	1/6/2021	"SF is out of control. The laws need to be enforced at all levels and not exclude a certain group of people who do n
Egen Tsai San Francisc	94131	1/6/2021	"A District Attorney is supposed to prosecute criminals"
Jane Sael San Francisc	94115	1/6/2021	"criminals aren't being held accountable -> deaths of civilians..."
Beatrix S San Francisc	94123	1/6/2021	"Crime is rampant in the Marina, Cow Hollow and All over our beautiful city. People from other cities no longer wa
Juliette H San Francisc	94118	1/6/2021	"Because he is facilitating the take over by criminals and drug addicts."
Jeffrey H San Francisc	94111	1/6/2021	"Disastrous approach to public safety. Enables criminal behavior."
Olga levt San Francisc	94109	1/6/2021	"I am sick and tired of seeing criminals and drug dealers destroying our beautiful city. I am sick and tired of waking
Sayre Zisl San Francisc	94116	1/6/2021	"Residents of San Francisco and their personal property need to be protected from repeat criminals. We need a DA
Michael z San Francisc	94121	1/6/2021	"Way to much crime. Almost no arrests. It's okay to break to law in SF now."
steven ai San Francisc	94116	1/6/2021	"The crime rate in this City is outrageous!!! In one of the most expensive places to live in the country I can't even s
Susan Gr San Francisc	94115	1/6/2021	"The DA has endangered the safety of the majority of San Franciscans by virtue of his decisions about those commi
david cur san francisco	94114	1/6/2021	"We deserve better."
Shinta H SAN FRANCIS	94122	1/6/2021	"Chesa is not fit to be a DA. He is unrealistic with his virtue and endanger San Franciscans. As a singlewoman I feel I
Arif Ahm San Francisc	94112	1/6/2021	"This delusional moron have released 50% of criminals in jail during his office. SF has come a gotham city without k
Glennon San Francisc	94116	1/6/2021	"I'm signing this petition because I care about the well-being of victims in San Francisco. A District Attorney should
Kaaren A San Francisc	94122	1/6/2021	"i don't see my name as listed and i did this yesterday!"
Erin Ewin San Francisc	94122	1/6/2021	"Crime is rising and we need stricter standards. Good people shouldn't be afraid in their homes. We have had two i
Steve Gr san francisco	94122	1/6/2021	"I'm sick of COVID-challenged citizens of San Francisco having to face the added threat of violent crime, theft and c
Shayla Lc San Francisc	94118	1/6/2021	"I am raising kids here and it is terrifying"
Kindra Sc San Francisc	94104	1/6/2021	"Crime in the city is out of control. I am scared to walk outside. Masked car jackers with guns are making their rour
Sumer W San Francisc	94118	1/6/2021	"The lawlessness in this city in enforced is out of control. The safety of out citizens and quality of life is in jeopardy.
Charles C San Francisc	94109	1/6/2021	"The citizens of SF deserve better."
Hollyhart San Francisc	94115	1/6/2021	"Crime is out of control in SF"
Mikhail K San Francisc	94121	1/6/2021	"I am signing because I love my city and a resident of 25 years+, I do care about the future of this wonderful place~
Heather I San Francisc	94112	1/6/2021	"My kids deserve to grow up feeling safe and there should be consequences for breaking the law!"
Leslie Po San Francisc	94118	1/6/2021	"He is ideologically opposed to doing his job. This city needs to get tough on crime. Our City is falling apart and he'
Kara Johr San Francisc	94103	1/6/2021	"He is allowing our city to become an unsafe and dangerous place for everyone. We need someone who will prote
Tamara C San Francisc	94122	1/6/2021	"Because we need a DA who is an experienced prosecutor, not a public defender."
Deirdre P San Francisc	94127	1/6/2021	"We need to get our city back from destruction! He needs to go... NOW!"
john owl San Francisc	94110	1/6/2021	"Electing an ex public defender to be in charge of prosecution was an act of stupidity. The mistake should be corre
Tyrone S San Francisc	94109	1/6/2021	"Tyrone Sequeira"
Aldo Con San Francisc	94118	1/6/2021	"I don't agree with his philosophy as district attorney"
Jennifer J San Francisc	94118	1/6/2021	"Because after 20+ years in San Francisco, for the first time, I feel very unsafe in this city, even just walking around
Sam Wor San Francisc	94115	1/6/2021	"Incompetent"
micheal C San Francisc	94124	1/6/2021	"Bad guys need to go to jail."

Marisa M San Francisc	94114	1/6/2021	"Marisa Mizono"
stephen I san francisco	94122	1/6/2021	"He was given every chance to seriously injuring someone.that's lawless"
Sacha Fllı San Francisc	94109	1/6/2021	"This crime has gotten so bad because our leaders have decided to not prosecute anyone. After living here 15 year
Aisling Fe San Francisc	94110	1/6/2021	"I'm afraid to go out of my home. I should feel safe & I don't"
Terry Chc San Francisc	94102	1/6/2021	"Chesa is FOR CRIMINALS, a very DELUDED child of his very DELUDED parents who got 3 people killed. Chesa growi
Jalebi Lyc San Francisc	94109	1/6/2021	"After 15 years of living in this city, I have never felt more unsafe and less supported by our government and police
Erica Hot San Francisc	94133	1/6/2021	"Concerned about dangerous policies."
Gayle Ha San Francisc	94109	1/6/2021	"I'm tired of criminals getting away with abusing our city and our citizens. I have personally been assaulted only to
H. Josepł San Francisc	94103	1/6/2021	"I'm fed up with this."
Kathi O'L San Francisc	94117	1/6/2021	"A woman being punched in the eye, damaging her face so she can be robbed of her puppy is part of the story of D
Bill Harki San Francisc	94102	1/6/2021	"Progressive soft on crime agenda is attracting more criminals to our city."
Tyson Be San Francisc	94114	1/6/2021	"SF needs smart leadership in the DA's office not idealists."
Arlo Aanç San Francisc	94102	1/6/2021	"This city has become lawless under Chesa Boudin's "leadership", or lack thereof. He is an advocate for dismissng c
Brad Turl San Francisc	94110	1/6/2021	"I don't feel safe going to some neighborhoods in the a heart of San Francisco County, I've had my insurance rates
Janet Hoı San Francisc	94116	1/7/2021	"He's a poor excuse for a DA. My life is in danger because he is not doing his job."
janet bra San Francisc	94109	1/7/2021	"We have more addicts dying than ever before. Your lack of stopping drug dealers is keeping our addicted populati
Paul Norı San Francisc	94121	1/7/2021	"San Franciscans need protection from petty crime."
Nathanie San Francisc	90057	1/7/2021	"Too light on crime!"
Seth ster San Francisc	94114	1/7/2021	"SF no longer feels likely an even remotely safe place to raise children and build a family. Chesa's leadership has be
Bela Brur San Francisc	94122	1/7/2021	"Bela Brunshteyn"
merrimaı san francisco	94123	1/7/2021	"The crime rates since Chesa has taken office have skyrocketed along with his discarceration plans and soft approa
Carmen I San Francisc	94127	1/7/2021	"Way too much disorder and crime in SF."
Bonnie N San Francisc	94123	1/7/2021	"Our once beautiful city has changedto an undesirable place to live. This DA must go!"
David Bri San Francisc	94103	1/7/2021	"Becau"
matt kno San Francisc	94103	1/7/2021	"Their names were Hanako Abe and Elizabeth Platt. Their killer had been paroled by Chesa Boudin's office this Apr
Danny Le San Francisc	94115	1/7/2021	"Criminal justice reform and keeping citizens safe are not mutually exclusive propositions. The DA can pursue resp
Kathleen San Francisc	94109-2	1/7/2021	"San Francisco is much more dangerous since he took office and refuses to prosecute."
Lee Bishc San Francisc	94103	1/7/2021	"Chesa is a danger to life and liberty and needs to vacate office immediately.America doesn't need to be like Venez
Anh Vonç San Francisc	94112	1/7/2021	"I want justice and fair"
Stas Karc San Francisc	94102	1/7/2021	"He is complacent in turning San Francisco into a criminal shit hole"
DON chaı San Francisc	94127	1/7/2021	"Get him out of there"
Igor Roitr San Francisc	94025	1/7/2021	"I'm tired of reading every day about another attack, robbery, brake in, Walgreens/CVS store robbery etc and hear
Frances F San Francisc	94143	1/7/2021	"Our elected officials are supposed to be on the side of the law-abiding tax payers and residents, NOT criminals!"
Lise State San Francisc	94117	1/7/2021	"We need change and we need real justice in our city. It's a mess! Get him out."
Fiona Yar San Francisc	94110	1/7/2021	"I care about our city's safety and domestic abuse victims. Crimes should be prosecuted fairly. Decarceration as an
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Fiona Yar San Francisc	94110	1/7/2021	"I care about our city's safety and domestic abuse victims. Crimes should be prosecuted fairly. Decarceration as an
Bailey Fly San Francisc	94123	1/7/2021	"I love this city want to raise my children here safely"

Marie M	San Francisc	94109	1/7/2021	"Marie Murphy"
Henry W	San Francisc	94109	1/7/2021	"Under the leadership of Chesa Boudin, San Francisco has become a very dangerous place. He MUST GO!"
Amanda	San Francisc	94121	1/7/2021	"Amanda Holloway"
Matt Parl	San Francisc	94107	1/7/2021	"Our city needs leaders who will protect hard working & taxpaying citizens during these difficult times."
Adi Lavi	San Francisc	94107	1/7/2021	"This DA is ruining the city!"
Dee Lefr	San Francisc	94109	1/7/2021	"As a 30+year SF citizen I podcast daily as San Francisco Damn. When I speak of crime this is who I am referring. He
Deborah	San Francisc	94110	1/7/2021	"My garage window was broken recently. Decarceration only works with an alternative in place. Chesa is running a
George V	San Francisc	94107	1/8/2021	"I'm not going to lie. I voted for Chesa. As a long term "progressive" voter I thought he would do a good job. I am s
Darlene I	San Francisc	94112	1/8/2021	"How far beyond reasonable reality can you go, SF?--Boudin for D.A. WAS and IS a crime!"
Ivy Wong	San Francisc	94118	1/8/2021	"Ivy Wong"
Kevin Cas	San Francisc	94122	1/8/2021	"SF is currently a paradise for criminals. Let's get this guy out office before it gets worse."
Nathan C	San Francisc	94117	1/8/2021	"Chesa is an incompetent leader who only exercises poor judgment and is a liability to the citizens of San Francisco
Charles S	San Francisc	94123	1/8/2021	"His personal bias leads to public peril."
Nicholas	San Francisco		1/8/2021	"I grew up in San Francisco and still work there. We need someone who will hold criminals accountable. No one sh
Maria Fa	San Francisc	94109	1/8/2021	"Time to take back our City /State! This is ridiculous!!"
Wylie Ch	san francisco	94117	1/8/2021	"For the hearts of many....."
Olena Se	San Francisc	94109	1/8/2021	"I want to live in a city free of crime."
Diane Ce	San Francisc	94103	1/8/2021	"Because of his no prosecution take on criminals"
linda radl	San Francisc	94122	1/8/2021	"Tired of unchecked crime"
darcy col	San Francisc	94122	1/8/2021	"He fired the attorney who worked for months on the murder case of a dear friend, then fired the 2nd attorney as:
Tesha Ba	San Francisc	94117	1/8/2021	"Chesa has let me down. He is not a Democrat, He is a socialist. He speaks with passionate, yet empty, promises."
Doug Anc	San Francisc	94117	1/8/2021	"We need both compassion and action, fair treatment and justice, and Chesa has made SF unsafe."
william t	San Francisc	94132	1/9/2021	"He refuses to do his job, which is prosecuting law breakers!"
Benjamir	San Francisc	94107	1/9/2021	"There is hard evidence of his policies contributing to violent crime."
svene lir	San Francisc	94122	1/9/2021	"Rehabilitation that starts with mass-decarceration before laying any foundational work has 'failure' and 'danger' s
Robert Bl	San Francisc	94116	1/9/2021	"The permissive approach to crime in SF is not serving us well; in fact it's degrading quality of life and physical safet
Stanley L	San Francisc	94124	1/9/2021	"Sick of being victimized and have property stolen/vandalized - need to DA who will actually prosecute and protect
Michael f	San Francisc	94110	1/9/2021	"mdf"
John Mcf	San Francisc	94122	1/9/2021	"Coddling criminals is causing a collapse of safety in our City. Time to get tough with repeat offenders and stop pre
Grace Pa	san francisco	94115	1/9/2021	"Crime horrible in sf."
Jim Klee	San Francisc	94131	1/9/2021	"He is incapable of performing the duties of the office of district attorney. we the people expect him to represent u
Adrian Pr	San Francisc	94941	1/9/2021	"He allows criminal to let FREE!!!"
Jason For	San Francisc	94109	1/9/2021	"F Chesa"
Erin Collie	San Francisc	94109	1/10/2021	"Terrible for law abiding citizens of San Francisco."
Patricia B	San Francisc	94112	1/10/2021	"He's incapable of doing his job."
Susana G	San Francisc	94103	1/10/2021	"Tired of the crime in San Francisco"
Brian Bor	San Francisc	94121	1/10/2021	"We need a DA who doesn't have a personal grudge against law enforcement and who doesn't have a personal rel:
Tanya Ku	San Francisc	94121	1/10/2021	"He needs to go , we need someone to prosecute crime."

Gail Deff	San Francisc	94109	1/10/2021	"Crime is out of control and I fear for my kid.And myself!"
Tony Flor	San Francisc	94122	1/11/2021	"We need to hold folks accountable after they were gave them so many opportunities to make changes with them.
Ray Rom	San Francisc	94112	1/11/2021	"I'm concerned for his well being and the safety of our neighbors."
Matthew	San Francisc	94114	1/11/2021	"This city is not safe. The experiment has failed."
Yan Brun	San Francisco		1/11/2021	"Support the Police. Prosecute the Criminals."
R H	San Francisc	94117	1/11/2021	"Chesa Boudin has proven that he is unfit to hold office. Two women are dead because Chesa's office refused to cl
Carly Pot	San Francisc	941005	1/11/2021	"Chelsea Boudin isn't good for SF. Crime is through the roof. My family and I do not feel safe and his policies aren't
Lisa Thon	San Francisc	94115	1/11/2021	"He's not doing his job."
Willow C	San Francisc	94123	1/11/2021	"Willow Carter, San Francisco, CA"
Colton W	San Francisc	94110	1/12/2021	"I'm done watching this idiot experiment with people's lives! Time for him to crawl back under that Weather Unde
Ryan Ricl	San Francisc	94109	1/12/2021	"He's useless."
Sarah Esk	San Francisc	94103	1/12/2021	"What's the plan at 15,000 signatures? Letters to London Breed's office go nowhere in my experience."
Robert S	san francisco	94112	1/12/2021	"This guy is just as much of a criminal as his parents are."
Milena T	San Francisc	94118	1/12/2021	"Milena Tapia"
Aleksey K	San Francisc	94121	1/12/2021	"I'm not buying any excuses from Chesa for increased crime, continuous open drug use in the streets of San Franci
Alex Wo	San Francisc	46383	1/12/2021	"I'm sick of criminals being let back onto the streets after being arrested"
Brandon	San Francisc	94121	1/12/2021	"The crime in this city is a disgrace"
Gehrig Er	San Francisc	94118	1/13/2021	"Crime is getting worse, we've been burglarized in our home and he is doing nothing to prosecute!"
Sarah Esk	San Francisc	94103	1/13/2021	"Can we convert this petition to a recall petition? He will not resign with letter sent to mayor or supes."
Aldrick B	San Francisc	94115	1/13/2021	"This once beautiful city has gone to hell in a hand basket. Crime has gone up and the city is still dirty. My househo
Edward L	San Francisc	94124	1/13/2021	"San Francisco has a former public defender for a district attorney. What could possibly go wrong? Now we know.
Anya Nik	San Francisc	94118	1/14/2021	"I don't feel safe in my city"
J VanFlee	San Francisc	94115	1/14/2021	"Neighborhood is dangerous now because of this incompetent fool."
James Ca	San Francisc	94114	1/15/2021	"The city is in rapid decline and strings need to change"
Aiden To	San Francisc	94117	1/15/2021	"I'm a San Francisco Police Officer and what I've experienced and my fellow officers it's abhorrent. It's getting hard
Chris Sw	San Francisc	94110	1/15/2021	"Victims of crime should be the priority of a District Attorney."
Barbara \	San Francisc	94122	1/16/2021	"He is a lackluster DA"
Margaret	San Francisc	94116	1/16/2021	"I'm sick of watching thief's walking out of stores with their hands full knowing they can get away with it. Why wou
Peter Gaj	San Francisc	94129	1/16/2021	"I'm signing because criminals need to be prosecuted because people should not fear for their safety and property
Ed Stuev	San Francisc	94124	1/17/2021	"The dangerous failure of our DA to prosecute has resulted in numerous police saying they are not able to pursue c

From: [Board of Supervisors. \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [BOS Legislation. \(BOS\)](#)
Subject: FW: Potrero Boosters Support of 1450 Owens Street
Date: Tuesday, January 26, 2021 2:25:00 PM
Attachments: [1450 Owens Letter \(Board\).pdf](#)

From: J.R. Eppler <jrepp1@gmail.com>
Sent: Tuesday, January 26, 2021 11:25 AM
To: Walton, Shamann (BOS) <shamann.walton@sfgov.org>; ChanStaff (BOS) <chanstaff@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; MelgarStaff (BOS) <melgarstaff@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>
Cc: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Terezia Nemeth <tnemeth@are.com>; Alison Heath <alisonheath@sbcglobal.net>; J.R. Eppler <President@potreroboosters.org>
Subject: Potrero Boosters Support of 1450 Owens Street

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors:

Please find attached a letter on behalf of the Potrero Boosters Neighborhood Association endorsing the project proposed at 1450 Owens Street.

Best regards,
J.R. Eppler
President



POTRERO BOOSTERS NEIGHBORHOOD ASSOCIATION

J.R. Eppler
President

Keith Goldstein
External Vice President

Jude Deckenbach
Internal Vice President

Alison Heath
Secretary

Maulik Shah
Treasurer

Emily Wang
Sergeant at Arms

Katherine Doumani
Nathan Mee
Auditors

Sarah King
Member at Large

January 26, 2020

San Francisco City and County Board of Supervisors
Attn: Supervisor Shamann Walton, President
1 Dr. Carlton B. Goodlett Place
Room 244
San Francisco, CA 94102

Re: Support for Approval of 1450 Owens Street

Dear Supervisors:

The Potrero Boosters Neighborhood Association (the “Boosters”) is pleased to write this letter in support for the life sciences project at 1450 Owens Street (the “Project”). We believe that the Project demonstrates a level of architectural excellence generally lacking in Mission Bay, providing needed space for life sciences while remaining sensitive to its setting.

Alexandria Real Estate Equities (“Alexandria”) reached out to our neighborhood early in the process of designing the Project, meeting with neighbors, the Boosters’ Development Committee and our general membership. Throughout the process, Alexandria considered how the building would be experienced from multiple vantages, whether from Potrero Hill or the Project’s adjacent park, and accommodated our concerns while still achieving the Project’s programmatic goals.

Our membership’s endorsement of the Project reflects our appreciation for the efforts made in the design process. We humbly request that the Board of Supervisors approve the Project.

Sincerely,

J.R. Eppler
President

From: [Board of Supervisors. \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [BOS Legislation. \(BOS\)](#)
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Cc: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Terezia Nemeth <tnemeth@are.com>; Alison Heath <alisonheath@sbcglobal.net>; J.R. Eppler <President@potreroboosters.org>
Subject: Potrero Boosters Support of 1450 Owens Street

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J.R. Eppler
President



POTRERO BOOSTERS

NEIGHBORHOOD ASSOCIATION

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Attn: Supervisor Shamann Walton, President
1 Dr. Carlton B. Goodlett Place
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Our membership’s endorsement of the Project reflects our appreciation for the efforts made in the design process. We humbly request that the Board of Supervisors approve the Project.

Sincerely,

J.R. Eppler
President

From: [Board of Supervisors. \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Twin Peaks: A New Vision for All
Date: Monday, January 25, 2021 10:14:00 AM

From: Paul Schumer <pschumer@hotmail.com>
Sent: Sunday, January 24, 2021 4:50 PM
To: San Francisco Municipal Transportation Agency <reply-fef01679726d00-14_HTML-26061621-514006382-20@message.sfmta.com>
Cc: TwinPeaks4All@SFMTA.com; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>; Linda Hand <handlindat@gmail.com>; Metro Construction, Inc. <btardy@metro-inc.net>
Subject: Twin Peaks: A New Vision for All

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello,

I live at 85 Burnett Avenue and am in receipt of the proposal below, from the SFMTA, regarding the future plan for Twin Peaks. As you may know, since Burnett Avenue was closed to provide more green space during COVID, there has been a significant increase in crime on the surrounding streets. I have personally witnessed multiple car break-ins as they've occurred; and, barely a single day has gone by when I have not come home to see cars with broken windows, and residents and tourists alike completely distraught, having lost backpacks, computers, passports, credit cards and money. Just two nights ago, I spent 45 minutes on LinkedIn, Instagram and Facebook, tracking down a woman whose bag I found lying in the street, cash stolen. A few weeks ago, I came home to find my neighbors pouring shots of whiskey for a tourist who was literally lying on the ground crying, having had his luggage and passport stolen, after coming up here for a final view of the city before flying home.

Prior to the closure, this street was entirely safe. Now, I am unwilling to leave personal items in my car -- something I did all the time prior to last April -- or even park on the side of the street opposite my house, as it is out of view of the security cameras and, knowing this, the thieves tend to do most of the break-ins on that side. Burnett also used to be spotlessly clean and quiet. Now, on a clear night, it is littered with trash and beer bottles from those who park to see the sunset or city lights. And, my daughter and I have to walk through marijuana smoke wafting from car windows parked right in front of the house. It is a very nice view and, I imagine, a lovely place to get high. I only wish it wasn't my daughter who was inhaling the smoke, stepping over the broken glass and otherwise wading through empty food containers. ALL of these problems result from the Burnett Avenue closure. If Burnett was open, people would drive to Christmas Tree Point to get the full view; and, the vast majority would stay in or near their cars. So, no break ins, no trash on residential streets, no broken glass. Of note, the same would NOT be true of a Portola side

closure, as the view is not available from the closure on that side.

I appreciate the work that went into creating the survey that was done last October and think it's reasonably impressive there were 1700 responses. The recommendation from the SFMTA claims to take [the survey results](#) into account. Yet, the plan they recommend, which was Option 2 in the survey (keep Burnett closed and open Portola for 2-way traffic to Christmas Tree Point), does not do so. The most preferred option, by far, was Option 1 (keep Portola closed and open Burnett for the short bit up to Christmas Tree Point), with an average preference score that was 20% better than the recommended option. Differences among the remaining Options 2-5, were statistically insignificant, although I believe those for Options 3 and 4, both of which had one-way traffic going through Twin Peaks (Option 3 northbound, Option 4 southbound), would have scored better if only one choice (either one-way northbound OR one-way southbound) was offered. As is, since both options essentially look the same, respondents preferring a one-way traffic option were split in two. Having spent 20 years in market research, I can tell you that aspect of the survey was a major design flaw, significantly affecting the conclusion. One can easily see that if the preference scores for these options were added, they would far outstrip those of Option 2, making the SFMTA-recommended option the LEAST preferred of all.

Even taking the survey results as they stand, I am unsure why the SFMTA is recommending Option 2, as it is qualitatively furthest from the most-preferred Option 1. The reasons people preferred Option 1 are: 1) it opens the Burnett gate, allowing cars to go all the way to Christmas Tree Point, thereby alleviating the crime and other problems mentioned above, and 2) it provides the most green space of any option, closing off most of Twin Peaks to traffic. Option 2 does the opposite on both counts. I understand Option 1 has issues with tour buses entering from the Burnett side. But, is that all we care about here? If so, why bother with a survey or with neighborhood input at all? If not, Option 2 makes absolutely no sense.

And, if you think opening the Portola side all day will alleviate the crime on Burnett, please note that Portola has been open from 6PM to midnight for months now and people continue to park on Burnett in droves, every single clear night. There is a massive, lighted sign at the Burnett gate telling them Portola is open. Once they arrive however, there is not much incentive for them to leave. They don't know about the break-ins until they happen and don't care about the trash or the smoke. They can still see the view from where they are or take a short walk to the top to get it. Net, Option 2 will not eliminate or even significantly reduce the problems I've mentioned.

I don't know where the power lies here, but hope whoever is in a position to finalize this decision will see that the SFMTA recommendation is the exact opposite of what survey respondents were requesting. I hope you will recognize that proceeding with Option 2 is a vote for more crime and less green space. Residents will recognize it. Tourists who come here to appreciate the beauty of our wonderful city, only to have their cars broken into will recognize it. Voters will recognize it.

Please let me know if there is anything I can do to further aid this discussion.

Sincerely,

Paul Schumer

From: San Francisco Municipal Transportation Agency <reply@message.SFMTA.com>

Sent: Tuesday, January 19, 2021 8:19 PM

To: pschumer@hotmail.com <pschumer@hotmail.com>

Subject: Moving SF - Twin Peaks: A New Vision for All

Can't see the images? [View As Webpage](#)



[Twin Peaks: A New Vision for All](#)

Tuesday, January 19, 2021

SFMTA staff are recommending a proposal for Twin Peaks access aimed at balancing the diverse needs of the community, which they selected based on park usage data, feedback from neighbors and other stakeholders, as well as a public survey with over 1,700 responses.

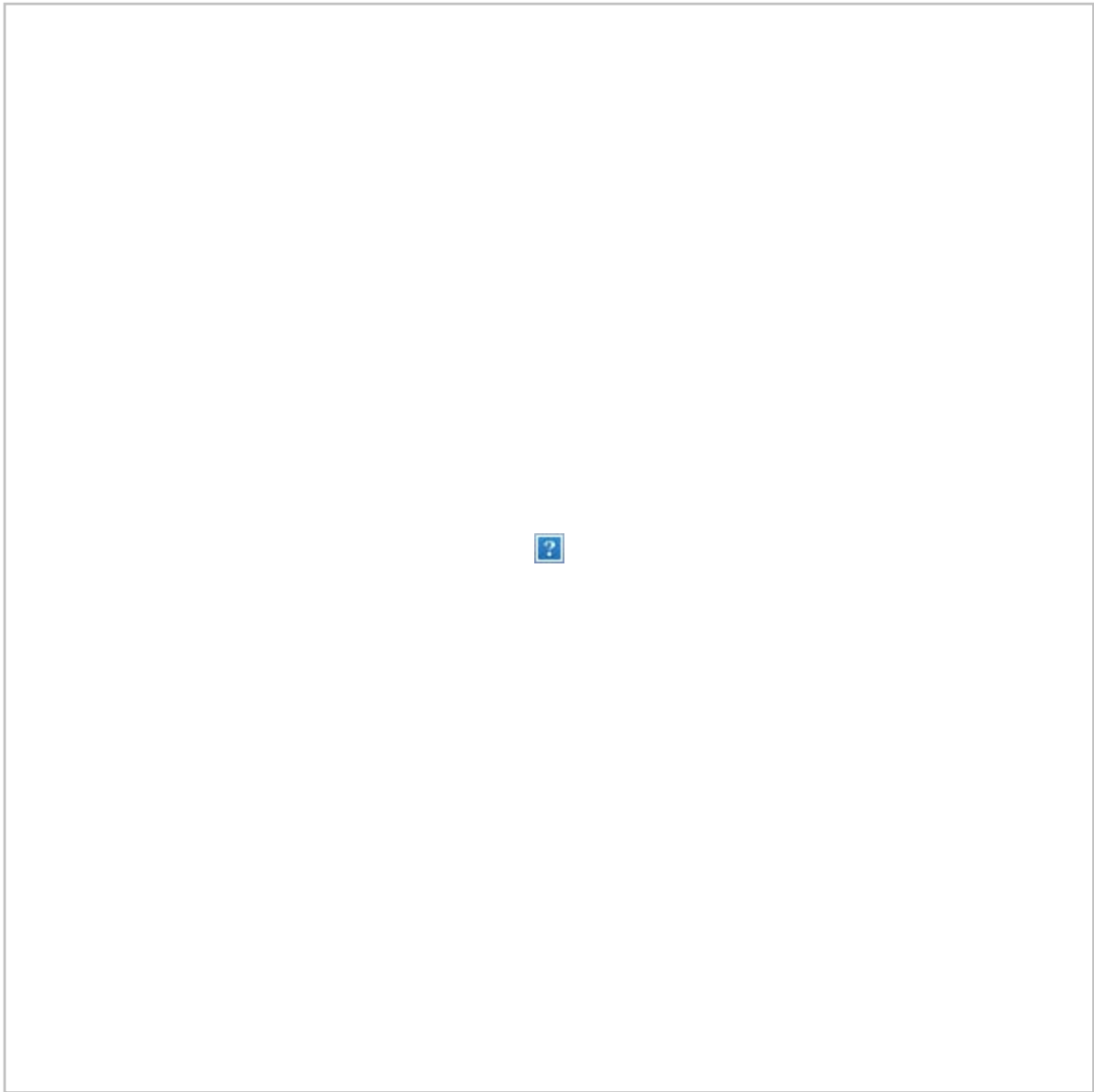
Recommendation: Open Portola Drive Gate at All Times, Close Burnett Avenue Gate

The proposal includes opening the gate at Portola Drive to traffic at all times and keeping the gate at Burnett Avenue closed. This option (also called Option 2) provides the best combination of safety and access, and addresses the negative impacts affecting neighbors.

This preferred option closes the northern Burnett Avenue gate to vehicles at all times, creating dedicated space for people walking, rolling and biking all the way to Christmas Tree Point Road.

The southern Portola Drive gate will be open to vehicles and tour buses at all times – improving access to the top of Twin Peaks for those with mobility challenges. The Portola Drive gate will also serve people walking, rolling and biking to and from Christmas Tree Point Road by way of the existing roadway shoulders and off-street paths. The recommended design does not require modifications to streets that currently restrict tour buses.

Five options were developed to achieve the project goals and reviewed by the SFMTA, in partnership with the [San Francisco Recreation and Parks Department](#), the public, and other project stakeholders. Based on data and public feedback, SFMTA staff plans to bring the recommendation to the SFMTA Board of Directors for approval at a public meeting planned for this spring.



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This email was sent by:
San Francisco Municipal Transportation Agency
1 S Van Ness Ave San Francisco, CA, 94103, USA

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From: Board of Supervisors, (BOS)
Re: SC-566860
Cc: Heidi Aho (BOS); Tamara Alva (BOS); Iva Wilson (BOS)
Subject: FW: Twin Peaks: A New Vision for All
Date: Tuesday, January 26, 2021 at 2:08 PM
Attachments: [TwinPeaksForAll_Webinar_1-26-21.pdf](#)

From: Paul Schumer <pschumer@hotmail.com>
Sent: Tuesday, January 26, 2021 4:13 PM

To: MandelmanStaff, (BOS) <mandelmanstaff@sfgov.org>
Cc: Mundy, Erin (BOS) <erin.mundy@sfgov.org>; TwinPeaks4All@SFMTA.com; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Breed, Mayor London (MYR) <mayorlondon@brend@sfgov.org>
Subject: Re: Twin Peaks: A New Vision for All

Hi Joe,

Thank you for your quick response. Unfortunately, Supervisor Mandelman's letter to Director Tomlin (attached) directly supports the MTA's proposal which, as I've stated below, will not eliminate the crime/trash/smoke problems we have been experiencing on Burnett, nor will it increase desirable open space on Twin Peaks.

Although the letter discusses the crime and open space issues in the background, the three criteria Supervisor Mandelman outlines do not address them. Keeping the Christmas Tree Point lot open 24/7 will not address the issues on Burnett UNLESS the Burnett Avenue gate is opened. Burnett will always be the easiest, most natural access point to Twin Peaks from the major part of the city. Most residents and tourists will arrive there. And once there, they will stay, either parking and walking to the top (which results in the car break-ins) or staying in their cars to appreciate the view (which results in the trash, noise and smoke). For months, there has been a giant, lighted sign at the Burnett closure telling people that Portola is open from 6pm to midnight, yet the cars still line up on Burnett every single clear night. There simply is no incentive to leave once there.

Additionally, Supervisor Mandelman's criteria say NOTHING about maintaining the open space created since the pandemic – something that was theoretically a major goal of the project and, as the Supervisor states, has come to be appreciated as one of the pandemic's "few bright spots." The current proposal by the MTA will eliminate this bright spot. The true gem has been the loop created by the closure of Twin Peaks Boulevard on the west side of the peaks, which has provided recreational users a full, 360-degree view of the city, from the Bay Bridge to the ocean, and has allowed walkers, runners and hikers to do just shy of a 1-mile loop on the top of Twin Peaks, without bumping up against traffic. The MTA's proposal does away with all of this, except for a small section of a few hundred yards on the east side of the peaks that was already closed to traffic prior to the pandemic.

Please note that I very much appreciate the measures that have been put in place to alleviate the problems on Burnett, including the Park Smart signs, increased policing and increased sanitation. I imagine the signs and policing have helped, although per my original email, I still witness break-ins occurring all the time. And, there is a massive pile of window glass just left of my door as I write this. Regardless, these measures are band-aids on the problem. And they are band-aids I assume are costing the city a significant amount of money, at a time when budgets are incredibly stretched. Instead of costly band-aids, let's just fix the problem by opening Burnett.

I understand that doing so will result in some issues for tour buses. But don't we encourage tourism to help support the San Francisco economy and thereby improve the lives of its residents? Let's recognize that the MTA's proposal does exactly the opposite – inflicting more crime and trash on local residents, while substantially reducing the usability of one of the city's most attractive parks. Let's also recognize that the tourism gains we achieve by optimizing the Twin Peaks plan for four buses are offset by the increased costs of policing, increased costs of sanitation and the fact that those who get their cars broken into are going home and telling their friends and families about the crime problems here, discouraging tourism long-term.

Let's not let the tour bus tail wag the dog. Open Burnett to Christmas Tree Point and maintain the 360-degree open space loop around Twin Peaks by either closing Portola (per the most preferred Option 1 in the survey) or creating a one-way traffic pattern southbound (per Option 3). These are the only two options that achieve the supposed objectives of the project. I will certainly attend the hearing in the spring. In the meantime, I (and the majority of the 1700 respondents to the October survey) would appreciate the Supervisor's support for one of these two options and a clarification that any criteria used to judge proposals must include maintaining most of the open space created during the pandemic and eliminating the crime/trash/smoke on Burnett.

Regards,

Paul Schumer

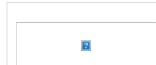
From: MandelmanStaff, (BOS) <mandelmanstaff@sfgov.org>
Sent: Monday, January 25, 2021 10:55 PM
To: Paul Schumer <pschumer@hotmail.com>
Cc: Mundy, Erin (BOS) <erin.mundy@sfgov.org>; TwinPeaks4All@SFMTA.com <TwinPeaks4All@SFMTA.com>
Subject: Re: Twin Peaks: A New Vision for All

Good afternoon Paul,

Thank you for reaching out to our office. Supervisor Mandelman shares the concerns expressed by you and your neighbors about the impacts to the immediate neighborhood following the closure of Twin Peaks to cars. For months we have been holding meetings and working with neighbors, SFPD, MTA, and Rec and Park towards various measures to improve conditions for neighbors. We worked with Park Station Captain Pedrini to get increased patrols, as well as targeted auto burglary stings. We worked with MTA and SFPD to install "Park Smart" signs which are used throughout the City – primarily in areas frequented by tourists, like Twin Peaks – to remind visitors not to leave their belongings in their vehicle. And we regularly work with neighbors to request assistance from Public Works to clean the area.

Supervisor Mandelman has advocated for the MTA to propose a long-term solution to access at Twin Peaks that preserves the many benefits of open space at Twin Peaks while minimizing the unacceptable and negative impacts that the road closure has had on surrounding neighborhoods. On January 12th, the Supervisor submitted a letter to Director of Transportation Jeff Tumlin asking the MTA to balance the needs of both residents and visitors in their proposal for Twin Peaks access. I've attached that letter here.

Our office has been informed that the MTA's proposal for road access changes to Twin Peaks will be submitted to the MTA Board this spring for a public hearing and a vote of the MTA Board. I would encourage you to attend the MTA Board's virtual hearing as there will be an opportunity to make your voice heard during public comment. To receive updates on the MTA's Twin Peaks for All project, sign up here: <https://www.sfmta.com/projects/twin-peaks-4all>.



Twin Peaks For All | SFMTA

Update: On October 20th, 2020 the SFMTA and the San Francisco Recreation and Parks Department released a survey seeking public feedback regarding five proposed roadway options for Twin Peaks Boulevard. Over 1,700 people responded to the survey, ranking support for each alternative and sharing opinions about how the different options would or would not meet the needs of <https://www.sfmta.com/gov/2021/01/27/TWINPEAKS-4-ALL-UPDATE>.
<https://www.sfmta.com/gov/2021/01/27/TWINPEAKS-4-ALL-UPDATE>

I'd also recommend making your concerns known to the MTA in advance of that hearing. The Twin Peaks for All email is copied here, and staff can answer any additional questions.

Thank you again for making us aware of your concerns.

Sincerely,

Joe Adkins
Office of Supervisor Rafael Mandelman
1 Dr. Carlton B. Goodlett Place, Room 284, San Francisco, CA 94102
MandelmanStaff@sfgov.org | (415)-554-6968

From: Paul Schumer <pschumer@hotmail.com>
Sent: Sunday, January 24, 2021 4:50 PM
To: San Francisco Municipal Transportation Agency <csup@smessage-SFMTA.com>; Heidi Aho (BOS) <aho@smessage-SFMTA.com>; MTA <MTA@20261621-514606382-20@message.sfmta.com>
Cc: TwinPeaks4All@SFMTA.com <TwinPeaks4All@SFMTA.com>; MandelmanStaff, (BOS) <mandelmanstaff@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Breed, Mayor London (MYR) <mayorlondon@brend@sfgov.org>; Linda Hand <lhandlinda@gmail.com>; Metro Construction, Inc. <tardsy@metro-inc.net>
Subject: Twin Peaks: A New Vision for All

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello,

I live at 85 Burnett Avenue and am in receipt of the proposal below, from the SFMTA, regarding the future plan for Twin Peaks. As you may know, since Burnett Avenue was closed to provide more green space during COVID, there has been a significant increase in crime on the surrounding streets. I have personally witnessed multiple car break-ins as they've occurred; and, barely a single day has gone by when I have not come home to see cars with broken windows, and residents and tourists alike completely distraught, having lost backpacks, computers, passports, credit cards and money. Just two nights ago, I spent 45 minutes on LinkedIn, Instagram and Facebook, tracking down a woman whose bag I found lying in the street, cash stolen. A few weeks ago, I came home to find my neighbors pouring shots of whiskey for a tourist who was literally lying on the ground crying, having had his luggage and passport stolen, after coming up here for a final view of the city before flying home.

Prior to the closure, this street was entirely safe. Now, I am unwilling to leave personal items in my car – something I did all the time prior to last April – or even park on the side of the street opposite my house, as it is out of view of the security cameras and, knowing this, the thieves tend to do most of the break-ins on that side. Burnett also used to be spotlessly clean and quiet. Now, on a clear night, it is littered with trash and beer bottles from those who park to see the sunset or city lights. And, my daughter and I have to walk through marijuana smoke wafting from cars/windows parked right in front of the house. It is a very nice view and, I imagine, a lovely place to get high. I only wish it wasn't my daughter who was inhaling the smoke, stepping over the broken glass and otherwise wading through empty food containers. ALL of these problems result from the Burnett Avenue closure. If Burnett was open, people would drive to Christmas Tree Point to get the full view; and, the vast majority would stay in or near their cars. So, no break-ins, no trash on residential streets, no broken glass. Of note, the same would NOT be true of a Portola side closure, as the view is not available from the closure on that side.

I appreciate the work that went into creating the survey that was done last October and think it's reasonably impressive there were 1700 responses. The recommendation from the SFMTA claims to take [the survey results](https://www.sfmta.com/gov/2021/01/27/TWINPEAKS-4-ALL-UPDATE) into account. Yet, the plan they recommend, which was Option 2 in the survey (keep Burnett closed and open Portola for 2-way traffic to Christmas Tree Point), does not do so. The most preferred option, by far, was Option 1 (keep Portola closed and open Burnett for the short bit up to Christmas Tree Point), with an average preference score that was 20% better than the recommended option. Differences among the remaining Options 2-5, were statistically insignificant, although I believe those for Options 3 and 4, both of which had one-way traffic going through Twin Peaks (Option 3 northbound, Option 4 southbound), would have scored better if only one choice (either one-way northbound OR one-way southbound) was offered. As is, since both options essentially look the same, respondents preferring a one-way traffic option were split in two. Having spent 20 years in market research, I can tell you that aspect of the survey was a major design flaw, significantly affecting the conclusion. One can easily see that if the preference scores for these options were added, they would far outstrip those of Option 2, making the SFMTA-recommended option the LEAST preferred of all.

Even taking the survey results as they stand, I am unsure why the SFMTA is recommending Option 2, as it is qualitatively furthest from the most-preferred Option 1. The reasons people preferred Option 1 are: 1) It opens the Burnett gate, allowing cars to go all the way to Christmas Tree Point, thereby alleviating the crime and other problems mentioned above, and 2) It provides the most green space of any option, closing off most of Twin Peaks to traffic. Option 2 does the opposite on both counts. I understand Option 1 has issues with tour buses entering from the Burnett side. But, is that all we care about here? If so, why bother with a survey or with neighborhood input at all? If not, Option 2 makes absolutely no sense.

And, if you think opening the Portola side all day will alleviate the crime on Burnett, please note that Portola has been open from 6PM to midnight for months now and people continue to park on Burnett in droves, every single clear night. There is a massive, lighted sign at the Burnett gate telling them Portola is open. Once they arrive however, there is not much incentive for them to leave. They don't know about the break-ins until they happen and don't care about the trash or the smoke. They can still see the view from where they are or take a short walk to the top to get it. Net, Option 2 will not eliminate or even significantly reduce the problems I've mentioned.

I don't know where the power lies here, but hope whoever is in a position to finalize this decision will see that the SFMTA recommendation is the exact opposite of what survey respondents were requesting. I hope you will recognize that proceeding with Option 2 is a vote for more crime and less green space. Residents will recognize it. Tourists who come here to appreciate the beauty of our wonderful city, only to have their cars broken into will recognize it. Voters will recognize it.

Please let me know if there is anything I can do to further aid this discussion.

Sincerely,

Paul Schumer

From: San Francisco Municipal Transportation Agency <csup@smessage-SFMTA.com>
Sent: Tuesday, January 19, 2021 8:19 PM
To: pschumer@hotmail.com <pschumer@hotmail.com>
Subject: Moving SF - Twin Peaks: A New Vision for All

Click here to view the request: [Link to Request](#)



Twin Peaks: A New Vision for All

Tuesday, January 19, 2021

SFMTA staff are recommending a proposal for Twin Peaks access aimed at balancing the diverse needs of the community, which they selected based on park usage data, feedback from neighbors and other stakeholders, as well as a public survey with over 1,700 responses.

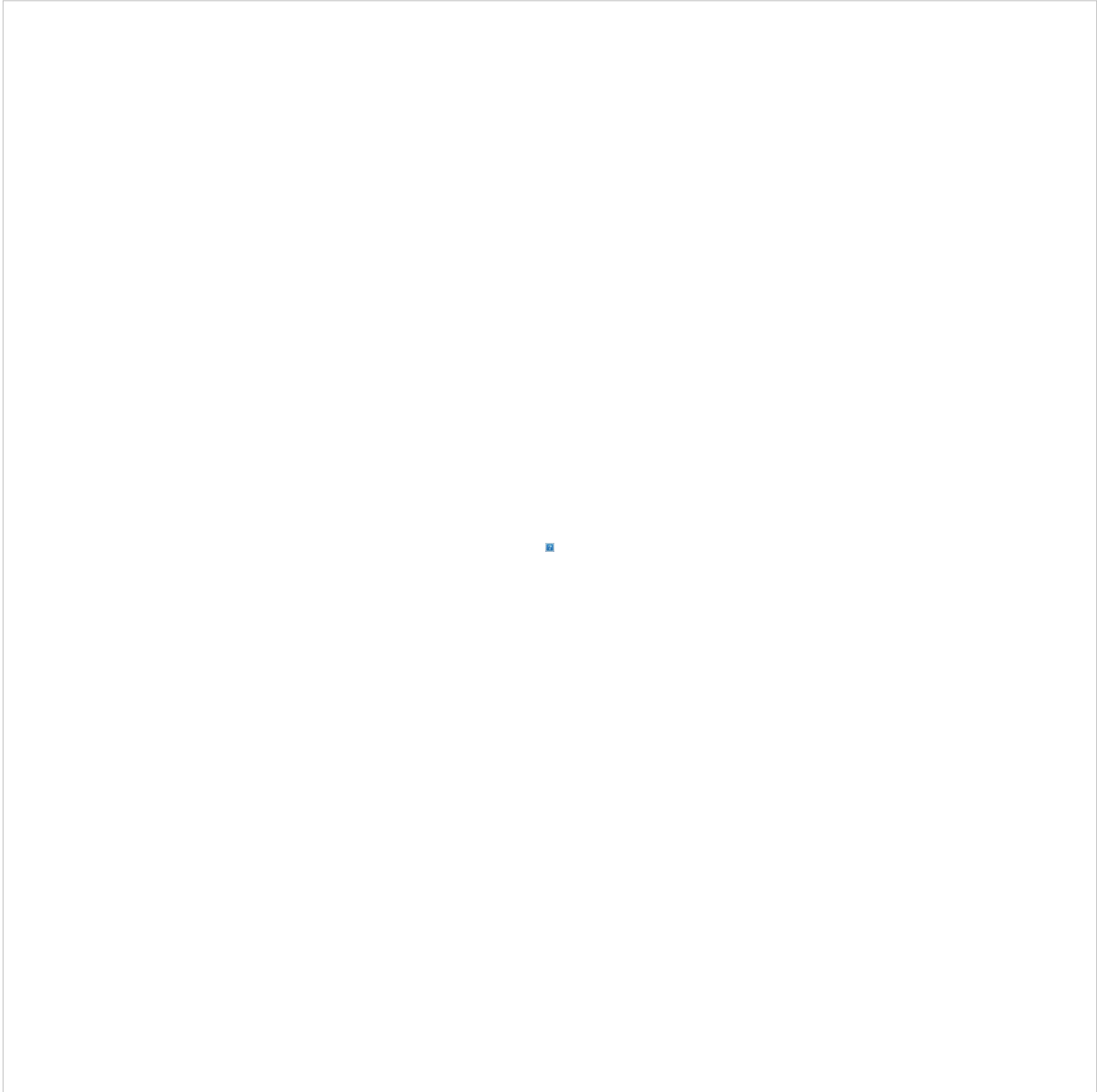
Recommendation: Open Portola Drive Gate at All Times, Close Burnett Avenue Gate

The proposal includes opening the gate at Portola Drive to traffic at all times and keeping the gate at Burnett Avenue closed. This option (also called Option 2) provides the best combination of safety and access, and addresses the negative impacts affecting neighbors.

This preferred option closes the northern Burnett Avenue gate to vehicles at all times, creating dedicated space for people walking, rolling and biking all the way to Christmas Tree Point Road.

The southern Portola Drive gate will be open to vehicles and tour buses at all times – improving access to the top of Twin Peaks for those with mobility challenges. The Portola Drive gate will also serve people walking, rolling and biking to and from Christmas Tree Point Road by way of the existing roadway shoulders and off-street paths. The recommended design does not require modifications to streets that currently restrict tour buses.

Five options were developed to achieve the project goals and reviewed by the SFMTA, in partnership with the [San Francisco Recreation and Parks Department](#), the public, and other project stakeholders. Based on data and public feedback, SFMTA staff plans to bring the recommendation to the SFMTA Board of Directors for approval at a public meeting planned for this spring.



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SFMTA.com

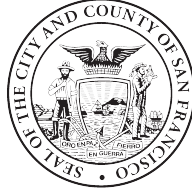


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This email was sent by:
San Francisco Municipal Transportation Agency
15 Van Ness Ave San Francisco, CA 94102, USA

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Member, Board of Supervisors
District 8



City and County of San Francisco

RAFAEL MANDELMAN

January 12, 2021

Jeffrey Tumlin, Director
San Francisco Municipal Transportation Agency
1 South Van Ness Avenue
San Francisco, CA 94103

Re: Twin Peaks for All

Dear Director Tumlin,

For more than 10 months San Franciscans have been asked to shelter in place to prevent the spread of COVID-19. The mental, physical, and emotional distress brought on by prolonged confinement indoors has undoubtedly left lasting scars on many, including our most vulnerable and our youngest. For many, the increased access to the City's most beloved and famed lookout, Twin Peaks, has been one of the pandemic's few bright spots. My office regularly hears from District 8 residents who are delighted that, for the first time, families are able to explore and experience Twin Peaks as a car-free open space.

However, it is undeniable that restricting vehicle access to Twin Peaks Boulevard has had negative consequences for the neighborhoods surrounding the top of Twin Peaks. My office has heard from many dozens of District 8 residents who are concerned and frustrated by a sharp rise in car break-ins, littering, and crowding throughout the residential streets surrounding Twin Peaks. Neighbors regularly report witnessing car break-ins or encountering victims, and my office frequently requests the assistance of Public Works to clean the streets of shattered glass. Many have also reported an increase in foot and vehicle traffic on nearby streets, with large crowds regularly gathering into the late night hours to enjoy the view, often leaving litter in their wake for residents or City workers to clean up.

It is my hope that through the Twin Peaks for All project, the SFMTA will be able to develop a long-term plan for Twin Peaks access that preserves the many benefits of increased open space while significantly mitigating the negative impacts to nearby neighborhoods. In achieving that difficult balance, I respectfully request that the SFMTA consider the following in their development of a long-term plan for Twin Peaks:

1. **Ensure access to the top of Twin Peaks for those who are mobility-impaired.** Accommodation for those who are unable to reach the top of Twin Peaks without a vehicle must be included in any long-term plan.
2. **Keep the Christmas Tree Point parking lot open overnight.** Rather than skipping the spectacular nighttime views that Twin Peaks offers, the closure of Twin Peaks Boulevard to vehicles has simply led late-night visitors to gather in neighboring streets. The limited re-opening of the southern gate has not successfully diverted late night revelers from Burnett in particular. Based on feedback from the San Francisco Police Department and neighbors, I believe that many of the nighttime activities now occurring outside the gates could be better managed if visitors could access the Christmas Tree Point parking lot at all hours. Reopening the lot will better help SFPD and Park Rangers to keep all visitors and residents safe.
3. **Preserve the existing MTA street restriction on passenger vehicles with more than nine passengers, which currently prohibits tour buses from accessing Twin Peaks Boulevard**

through the Burnett Avenue gate. Prior to my term in office, neighbors advocated for this street restriction to prevent oversized vehicles from traveling to the top of Twin Peaks by way of narrow residential streets, particularly Twin Peaks Boulevard off Clarendon and Burnett. I have heard from many of my constituents who strongly oppose removing this restriction lifted due to the impacts it would have on neighborhood safety and traffic, and I strongly support their position.

I encourage the SFMTA to identify a solution to access to Twin Peaks that incorporates these principles and otherwise balances the sometimes conflicting needs of Twin Peaks residents and visitors alike.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'RJM', with a stylized flourish at the end.

Rafael Mandelman

CC: Gwyneth Borden, Chair, MTA Board of Directors
Amanda Eaken, Vice Chair, MTA Board of Directors
Cheryl Brinkman, Director, MTA Board of Directors
Steve Heminger, Director, MTA Board of Directors
Sharon Lai, Director, MTA Board of Directors

From: [Joanna Gubman](#)
To: [BOS-Supervisors](#)
Subject: Let's eliminate single family zoning!
Date: Saturday, January 23, 2021 1:45:47 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

The text below is a form letter, but I 100% agree with it. Let's get on board with a simple, easy-to-implement way to make SF more welcoming for more people. It's also the climate-friendly thing to do - anyone who doesn't live here gets displaced to an inland area with more driving and air conditioning carbon emissions. Plus, multifamily dwellings inherently emit about half the CO2 of single family ones.

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Joanna Gubman
jgubman@gmail.com

San Francisco, California 94114

From: [Zack Subin](#)
To: [BOS-Supervisors](#)
Subject: Legalize missing middle housing in SF
Date: Saturday, January 23, 2021 10:11:00 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

Dear Supervisors, I write as an Ocean View resident in D11 who wants to live in a vibrant, inclusive, climate-resilient city.

Car-light, missing middle housing is a way to provide affordable, climate-friendly housing without subsidy. We used to build this housing much more before we banned it in much of the city and made it prohibitive to get approved in the rest. Park Merced is an exception-- besides the towers, there are beautiful townhouses and courtyard apartments. I would love to see more of these forms available in my neighborhood, and might even move into one and open up my single family home for another family.

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

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Sincerely, Zack Subin

Zack Subin

zack.subin@fastmail.fm

192 Caine Ave

San Francisco, California 94112

From: [Corey Smith](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:25:17 AM

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Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

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Corey Smith
cwsmith17@gmail.com
74 Delmar Street, None
San Francisco, California 94117

From: [Theo Gordon](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:27:44 AM

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Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

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Theo Gordon
theodore.a.gordon@gmail.com

San Francisco, California 94115

From: [Spencer Guthrie](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:30:58 AM

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Members of the San Francisco Board of Supervisors,

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Spencer Guthrie
spencer.guthrie@gmail.com
208 2nd Avenue
San Francisco, California 94118

From: [Charles Whitfield](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:35:15 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Charles Whitfield
whitfield.cw@gmail.com
1 St Francis Place
San Francisco, California 94114

From: [Joey Isaacson](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:43:25 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Joey Isaacson
joey.a.isaacson@gmail.com

San Francisco, California 94109

From: [Kenneth Russell](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:44:06 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family housing and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family housing and affordable housing to be built throughout the city. San Francisco is known across the world for its shameful housing and homelessness crisis, and this simple reform to our antiquated zoning laws is an important first step in a better direction.

Kenneth Russell
krlist+yimby@gmail.com

San Francisco, California 94132

From: [Kwang Ketcham](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:47:31 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

There should be space in San Francisco for everyone who wants to live in our beautiful city, regardless of their wealth or income.

As you well know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family housing and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

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Kwang Ketcham
prototype27@yahoo.com
2130 Stockton St. Apt. 107
San Francisco, California 94133

From: [Joe Connors](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:48:41 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

I want San Francisco to do the same or similar.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family housing and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family housing and affordable housing to be built throughout the city. San Francisco is known across the world for its shameful housing and homelessness crisis, and this simple reform to our antiquated zoning laws is an important first step in a better direction.

Joe Connors
jdcnrs2@gmail.com

San Francisco, California 94117

From: [Jason Cunningham](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:49:05 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family housing and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family housing and affordable housing to be built throughout the city. San Francisco is known across the world for its shameful housing and homelessness crisis, and this simple reform to our antiquated zoning laws is an important first step in a better direction.

Jason Cunningham
jason.e.cunningham@gmail.com
420 Stanyan #4
San Francisco, California 94117

From: [Rudolph Reyes](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:49:23 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

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Rudolph Reyes
rudolphreyes@gmail.com

San Francisco, California 94116

From: [Jonathan Tyburski](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:00:49 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

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Jonathan Tyburski
jtyburski@gmail.com
1849 Page St
San Francisco, California 94117

From: [Meg Kammerud](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:01:58 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

As a San Francisco home owner, I want to see more housing of all types across our entire city. We must house our middle class and care for our most vulnerable population in order to keep our city healthy, diverse, and live able for all. I'd love to see triplexes in Glen Park rather than more megahomes. Build on my street. Build across our city! Please make building housing easier and more equitable for all.

It is long past time for San Francisco to do the same as Sacramento, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family housing and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family housing and affordable housing to be built throughout the city. San Francisco is known across the world for its shameful housing and homelessness crisis, and this simple reform to our antiquated zoning laws is an important first step in a better direction.

Meg Kammerud
Mpirnie@stanfordalumni.org
810 Congo St.
San Francisco, California 94131

From: [Christian Bergstrom](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:03:53 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family housing and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family housing and affordable housing to be built throughout the city. San Francisco is known across the world for its shameful housing and homelessness crisis, and this simple reform to our antiquated zoning laws is an important first step in a better direction.

Christian Bergstrom
christiancbergstrom@gmail.com

San Francisco, California 94107

From: [Galit Gontar](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:03:54 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

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So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family housing and affordable housing to be built throughout the city. San Francisco is known across the world for its shameful housing and homelessness crisis, and this simple reform to our antiquated zoning laws is an important first step in a better direction.

Galit Gontar
galit.gontar@gmail.com

San Francisco, California 94131

From: [Gerald Kanapathy](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:05:48 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

Dear Supervisors,

Below is a standard letter, but it absolutely expresses my thoughts and feelings, and conveys the issues that I believe are the single most important (and fastest and easiest!) things the city could do to improve affordability, the community, and the global environment. Thanks for your attention and support of this.

As you well know, Sacramento just became the first city in California to eliminate single family zoning and allow multi-family apartment buildings throughout the city. This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed new housing to be built at all levels of affordability across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family housing and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family housing and affordable housing to be built throughout the city. San Francisco is known across the world for its shameful housing and homelessness crisis, and this simple reform to our antiquated zoning laws is an important first step in a better direction.

Gerald Kanapathy
gkanapathy@hotmail.com

San Francisco, California 94115

From: [Justin O'Neill](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:07:33 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So, as a progressive, I'm urging you to abandon conservative relics of a bygone era and move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city. The status quo, which hurts poor and middle-income San Franciscans and especially San Franciscans of color, is unsustainable.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Justin O'Neill
justinmoneill@gmail.com

San Francisco, California 94158

From: [John Olson](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:14:54 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

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So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

John Olson
john.stephen.olson@gmail.com

San Francisco, California 94117

From: [Alex Noor](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:16:25 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

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So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Alex Noor
alex.noor7@gmail.com

San Francisco, California 94108

From: [Jonathan New](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:21:39 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

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So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Jonathan New
jonnew@gmail.com

San Mateo, California 94401

From: [Natty Coleman](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:22:02 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

San Francisco has an opportunity to be a progressive and inclusive beacon for other cities by helping those who need it most and opening up opportunities for all.

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

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So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Natty Coleman
natty.coleman@gmail.com

San Francisco, California 94107

From: [Zachary Brown](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:23:26 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

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So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Zachary Brown
zack.brown415@gmail.com

San Francisco, California 94121

From: [Philip Levin](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:24:12 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

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So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Philip Levin
levin.philip@gmail.com

San Francisco, California 94102

From: [Jordan Staniscia](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:27:59 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

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Jordan Staniscia
jordan.staniscia@gmail.com
700 Valencia St
San Francisco, California 94110

From: [Dan Federman](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:28:27 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

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San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Dan Federman
dfed@me.com
1353 Page St
San Francisco, California 94117

From: [Nicasio Nakamine](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:28:35 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

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San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Nicasio Nakamine
n.nakamine@gmail.com

San Francisco, California 94122

From: [Deborah Schneider](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:30:18 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

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San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Deborah Schneider
deborah.schneider@gmail.com

San Francisco, California 94127

From: [Vamsi Uppala](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:31:46 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

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So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Vamsi Uppala
uvvamsikrishna@gmail.com

San Francisco, California 94109

From: [Joshua Ehrlich](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:34:41 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate racist single-family zoning and allow small multi-family apartment buildings throughout the community.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

Joshua Ehrlich
ehrichjoshua@gmail.com
253 Frederick St
San Francisco, California 94117

From: [Jacob Kimmel](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:37:14 AM

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San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Jacob Kimmel
jacobkimmel@gmail.com
2274 26th Ave
San Francisco, California 94114

From: [Maxwell Dubler](#)
To: [BOS-Supervisors](#)
Subject: Please reform zoning our zoning to help housing affordability.
Date: Saturday, January 23, 2021 10:44:23 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

I am a new resident of SF district 9. I love this city and would like to spend the rest of my life here.

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

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Maxwell Dubler
maxwellstoreydubler@gmail.com

San Francisco, California 94103

From: [Samuel Maskell](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:44:59 AM

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Members of the San Francisco Board of Supervisors,

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Samuel Maskell
samuelmaskell@gmail.com

San Francisco, California 94105

From: [Stephanie Beechem](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:49:36 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

Hi Supervisors, I'm writing because Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This action will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

It is time for San Francisco to do the same! We can only live up to our city's progressive values if we welcome all comers with open arms and make sure they have a safe and affordable place to live. And the only way we can get there is by building more!

Many thanks,
Stephanie

Stephanie Beechem
sbeechem@gmail.com
523 Fairmount Ave
Oakland, California 94611

From: [David Grey](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 10:58:56 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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David Grey
dcrey@gmail.com

San Francisco, California 94127

From: [Andy Brown](#)
To: [BOS-Supervisors](#)
Subject: Please reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:01:11 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

I've lived in San Francisco for over a decade and raise my family here. I've seen very little improvement in available housing and almost no housing, affordable or otherwise, built in the wealthier family oriented neighborhoods of this city like Distric 1 where I live in a 10 unit building built in the 90s.

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

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Andy Brown
andymoe@gmail.com

San Francisco, California 94118

From: [Brendan Irvine-Broque](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:03:37 AM

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Brendan Irvine-Broque
brendanib@gmail.com

Oakland, California 94602

From: [Elias Platte Bermeo](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:05:47 AM

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Elias Platte Bermeo
eliasbermeo97@gmail.com

San Mateo, California 94402

From: [Jordon Wing](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:09:42 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

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Jordon Wing
jordonwii@gmail.com
711 Capp Street, 6
San Francisco, California 94110

From: [David Coen](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:16:48 AM

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David Coen
davidacoen@gmail.com

San Francisco, California 94116

From: [David Miller](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:17:07 AM

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David Miller
dwarnermiller@gmail.com

Oakland, California 94618

From: [Roan Kattouw](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:17:24 AM

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Roan Kattouw
roan.kattouw@gmail.com
601 Leavenworth Street Apt 24
San Francisco, California 94109

From: [Vincent Casotti](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:18:29 AM

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Vincent Casotti
vincent.casotti+yimby@gmail.com

San Francisco, California 94122

From: [Mitch Conquer](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:21:48 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

We should allow at least 6 units on all parcels in SF! We are a city but are forcing people to leave because we don't have enough housing.

We can't wait for conditions to be perfect before we make bold moves.

Every day we wait our city becomes more segregated and the environment suffers.

Mitch Conquer
mitchconquer@gmail.com

San Francisco, California 94127

From: [Reed Schwartz](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:22:19 AM

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Reed Schwartz
reed.schwartz.sf@gmail.com
2170 Jackson Street
San Francisco, California 94115

From: [Elle Harrigan](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:26:02 AM

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Elle Harrigan
harriganelle@gmail.com

Chicago, Illinois 60657

From: [Chris Higgins](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:42:01 AM

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Chris Higgins
higgins.christopher@gmail.com

San Francisco, California 94118

From: [Sabeek Pradhan](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 12:01:29 PM

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Sabeek Pradhan
sabeekpradhan@gmail.com
4 Bayside Village Place, 102
San Francisco, California 94107

From: [Hazel O'Neil](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 12:06:18 PM

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Hazel O'Neil
oneil.hazel@gmail.com

San Francisco, California 94116

From: [Chris Heriot](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 12:24:15 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

How the hell is Sacramento more progressive than San Francisco?

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

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Chris Heriot
cheriot@gmail.com

San Francisco, California 94109

From: [Sarah Boudreau](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 12:35:12 PM

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Sarah Boudreau
boudreau.sarah.m@gmail.com

San Francisco, California 94121

From: [Benjamin Ying](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 12:41:53 PM

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Benjamin Ying
benjamin.ying@gmail.com

San Francisco, California 94115

From: [David Broockman](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 12:45:46 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

David Broockman
david.broockman@gmail.com

San Francisco, California 94102

From: [Michael Clark](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 1:55:46 PM

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Members of the San Francisco Board of Supervisors,

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Michael Clark
mlclark51@gmail.com

San Francisco, California 94121

From: [Sachin Agarwal](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 2:15:00 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Sachin Agarwal
sagarwal@gmail.com

San Francisco, California 94122

From: [Raymond Kania](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 2:17:44 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Raymond Kania
raymond.kania@gmail.com

San Francisco, California 94122

From: [Soham Bhatia](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 2:32:49 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Soham Bhatia
sohambhatia@gmail.com

San Bruno, California 94066

From: [Kevin Utschig](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 2:46:49 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Kevin Utschig
ku1313@gmail.com

San Francisco, California 94110

From: [David Downs](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 3:10:14 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

Housing is a human right.

Blocking construction—when the state is missing 2 million units—is a crime against humanity.

It's destroying the state's future.

For the love of God, upzone single family properties to allow 4 units on them like Sacramento.

David Downs
david.downs@gmail.com

San Francisco, California 94110

From: [Nicholas Weininger](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 3:12:14 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Nicholas Weininger
nweininger@gmail.com

San Francisco, California 94116

From: [Elliot Schwartz](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 4:08:11 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Elliot Schwartz
elliott.schwartz@gmail.com

San Francisco, California 94107

From: [Abby Ellis](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 4:48:37 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

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Abby Ellis
abigail.lynn.ellis@gmail.com

San Francisco, California 94117

From: [Gene Novikov](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning
Date: Saturday, January 23, 2021 5:20:47 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

Hello:

I've been a San Francisco resident since 2008. I was fortunate to be able to buy a home in 2020, but I was a renter for a long time before that, and I know plenty are not so fortunate as to be able to continue to stay here. San Francisco needs to follow Sacramento's example and eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

It is simply common sense that reforming zoning laws to make it easier to build affordable housing *and* to increase housing options across the income scale will ease pressure on housing costs and let more people move and stay in this great city.

San Francisco has been utterly drained of its middle class. We need to reverse that. A city cannot thrive if it is populated entirely by rich people and a select few who won an affordable housing lottery. We need to make it easier to build more multi-family and affordable housing, and we need to do it now.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Gene Novikov
gene.novikov@gmail.com

San Francisco, California 94105

From: [Anna Cressman](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 6:00:38 PM

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Members of the San Francisco Board of Supervisors,

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Anna Cressman
anna.cressman@gmail.com

San Francisco, California 94121

From: [Katrina Swanson](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 6:49:59 PM

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Katrina Swanson
kkswanie@gmail.com

San Francisco, California 94122

From: [Andrew Baker](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 7:24:29 PM

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Andrew Baker
andrew.tork.baker@gmail.com

San Francisco, California 94117

From: [Erin Bank](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 7:32:41 PM

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Members of the San Francisco Board of Supervisors,

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San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

As a resident of the Sunset District, I see housing projects stymied all the time, and this in a district with the lowest density already. A few vocal neighbors who want San Francisco to remain how it was in 1970 shouldn't stand in the way of progress.

Erin Bank
meb2012@gmail.com

San Francisco, California 94122

From: [Patrick Gaarder](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 7:55:54 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

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Patrick Gaarder
patrickgaarder@icloud.com

San Francisco, California 94109

From: [Sonny Mohammadzadeh](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 8:33:24 PM

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Sonny Mohammadzadeh
sonnyzadeh@gmail.com

San Francisco, California 94124

From: [Charles Deuter](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 8:36:40 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

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Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

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So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Charles Deuter
charlesdeuter@gmail.com

Oakland, California 94607

From: [Emily Schell](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:05:36 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

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Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

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San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Emily Schell
emilypsshell@gmail.com

San Francisco, California 94117

From: [Randolph Ruiz](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:09:36 PM

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Members of the San Francisco Board of Supervisors,

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San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Furthermore, intensifying land use in urban areas near transportation corridors and jobs is an essential response to the climate emergency. San Francisco residents have a lighter ecological footprint because of these factors. Forcing new development to occur in exurban locations hastens the demise of our planet.

Randolph Ruiz
randy@aaaarch.com
150 Haight street
San Francisco, California 94102

From: [Hansen Qian](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:24:16 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

I am a longtime resident in Soma in San Francisco. As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

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Hansen Qian
Hansenq@gmail.com
631 Folsom St
San Francisco, California 94107

From: [Michael Hill](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 9:52:46 PM

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Act! Voters have seen the can kicked down the road and are waking up.

Michael Hill
michael.hill@pobox.com

San Francisco, California 94103

From: [Prodan Statev](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Saturday, January 23, 2021 11:32:43 PM

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Members of the San Francisco Board of Supervisors,

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It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

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San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Prodan Statev
pstatev94@gmail.com

San Francisco, California 94123

From: [Vitor Garcia](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 12:18:20 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Vitor Garcia
vbgarcia@gmail.com

San Francisco, California 94114

From: [Cliff Bargar](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 9:17:35 AM

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Cliff Bargar
cliff.bargar@gmail.com

San Francisco, California 94107

From: [Spencer Guthrie](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 10:09:05 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

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Spencer Guthrie
spencer.guthrie@gmail.com
208 2nd Avenue
San Francisco, California 94118

From: [Galit Gontar](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 10:26:20 AM

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Galit Gontar
galit.gontar@gmail.com

San Francisco, California 94131

From: [Arman Khatchatrian](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 10:27:10 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

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Arman Khatchatrian
armank0089@gmail.com

San Francisco, California 94131

From: [Arjun Banker](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 10:32:55 AM

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Members of the San Francisco Board of Supervisors,

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Arjun Banker
arjunbanker@gmail.com

San Francisco, California 94114

From: [Colleen Beach](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 11:40:49 AM

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Members of the San Francisco Board of Supervisors,

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Colleen Beach
Colleenbeach@gmail.com

San Francisco, California 94127

From: [Nick Lipanovich](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 12:07:59 PM

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Nick Lipanovich
nicholas.lipanovich@gmail.com

San Francisco, California 94118

From: [Aston Motes](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 12:53:44 PM

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Aston Motes
astonm+actionnetwork@gmail.com

San Francisco, California 94114

From: [Lee Markosian](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 2:43:29 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

Apartment buildings are illegal to build in 74% of San Francisco. That is an absolute disgrace.

This policy was enacted as a legal workaround to civil rights legislation that made it illegal to discriminate on the basis of race. Instead, we now discriminate on the basis of wealth.

"Can't afford a \$1.5 million single family home? Then you are the wrong kind of person for this neighborhood." That's the message sent by our housing policies, and it is disgusting.

There is nothing wrong with people who cannot afford to buy property and who instead have to rent an apartment. We should welcome people of all income levels in our city and ensure that they can find decent and affordable housing.

In addition, to combat climate change, it is imperative that we end single family zoning in cities.

It's shocking to me that our "Progressive" city is so backwards, elitist, and conservative.

Shame on those members of the Board of Supervisors who defend these regressive policies.

Lee Markosian
lee.markosian@gmail.com
1673 Grove Street
San Francisco, California 94117

From: [Kyle Pawlak](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 4:39:08 PM

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Kyle Pawlak
kyle.a.pawlak@gmail.com

San Francisco, California 94115

From: [Phillip Kobernick](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 5:09:59 PM

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Phillip Kobernick
phillipkobernick@gmail.com

San Francisco, California 94131

From: [Shahin Saneinejad](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 5:56:15 PM

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Shahin Saneinejad
shahin.saneinejad@gmail.com
263 Lee Ave
San Francisco, California 94112

From: [Michael Stein](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 7:56:43 PM

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Michael Stein
mike.j.stein@gmail.com

San Francisco, California 94110

From: [Eric Kammerud](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Sunday, January 24, 2021 8:31:21 PM

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Eric Kammerud
ekammerud@gmail.com

San Francisco, California 94131

From: [Jordan Jemison](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options!
Date: Monday, January 25, 2021 1:58:14 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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Jordan Jemison
jordancurtisjemison@gmail.com

San Francisco, California 94118

From: [Charles Ayers](#)
To: [BOS-Supervisors](#)
Subject: Reform SF zoning to expand affordable housing options
Date: Tuesday, January 26, 2021 10:22:47 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

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I am tired of absurd rent payments and defending my decision to live here to friends and relatives. I doubt I am the only one. Please do the right thing; this should be a no-brainer.

Charles Ayers
cayers99@gmail.com

San Francisco, California 94103

From: [Sarah Harriman](#)
To: [David Weiser-Lindley \(MFL\)](#); [RGS-Subscribers](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021 2:20:56 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Sarah Harriman

This email was sent by Sarah Harriman via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Sarah provided an email address (sarah.harriman@gmail.com) which we included in the REPLY TO field.

Please reply to Sarah Harriman at sarah.harriman@gmail.com.

To learn more about Do Gooder visit <https://avaman.ut-protection.com/v1/ur7>
<https://www.dogooder.co.uk/g-08EJ0Y7EjNGEjN2GzWwNp---kbs-Yaw-YVXNDU1MDFLAWZZj5bOTY1NZZjNjBYZjMTFjMaNMTBMMaMD8AGRIYrhYsNDJkAWYjYjJ2NQ---kp-YXAuOnNmZHQyOmF2YW5hbWp-ZmZpY2UjNjVZVWhWxX2YVWb0jRlMjAANzI2M-YNDU1ODZZZjODhMmJNjc-INDU50wYx>
To learn more about web protocol RFC 3834 visit: <https://avaman.ut-protection.com/v1/ur7>
to-hp%3A%2Ftools.ietf.org/html/rfc3834#page=0&gclid=CM1mVzJjIMGUzMMf00Q---kbs-ZTkwMmU5SMjgMWNjMjQZDUuNzWYU4NzdmNzA1OGGQyMDM5MjNlMTNlMTNmWQ20TM0MTgYTY0MDNjYjdmMw---kp-YXAuOnNmZHQyOmF2YW5hbWp-ZmZpY2UjNjVZVWhWxX2YVWb0jRlMjAANzI2M-YNDU1ODZZZjODhMmJNjc-INDU50wYx

From: [Kayla Patel](#)
To: [Brenda Shapiro](#), [Lorena Wong](#), [SOS Supervisors](#)
Subject: Support all of our city's nurses!
Date: Monday, January 25, 2021 2:26:44 PM

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Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

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I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Kayla Patel

This email was sent by Kayla Patel via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Kayla provided an email address (kayla.patel@sfdph.org) which we included in the REPLY-TO field.

Please reply to Kayla Patel at kayla.patel@sfdph.org.

To learn more about Do Gooder visit <https://www.aunai.protection.com/v1/ur/>

o=www.dgooder.code=yTcrMGE1M4U20DRmMjRQOQ==&h=0T1IzJRhZTAyYjBmZDMzTRmYWZNTc3ZjBmMjMjZmQ1YmM1YTE5NDh1Y2ZmM1SMGIESZDVjZW1hMmNmYQ==&p=YXs0bnNlZG90OmF2YW5hbG9vZmZpY2UzNjVlZlZlhaWwX2VlYWVhOjBkZjZjZTE1OThM2NjYzbnNlNndhZmZkZmZjE1OnYx

To learn more about web protocol RFC 3834 visit: <https://www.aunai.protection.com/v1/ur/>

o=mp%3A%uods.iet.org.html%3Ffc3834&q=M4gZDE2OGNlZD40DUjMA==&h=NfJNTUwYj2YjNINzlmNWU4YmR8NTMnSWZpN2lYVWVhYjFjNjBhZDgwVTVlZlZlcyZmM1MmNmNmR6OWM0NjY2MA==&p=YXs0bnNlZG90OmF2YW5hbG9vZmZpY2UzNjVlZlZlhaWwX2VlYWVhOjBkZjZjZTE1OThM2NjYzbnNlNndhZmZkZmZjE1OnYx

From: [Mara Fox](#)
To: [Board, Shared Services, MTG: PDS-Subcommittee](#)
Subject: Support all of our PDS workers
Date: Monday, January 25, 2021 2:41:39 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Mara Fox

This email was sent by Mara Fox via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Mara provided an email address (marafox@gmail.com) which we included in the REPLY-TO field.

Please reply to Mara Fox at marafox@gmail.com.

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or <https://www.dogooder.co/gp/ZW81N8GEHQDA3M8ZGZVYQq--skb-MJfOYdkSNgyOTl0YtU8MDQ4ZDEyMTlZjRMTAaOTQSMzlnNjYmR0R8Zj8bNjY1YyVzZVNmNzNjNGEANA--kP-YXAaOsNinZHQyOmF2YwSh8jpvZmZqY2UjNjVZWhWxX2VYVWbOJA2DGEI2aYAMtUsOTVYzIzD6OTY2MmZnTVANTfBhOhYx>
To learn more about web protocol RFC 3834 visit: <https://avanan.ai/protection.com/v1/ur7>
or <https://tools.ietf.org/html/rfc3834#q-ZWE0MTAAMcMTY4NGNjYg--k8-ZWZkYj8bZDQyMDJjZTRAMjk2OTYyMDQyMDU4ZjdmYjY1YyVzZVNmNzNjNGEANA--kP-YXAaOsNinZHQyOmF2YwSh8jpvZmZqY2UjNjVZWhWxX2VYVWbOJA2DGEI2aYAMtUsOTVYzIzD6OTY2MmZnTVANTfBhOhYx>

From: [Barndep Zenda](#)
To: [Barndep Zenda](#), [MTO](#), [SOS Supervisors](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021 2:57:41 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2520 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Barndep Zenda

This email was sent by Barndep Zenda via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Barndep provided an email address (barndep.zenda@sfph.com) which we included in the REPLY TO field.

Please reply to Barndep Zenda at barndep.zenda@sfph.com.

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[o=www.digooder.co.uk/?ZTYxOGlnbVJlNDYyYnJlNw==4h-MmNmZjJlNW1M2U1Y0A-MfFOTY2ZDhNGUUNvVjZTA6ZGY2ZGUxOTk4ZTMwZWVlbnQ1MmE6ZjE5ZWRYMlI1YQ==4p-YXAuOeNmZHQyOmF2YW50bGp-ZmZpY2UzNjVGVW1haWxzX2VYVW50bmlNTFYTFjMDxGZTBhRlZGR0YzFOGQ2MmRjOGH0eYx](https://www.digooder.co.uk/?ZTYxOGlnbVJlNDYyYnJlNw==4h-MmNmZjJlNW1M2U1Y0A-MfFOTY2ZDhNGUUNvVjZTA6ZGY2ZGUxOTk4ZTMwZWVlbnQ1MmE6ZjE5ZWRYMlI1YQ==4p-YXAuOeNmZHQyOmF2YW50bGp-ZmZpY2UzNjVGVW1haWxzX2VYVW50bmlNTFYTFjMDxGZTBhRlZGR0YzFOGQ2MmRjOGH0eYx)

To learn more about web protocol RFC 3834 visit: [https://www.audible.com/v1/uf?](https://www.audible.com/v1/uf?ref=AUDIBLE_US)

[o=https://www.audible.com/v1/uf?ref=AUDIBLE_US](https://www.audible.com/v1/uf?ref=AUDIBLE_US)

From: [Dina Linares](#)
To: [Dina Linares](#), [SOS Supervisors](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021 2:59:03 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2520 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Dina Linares

This email was sent by Dina Linares via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Dina provided an email address (darelinares@gmail.com) which we included in the REPLY-TO field.

Please reply to Dina Linares at darelinares@gmail.com.

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[o=www.digooder.com/NDEZjZbZTNaYWFYmYZZQ==4h-MjBhMWFZOGJlNDYwM2MzMmZTA4ZjEwODhNNSZlZWExYjBkYjYyY2NhNjM0ODQZDUIAMZDlYmY3MjA1YWM2YzQ1Mg==&p=YXAuOnNmZHQyOmF2YW9hbjpvZmZpY2UzNjYlZGVlhaWwXZVYlYWVhOGM2N2wZTESNc1M2Q0MzQ3MDc2MmUyYzA5NDM5MDF0eYk](https://www.digooder.com/NDEZjZbZTNaYWFYmYZZQ==4h-MjBhMWFZOGJlNDYwM2MzMmZTA4ZjEwODhNNSZlZWExYjBkYjYyY2NhNjM0ODQZDUIAMZDlYmY3MjA1YWM2YzQ1Mg==&p=YXAuOnNmZHQyOmF2YW9hbjpvZmZpY2UzNjYlZGVlhaWwXZVYlYWVhOGM2N2wZTESNc1M2Q0MzQ3MDc2MmUyYzA5NDM5MDF0eYk)

To learn more about web protocol RFC 3834 visit: <https://www.do-gooder.com/v1/uf/>

[o=https://tools.ietf.org/html/rfc3834#g-4h-MjBhMWFZOGJlNDYwM2MzMmZTA4ZjEwODhNNSZlZWExYjBkYjYyY2NhNjM0ODQZDUIAMZDlYmY3MjA1YWM2YzQ1Mg==&p=YXAuOnNmZHQyOmF2YW9hbjpvZmZpY2UzNjYlZGVlhaWwXZVYlYWVhOGM2N2wZTESNc1M2Q0MzQ3MDc2MmUyYzA5NDM5MDF0eYk](https://tools.ietf.org/html/rfc3834#g-4h-MjBhMWFZOGJlNDYwM2MzMmZTA4ZjEwODhNNSZlZWExYjBkYjYyY2NhNjM0ODQZDUIAMZDlYmY3MjA1YWM2YzQ1Mg==&p=YXAuOnNmZHQyOmF2YW9hbjpvZmZpY2UzNjYlZGVlhaWwXZVYlYWVhOGM2N2wZTESNc1M2Q0MzQ3MDc2MmUyYzA5NDM5MDF0eYk)

From: [Anne Andrews](#)
To: [Susan Wagner](#), [Mimi](#), [SOS-Subscribers](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021 4:51:42 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Anne Andrews

This email was sent by Anne Andrews via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Anne provided an email address (amandrews7@gmail.com) which we included in the REPLY TO field.

Please reply to Anne Andrews at amandrews7@gmail.com.

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From: [Amanda Dowell](#)
To: [Brenda Wang London AMU](#); [RGS-San Francisco](#)
Subject: Support all of our 193 nurses
Date: Monday, January 25, 2021 4:52:03 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Amanda Dowell

This email was sent by Amanda Dowell via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Amanda provided an email address (abdowell@gmail.com) which we included in the REPLY-TO field.

Please reply to Amanda Dowell at abdowell@gmail.com.

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o=www.digooder.co&q=5baR8FT;2MDY0EMZG7SNNA=dkh=YgIMaVMMWMLNTqZDY0NWQ4MWYIZGUMTb=YuU4YedJNGVasZnQpNccIMafYVZLQWYwMqQyWRiYjdZTM4NQ=---&p=YYAaOnNmZHQzOmF2YWS8bjpZnZpY2UzNjVGVW1haWwX2Y1YVWbOnuZkYzjNzVIMTjNjASyAU2MDVMTQ0MGEjMhWVAMnYS0eYs

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o=hip0N3A7ooob.iefog.fiml.rh.834&e=YTRANjY1WNjNTZlZlQ4Yw=dkh=Y2MhVmdZlRkZTRkZDh0WY2MmlhMWlyOGQwNjklYVWY5MzZjZW5kMDh0MWRkZlZlZGRjYUZZDzBjSjklNA=---&p=YYAaOnNmZHQzOmF2YWS8bjpZnZpY2UzNjVGVW1haWwX2Y1YVWbOnuZkYzjNzVIMTjNjASyAU2MDVMTQ0MGEjMhWVAMnYS0eYs

From: [Gemma Cohen](#)
To: [Boris Noyes](#), [London Mills](#), [RCS-Subscribers](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021 4:53:35 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave. COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Gemma Cohen

This email was sent by Gemma Cohen via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@goodr.do, however Gemma provided an email address (Gemma.cohen@gmail.com) which we included in the REPLY TO field.

Please reply to Gemma Cohen at Gemma.cohen@gmail.com.

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To learn more about web protocol RFC 3834 visit: [https://avaman.url-protection.com/v1/ur?](https://avaman.url-protection.com/v1/ur?o=www.dogooder.co&p=0D8kYVhZGfANj14NucQwMQ=dk=NmY2M7BvYmIZDAaOTYyNTFmMmYwZTRLZDFOTzOTFjYmYyOGVhNm8kMdlwYdlwOWE4MzQwZTRwNTNiOWMwOAA=dkp=YYAaOnNmZHQyOmF2YWShbjpvZmZpY2UsNjVlZGVhaWwzX2VlYWVhOjVjZDRlbnWELZDNlMWUzZDRlMjY0NTUzZDMzZjhlM2MzOwYx)

From: [Marken Chao](#)
To: [Brenda Wang](#), [London Alford](#), [RCS-SanFrancisco](#)
Subject: Support all of our P103 nurses
Date: Monday, January 25, 2021 4:54:30 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Marlene Chao

This email was sent by Marlene Chao via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaign@goodr.do, however Marlene provided an email address (markenchao@hotmail.com) which we included in the REPLY-TO field.

Please reply to Marlene Chao at markenchao@hotmail.com.

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o=www.dogooder.co&g=NMdN5ZDFOGGINTA.Mjg=akb-YIQ4kew-OTTEUNWBJZD&ZGY(NDY)=YmFY2USOWF1NjgsxZmMTU0Nml12MGE3MjJmBjZDY4ZTF1NFV12RMA---8p-YXA0OnNmZHQyOmF2YW5hbjp2mZpY2U0SjVZVW1haWwX2V1YWw0bjBZTpsNGUwNTkzM2UzZjQ5NSY1YTYwODU3MmU0OTI2OwYx
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From: [Edmond Sajo](#)
To: [Brenda Wilson](#), [Wendy Sajo](#)
Subject: Support for our city's nurses
Date: Monday, January 25, 2021 at 5:44:42 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Edmond Sajo

This email was sent by Edmond Sajo via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Edmond provided an email address (edmonsajo@gmail.com) which we included in the REPLY-TO field.

Please reply to Edmond Sajo at edmonsajo@gmail.com.

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To learn more about web protocol RFC 3834 visit: <https://www.aunai.protection.com/v1/inf?>

To learn more about web protocol RFC 3834 visit: <https://www.aunai.protection.com/v1/inf?>

From: [Amy Bolanos](#)
To: [Boris, Miguel, Andres, AMO, CCS-Subscribers](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021 4:54:57 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Amy Bolanos

This email was sent by Amy Bolanos via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Amy provided an email address (amy.bolanos@sfdph.org) which we included in the REPLY-TO field.

Please reply to Amy Bolanos at amy.bolanos@sfdph.org.

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o=www.dogooder.co&g=08&NTUjMjYyYXVlYXUw==&h=8GfU2Mfnd13Y2JhNGYMTA2NzgsM2M0Njg3MCIuYzYMNWVzZTRMDiAYTlN0ODR0WJmZWE2MTk0GDMZWE5NTmMA==&p=YXAuOaNmZlR0Y0mf2YW5hbjpZmZpY2UzNjVZVZWhWwX2VlYWVWd0jyMmM1Y2E3ZGRmYTlhbMjVMTY1NjEaMjE4MDZlMzBhOeYs
To learn more about web protocol RFC 3834 visit: [https://avamaa.url-protection.com/v1/url?](https://avamaa.url-protection.com/v1/url?o=www.dogooder.co&g=08&NTUjMjYyYXVlYXUw==&h=8GfU2Mfnd13Y2JhNGYMTA2NzgsM2M0Njg3MCIuYzYMNWVzZTRMDiAYTlN0ODR0WJmZWE2MTk0GDMZWE5NTmMA==&p=YXAuOaNmZlR0Y0mf2YW5hbjpZmZpY2UzNjVZVZWhWwX2VlYWVWd0jyMmM1Y2E3ZGRmYTlhbMjVMTY1NjEaMjE4MDZlMzBhOeYs)
o=www.dogooder.co&g=08&NTUjMjYyYXVlYXUw==&h=8GfU2Mfnd13Y2JhNGYMTA2NzgsM2M0Njg3MCIuYzYMNWVzZTRMDiAYTlN0ODR0WJmZWE2MTk0GDMZWE5NTmMA==&p=YXAuOaNmZlR0Y0mf2YW5hbjpZmZpY2UzNjVZVZWhWwX2VlYWVWd0jyMmM1Y2E3ZGRmYTlhbMjVMTY1NjEaMjE4MDZlMzBhOeYs

From: [Nancy Herbert](#)
To: [Board Supervisor Nancy Herbert - 905-Supervisors](#)
Subject: Support all of our city's nurses!
Date: Monday, January 25, 2021 4:59:29 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Nancy Herbert

This email was sent by Nancy Herbert via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Nancy provided an email address (mnister@stone.net) which we included in the REPLY-TO field.

Please reply to Nancy Herbert at mnister@stone.net.

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To learn more about web protocol RFC 3834 visit: <https://www.rfcs.org/rfc/3834>

To learn more about web protocol RFC 3834 visit: <https://www.rfcs.org/rfc/3834>

To learn more about web protocol RFC 3834 visit: <https://www.rfcs.org/rfc/3834>

From: [Tinesha Avant](#)
To: [Brenda Lopez](#), [Mimi](#), [RSC Supervisors](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021 5:05:39 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Tinesha Avant

This email was sent by Tinesha Avant via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@goodr.do, however Tinesha provided an email address (treamiyah@gmail.com) which we included in the REPLY TO field.

Please reply to Tinesha Avant at treamiyah@gmail.com.

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o=www.dogooder.co&g=1WJEGQYINGM1YTU0Y1Tg5Mg=4b-MjFR7z3YThyNuaMzZThmZTUvNDU0Y1ZlbnNwRjYvASM2JmNjcZDRiNzY2ZGEzZmRlNGY4NTc3NjY4ZTh5WkFkOQ==&p=YXAuOnNuaZHQyOnsF2YW5hbjpwZmZpY2UuNjVZlW1haWwzX2Y1YWIuOjM0OWE1ODk4MTMzZlJlNGE2YWY3NTBhNDU0ZDkzNmIsOnYx

To learn more about web protocol RFC 3834 visit: <https://avaman.url-protection.com/v1/uf7>

o=https://tools.ietf.org/html/rfc3834&g=NzM3ODNnYzBiOGhNalZZQ==4b-YjAMMTA3MzYyMzRjZDU0MjBmNzJlNndkYTY0YVZlZDZlMmF5YyYxMDElZjI0OTAwYjE2NTNmOWE5ODgwYTdkZg==&p=YXAuOnNuaZHQyOnsF2YW5hbjpwZmZpY2UuNjVZlW1haWwzX2Y1YWIuOjM0OWE1ODk4MTMzZlJlNGE2YWY3NTBhNDU0ZDkzNmIsOnYx

From: [Melanie Garcia](#)
To: [Do Gooder](#), [Mayor London Breed](#), [SOS Supervisors](#)
Subject: Support all of our city's nurses
Date: Monday, January 25, 2021 5:08:30 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Melanie Garcia

This email was sent by Melanie Garcia via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Melanie provided an email address (melanieh777@aol.com) which we included in the REPLY-TO field.

Please reply to Melanie Garcia at melanieh777@aol.com.

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To learn more about web protocol RFC 3834 visit: [https://www.aunannet-protection.com/v1/inf?](https://www.aunannet-protection.com/v1/inf?o=https%3A%2F%2Ftools.ietf.org/html/rfc3834&g=zTRlOITPaYWU0Ng6MWjZa---&b=NGlSOdY1NTFlYjRmNGZlYTYzZjJlMGM5ZmJkM0hMcjEzZmQ0NDMwZjA1YjIwYWQzUmNlZDlMDlFjOGJlMw---&p=YXArOnNmZHQ0OmF2YW5hbjpvZmZpY2UzNjVZZWhaWazX2VlYWwOmEwMDU3NAzYzWMAzMTZTE2NTN1ODx1NjVlOwYx)

From: [Susanna Lu](#)
To: [Bridget Wong](#), [London Altus](#), [RCS-Senators](#)
Subject: Support all of our city's nurses
Date: Monday, January 25, 2021 5:11:05 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Susanna Lu

This email was sent by Susanna Lu via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Susanna provided an email address (salovesushi@gmail.com) which we included in the REPLY-TO field.

Please reply to Susanna Lu at salovesushi@gmail.com.

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To learn more about web protocol RFC 3834 visit <https://www.rfc-editor.org/rfc/rfc3834>

To learn more about web protocol RFC 3834 visit <https://www.rfc-editor.org/rfc/rfc3834>

From: [Vernon Sanders](#)
To: [Do Gooder](#), [Mayor London Breed](#), [SOS Subscribers](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021, 5:14:37 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2520 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus. The city's employment policies also leave many P103 nurses working regular schedules in positions that the city does not staff with regular full-time or part-time staff. It would have been very difficult for me to quarantine when I worked exclusively as a P103.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Vernon Sanders

This email was sent by Vernon Sanders via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Vernon provided an email address (vernonleon@gmail.com) which we included in the REPLY-TO field.

Please reply to Vernon Sanders at vernonleon@gmail.com.

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www.dogooder.co/dg-NRBMjdMGYwMmrhNjAwYw====4hs-NTMiMGLSINTYyYwU0NTQyMmFmQjOTg2NnNmWm6eNWZMDVjNjOTJZdSNDIINTYwYmY0MGYyNjBkMDI2Njg=4dp-YXAuOmNjZHo2YmF2YwShbjpZmZpY2UzY2VlZlZlW1haWxwClYVYwOmMnNjZmJAGZTFaNjBjYQzZWIyMjEwZTFmZGhwODAsOwYx

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<https://www.dogooder.co/dg-NRBMjdMGYwMmrhNjAwYw====4hs-VY22NmYSZDMLYwVfKMGLIMjE2MjZmMDUyMjBjYyRlZGlmZlRZdSNDIINTYwYmY0MGYyNjBkMDI2Njg=4dp-YXAuOmNjZHo2YmF2YwShbjpZmZpY2UzY2VlZlZlW1haWxwClYVYwOmMnNjZmJAGZTFaNjBjYQzZWIyMjEwZTFmZGhwODAsOwYx>

From: [Terelyn Wong](#)
To: [David Wong](#), [Susan Wong](#), [RCS-Subscribers](#)
Subject: Support all of our city's nurses!
Date: Monday, January 25, 2021 5:15:07 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Terelyn Wong

This email was sent by Terelyn Wong via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Terelyn provided an email address (terelynwong@yahoo.com) which we included in the REPLY TO field.

Please reply to Terelyn Wong at terelynwong@yahoo.com.

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or <https://www.dogooder.com/v1/ur/>
To learn more about web protocol RFC 3834 visit: <https://www.rfc-editor.org/rfc/rfc3834>
To learn more about web protocol RFC 3834 visit: <https://www.rfc-editor.org/rfc/rfc3834>

From: [Qu Xian Tan](#)
To: [Email: \[Support@do-gooder.org\]\(mailto:Support@do-gooder.org\); \[RSS-Subscribers\]\(mailto:RSS-Subscribers\)](#)
Subject: [Support Mail of our city's nurses](#)
Date: Monday, January 25, 2021 5:21:06 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Qu Xian Tan

This email was sent by Qu Xian Tan via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3854 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Qu Xian provided an email address (quxian.tan@sfph.org) which we included in the REPLY TO field.

Please reply to Qu Xian Tan at quxian.tan@sfph.org.

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To learn more about web protocol RFC 3854 visit: <https://www.do-gooder.org>

To learn more about web protocol RFC 3854 visit: <https://www.do-gooder.org>

From: Simone de Winter
To: Simon.Wagner@sanfrancisco.gov, [RGS Subscribers](mailto:RGS.Subscribers)
Subject: Support All of our (P)Nurses
Date: Monday, January 25, 2021 5:23:31 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave. COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Simone de Winter

This email was sent by Simone de Winter via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Simone provided an email address (simone.dewinter@dph.org) which we included in the REPLY-TO field.

Please reply to Simone de Winter at simone.dewinter@dph.org.

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To learn more about web protocol RFC 3834 visit: [https://avanun.ut-protection.com/v1url?](https://avanun.ut-protection.com/v1url?o=https://www.digooder.co&p=NzZzmlYzpqNTQzZTYZGA=kb-ZmQzMTQzYnY4ODMAYjs=MDA3ZkZkYmMzYWRWRINjY0MWEwYyYsNzE3MDk1Y2FhNDk0aWZjM0R0YmFNTA4MmM=4p-YXAuOubNzHQzOmF2YW5hbjp-ZmZpY2UzNjVGVWluWwZkX2YyWlW0gZzZmQSNThNTjOTISMdS-SZWISZjcMTA4ZlWQ2Njg2OwYx)

From: [Chelsea Heppner](#)
To: [Board Mayor London Mize](#), [SOS Supervisors](#)
Subject: Support all of our city's nurses
Date: Monday, January 25, 2021 5:32:08 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Chelsea Heppner

This email was sent by Chelsea Heppner via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Chelsea provided an email address (clndheppner@gmail.com) which we included in the REPLY-TO field.

Please reply to Chelsea Heppner at clndheppner@gmail.com.

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[To learn more about web protocol RFC 3834 visit: https://www.aunaii-protection.com/v1/ur?](https://www.dogooder.co.uk?OWUOGGMDZOTUYODEZMGJdYg==&b=YTRmMGIIMmlyMzM4OWQZTzZlYVWjMzE4MwMwMTgweNjE5NWFLYzJ0OWUyMGMxcnThzZjVnODBjODh0OTAyYjg5OAA==&p=YYXaCnNzZHqYOmF2YwShbipZmZpY2UzNjVZVW1haWwXZlVYVW1hZjYyYzYyM3YyTjYyYzYyODpweODkNWE2MDFLY2VnYTU1MWFhOeYs)

[o=imps%3Aa/woob.iet.org/html/rfc:3834&g=MzY4YzA4YzBmZlZlYjBhNjYyYzYyODpweODkNWE2MDFLY2VnYTU1MWFhOeYs](https://www.dogooder.co.uk?OWUOGGMDZOTUYODEZMGJdYg==&b=MjY4YzA4YzBmZlZlYjBhNjYyYzYyODpweODkNWE2MDFLY2VnYTU1MWFhOeYs)

From: [Jenny Xu](#)
To: [Brenda Wang-Lunden](#), [MDF](#), [SOS-Superintendents](#)
Subject: Support all of our city's nurses
Date: Monday, January 25, 2021 5:34:44 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Jenny Xu

This email was sent by Jenny Xu via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Jenny provided an email address (wjxu@shkglobal.net) which we included in the REPLY-TO field.

Please reply to Jenny Xu at wjxu@shkglobal.net.

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To learn more about web protocol RFC 3834 visit: <https://www.rfcs.org/>
To learn more about web protocol RFC 3834 visit: <https://www.rfcs.org/>

From: Cary sunshine
To: Susan, Mayor London Breed, UCS-SanFrancisco
Subject: Support all of our city's nurses
Date: Monday, January 25, 2021 5:45:04 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Cary sunshine

This email was sent by Cary sunshine via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Cary provided an email address (Royacary@gmail.com) which we included in the REPLY.TO field.

Please reply to Cary sunshine at Royacary@gmail.com.

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or <https://www.dogooder.co.uk/g/YjBjY3JZFEwYadMTZQOq4kb-MGNSYUZGNZTRBZMAOWFbNTNnNWQ2OTISOWI2NGEYVa8MTNjJ2NGVjZGMZDj1MWF9ODVMTAZjYVYg8p-YXAuOnNmZHQyOmF2YW5hbjpvZmZpY2UzZjNlVGVWbWwXZjVlVWw6OjU4Yjc2M2RkZjZkZWJhMjZkMTYsMjI1YmlwYmVYTCcY2U0a0Ys>
To learn more about web protocol RFC 3834 visit: <https://avaman.a1-protection.com/v1/ur7>
or <https://www.dogooder.co.uk/g/YjBjY3JZFEwYadMTZQOq4kb-MGNSYUZGNZTRBZMAOWFbNTNnNWQ2OTISOWI2NGEYVa8MTNjJ2NGVjZGMZDj1MWF9ODVMTAZjYVYg8p-YXAuOnNmZHQyOmF2YW5hbjpvZmZpY2UzZjNlVGVWbWwXZjVlVWw6OjU4Yjc2M2RkZjZkZWJhMjZkMTYsMjI1YmlwYmVYTCcY2U0a0Ys>

From: [Fiona Ng](#)
To: [Boris, Mayor London, AMO, UCS-Senators](#)
Subject: Support all of our city's nurses
Date: Monday, January 25, 2021 5:17:35 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Fiona Ng

This email was sent by Fiona Ng via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Fiona provided an email address (fionawng@gmail.com) which we included in the REPLY-TO field.

Please reply to Fiona Ng at fionawng@gmail.com.

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To learn more about web protocol RFC 3834 visit: [https://a/boob.ier.g/limi/6f.834&g=MB0NnQzNinFmMWQoDdZzA=4kh-YTY0ZjNDQwNTUyYzgnNGYjJGjODMcoDINFTnZT&NDVAcYjMSMmM0MAYzNWQmAc4Yz0TAMWVwNzQ2OQ=4p-YXAoOnNmZHQyOmfZYWShjpwZmZpY2UzNjVZVWlhaWwX2YVYw6AwezmlUmBjNDM4ZmM4ZTbZWMjNjNjN2M1NmM4Y2UwOwYs](https://avaman.ai/Protection.com/v1/ur?o=https://a/boob.ier.g/limi/6f.834&g=MB0NnQzNinFmMWQoDdZzA=4kh-YTY0ZjNDQwNTUyYzgnNGYjJGjODMcoDINFTnZT&NDVAcYjMSMmM0MAYzNWQmAc4Yz0TAMWVwNzQ2OQ=4p-YXAoOnNmZHQyOmfZYWShjpwZmZpY2UzNjVZVWlhaWwX2YVYw6AwezmlUmBjNDM4ZmM4ZTbZWMjNjNjN2M1NmM4Y2UwOwYs)

From: [Joel Parker](#)
To: [Brenda Wilson](#), [MTE](#), [SOS-San Francisco](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021 6:08:34 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Joel Parker

This email was sent by Joel Parker via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Joel provided an email address (joel.parker@sfdph.org) which we included in the REPLY-TO field.

Please reply to Joel Parker at joel.parker@sfdph.org.

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or <https://www.dogooder.com/v1/uri/> visit: <https://www.dogooder.com/v1/uri/>

To learn more about web protocol RFC 3834 visit: <https://www.dogooder.com/v1/uri/>

o=hp%3A/tools.ietf.org.html;rc=3834&g=ODq2Y2Q2N2RlM2hYmQ0Mw==4b~N2lmMDk4NTA0Zm9yZG9yZDd5YjBhNjY4A0hYs

From: [Darryl Toppin](#)
To: [Brenda Wilson](#), [Wendy](#), [SOS Supervisors](#)
Subject: Support 1st of our city's nurses
Date: Monday, January 25, 2021 8:46:16 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Darryl Toppin

This email was sent by Darryl Toppin via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@goodr.do, however Darryl provided an email address (darrylatoppin@aol.com) which we included in the REPLY-TO field.

Please reply to Darryl Toppin at darrylatoppin@aol.com.

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To learn more about web protocol RFC 3834 visit: <https://www.aunai-protection.com/v1/inf/>

To learn more about web protocol RFC 3834 visit: <https://www.aunai-protection.com/v1/inf/>

From: [Leslie Harrison](#)
To: [Board, Mayor, Board of Supervisors](#)
Subject: Support of our city's nurses
Date: Monday, January 25, 2021 8:54:13 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Leslie Harrison

This email was sent by Leslie Harrison via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Leslie provided an email address (lesliehp@gmail.com) which we included in the REPLY-TO field.

Please reply to Leslie Harrison at lesliehp@gmail.com.

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From: [Bi Huang](#)
To: [Brent Hays](#), [London Wong](#), [RCS-Senators](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021 7:09:30 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Bi Huang

This email was sent by Bi Huang via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Bi provided an email address (bi.huang@sfdph.org) which we included in the REPLY-TO field.

Please reply to Bi Huang at bi.huang@sfdph.org.

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o=www.dgdoodeer.co&g=C7IJEZLkNMDy0DAyGGE2NQ=4h-1YWQyJNkNGI4GTTU4NSjBzJf8N2Q1Njs5NmZmMDQ3NDfMmWNIN2EaMmM5NjksNWQyMTc=NWRBYAmYMTBmAVfOQ=4p-YXAaOeNmZHQyOmF2YwShbjpvZmZpY2UzNjVGVW1haWwzX2VlYWwzQjQ4MGQ5MmQzMTcsNWQ0Yjcs4NzjYrQ5YmfJMAi0MGE50aYx

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o=huip%3A%2Ftools.ietf.org/html/rfc3834&g=ZTQwZDRHTIN2VJZDYAmw=4h-ZmF1YzUZZDMjQZT4NTA2MjQzMDRlY2Q4NGM5ZW1hMDZyZjksMmFjTR4OWJmNmZiM2hhYzU4ZWVlYWwzQjQ4MGQ5MmQzMTcsNWQ0Yjcs4NzjYrQ5YmfJMAi0MGE50aYx

From: Irene Manio
To: [Irene Manio](#), [Support 44 of our city's nurses](#)
Subject: [Support 44 of our city's nurses](#)
Date: Monday, January 25, 2021 7:20:37 PM

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Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Irene Manio

This email was sent by Irene Manio via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Irene provided an email address (irene.manio@sfph.org) which we included in the REPLY-TO field.

Please reply to Irene Manio at irene.manio@sfph.org.

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To learn more about web protocol RFC 3834 visit: <https://avaman.ai/protection.com/v1/ut/>

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From: Faith Agustin
To: [Brenda Wilson-Lundin, MPP](#); [SOS-Senators](#)
Subject: Support all of our city's nurses
Date: Monday, January 25, 2021 7:45:30 PM

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Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Faith Agustin

This email was sent by Faith Agustin via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaign@good.do, however Faith provided an email address (faith.agustin@sfdph.org) which we included in the REPLY-TO field.

Please reply to Faith Agustin at faith.agustin@sfdph.org.

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or www.dogooder.co.uk or <https://www.dogooder.co.uk>
To learn more about web protocol RFC 3834 visit: <https://avamaun.atl-protection.com/v1/ur7>
or <https://tools.ietf.org/html/rfc3834>

From: [Cris Orr](#)
To: [Email: https://www.do-gooder.com/](#)
Subject: Support list of our city's nurses
Date: Monday, January 25, 2021 8:02:28 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

I am a P103 nurse at SFGH and our sick time accrues so slowly it takes two months of working 32 hours a week to get 8 hours of pay. That means we earn 6 days off sick time in one year w/ full time work. If we or our family get Covid, we would still be down 2 days off pay and that is if we have not called in sick at all the previous year. The Covid hours are not just a kindness, they are essential, just like P103s.

Yours sincerely,
Cris Orr

This email was sent by Cris Orr via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaign@good.do, however Cris provided an email address (cristinaorr17@gmail.com) which we included in the REPLY-TO field.

Please reply to Cris Orr at cristinaorr17@gmail.com.

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To learn more about web protocol RFC 3834 visit: <https://www.do-gooder.com/v1/inf>

To learn more about web protocol RFC 3834 visit: <https://www.do-gooder.com/v1/inf>

From: [Emerenciana Tiotauco](#)
To: [David Hooper](#), [London Wiley](#), [SOS Supervisors](#)
Subject: Support for our city's nurses
Date: Monday, January 25, 2021 8:42:27 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Emerenciana Tiotauco

This email was sent by Emerenciana Tiotauco via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Emerenciana provided an email address (ibay040113@gmail.com) which we included in the REPLY-TO field.

Please reply to Emerenciana Tiotauco at ibay040113@gmail.com.

To learn more about Do Gooder visit <https://avaananurl-protection.com/v1url?>

[o=www.dogooder.co.uk?g=YZNinYWFmZjEzZWMyMjY5NjY=4h-0ThNzlmZDQsNzFhZWQyNGh0OTYyMzFjNTRhNzI0ODhNDUuNzcxNDg3YTA5NzRkOGI4MzFkMmVjNWZlZjBjYQ==&p=YXAuOnNnZjBjYQmF2YW50bGpvc2mZpY2UzNjVZVW1haWxwX2VlYVW1aGJhYjg0NTM5MTg0NmNlNTk4ZDczNzI4NjRlYmNlNiA3OnYs](https://avaananurl-protection.com/v1url?)

To learn more about web protocol RFC 3834 visit: <https://avaananurl-protection.com/v1url?>

[o=huip%3A/vtools.ietf.org/html/rfc3834#g=MGYyMTESNzRlYmlhZmZlZG==4h-NjkyZDh0OGVlODhhMmlfOGESY2M4YVlZjQyNmRlODRlZTQzNzA5MjYyNDVlYVW1aGJhYjg0NTM5MTg0NmNlNTk4ZDczNzI4NjRlYmNlNiA3OnYs](https://avaananurl-protection.com/v1url?)

From: [Raquel Alfonso-Yumal](#)
To: [Raquel Alfonso-Yumal](#), [SOS-Sanctuary](#)
Subject: Support bill of our city's nurses
Date: Monday, January 25, 2021 8:44:12 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Raquel Alfonso-Yumal

This email was sent by Raquel Alfonso-Yumal via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@goodr.io, however Raquel provided an email address (raquel_alfonso_yumal@yahoo.com) which we included in the REPLY-TO field.

Please reply to Raquel Alfonso-Yumal at raquel_alfonso_yumal@yahoo.com.

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or www.dogooder.io/faq
To learn more about web protocol RFC 3834 visit: <https://www.rfcs.org/>
or <https://tools.ietf.org/html/rfc3834>

From: mariynn_mendoza
To: San Francisco Mayor, San Francisco Board of Supervisors
Subject: Support for our city's nurses
Date: Monday, January 25, 2021 8:50:32 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
mariynn_mendoza

This email was sent by mariynn_mendoza via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@goodr.do, however mariynn provided an email address (mariynn_mendoza@yahoo.com) which we included in the REPLY-TO field.

Please reply to mariynn_mendoza@yahoocom.

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To learn more about web protocol RFC 3834 visit: <https://avanant.url-protection.com/v1/uf7>

To learn more about web protocol RFC 3834 visit: <https://avanant.url-protection.com/v1/uf7>

From: [Dominador Ronquillo](#)
To: [Boris Wang](#), [Linda Blythe](#), [SCL-Superusers](#)
Subject: Support of our city's nurses
Date: Monday, January 25, 2021 11:03:43 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

COVID-19 doesn't care whether it's infecting a 2320 nurse or a P103 nurse, so why does our city believe that only one type of nurse deserves access to COVID leave if they or a loved one falls ill? This is shameful.

P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Dominador Ronquillo

This email was sent by Dominador Ronquillo via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Dominador provided an email address (leonguito@yahoo.com) which we included in the REPLY-TO field.

Please reply to Dominador Ronquillo at leonguito@yahoo.com.

To learn more about Do Gooder visit <https://avanan.net/protection.com/v1/ut/>

o=www.dogooder.co&g=MmEiMjBRNDQwMjM1MmVlNqEhNGEiNjAwMmUwMzE1YmYyMTkzNDIwMjQzTjNmhNjkwNGEiZmQ0MzUwMmUwZWZmNjQzWjY0NDhNjVhNmM4NA==&p=YXAuOnNmZHQyOmF2YW50bG9vZmZpY2UzNjVZdW1haWwzX2Y1YWw0OmQ1YWQzN2QwYmQ1YmUwNGQzNjYwY2QwOGRhNAZlZmUwYs

To learn more about web protocol RFC 3834 visit <https://avanan.net/protection.com/v1/ut/>

o=https://a.books.inf.org/html/c6/3834&g=MjE3MmUwMzE1MmVlNqEhNGEiZmQ0MzUwMmUwZWZmNjQzWjY0NDhNjVhNmM4NA==&p=YXAuOnNmZHQyOmF2YW50bG9vZmZpY2UzNjVZdW1haWwzX2Y1YWw0OmQ1YWQzN2QwYmQ1YmUwNGQzNjYwY2QwOGRhNAZlZmUwYs

From: [Tatyana Orozco](#)
 To: [Brenda Wang](#), [London Aron](#), [PDS-San Francisco](#)
 Subject: Support list of our city's nurses
 Date: Tuesday, January 26, 2021 9:33:43 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

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P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
 Tatyana Orozco

This email was sent by Tatyana Orozco via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Tatyana provided an email address (txo@comcast.net) which we included in the REPLY-TO field.

Please reply to Tatyana Orozco at txo@comcast.net.

To learn more about Do Gooder visit <https://www.do-gooder.com/> or <https://www.do-gooder.com/faq/>.
 To learn more about web protocol RFC 3834 visit <https://www.rfcs.org/rfc/38/34>.
 To learn more about web protocol RFC 3834 visit <https://www.rfcs.org/rfc/38/34>.

From: Catherine St Germain
To: Board, Mayor London Breed, SCS-Superintendents
Subject: Support all of our city's nurses!
Date: Tuesday, January 26, 2021 10:06:24 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

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I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Catherine St Germain

This email was sent by Catherine St Germain via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Catherine provided an email address (catherine.st.germain@dph.org) which we included in the REPLY-TO field.

Please reply to Catherine St Germain at catherine.st.germain@dph.org.

To learn more about Do Gooder visit <https://www.do-gooder.com/v1/ut/>

To learn more about web protocol RFC 3834 visit: <https://www.rfc-editor.org/rfc/rfc3834>

To learn more about web protocol RFC 3834 visit: <https://www.rfc-editor.org/rfc/rfc3834>

From: eric.sloboda
To: Mayor London Breed, SFOS-Superintendents
Subject: Support all of our city's nurses
Date: Wednesday, January 27, 2021 1:48:31 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

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Yours sincerely,
eric sloboda

This email was sent by eric.sloboda via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however eric provided an email address (eric.sloboda@sfpd.org) which we included in the REPLY.TO field.

Please reply to eric.sloboda at eric.sloboda@sfpd.org.

To learn more about Do Gooder visit [https://avaan.ai/protection.com/v/1ur?](https://avaan.ai/protection.com/v/1ur?o=www.dogooder.co&g=C08M8yYwMZVzZjUAMTjZa=4hs-NuRjNM6MDA4ZTR6OGYZTN8uNZbMTZbYTMZZDZOGJhNTZbYnY5Y2FsuZzYjggNjYwNmQ6M2YjYwYjNjEjYw==4p-YXAuOnNuZHQyOmF2YW58bWpZmZpY2Uu8jVZGW1hWxcX2Y1YWhOjYmU5ZDBiYccjOWM5NwZmZwY3OTI4ZmU3MjRlN2VlOnYk)
[o=www.dogooder.co&g=C08M8yYwMZVzZjUAMTjZa=4hs-NuRjNM6MDA4ZTR6OGYZTN8uNZbMTZbYTMZZDZOGJhNTZbYnY5Y2FsuZzYjggNjYwNmQ6M2YjYwYjNjEjYw==4p-YXAuOnNuZHQyOmF2YW58bWpZmZpY2Uu8jVZGW1hWxcX2Y1YWhOjYmU5ZDBiYccjOWM5NwZmZwY3OTI4ZmU3MjRlN2VlOnYk](https://www.dogooder.co&g=C08M8yYwMZVzZjUAMTjZa=4hs-NuRjNM6MDA4ZTR6OGYZTN8uNZbMTZbYTMZZDZOGJhNTZbYnY5Y2FsuZzYjggNjYwNmQ6M2YjYwYjNjEjYw==4p-YXAuOnNuZHQyOmF2YW58bWpZmZpY2Uu8jVZGW1hWxcX2Y1YWhOjYmU5ZDBiYccjOWM5NwZmZwY3OTI4ZmU3MjRlN2VlOnYk)
To learn more about web protocol RFC 3834 visit [https://avaan.ai/protection.com/v/1ur?](https://avaan.ai/protection.com/v/1ur?o=https%3A%2Fbooks.ietf.org%2Fhtml%2Frfc.3834%3Fp=NWMeNDJlM2FwOWMsM2M4YjEg==4hs-NuRjNM6MDA4ZTR6OGYZTN8uNZbMTZbYTMZZDZOGJhNTZbYnY5Y2FsuZzYjggNjYwNmQ6M2YjYwYjNjEjYw==4p-YXAuOnNuZHQyOmF2YW58bWpZmZpY2Uu8jVZGW1hWxcX2Y1YWhOjYmU5ZDBiYccjOWM5NwZmZwY3OTI4ZmU3MjRlN2VlOnYk)
[o=https%3A%2Fbooks.ietf.org%2Fhtml%2Frfc.3834%3Fp=NWMeNDJlM2FwOWMsM2M4YjEg==4hs-NuRjNM6MDA4ZTR6OGYZTN8uNZbMTZbYTMZZDZOGJhNTZbYnY5Y2FsuZzYjggNjYwNmQ6M2YjYwYjNjEjYw==4p-YXAuOnNuZHQyOmF2YW58bWpZmZpY2Uu8jVZGW1hWxcX2Y1YWhOjYmU5ZDBiYccjOWM5NwZmZwY3OTI4ZmU3MjRlN2VlOnYk](https://avaan.ai/protection.com/v/1ur?o=https%3A%2Fbooks.ietf.org%2Fhtml%2Frfc.3834%3Fp=NWMeNDJlM2FwOWMsM2M4YjEg==4hs-NuRjNM6MDA4ZTR6OGYZTN8uNZbMTZbYTMZZDZOGJhNTZbYnY5Y2FsuZzYjggNjYwNmQ6M2YjYwYjNjEjYw==4p-YXAuOnNuZHQyOmF2YW58bWpZmZpY2Uu8jVZGW1hWxcX2Y1YWhOjYmU5ZDBiYccjOWM5NwZmZwY3OTI4ZmU3MjRlN2VlOnYk)

From: [Editha Ramos](#)
To: [Brenda Wilson](#), [Mimi](#), [SOS Supervisors](#)
Subject: Support all of our city's nurses
Date: Wednesday, January 27, 2021 7:34:17 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

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P103 nurses are part of the backbone of the city's response to this pandemic, working in some of the most high-risk areas of San Francisco and risking our personal health and safety to combat this virus.

I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Editha Ramos

This email was sent by Editha Ramos via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Editha provided an email address (ilitazzy_209@yahoo.com) which we included in the REPLY TO field.

Please reply to Editha Ramos at ilitazzy_209@yahoo.com.

To learn more about Do Gooder visit <https://www.do-gooder.com> or visit <https://www.dogooder.co.uk>
To learn more about web protocol RFC 3834 visit: <https://www.rfc-editor.org/rfc/rfc3834>
To learn more about web protocol RFC 3834 visit: <https://www.rfc-editor.org/rfc/rfc3834>

From: [Kimberly Moon-Baicoianu](#)
To: [Board, Mayor, Mayor, Board, Board Supervisors](#)
Subject: Support #4 of our city's nurses
Date: Thursday, January 28, 2021 7:33:48 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Nurses are the frontline of defense for our community's health and have worked tirelessly around the clock to keep our city's residents safe from the COVID-19 pandemic. When the city rolled out its COVID leave bank last March, however, it decided that P103 nurses should not have access to that emergency leave.

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I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

Yours sincerely,
Kimberly Moon-Baicoianu

This email was sent by Kimberly Moon-Baicoianu via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Kimberly provided an email address (kim.s.moon@gmail.com) which we included in the REPLY-TO field.

Please reply to Kimberly Moon-Baicoianu at kim.s.moon@gmail.com.

To learn more about Do Gooder visit <https://avanan.url-protection.com/v1/af7>

To learn more about web protocol RFC 3834 visit: <https://avanan.url-protection.com/v1/af7>

To learn more about web protocol RFC 3834 visit: <https://avanan.url-protection.com/v1/af7>

From: [Lan He](#)
To: [Brenda Wagner](#), [Wendy](#), [SOS Supervisors](#)
Subject: Support all of our city's nurses!
Date: Thursday, January 28, 2021 9:26:06 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

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I write today to ask the Mayor and the Board of Supervisors to extend to P103 nurses the same access to COVID-19 leave benefits that other frontline workers enjoy.

This email was sent by Lan He via Do Gooder, a website that allows people to contact you regarding issues they consider important. In accordance with web protocol RFC 3834 we have set the FROM field of this email to our generic no-reply address at campaigns@good.do, however Lan provided an email address (lanwang260@gmail.com) which we included in the REPLY-TO field.

Please reply to Lan He at lanwang260@gmail.com.

To learn more about Do Gooder visit <https://www.aunai-protection.com/v1/ut/>

<https://www.dogooder.co/gp-MmY20FFmNjRkMlUyMTc3MA==4h-MTImZDE3OWVjM2I4YrQ1OGFmNjMmI5ZDh5ZG9WbW9yNWZ4TRISuBbMwY4YjIjMmY2MmM0MjNjYTYZmNp==4p-YXAuOeNmZHQyOmY2YW5hbGpvczZpY2UuZmVlZGVzIhaWxvX2Y1YVWlOjAyOTRjYTIjNWRLZGUuODMwODUuM2NDElMzNmMTNzZjJlOeYx>

To learn more about web protocol RFC 3834 visit: <https://www.aunai-protection.com/v1/ut/>

<https://www.aunai-protection.com/v1/ut/>

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Continuation of Hearing on the 321 Florida Street Agenda
Date: Monday, January 25, 2021 10:16:00 AM
Attachments: [Palmer Chan"s Letter on 321 Florida Street Bldg.docx](#)

From: Palmer Chan <palmygene@live.com>
Sent: Sunday, January 24, 2021 8:45 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; ChanStaff (BOS) <chanstaff@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; MelgarStaff (BOS) <melgarstaff@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; amy.beinhart@sfgov.org
Subject: Continuation of Hearing on the 321 Florida Street Agenda

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors and Planning Commissioners,

Hello! I'm a long-time resident of the 1700 block of Bryant Street, and attached is a letter requesting the continuation of the 321 FL Street Agenda as well as my opposition to the proposed development of the site due to its overwhelming height including the long-term negative environmental impact on the people living on my block.

sincerely,
Palmer

Palmer E. Chan

1740 Bryant Street
San Francisco, CA 94110
palmygene@live.com

Planning Commissioner and supervisors:

I live on the 1700 block of Bryant Street since December 1997 and I am writing to oppose the construction of the 321 Florida Street building. This 9-story behemoth will ruin any plans to eventually install solar panels on my roof. The excessive levels of this development also have a lasting adverse impact for those of us on the 1700 block of Bryant Street, condemning our respective gardens to darkness. At a time of greater awareness to not solely rely on the grid and with the availability of alternative sources of energy, this proposed building diminishes any such effort.

Please support a continuance for the hearing on 321 Florida Street agenda Items 8a (2018-016808ENX/SHD) and 8b (2018-016808ENX/SHD) scheduled to be heard at the SF Planning Commission on January 28, 2021.

I request a continuance so that we may gather more data and prepare to support an alternative design that does not put a shadow on an existing solar panel system.

Sincerely,

Palmer E. Chan

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Request for continuance on 321 Florida project items 8a and 8b
Date: Monday, January 25, 2021 10:08:00 AM
Attachments: [321 Florida Letter.docx](#)
[image001.png](#)

From: zrants <zrants@gmail.com>
Sent: Sunday, January 24, 2021 11:17 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: re: Request for continuance on 321 Florida project items 8a and 8b

This message is from outside the City email system. Do not open links or attachments from untrusted sources.



January 24, 2021

Supervisors and staff:

re: Please support a continuance for the hearing on 321 Florida Street agenda Items 8a (2018-016808ENX/SHD) and 8b (2018-016808ENX/SHD) scheduled to be heard at the SF Planning Commission on January 28, 2021.

We request a continuance so that we may gather more data and prepare to support an alternative design that does not put a shadow on an existing solar panel system.

I am sorry it took so long for me to get back to you about the 321 Florida project. It took us a while to get in touch with Sandra Ben-Efraim, the owner of the home with the solar panels at 1736-1738 Bryant Street. She is concerned that the shadows from a 9-story building will severely limit the usefulness of her solar panels and diminish their value. I will let Sandra explain her concerns to you, but, this is what I understand.

When she purchased the house with the solar panels she took on the contract and the debt. She has around five years of payments left. The house is rented so the system benefits her tenants by reducing their utility bills. I suggested she find the documents that describe the method the engineer used to determine the optimum design for the solar system.

At least one other building owner in the 1700 block of Bryant Street contacted SolarCity and a couple of other contractors for estimates on installing a solar system. That project is on hold until the building height at 321 Florida is decided. There are a number of other new systems being installed in the area now. How is the city going to explain their priorities to these building owners?

We are hoping that the developer may be satisfied with the original 7-story design that the neighbors prefer. We need some time to review the issues and negotiate an acceptable solution. There are some discrepancies in the count of stories on the section drawings and a few other details that concern us. The cumulative effect of all the buildings under consideration for development within a three-block area has not been taken into account.

At this time there is no rush to build a 9-story market rate housing project. There are thousands of empty units in San Francisco and there are thousands of units under construction in the Mission. The biggest problem will be the evictions that will come as soon as the emergency stay is lifted and people find themselves deeply

in debt. Entitling market rate development is not going to solve that problem and housing is not the only problem to be solved.

We are also concerned about cutting fossil fuels and green-house gases. The government has spent large sums of taxpayer dollars encouraging people to invest in solar power. Most of the installed units had government funding or tax write-offs of some kind. The power blackouts we are experiencing make alternative energy production and backup systems more important than ever. It is either backup batteries or gas generators. Is San Francisco prepared to abandon all the rooftop solar systems when a developer demands the right to cut off their sun?

Please take this time to help us work out a solution by supporting a continuance on the 9-story project at 321 Florida. Give us some time to present a reasonable alternative solution to protect our solar systems once they are installed. Please consider this the moment to act to protect alternative energy systems and the people who have invested in them in order to cut their use of fossil fuels.

Sincerely,

A handwritten signature in black ink, appearing to be the initials 'ME' in a cursive, stylized font.

Mari Eliza, concerned citizen

East Mission Improvement Association and Coalition for San Francisco Neighborhoods are in support of this request.

cc: Sandra Ben-Efrain, Michael Priddy, Rahul, and bcc: others



2946 16th Street
Suite 200 -1
SF CA 94103

January 24, 2021

Supervisors and Planning Commissioners:

re: Please support a continuance for the hearing on 321 Florida Street agenda Items 8a and 8b scheduled to be heard at the SF Planning Commission on January 28, 2021.

We request a continuance so that we may gather more data and prepare to support an alternative design that does not put a shadow on an existing solar panel system.

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Sincerely,

A handwritten signature in cursive script, appearing to read 'ME'.

Mari Eliza, concerned citizen

East Mission Improvement Association and Coalition for San Francisco Neighborhoods are in support of this request.

cc: Sandra Ben-Efrain, Michael Priddy, Rahul, and bcc: others

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: 321 Florida
Date: Monday, January 25, 2021 10:09:00 AM

From: Michael Priddy <michael.priddy@hotmail.com>
Sent: Sunday, January 24, 2021 2:06 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: 321 Florida

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

SF Board of Supervisors:

Please support a continuance for the hearing on 321 Florida Street agenda Items 8a (2018-016808ENX/SHD) and 8b (2018-016808ENX/SHD) scheduled to be heard at the SF Planning Commission on January 28, 2021.

We request a continuance so that we may gather more data and prepare to support an alternative design that does not put a shadow on an existing solar panel system:

Michael Priddy

From: [Laurie Anderson](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#)
Subject: 321 Florida Street Development
Date: Tuesday, January 26, 2021 4:51:22 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

San Francisco Board of Supervisors

bos-supervisors@sfgov.org

bos-legislative_aides@sfgov.org

RE: 321 Florida Street Proposed Development.

San Francisco Board of Supervisors:

Thanks to the Density Bonus Program, there is now a 9 story residential building [tower, really, given the scale of nearby existing homes] proposed for 321 Florida Street [168 new apartments, 31 purportedly affordable units].

Thanks, Density Bonus Program...but: NO THANKS.

This type of characterless development is direct kin to all the SOMA developments that throb on as the dull, cramped, ill-conceived dwellings they are. SOMA was the first neighborhood tenants chose to flee when working from home became a viable option, and they ran off to seek dwellings with windows that open and fewer homeless encampments on the streets.

Please do not inflict this development on our neighborhood. It is esthetically inappropriate and architecturally oversized for the neighborhood. Please decline this project, or scale it way, way back, and provide some relief for neighbors who will be penned in by this giant box. Please grant a 10 day continuance and allow our neighbors to become more fully informed regarding this proposed project for 321 Florida Street.

Thank you for your consideration,

L. Anderson

From: pmonette-shaw
To: [Peskin, Aaron \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Chan, Connie \(BOS\)](#); [ChanStaff \(BOS\)](#)
Cc: [Preston, Dean \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Young, Victor \(BOS\)](#); [Calvillo, Angela \(BOS\)](#); [Yu, Angelina \(BOS\)](#); [Fregosi, Ian \(BOS\)](#); Chelsea.Boilard@sfgov.org; [Herzstein, Daniel \(BOS\)](#); [Bennett, Samuel \(BOS\)](#); [Mullan, Andrew \(BOS\)](#); [Falzon, Frankie \(BOS\)](#); [Angulo, Sunny \(BOS\)](#); [Hepner, Lee \(BOS\)](#); [Yan, Calvin \(BOS\)](#); [Quan, Daisy \(BOS\)](#); [Wong, Alan \(BOS\)](#); [Wright, Edward \(BOS\)](#); [Huang, Jenny \(BOS\)](#); [RivamonteMesa, Abigail \(BOS\)](#); [Mcdonald, Courtney \(BOS\)](#); [Mahogany, Honey \(BOS\)](#); [Zou, Han \(BOS\)](#); [Low, Jen \(BOS\)](#); [Maybaum, Erica \(BOS\)](#); [Lee, Ivy \(MYR\)](#); [Vejby, Caitlin \(BOS\)](#); [Smeallie, Kyle \(BOS\)](#); [Temprano, Tom \(BOS\)](#); [Mundy, Erin \(BOS\)](#); [Adkins, Joe \(BOS\)](#); [Goossen, Carolyn \(PDR\)](#); [Monge, Paul \(BOS\)](#); [Beinart, Amy \(BOS\)](#); [Li-D9, Jennifer \(BOS\)](#); [Burch, Percy \(BOS\)](#); [Gallardo, Tracy \(BOS\)](#); [Gee, Natalie \(BOS\)](#); [Evans, Abe \(BOS\)](#); [Sandoval, Suhagey \(BOS\)](#); [Ho, Tim \(BOS\)](#); [Chinchilla, Monica \(BOS\)](#); [Smeallie, Kyle \(BOS\)](#); [Kilgore, Preston \(BOS\)](#); [Yu, Avery \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [MelgarStaff \(BOS\)](#); [Melgar, Myrna \(BOS\)](#)
Subject: Rules Committee Testimony, January 25, 2021 Agenda Item #5: Additional Opposition to Re-Appointment of David Pilpel to Sunshine Ordinance Task Force (Pilpel's Outrageous Comments on January 11)
Date: Friday, January 22, 2021 4:28:30 PM
Attachments: [Additional Testimony to Board of Supes Rules Committee Opposing David Pilpel Re-Appointment to SOTF 21-01-22.pdf](#)

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Patrick Monette-Shaw

975 Sutter Street, Apt. 6
San Francisco, CA 94109
Phone: (415) 292-6969 • e-mail:
pmonette-shaw@earthlink.net

January 22, 2021

San Francisco Board of Supervisors Rules Committee
The Honorable Aaron Peskin, Chair, Rules Committee
The Honorable Rafael Mandelman, Member, Rules Committee
The Honorable Connie Chan, Member, Rules Committee
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Agenda Item #5: Additional Opposition to Re-Appointment of David Pilpel to Sunshine Ordinance Task Force (SOTF)

Dear Chair Peskin and Rules Committee Members,

I am submitting additional testimony opposing re-appointment of David Pilpel to the SOTF.

During the initial January 11 Rules Committee hearing considering applicants for appointment to the SOTF, Mr. Pilpel's comments regarding his qualifications to serve on this important body were very disturbing, for the following reasons:

1. **Deceptiveness Regarding Backlog of 100 Sunshine Complaints:** Pilpel opened his remarks on January 11 by saying that the Sunshine Task Force has over 100 open Sunshine complaints that is "*totally unacceptable.*" He implied the Task Force had been irresponsible allowing the backlog of complaints to accumulate and further implied that by

re-appointing him to a seat on the Task Force he would help solve the backlog.

What Pilpel deceptively did *not* mention was that the Task Force was not allowed to meet for six months between March and September 2020, which in large part caused the backlog of cases to occur. After Mayor Breed essentially closed City offices to members of the public due to the COVID-19 pandemic in March and curtailed public meetings of policy bodies, the Task Force was not allowed to hold remote meetings and resume hearing Sunshine complaints until September. That Pilpel decided to elide that information during his January 11 remarks speaks to his deceptiveness.

2. **Brazen Suggestion to Eliminate Anonymous Complaints:** Anonymous complaints and anonymous whistleblowers are part and parcel of the bedrock of holding public officials accountable. Nothing in the law precludes or prohibits anonymous requests for public records. As a corollary, nothing in the law precludes anonymous complaints from individuals who have encountered problems accessing public records that must be disclosed.

Pilpel's suggestion to eliminate anonymous complaints would require changing state law to preclude anonymous requests for public records. Pilpel's suggestion is, therefore, completely antithetical to open government laws, which should disqualify him from further consideration for appointment to the SOTF.

3. **Brazen Suggestion to Accept Only "Important" Complaints and Reject "Unimportant" Complaints:** Pilpel's inference that the SOTF be allowed to prejudge which complaints are "important" vs. complaints that could be (wrongly) considered to be "unimportant" signals his utter disregard for due process. This, too, should also disqualify Pilpel from further consideration for appointment to the SOTF. Each complainant deserves to have an impartial SOTF subcommittee initially consider and evaluate the merits of each complaint to determine whether the Task Force has jurisdiction and whether to refer it to the full Task Force for a fair hearing.

Pilpel is not the arbiter of what is important vs. unimportant — that should not be prejudged. It's another example of his brazen hubris that should disqualify him from appointment to the SOTF.

4. **Brazen Suggestion to Limit Complainants to Only One New Complaint Every 30 Days:** While the Rule of Reason is embedded in open government laws, the CPRA, and our Sunshine Ordinance to prevent overly broad records requests that would unreasonably burden public agencies and take employees away from performing their public servant job duties taxpayers pay them to perform, the Rule of Reason should not be twisted like a pretzel into restricting complainants from filing multiple Sunshine complaints during an arbitrary time period.

Pilpel's suggestion to limit the number of complaints an individual may file in a 30-day period demonstrates his utter disregard and disrespect of complainants, which again, should disqualify him from appointment.

5. **Misguided Recommendation to "Focus Less on Complaints" in Favor of Focusing on Outreach, Education, and Training:** Pilpel's recommendation to focus less on actual Sunshine complaints may be the most egregious of his comments during presentation of his ostensible qualifications to serve on the SOTF. When the drafters of the Sunshine

Ordinance first wrote stronger local protections for access to public records and public meeting access in San Francisco, they were not as concerned with outreach, education and training as they were concerned about providing an avenue to file complaints for the failure of local government officials to provide San Franciscans with increased transparency and accountability involving conduct of the people's business.

Section 67.21 of the Sunshine Ordinance provides an administrative appeals process and recourse for records requestors who are denied access to public records and public meetings. Section 67.30 of the Ordinance addresses referrals to a municipal office with enforcement powers whenever the Task Force concludes that any person has violated provisions of the Ordinance. The clear language of the Ordinance — which may have escaped Pilpel — all but mandates that the Task Force focus on complaints. While the Task Force may have created an Outreach, Education, and Training sub-committee to assist with its enforcement efforts, the Task Force's principal duty is to assist citizens with access to public records and public meetings. That Pilpel recommends focusing less on Sunshine complaints speaks to his disregard for Sections 67.21 and 67.30 of the Ordinance. Therefore, he should be disqualified from re-appointment to the Task Force.

- Pilpel's Promise to Be "Less Verbose":** During his remarks on January 11, Pilpel said *"... about me being too verbose at meetings. I intend to be more concise, period."* Nobody believes his hollow promise and dubious "intentions," since as I've previously testified leopards rarely change their spots, tigers rarely change their stripes, and both animals rarely change their behaviors. Pilpel's well-known verbosity was clearly an impediment to the Task Force's "efficiency" conducting its meetings and damaged the Task Force's credibility when he previously served as a Task Force member. His verbosity and disruptiveness on the PUC's CAC, the SFMTA's CAC, and on the Redistricting Task Force clearly contributed to his not being re-appointed to any of those bodies and not being re-appointed to the SOTF in 2016.

Pilpel's suggestions and recommendations will not rebuild credibility of the Task Force as he mistakenly may believe. It's time to stop considering him for appointment to any Board or Commission in City government, since he's far too disruptive to transparency and accountability.

This current Rules Committee must not make the same mistake of forwarding Pilpel's name to the full Board of Supervisors for consideration of re-appointment to the SOTF.

On January 25, 2011, the Rules Committee should vote to specifically decline submitting his name for further consideration and should instead forward an explicit recommendation to the full Board of Supervisors clearly rejecting Mr. Pilpel from further consideration permanently.

Maybe then he'll stop wasting your time and go quietly into the night — where he belongs.

Patrick Monette-Shaw

Columnist

Westside Observer Newspaper

cc: The Honorable Dean Preston, Supervisor, District 5
The Honorable Matt Haney, Supervisor, District 6
The Honorable Shamann Walton, Supervisor, District 10
The Honorable Ahsha Safai, Supervisor, District 11
Angela Calvillo, Clerk of the Board

Victor Young, Clerk of the Rules Committee
Carolyn Goossen, Legislative Aide to Supervisor Hillary Ronen
Lee Hepner, Legislative Aide to Supervisor Aaron Peskin

Patrick Monette-Shaw

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January 22, 2021

San Francisco Board of Supervisors Rules Committee
The Honorable Aaron Peskin, Chair, Rules Committee
The Honorable Rafael Mandelman, Member, Rules Committee
The Honorable Connie Chan, Member, Rules Committee
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: **Agenda Item #5: Additional Opposition to Re-Appointment of David Pilpel to Sunshine Ordinance Task Force (SOTF)**

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4. **Brazen Suggestion to Limit Complainants to Only One New Complaint Every 30 Days:** While the Rule of Reason is embedded in open government laws, the CPRA, and our Sunshine Ordinance to prevent overly broad

January 22, 2021

Agenda Item #2: Additional Opposition to Re-Appointment of David Pilpel to Sunshine Ordinance Task Force

Page 2

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Respectfully submitted,

Patrick Monette-Shaw
Columnist/Reporter

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Somera, Alisa \(BOS\)](#)
Subject: FW: Introductions and following up with you all on the future of Pedestrian Safety Advisory Committee
Date: Friday, January 22, 2021 4:44:00 PM
Attachments: [PSAC - Annual Report - 2019 - Final\(1\).pdf](#)
[PSAC - Chair Letter - Introductions and following up with you all on the future of Pedestrian Safety.pdf](#)

From: Martin Rawlings-Fein <mrawlings-fein@ses.gtu.edu>
Sent: Friday, January 22, 2021 2:31 PM
To: Walton, Shamann (BOS) <shamann.walton@sfgov.org>; MelgarStaff (BOS) <melgarstaff@sfgov.org>; ChanStaff (BOS) <chanstaff@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Young, Victor (BOS) <victor.young@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Subject: Introductions and following up with you all on the future of Pedestrian Safety Advisory Committee

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Supervisors Chan, Haney, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Safai, Stefani, and President Walton,

On behalf of the Pedestrian Safety Advisory Committee (PSAC), an appointed group of community members advising the Board of Supervisors on pedestrian safety issues, I would like to welcome the new supervisors wholeheartedly and introduce and re-introduce our committee to the latest and established members of the board. The PSAC, founded in 2003, is charged with providing expertise on pedestrian safety, convenience, accessibility, and planning and advocating for pedestrian safety by engaging the public in monthly meetings, which have been on hold since October due to our sunset date and restructuring under COVID.

In 2020, I worked as the new Chair with SFMTA staff member Michael Jacobson and the Rules Committee Clerk, Victor Young, to establish an online meeting presence over WebEx. I am very thankful to Victor for assisting us in building that virtual presence midyear. In July 2020, our restructuring, as outlined in the 2019 Annual Report (attached), was sent to the board's supervisors and Clerk. We established the ways that we hoped to move forward in the coming years. As it turned out, COVID had other plans, and we were only able to meet monthly as a committee a few times from July until our sunset date of October 2020. Since our committee has been reorganizing, we have seen an upsurge in pedestrian deaths. The City ended 2020 with 29 people killed in traffic collisions, the exact number killed in 2019, even under the pandemic, and the substantially reduced traffic.

We are a citizens advisory committee—the only city committee that focuses on pedestrian

safety and meets monthly. We are community members from each of your Supervisorial districts along with representatives of pedestrian, bike, transit, senior and environmental organizations such as Walk SF, the Bicycle Coalition, and the Sierra Club. We worked with Supervisor Haney and former president Yee's offices to revise Article IV, our committee description, build a solid committee structure, and give the group a laser focus. We hope that our continued work will bring our committee into 2021 to restart our meetings and duties with your approval.

Thank you for your attention to this committee and our important work. Please do not hesitate to contact me if you have any further questions.

Website:

<https://www.sfmta.com/committees/pedestrian-safety-advisory-committee-psac>

Bylaws:

http://bit.ly/PSAC_Bylaws

Thank you,
Martin Rawlings-Fein
Pronouns: he/him/his
Chair of the Pedestrian Safety Advisory Committee (2020-2021)
District 4 Representative

■ [4158451157](tel:4158451157)

■ mrawlings-fein@ses.gtu.edu

TO: Board of Supervisors

CC: Clerk of the Board Angela Calvillo and Rules Committee Clerk Victor Young

BCC: PSAC Membership & Prospective Membership



PSAC has been charged with providing expertise on issues concerning pedestrian safety, convenience, ambiance, and planning as well as advocating for pedestrian safety by engaging the public, Board of Supervisors and other relevant agencies. To better engage these entities, PSAC has documented their observations about the current state of pedestrian safety in San Francisco and their recommendations for improvements.

It is in the public interest to officially recognize walking as an important component of our transportation system, and as a key component to creating livable and suitable communities. The Pedestrian Safety Advisory Committee, composed of concerned and informed residents, was established to provide insight into issues concerning pedestrian safety, convenience, ambiance and planning.

Committee Members

**Martin Rawlings-Fein,
Chair**

**Gabrielle Haug,
Vice Chair**

**Jon Winston,
Secretary**

Marta Lindsey

Cyndi Bakir

Howard Strassner

Jay Bain

Serena Unger

Kevin Stull

Thomas Rogers

Jacqueline Chavez

Pedestrian Safety Advisory Committee (PSAC)

c/o Committee Chair, Martin Rawlings-Fein

mrawlings-fein@ses.gtu.edu

January 22, 2021

Supervisors Connie Chan, Matt Haney, Rafael Mandelman, Gordon Mar, Myrna Melgar, Aaron Peskin, Dean Preston, Hillary Ronen, Ahsha Safai, Catherine Stefani, and President Shamann Walton c/o Clerk of the Board Angela Calvillo and Rules Committee Clerk Victor Young
City Hall

1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102

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Thank you for your attention to this committee and our important work. Please do not hesitate to contact me if you have any further questions.

Website:

<https://www.sfmta.com/committees/pedestrian-safety-advisory-committee-psac>

Bylaws:

http://bit.ly/PSAC_Bylaws

Thank you,
Martin Rawlings-Fein
Chair of the Pedestrian Safety Advisory Committee (2020-2021)
District 4 Representative

SAN FRANCISCO PEDESTRIAN SAFETY ADVISORY COMMITTEE

This report provides a summary of PSAC activities during the past year, along with relevant background information.

*2019
Annual
Report*

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Committee Members

SEAT	NAME	CATEGORY
1	Howard Bloomberg/Vacant*	Pedestrian Safety Organizations
2	Becky Hogue/Vacant *	Senior or Disability Organizations
3	Vacant	Senior or Disability Organizations
4	Cyndi Bakir*	Bike or non-motor transportation organization
5	Howard Strassner	Transit or Environmental Organizations
6	Jay Bain*	BOS District 1
7	Andrew Jacobs (SECRETARY)	BOS District 2
8	Gabrielle Haug*	BOS District 3
9	Martin Rawlings-Fein (VICE CHAIRPERSON)	BOS District 4
10	Serena Unger*	BOS District 5
11	Bettina Cohen	BOS District 6
12	Vacant	BOS District 7
13	Evelyn Posamentier	BOS District 8
14	Kevin Stull (CHAIRPERSON)	BOS District 9
15	Thomas Rogers	BOS District 10
16	Vacant*	BOS District 11
17	Jon Winston	Superintendent designated parent of SFUSD student

Asterisk (*) indicates that seat was partly vacant during 2019. A detailed member list and attendance report is available later in this report.

Dedication

This report is in honor of Howard Bloomberg, the representative from Walk SF, our Pedestrian Safety Organization seat. His sudden passing in mid-October 2019 was a blow to pedestrian safety and a loss of detail oriented pedestrian advocate. Howard was always a strong advocate of data gathering and his hope was to combine all of the collision data into a single source for all city agencies and nonprofits to access for reports like this one. He will be missed greatly by this committee and the City's pedestrians.

Acknowledgments

The Pedestrian Safety Advisory Committee would like to thank numerous individuals for sharing their time and for their participation at our meetings over the past year.

Simon Bertrand, Better Market Street
Steve Boland, San Francisco Municipal Transportation Agency
Liz Brisson, San Francisco Municipal Transportation Agency
Cathy DeLuca, Walk San Francisco
Johnson Cheng, San Francisco Municipal Transportation Agency
Victoria Chong, San Francisco Municipal Transportation Agency
Sergeant Ocean Embody, San Francisco Police Department
Susan Gygi, Rail Alignment and Benefits Study (RAB)
Jason Hyde, San Francisco Municipal Transportation Agency
Bill Lee, Civil Grand Jury
John Lowell, Pedestrian Advocate
Sergeant Luke Martin, San Francisco Police Department
Luis Montoya, San Francisco Municipal Transportation Agency
Catherine Orland, District 9 representative to the Bicycle Advisory Committee (BAC)
Winston Parsons, Richmond Senior Center
Bob Planthold, Disability and Pedestrian Advocate
Grahm Satterwhite, San Francisco Municipal Transportation Agency
Jeremy Shaw, Rail Alignment and Benefits Study (RAB)
Nick Smith, San Francisco Municipal Transportation Agency
Captain Raj Vaswani, Traffic Division, San Francisco Police Department
John Alex Lowell, former member of PSAC
Jodie Medeiros, Walk SF
Marta Lindsey, Walk SF
John Paar, Outer Sunset resident

The committee understands its role as an advisory committee composed of engaged San Francisco citizens. As such, we appreciate the efforts of the various city agencies in striving to improve pedestrian safety in our City with the understanding that everyone is a pedestrian in part of every trip.



Introduction

From the Chair

Dear Members of the Board of Supervisors,

On behalf of the members of the Pedestrian Safety Advisory Committee (PSAC), I would like to thank you for your time in reading our report for 2019. Our committee is made up of dedicated and committed members who strongly believe that all pedestrians deserve to feel and be safe as they traverse these city streets as people go about their daily lives. Whether it be to go to the store, going to work or school, or just taking a nice walk around the neighborhoods, every single person who is walking on the sidewalk and crosses the streets should never have to worry about being hit by a vehicle and getting injured or perhaps killed. That is the reason why we all proudly sit on this committee, so that we can be a part of the changes and the work being done to improve pedestrian safety citywide.

Unfortunately, 2019 had been full of challenges and setbacks to both the city's Vision Zero policy and to PSAC as a whole. Last year, almost 20 pedestrians lost their lives on the streets of San Francisco. The previous year saw a dramatic and drastic drop in pedestrian fatalities in many years and the least number of deaths since the City and County of San Francisco adopted Vision Zero in 2014 and its goal of reducing serious injuries and pedestrian fatalities by 2024 to zero. We are sadly nowhere near close to reaching those numbers and still have a long way to go in making our streets safer for everyone, but with strong cooperation and relationships between city agencies and advocates like PSAC, we will be able to reach our goal of zero deaths.

The Pedestrian Safety Advisory Committee was supposed to sunset this past October unless there was legislation proposed to the Board of Supervisors to extend this committee for another term. Before this, there was a Civil Grand Jury report that talked about PSAC and some of our problems that we were experiencing at the time. Those problems were not having all of our committee seats filled and not having quorum and having meetings cancelled because of this fact. This was the reason that the report had recommended to the Board that this committee be dissolved, but thankfully we were extended for one more year to October 2020 with the caveat that we do some restructuring of our committee, continue to fill out our ranks and maintain quorum for all of our meetings going forward, as well as strengthening our working relationships with the Board of Supervisors and Walk San Francisco. So far, we are very close to filling our remaining seats that are still open and we have been having all of our meetings with quorum for almost all of 2019 and shall continue to do so moving forward.

As we head into 2020, I hope that PSAC can continue to build on the accomplishments that we have made this past year. We are very close to having all of this committee's seats filled and should be fulfilled by the end of the year, but hopefully sooner than that. We have passed more resolutions in these past few months than in the past couple of years combined and will continue to do so in the upcoming months, and hopefully years as well. This

committee has also formed a subcommittee to come up with solutions that will greatly improve this committee right now and as we move forward into the future. I'm very confident that the Pedestrian Safety Advisory Committee, comprised of enthusiastic and committed pedestrian safety advocates, will not only meet all the goals that you, the Board of Supervisors, and all of the PSAC members have set forth for us, but will exceed them as we both accomplish the Vision Zero task of reaching zero fatalities by the year 2024. Let us hope that 2020 will instead be that year.

Kevin Stull
Chairperson of PSAC for 2019 and Seat 14 - District 9
kstull201281@yahoo.com

Creation of the Pedestrian Safety Advisory Committee

In 2003, the San Francisco Board of Supervisors declared that it was in the public interest to officially recognize walking as an important component of our transportation system, and as a key component to creating livable and suitable communities.

As such, they established the Pedestrian Safety Advisory Committee (PSAC) by ordinance to be composed of concerned and informed residents charged with providing expertise on issues concerning pedestrian safety, convenience, ambiance, and planning. The committee meets monthly on the second Tuesday at 6:00 P.M. in City Hall Room 400.

Composition of the Pedestrian Safety Advisory Committee

According to the ordinance, the PSAC shall consist of seventeen members: one from a pedestrian safety organization, two from senior or disability organizations, one from bicycle or other non-motorized wheeled personal transport organizations, one from transit or environmental organizations, and one Superintendent designated parent of SFUSD student. The district seats shall be Supervisor-appointed. The San Francisco Board of Supervisors' Rules Committee shall make appointment recommendations for the remainder, subject to review and action of the full Board.

Mission

The Pedestrian Safety Advisory Committee has been charged with the mission of providing expertise on issues concerning pedestrian safety, convenience, ambiance, and planning as well as advocating for pedestrian safety by engaging the public, Board of Supervisors and other relevant agencies.

In the past, the committee struggled to fulfil this mission as its membership ebbed and flowed. From 2015-2017 there were low points in attendance and membership. The Board of Supervisors renewed our group to look at our mission and goals from October through April and decide upon the structure of the body. This report does that in reassessing our current priorities, goals and objectives for 2020.

PSAC Priorities

1) Focus on Vision Zero

There is no shortage of interesting pedestrian-related projects, plans, organizations, and people in San Francisco, but PSAC does not have an infinite amount of time. The more we try to achieve, the more we run the risk of spreading ourselves too thin. The City has made a significant investment in Vision Zero (<http://visionzerosf.org/>) with a good amount of momentum currently behind it, but it needs consistent follow-up if it is going to be effective. In particular, PSAC should take ownership of objective indicators/measurements (i.e., reduction of fatal collisions by __%), and make sure agencies are reporting regularly. Are we hitting the marks? If not, why not and how can we get there? When one-off projects come before us, our comments/questions should focus on how they do or don't help us achieve the Vision Zero goals (as opposed to how a project might benefit/inconvenience us individually, as is sometimes the case with PSAC member comments).

2) Pedestrian Friendly Infrastructure

The city, and in particular, the SFMTA, is ready to consider more car free streets and the PSAC should make suggestions and develop support for these suggestions. As underscored in the **PSAC Procedures & Responsibilities** document, under "*Build and Strengthen Relationships with Agency Staff, Elected Officials, and the Community,*" PSAC members can uncover opportunities for the committee's support on current and upcoming pedestrian friendly infrastructure projects and other development projects that may provide improved pedestrian access and safety. The PSAC should identify at least two such projects per year. The PSAC resolution on Auto Free Lower Stockton Street is an example of the PSAC activity in this area.

2019 PSAC Goals, Procedures & Member Responsibilities

With the release of the comprehensive Vision Zero Action Strategy, and subsequent year of Vision Zero Traffic Fatalities, totaling 29 with 18 pedestrians and one bicyclist, this report establishes goals for our committee in relation to holding Vision Zero accountable.¹ As well as a group of five (5) objectives for 2020.

Goals

- Make pedestrian safety recommendations to the Board of Supervisors, Vision Zero and other City departments to stem the tide of vehicular violence.
- Develop concepts and review policies and planning efforts for pedestrians, such as safety, traffic calming, and sidewalk and crosswalk treatments.
- Make recommendations on funding opportunities and priorities to the Board of Supervisors, the SFMTA, the Citizens' Advisory Committee and other departments, commissions, boards and agencies.
- Review and make recommendations to the Planning Commission on policies and programs related to pedestrians in the Master Plan of the City and County of San Francisco.
- Report to the Board of Supervisors on an annual basis, with quarterly appearances before the Board as needed, on statistics on pedestrian injury and fatality statistics, causes of pedestrian injuries and fatalities, recommendations for changes in policies, funding and enforcement and other pertinent issues.

¹ 2019 Traffic Fatality Monthly Report – December - People Killed While Walking (18) and People Killed While Cycling (1). ** One person in this category in 2019 was killed while riding a skateboard. The death is classified as a pedestrian fatality in parallel with OME reporting and CHP guidance. *** One person in this category in 2019 was killed while riding an electric bicycle. The death is classified as a cyclist fatality, following the VZ Traffic Fatality Protocol.

Procedures & Member Responsibilities

1. Contribute Efficiently to Meetings

- a. The chair should make a preliminary agenda available to the members via email and consider additions before the final agenda is published.
- b. During meetings, members should be as clear and concise with questions/comments as possible. If you're making a comment, make a comment instead of phrasing it as a pseudo-question. When making comments, keep in mind that multiple anecdotes do not become "anecdotal"—sometimes the most memorable experiences are not statistically significant.
- c. Keep in mind the role of the speaker when asking a question. For example: an SFPD representative provides details to the PSAC about recent incidents/investigations, but this person does not speak for the District Attorney, nor does this person set the policy of the SFPD. Do not ask an individual SFPD officer to comment on prosecution decisions, or on higher-level policy matters.
- d. Member reports should cover topics such as: projects in their neighborhood and happenings at their volunteer liaison. Members with lengthy reports should make their member reports via emails to the chair for distribution to save time during meetings. Other members can question the report via email. If there are a number of questions, then the item should get some time on the agenda.
- e. The SFPD Traffic Company should provide reports by email, regularly.
- f. The SFMTA should make their reports via email and be available when PSAC has questions. They may not have to attend every meeting.
- g. Comments from the public should be timed and allow for no longer than 3 minutes of speaking. The vice chair should keep time.

2. Keep informed

- a. Review and understand the San Francisco [Vision Zero Action Strategy](https://www.visionzerosf.org/about/action-strategy/), <https://www.visionzerosf.org/about/action-strategy/>
- b. Members can sign up for Walk SF emails to keep informed of local advocacy efforts (Walk SF emails do not require membership fees).
- c. Members can read <https://sf.streetsblog.org/>. Sign up for the blog digest of articles discussing transit, walking and biking in SF with additional examples of models from around the country and world.
- d. Other organizations/programs to follow are: Livable City, SF Parks Alliance (public spaces program)
- e. Other newsletters to follow for national and international news on pedestrian mobility issues and trends are: Vision Zero Network, City Lab, Smart Growth America, National Complete Streets Coalition

3. PSAC Resolution Process

- a. PSAC members can produce resolutions as policy or comments on projects. However, many subjects can be adequately addressed with a support letter on a recommended improvement. Consider how the information will support a decision before choosing to write either a resolution or support letter.

- b. A member preparing a resolution should share his initial work with: two to three other members and the chair and vice-chair. Additionally, it may be useful to share with Walk SF staff and Michael Jacobson at the SFMTA. The aim should be to get a well-reviewed draft emailed to the members and included with the agenda to the public before introducing it at a PSAC meeting for action. A repeat presentation at a PSAC meeting will often still be necessary. This should require more Brown Act compliance and inclusion with the agenda to the public and as early as possible email to members. Members with comments should be able to comment to the writer through the chair. This process should minimize total discussion time at PSAC meetings. Very complex resolutions and larger issues may still require discussion at PSAC sub- committee meetings per our bylaws and the Brown Act.
- c. Designate a PSAC member to present the resolution to the Board of Supervisors.

4. *Build and Strengthen Relationships with Agency Staff, Elected Officials, and the Community*

Pedestrian safety is a tough, complex issue that no individual group can solve on its own. The PSAC can serve a key role in this process, even without dedicated staff. With a diverse membership and the connections that each member brings, the PSAC can acquire the necessary information to take informed actions.

- a. In addition to members’ statutory liaison roles (seats serving on behalf of individual Supervisors or groups), PSAC members should volunteer to serve as liaisons to groups/departments including the following:
Mayor’s Office; Walk SF; Police Department; SFMTA Board; Planning Department; Department of Public Health; Recreation and Parks Department; Department of Public Works; Fire Department; District Attorney’s Office; Mayor’s Office on Disability; California Walks; Bicycle Advisory Committee
- b. PSAC members serve as a clearinghouse to neighborhoods and their respective organizations. As such, members should strive to attend relevant neighborhood meetings and report on and provide recommendations on matters for which the PSAC can actively support.

5. *Liaison Duties*

Every PSAC member should be responsible for regularly checking in with his/her statutory and/or assigned liaison contact, to monitor meetings, projects, planning, policies, etc. (i.e., the SFMTA Board liaison would regularly check MTA’s website for new agendas and items of interest), and for providing regular written updates. The updates should address both current activities (new projects/meetings/etc.), as well as what the PSAC member has done (outreach/support/etc.) in that time period. The Chair (or Vice Chair/Secretary) would compile the individual updates for electronic distribution to the full PSAC and the public. Such summaries would help us:

- Connect with active, informed, and influential individuals and their organizations or agencies

- Identify the issues/projects that actually warrant full PSAC review
- Stay informed on less-crucial issues/projects (without needing to recap everything at our meetings)
- Get inspired/challenged by each other's work

2019 PSAC Activities and Accomplishments

Meeting Summaries

The following section summarizes key topics of each meeting and relevant actions. Information Sharing/Gathering items are noted with “(I)”, action items are noted with an “(A)” and Planning items are noted with “(P)”. In addition to the listed items, all meetings featured reports from the SFPD and SFMTA. Detailed meeting minutes are available on the PSAC web site (<http://www.sfmta.com/cms/cpdsafe/19509.html>).

January

- Committee Elections: No Quorum (A)
- SFPD Report (I)
- PSAC Bylaws (I)
- Snapshot of 2018 (I)

February

- Committee Elections: (A)
Kevin Stull, Chair, Martin Rawlings-Fein, Vice-Chair, Andrew Jacobs, Secretary.
- SFPD Report (I)
- Havelock Bridge Resolution (A)

March

- SFPD Report (I)
- 55 Dogpatch (I)
- Erin McMillan (I)

April

- SFPD Report (I)
- Vision Zero Legislation and Funding (I)
- North Beach Pedestrian Scramble and Resolution (A)
- Post/Larkin Increased Safety Measures and Resolution (A)
- Improving Safety on California Street Resolution (A)

May

- SFPD Report (I)
- Thank You and Appreciation- Cathy DeLuca (I)
- Powered Scooter Mid-Pilot Evaluation (I)
- Safer Taylor Street Project (P)

June

- SFPD Report (I)
- 16th Street Improvement Project (P)
- Walk San Francisco Presentation- Jodie Medeiros (I)

July

- SFPD Report (I)
- Permit Harmonization Program (P)
- Lakeshore School Collision Guard Rail Recommendation (P)

August

- SFPD Report (I)
- SFPD Traffic Company Report (I)
- Octavia Open Street Project (P)

September

- SFPD Report (I)
- Townsend Corridor Improvement Project (P)
- Approve 2018 PSAC Annual Report (A)

October

- SFPD Report (I)
- Subcommittee for future direction of PSAC (P)
- Remembrance of Howard Bloomberg (I)

November

- SFPD Report (I)
- Resolution- Support of a State of Emergency Declaration to take action against increased pedestrian fatalities and injuries in San Francisco (A)
- Resolution- Setting maximum speed limits to 20 m.p.h. Citywide (A)

December

- Canceled: No Quorum



2019 Attendance

Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>Seat 1 - Pedestrian Safety Organizations</u>												
Howard Bloomberg	P	P	P	P	P	P	P	P	P	*	*	n/a
Vacant	-	-	-	-	-	-	-	-	-	-	-	n/a
<u>Seat 2 - Senior or Disability Organizations</u>												
Becky Hogue	A	A	A	E	E	E	E	E	E	*	*	n/a
Vacant	-	-	-	-	-	-	-	-	-	-	-	n/a
<u>Seat 3 - Senior or Disability Organizations</u>												
Vacant	-	-	-	-	-	-	-	-	-	-	-	n/a
<u>Seat 4 - Bike or non-motor transportation organization</u>												
Cyndi Bakir	*	P	A	P	P	P	P	P	P	P	P	n/a
Vacant	-	-	-	-	-	-	-	-	-	-	-	n/a
<u>Seat 5 - Transit or Environmental Organizations</u>												
Howard Strassner	A	P	A	P	E	E	P	P	P	P	P	n/a
<u>Seat 6 - BOS District 1</u>												
Jay Bain	*	*	*	*	*	P	P	P	P	P	P	n/a
Vacant	-	-	-	-	-	-	-	-	-	-	-	n/a
<u>Seat 7 - BOS District 2</u>												
Andrew Jacobs	P	P	P	P	P	P	P	P	P	P	P	n/a
<u>Seat 8 - BOS District 3</u>												
Gabrielle Haug	*	*	P	P	E	P	P	P	E	P	P	n/a
Vacant	-	-	-	-	-	-	-	-	-	-	-	n/a
<u>Seat 9 - BOS District 4</u>												
Martin Rawlings-Fein	A	P	E	P	P	P	P	P	P	P	P	n/a

<u>Seat 10 - BOS District 5</u>												
Serena Unger	*	*	*	*	*	*	*	P	P	P	P	n/a
Meredith Osborn	A	A	A	A	A	A	-	-	-	-	-	n/a
<u>Seat 11 - BOS District 6</u>												
Bettina Cohen	P	E	P	P	E	P	P	P	P	E	P	n/a
<u>Seat 12 - BOS District 7</u>												
Vacant	-	-	-	-	-	-	-	-	-	-	-	n/a
<u>Seat 13 - BOS District 8</u>												
Evelyn Posamentier	A	E	P	A	P	P	P	P	P	E	P	n/a
<u>Seat 14 - BOS District 9</u>												
Kevin Stull	P	P	E	P	P	P	P	P	P	P	P	n/a
<u>Seat 15 - BOS District 10</u>												
Thomas Rogers	P	P	P	P	P	P	P	P	P	P	E	n/a
<u>Seat 16 - BOS District 11</u>												
Vacant	-	-	-	-	-	-	-	-	-	-	-	n/a
<u>Seat 17 - Superintendent designated parent of SFUSD student</u>												

P: Present
E: Excused
A: Absent

Present	6	8	7	10	8	11	12	13	12	10	11	n/a
Excused	0	2	2	1	4	2	1	1	2	2	1	n/a
Absent	5	2	4	2	1	1	0	0	0	0	0	n/a
Total	11	12	13	13	13	14	13	14	14	12	12	n/a
Present %	55%	67%	54%	77%	62%	79%	92%	93%	86%	83%	92%	n/a

Asterisk (*) indicates that seat was partly vacant during 2019.

2019 PSAC Annual Report Resolutions

February 2019

Resolution in support of the District 7 Participatory Budget proposal to improve the Havelock Pedestrian Bridge.

WHEREAS, the Havelock Street Pedestrian Bridge (HSPB) over I-280 provides a route between the Balboa Park area and the City College of San Francisco (CCSF).

WHEREAS, the HSPB is well-used while CCSF is in session. It is also used by Mission Terrace residents accessing CCSF, Ocean Avenue and Sunnyside businesses, and by Sunnyside residents headed to Balboa Park for its fields, pool, dog park, and children's playground, and the Balboa Park BART station.

WHEREAS, there is no sidewalk at the HSPB's west exit, and no crosswalk to get to the sidewalk on the other side of the street. Bridge users cross Havelock in the middle of the block, around the blind corner of Circular and Havelock Avenues.

WHEREAS, HSPB traffic and Havelock Street car traffic (mainly drivers headed to the CCSF parking lots on the east side of campus) are heaviest at the same time -- when people are rushing to class. Lack of a crosswalk and the blind corner create a very dangerous situation for the pedestrians and cyclists as they exit the bridge.

WHEREAS, poor lighting makes this bridge unusable after dark.

WHEREAS, HSBP is in poor condition, and its neglect makes pedestrians feel unsafe.

WHEREAS, there will be a need for CCSF to be more accessible via alternate modes of transportation when parking is removed for the future Balboa Reservoir Development (BRD).

WHEREAS, the main route between BART and CCSF, Ocean Avenue, has been identified as a high-injury corridor.

WHEREAS, safety and beautification improvements would make the HSPB a more viable alternative transit route between Balboa Park BART and the CCSF / Sunnyside / BRD areas and allow cyclists and pedestrians to avoid the high-injury corridor of Ocean Avenue.

WHEREAS, these proposals have been endorsed by neighborhood groups on both sides of the bridge (New Mission Terrace Improvement Association, Sunnyside Neighborhood Association, and the Friends of Monterey Boulevard) as well as the Balboa Reservoir Developers Avalon + Bridge Housing, the San Francisco Bicycle Coalition, Walk San Francisco, and St. Finn Barr School.

WHEREAS, the office of Supervisor Yee has informed us that the proposed crosswalk at the west end of the bridge should be implemented outside of the Participatory Budgeting process.

THEREFORE BE IT RESOLVED, that the Pedestrian Safety Advisory Committee endorses the planned crosswalk on the west end of the Havelock Street Pedestrian Bridge, LED bridge lighting, and the proposal for bridge Beautification that is on the 2019 District 7 Participatory Budgeting Ballot.

April 2019

RESOLUTION PSAC-04-2019

Subject: Pedestrian Scramble at Intersection of Green Street, Columbus Ave, and Stockton Streets

WHEREAS, The Pedestrian Safety Advisory Committee (PSAC) is the official public representative to the Board of Supervisors on pedestrian issues;

WHEREAS, the intersection of Green Street, Columbus Ave, and Stockton Streets in North Beach is a uniquely dangerous and confusing street crossing for pedestrians, and;

WHEREAS, this intersection was not designed to create a safe pedestrian crossing and instead encourages Jaywalking between lights for the most convenient pedestrian route, and;

WHEREAS, the North Beach Business Association would like for this intersection to be studied and proposed for a possible installation of widening the safety island in the center of the street and introducing “no right turn” prohibitions, and;

WHEREAS, the North Beach Business Association has requested the city to install a scramble at this tri-street North Beach intersection for many years, without a clear response from the SFMTA, and;

THEREFORE BE IT RESOLVED, the Pedestrian Safety Advisory Committee recommends to the Mayor that this intersection undergoes improvements for pedestrian and vehicle safety, including an MTA study, consideration of an island or crosswalk, and understanding if a pedestrian scramble can be installed at the tri-corner of Green, Columbus, and Stockton.

EFFECTIVE this 9th day of April

RESOLUTION PSAC-04-2019

Subject: Safety Measures for Intersection of Post and Larkin Streets, District 3

WHEREAS, The Pedestrian Safety Advisory Committee (PSAC) is the official public representative to the Board of Supervisors on pedestrian issues;

WHEREAS, the intersection of Post and Larkin Streets in District 3 has had many collisions in the recent past, including a collision on February 6th, 2019, that cost \$26K in damage and repairs, and;

WHEREAS, this intersection includes restaurants, bars, and other venues that have a large amount of foot traffic at many times over the course of the day, and;

WHEREAS, the SFMTA has recently investigated this intersection and stated that they would make signal visibility improvements and signal timing improvements as a result of the safety concerns, and;

WHEREAS, the SFMTA identified that there have been ten crashes with three pedestrians, and two severe injuries between 2013-2017, and;

WHEREAS, the SFMTA has stated that the additional safety measures that would protect pedestrians at this corner will take 6 months to 2 years to implement despite the gravity of the recent collisions, and;

WHEREAS, there are small improvements such as protective bollards, which could be installed within a very short time frame at a cost of \$1k per bollard that would help to protect pedestrians from collisions, and;

THEREFORE BE IT RESOLVED, the Pedestrian Safety Advisory Committee recommends to the Mayor that this corner undergoes quick-build improvements for pedestrian and vehicle safety prior to the more permanent changes that the SFMTA has planned in the coming years, such as paint, small pylons, bollards, and so forth for the corner of Post and Larkin Streets, as well as implementing a longer SFMTA study on improving the traffic patterns at this corner such as adding a longer delay on traffic, left turn lane, or other traffic-calming measures.

EFFECTIVE this 9th day of April

RESOLUTION PSAC-2019-04-09:

Subject: "Resolution in Support of the Richmond Senior Center's Request for a Comprehensive Traffic Safety Project on California Street.

WHEREAS, On February 26th 64-year-old Zhao Guan was on her way to babysit her grandkids when she was killed by a driver while using the crosswalk on California St at 18th Avenue. The driver fled the scene, and SFPD is still looking for the suspect, and;

WHEREAS, California Street, from 18th Avenue to Arguello – has been identified by the City as a high-injury street, though it is one of the few high-injury streets in The Richmond District that lacks a comprehensive plan to fix its dangerous conditions, and;

WHEREAS, Parents and staff at Peabody and Sutro Elementary, located on California street, have long called on the SFMTA to take aggressive steps to make the street safer – yet results have been too slow, and;

WHEREAS, Members of the Richmond Senior Center's Safe Streets Team specifically identified California Street as a top concern, and;

WHEREAS, Zhao Guan was the second pedestrian and senior killed within a month in the Richmond District, and;

WHEREAS, every year roughly 30 people are killed and 500 seriously injured in traffic, the majority of whom are pedestrians, and roughly half of whom are seniors, therefore be it;

RESOLVED, The San Francisco Pedestrian Safety Advisory Committee endorses The Richmond Senior Center's request that the SFMTA and Supervisors Fewer and Stefani implement near-term hotspot improvements now - and implement a comprehensive traffic calming project on California Street from 32nd Avenue to Arguello, including the high-injury corridor, within the next three years, prioritizing treatments that will make the street safe for pedestrians and improve transit effectiveness, and;

BE IT FURTHER RESOLVED, The San Francisco Pedestrian Safety Advisory Committee requests that the SFMTA consider bicycle infrastructure improvements at California St. intersections that cross bicycle routes (e.g. Arguello, 8th Avenue, 15th Avenue, and 23rd Avenue) and intersections where there has been a history of bicycle collisions (6th Avenue, and others as supported by Vision Zero data). If there is daylighting proposed at intersections, we ask that the SFMTA consider installing bicycle racks or rainwater diversion measures to maximize the space and ensure the daylighting is protected."

November 2019

**RESOLUTION IN SUPPORT OF A STATE OF EMERGENCY DECLARATION
TO TAKE ACTION AGAINST INCREASED FATALITIES AND
SERIOUS INJURIES IN SAN FRANCISCO**

WHEREAS, San Francisco city leaders on the Public Safety and Neighborhood Services Committee (FILE #190815, 7/23-2019), as well as pedestrian and cyclist organizations, are calling for a state of emergency declaration to take immediate action to remedy the spike in serious injuries and fatalities on our streets, and

WHEREAS, That declaration would free up funding to start making changes to some of the city's most dangerous streets immediately, and

WHEREAS, this funding would allow for quick implementation of lower speed limits, better-timed traffic lights, scramble crosswalks that allow pedestrians to walk without any cross traffic and other safety enhancements.

WHEREAS, The rapid pace of growth in the city and the growth of Transportation Network Companies like Uber and Lyft has resulted in more cars on the road, and

WHEREAS, Last year San Francisco saw 23 deadly pedestrian and bicycle crashes, and

WHEREAS, about three injury accidents occur every day, meaning hundreds are sent to the hospital every year, and now

THEREFORE BE IT RESOLVED, The San Francisco Pedestrian Safety Advisory Committee resolves to support the passage of this Resolution at the Board of Supervisors on November 5, 2019.

**SAN FRANCISCO PEDESTRIAN SAFETY ADVISORY COMMITTEE RESOLUTION
TO REDUCE THE DEFAULT SPEED LIMIT TO TWENTY MILES PER HOUR ON
ALL SAN FRANCISCO STREETS WHERE THE SPEED LIMIT IS NOT POSTED**

WHEREAS, research consistently shows that speeding vehicles greatly increase safety risks, for people in cars as well as for pedestrians around them. The faster a vehicle goes, the longer it takes to come to a stop: and

WHEREAS, faster speeds lead to a higher likelihood of a crash, and the higher the speed of a crash, the higher the likelihood of serious injuries and fatalities: and

WHEREAS, slower driving speeds help prevent crashes and, when crashes occur, reduce the harm that results. A pedestrian hit by a driver at 25 mph is nearly twice as likely to die compared to someone hit at 20 mph (Tefft, 2013, Impact Speed and a Pedestrian's Risk of Severe Injury or Death): and

WHEREAS, reducing speeds is the most effective way to save lives: and

WHEREAS, a recent report from the Insurance Institute for Highway Safety estimates that rising speed limits in the United States have led to an additional estimated 37,000 deaths over the past 25 years: and

WHEREAS, cities across the United States have adopted lower speed limits, such as Portland, OR where the City Council approved an ordinance on January 17, 2018, reducing the speed limit on all residential streets to 20 miles per hour: and now, therefore be it

RESOLVED, that the Pedestrian Safety Advisory Committee supports the implementation of a twenty mile per hour default speed limit on San Francisco streets where the speed limit is not posted.

Web Resources

SFMTA PSAC page (official agendas, minutes, reports)

<https://www.sfmta.com/committees/pedestrian-safety-advisory-committee-psac>

PSAC Facebook page (relevant news articles, meeting reminders)

<https://www.facebook.com/SFPSAC>

PSAC Twitter Page (relevant news articles, meeting reminders)

<https://twitter.com/sfpsac>

San Francisco Pedestrian Safety Advisory Committee Blog

<http://sfpsac.sfpsac.org>

Vision Zero SF: Transformative Policies to End Traffic Deaths

<https://www.sfmta.com/blog/transformative-policies-end-traffic-deaths>

Vision Zero Action Strategy Guide 2019

<https://www.sfmta.com/reports/vision-zero-action-strategy>



From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: 10 day quarantine - end date in mind?
Date: Monday, January 25, 2021 10:02:00 AM

From: Julie Barry <julie.l.barry@gmail.com>
Sent: Saturday, January 23, 2021 10:12 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: 10 day quarantine - end date in mind?

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi BOS,

When can we expect communication on the end or expected end date of the 10 day quarantine mandate for SF residents leaving the Bay Area? We're a COVID conservative family, but we've found most folks aren't abiding by this rule, nor does it seem to be enforced.

It's a rather draconian measure and with our hospital capacity improving, I'd imagine it's one we could drop soon.

Thanks for any communication on this and a potential end date (as opposed to the current "indefinite" state).

Thanks,

Julie Barry, Bernal Heights resident

CARMEN CHU
ASSESSOR-RECORDER



SAN FRANCISCO
OFFICE OF THE ASSESSOR-RECORDER

January 28, 2021

Honorable Mayor London Breed
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Mayor Breed,

I write to inform you of my resignation from the San Francisco Employees' Retirement System Board effective February 1, 2021.

Along with my colleagues on the SFERS Board, overseeing and stewarding the City's close to \$30 billion pension system is an immense responsibility. Our decisions impact the health of the system and the nearly 71,000 active and retired employees of the City and County of San Francisco, San Francisco Unified School District, San Francisco Community College District and San Francisco Trial Courts. I also want to acknowledge the depth of experience and quality of leadership I see on the SFERS staff. Their dedication and performance have been truly impressive.

It has been my honor and privilege to serve on the SFERS Board and I thank you for the opportunity to serve the City in this role.

Sincerely,

Carmen Chu
San Francisco Assessor-Recorder

cc: Leona Bridges, President, San Francisco Employees' Retirement System
cc: SFERS Board Members Casciato, Driscoll, Heldfond, Safai and Stansbury
cc: Jay Huish, Executive Director, San Francisco Employees' Retirement System
cc: Angela Calvillo, Clerk of the San Francisco Board of Supervisors
cc: Dennis Herrera, San Francisco City Attorney

From: [Major, Erica \(BOS\)](#)
To: [Board of Supervisors, \(BOS\)](#)
Subject: FW: The renewed UCSF Parnassus Heights and solutions for SF
Date: Monday, January 25, 2021 8:58:28 AM

cpages

ERICA MAJOR

Assistant Clerk

Board of Supervisors

1 Dr. Carlton B. Goodlett Place, City Hall, Room 244 San Francisco, CA 94102

Phone: (415) 554-4441 | Fax: (415) 554-5163

Erica.Major@sfgov.org | www.sfbos.org

(VIRTUAL APPOINTMENTS) To schedule a “virtual” meeting with me (on Microsoft Teams), please ask and I can answer your questions in real time.

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**From:** Matthew Darby <Matthew.Darby.404115889@p2a.co>  
**Sent:** Sunday, January 24, 2021 7:50 PM  
**To:** Major, Erica (BOS) <erica.major@sfgov.org>  
**Subject:** The renewed UCSF Parnassus Heights and solutions for SF

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Greetings,

My name is Matthew Darby and I am a supporter, SF resident, and advocate for UCSF's plans to revitalize Parnassus Heights. I appreciate UCSF led an extensive community engagement and internal planning process. I recently learned about the plans for renewed campus, hospital, and neighborhood improvements and am excited by the vision. These updates reflect both the University's mission and community's priorities based on years of internal collaboration, neighborhood engagement, and community input. I appreciate UCSF and the City/County of San Francisco have been working together to advance local investments that best serve our community.

I fully support this exciting addition to the city. I'm impressed by the educational facilities, housing and thoughtful approach. SF needs to move forwards and this kind of development - with a thoughtful approach to housing, transit and education - is what we need to continue to keep SF a world-class city. A renovated campus with state-of-the-art facilities will help UCSF help rebuild the local economy with thousands of new jobs. Without the CPHP, UCSF will be unable to put San Franciscans back to work and revitalize the local economy devastated by COVID-19.

Please support this important plan for the future of UCSF Parnassus Heights and San Francisco.

Many thanks,

Matthew Darby  
210 Holladay Ave  
San Francisco, CA 94110

**From:** [Major, Erica \(BOS\)](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** FW: A new hospital and plans for UCSF Parnassus Heights  
**Date:** Wednesday, January 27, 2021 2:44:32 PM

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C pages

## ERICA MAJOR

### Assistant Clerk

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From: Indigo Rose <Indigo.Rose.348151783@p2a.co>
Sent: Wednesday, January 27, 2021 1:25 PM
To: Major, Erica (BOS) <erica.major@sfgov.org>
Subject: A new hospital and plans for UCSF Parnassus Heights

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello,

My name is Indigo Rose. I'm an SF resident and a UCSF doctoral student in neuroscience -- and I'm asking for your support of UCSF and its new Parnassus Heights project.

UCSF is a world-class institution and has served San Francisco for over a century. In order to take it into the modern era, the new Parnassus project is critical to retain its competitiveness on the world stage, as well as expanding opportunities for our local community. I especially support this plan because of its provisions for new housing and expanded transit access. The N-Judah (and the Muni in general) needs vital new investment and I'm glad this project can be a small part of it.

A renovated campus will help UCSF help rebuild the local economy with thousands of new jobs. UCSF cannot maintain the status quo. Without the CPHP, UCSF will be unable to treat over 3,000 patients annually who seek care but cannot be accommodated due to an insufficient number of hospital beds.

I appreciate UCSF led an extensive community engagement and internal planning process. I heard about the plan and associated benefits during the planning process and am excited about the vision. These vital improvements reflect UCSF's mission and community priorities with years of internal collaboration and community engagement.

I appreciate UCSF and the City and County of San Francisco have been working together to advance local investments that best serve the community. I ask for your support of UCSF's Comprehensive Parnassus Heights Plan and associated community investments including affordable housing, thousands of new jobs, and transit improvements. Please do not delay this essential project that will benefit all San Franciscans.

Thank you for your time.

Indigo Rose
525 Nelson Rising Ln
San Francisco, CA 94158