

FILE NO. 201144

Petitions and Communications received from September 24, 2020, through October 1, 2020, for reference by the President to Committee considering related matters, or to be ordered filed by the Clerk on October 6, 2020.

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 Office of the Mayor, submitting the Twenty-Fifth, Twenty-Sixth, Twenty-Seventh, Twenty-Eighth and Twenty-Ninth Supplements to the Mayoral Proclamation Declaring the Existence of a Local Emergency, dated February 25, 2020. Copy: Each Supervisor (1)

From the Department of Public Health, submitting Order of the Health Officer No. C19-07j; Directive of the Health Officer Nos. 2020-16c, 2020-19c, 2020-22c, 2020-29b and 2020-34; and other supporting materials. Copy: Each Supervisor (2)

From the City Administrator, pursuant to the Administrative Code, Chapter 14B.15(A), submitting the Local Business Enterprise Participation Report for FY 2019-2020. Copy: Each Supervisor (3)

From the Recreation and Parks Department, pursuant to Administrative Code, Section 10.100-305, submitting their Annual Report on Gifts up to \$10,000 received by the Department during the last fiscal year. Copy: Each Supervisor (4)

From the Youth Commission, submitting four actions from the September 28, 2020 meeting. Copy: Each Supervisor (5)

From the Recreation and Parks Department, pursuant to Park Code, Section 12.46(d), submitting the Annual Report for the San Francisco Botanical Garden for Fiscal Year 2018-2019. Copy: Each Supervisor (6)

From the District Attorney's Office, pursuant to Ordinance No. 80-20, submitting the Final Report on County Jail #4 Closure. Copy: Each Supervisor (7)

From the Public Defender, submitting their letter to the Police Commission regarding accelerated Police reform. Copy: Each Supervisor (8)

From the City Administrator, pursuant to Administrative Code, Section 122.1(c)(2) and California Government Code, Sections 70341, et seq., submitting notice that the County of San Francisco's Jail #4 has closed permanently. Copy: Each Supervisor (9)

From the San Francisco Civil Grand Jury, submitting three reports: Sustain Our City's High Performing Moscone Convention Center, Strengthen Our Behavioral Health Services, and Recycling Reality Check: What Actually Happens to Things We Put in Our Blue Recycling Bins? Copy: Each Supervisor (10)

From California Fish and Game, submitting a notice of proposed regulatory action relative to amending California Code of Regulations Title 14, Sections 29.80, 29.85 and 701, relating to recreation Crab Trap Fishery Marine Life Protection Measures. Copy: Each Supervisor (11)

From California Fish and Game, submitting a Notice of Change of Date of Adoption Hearing for Simplification of Statewide Inland Sport Fishing regulations. Copy: Each Supervisor (12)

From the Black Employee Alliance, regarding corruption at the Department of Human Resources' Equal Opportunity Employment division. 6 letters. Copy: Each Supervisor (13)

From the Black and African American Affinity Group, regarding anti-Black racism surfacing through disciplinary actions at MTA. Copy: Each Supervisor (14)

From Solutions Not Sandbags San Francisco, regarding the proposed Mayoral Appointment, Public Utilities Commission - Ed Harrington. File No. 201041. Copy: Each Supervisor (15)

From concerned citizens, regarding proposed Resolution Condemning Antisemitic and Homophobic Attacks on Senator Scott Wiener. File No. 201072. 2 letters. Copy: Each Supervisor (16)

From concerned citizens, regarding the proposed Budget and Appropriation Ordinance for Departments - FYs 2020-2021 and 2021-2022 and the proposed Annual Salary Ordinance - FYs 2020-2021 and 2021-2022. File Nos. 200567 and 200568. 12 letters. Copy: Each Supervisor (17)

From Barney Popkin, regarding homelessness and decay at Shotwell and 21st Street. Copy: Each Supervisor (18)

From Black Firefighters Association, regarding endorsements for Deputy Chief of Operations. Copy: Each Supervisor (19)

From concerned citizens, regarding the COVID-19 pandemic. 5 letters. Copy: Each Supervisor (20)

From concerned citizens, regarding proposed Resolution Supporting California State Proposition 17 - Free the Vote - November 3, 2020, Ballot. File No. 201097. 2 letters. Copy: Each Supervisor (21)

From No New Jails Coalition, regarding electronic monitoring. Copy: Each Supervisor (22)

From concerned citizens, regarding a City employee involved in fraudulent conduct at the Department of Human Resources. 4 letters. Copy: Each Supervisor (23)

From concerned citizens, regarding the Hearing on the Appeal of Determination of Exemption from Environmental Review 1846 Grove Street; and the Hearing on the Appeal of Conditional Use Authorization - 1846 Grove Street. File Nos. 200746 and 200750. 14 letters. Copy: Each Supervisor (24)

From concerned citizens, regarding the Hearing for Appeal of Determination of Exemption From Environmental Review - Proposed MTA's Transportation Recovery Plan: COVID-19 Emergency Temporary Transit Lanes and Bikeways Project; and Hearing - Appeal of Statutory Exemption From Environmental Review - MTA Department Operations Center (DOC) COVID-19 Emergency Temporary Street Changes Program. File Nos. 200903 & 201000. Copy: Each Supervisor (25)

From Bill Holmberg, regarding name changes to some of San Francisco's public schools. Copy: Each Supervisor (26)

From concerned citizens, regarding the Hearing for the Appeal of Determination of Exemption from Environmental Review - Proposed 2001-37th Avenue Project; and the Hearing for the Appeal of Conditional Use Authorization - 2001-37th Avenue. File Nos. 200992 & 200996. Copy: Each Supervisor (27)

From concerned citizens, regarding proposed Ordinance - Building Code - Mandating New Construction Be All-Electric. File No. 200701. 2 letters. Copy: Each Supervisor (28)

From Helene McVanner, regarding looting at the Walgreens located at Van Ness Avenue and Eddy Street. Copy: Each Supervisor (29)

From John Goldberg, regarding proposed Resolution for Real Property Lease - Twin Peaks Petroleum, Inc. - 598 Portola Drive - \$200,200 Per Year Base Rent. File No. 200965. Copy: Each Supervisor (30)

From Eileen Boken, submitting communications for various files. File Nos. 201100, 201097, 201095, 201069 and 200611. 5 letters. Copy: Each Supervisor (31)

From Lilian Stielstra, regarding a lawsuit filed by the City against alleged drug dealers. Copy: Each Supervisor (32)

From Anonymous, regarding the City Attorney and his duties as Supervisor of Record regarding Senate Bill 1421 Peace Officers: release of records. Copy: Each Supervisor (33)

From Anastasia Glikshtern, regarding the properties located at 148-166 Kensington Way. Copy: Each Supervisor (34)

From Natasha Weiss, regarding the Japantown Peace Plaza. Copy: Each Supervisor (35)

From Patrick Monette-Shaw, regarding Proposition A on the ballot for the November 3, 2020 election. Copy: Each Supervisor (36)

From Bob Planthold, regarding Church Street restaurant closures. Copy: Each Supervisor (37)

From Mary Savannah, regarding living conditions at 988 Howard Street. Copy: Each Supervisor (38)

From Amber Yang, regarding the proposed Ordinance - Police Code - Discriminatory Reports to Law Enforcement. File No. 200735. Copy: Each Supervisor (39)

From Mari Eliza, regarding MTA Appeals continuance. File Nos. 200903, 200987, 201000 and 201024. 2 letters. Copy: Each Supervisor (40)

From Kiki Monfia, regarding Juneteenth as a paid holiday for county workers. Copy: Each Supervisor (41)

From Xi Wang, regarding the raising of the Chinese flag at City Hall. Copy: Each Supervisor (42)

From Emily Abraham, regarding proposed Ordinance - Business and Tax Regulations Code - Temporary Suspension of Cannabis Business Tax, and Tax Reduction. File No. 201009. Copy: Each Supervisor (43)

From: [Ng, Wilson \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Mchugh, Eileen \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Laxamana, Junko \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [PEARSON, ANNE \(CAT\)](#)
Subject: FW: 29th Supplement
Date: Thursday, October 1, 2020 10:58:00 AM
Attachments: [29th Supplement 09302020.pdf](#)
[image001.png](#)

Dear BOS,

Our office is in receipt of the Mayor's 29th Supplement to the Local State of Emergency attached.

This information will also be posted and available on our website [here](#) shortly.

—
Wilson L. Ng

Deputy Director of Operations

San Francisco Board of Supervisors

1 Dr. Carlton B. Goodlett Place, Room 244
 San Francisco, CA 94102

Phone: (415) 554-7725

Web: www.sfbos.org

Due to the current COVID-19 health emergency and the Shelter in Place Order, the Office of the Clerk of the Board is working remotely while providing complete access to the legislative process and our services.



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form

***Disclosures:** Personal information that is provided in communications to the Clerk of the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.*

From: Kittler, Sophia (MYR) <sophia.kittler@sfgov.org>

Sent: Thursday, October 1, 2020 10:25 AM

To: BOS-Operations <bos-operations@sfgov.org>

Cc: Peacock, Rebecca (MYR) <rebecca.peacock@sfgov.org>; Somera, Alisa (BOS) <alisa.somera@sfgov.org>; Mchugh, Eileen (BOS) <eileen.e.mchugh@sfgov.org>

Subject: 29th Supplement

Please see attached the 29th Supplement to the Mayoral Proclamation.

Sophia Kittler
Office of Mayor London N. Breed
415 554 6153

From: Power, Andres (MYR) <andres.power@sfgov.org>

Sent: Thursday, October 1, 2020 10:08 AM

To: Kittler, Sophia (MYR) <sophia.kittler@sfgov.org>; Arvanitidis, Laurel (ECN) <laurel.arvanitidis@sfgov.org>; Torres, Joaquin (ECN) <joaquin.torres@sfgov.org>; Geithman, Kyra (MYR) <kyra.geithman@sfgov.org>; RUSSI, BRAD (CAT) <Brad.Russi@sfcityatty.org>

Subject: 29th Supplement

This measure extends the delivery fee caps.

Andres Power

Policy Director | Office of Mayor London Breed

City and County of San Francisco



**TWENTY-FIFTH SUPPLEMENT TO MAYORAL PROCLAMATION
DECLARING THE EXISTENCE OF A LOCAL EMERGENCY
DATED FEBRUARY 25, 2020**

WHEREAS, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100(14) and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency, subject to concurrence by the Board of Supervisors as provided in the Charter, in the case of an emergency threatening the lives, property or welfare of the City and County or its citizens; and

WHEREAS, On February 25, 2020, the Mayor issued a Proclamation (the “Proclamation”) declaring a local emergency to exist in connection with the imminent spread within the City of a novel (new) coronavirus (“COVID-19”); and

WHEREAS, On March 3, 2020, the Board of Supervisors concurred in the Proclamation and in the actions taken by the Mayor to meet the emergency; and

WHEREAS, On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist within the State due to the threat posed by COVID-19; and

WHEREAS, On March 6, 2020, the Health Officer declared a local health emergency under Section 101080 of the California Health and Safety Code, and the Board of Supervisors concurred in that declaration on March 10, 2020; and

WHEREAS, On March 16, 2020, the City’s Health Officer issued a stay safe at home order, Health Officer Order No. C19-07 (the “Stay Safe At Home Order”), requiring most people to remain in their homes subject to certain exceptions including obtaining essential goods such as food and necessary supplies, and requiring the closure of non-essential businesses; the Health Officer has amended the Stay Safe At Home Order to modify the ongoing restrictions; and

WHEREAS, There have been 6,989 confirmed cases of COVID-19 within the City and 61 COVID-19-related deaths in the City; there have been more than 520,000 confirmed cases in California and more than 9,500 COVID-19-related deaths in California; and

WHEREAS, In the Eleventh Supplement to the Proclamation of Local Emergency, issued on April 23, 2020, the Mayor extended deadlines related to business registration



certificates and license fees due to the economic impact of the COVID-19 emergency on local businesses and the uncertainty concerning when normal business and government operations would resume. On May 5, 2020, the Board of Supervisors concurred in these orders. The negative economic impacts of the crisis and the uncertainty concerning when normal operations will resume persist, and extending these deadlines further is in the public interest;

NOW, THEREFORE,

I, London N. Breed, Mayor of the City and County of San Francisco, proclaim that there continues to exist an emergency within the City and County threatening the lives, property or welfare of the City and County and its citizens;

In addition to the measures outlined in the Proclamation and in the Supplements to the Proclamation issued on various dates, it is further ordered that:

(1) Section 1 of the Eleventh Supplement to the Emergency Proclamation, dated April 23, 2020, is revised and supplemented as follows:

(a) The deadline under Articles 6 and 12 of the Business and Tax Regulations Code for persons who had an existing business registration certificate from the Office of the Treasurer and Tax Collector on or before April 23, 2020, to apply for renewal of their business registration certificate and pay the business registration fee for the registration year ending June 30, 2021, which was previously extended from June 1, 2020, to September 30, 2020, is further extended to March 1, 2021, and no penalty will be assessed if they file and pay by March 1, 2021. Existing business registration certificates issued under Section 856 of Article 12 of the Business and Tax Regulations Code for the registration year ending June 30, 2020, will continue to be valid through March 1, 2021, for all purposes.

(b) Newly established businesses commencing business in the City on or before June 30, 2020, that did not have a business registration certificate from the Office of the Treasurer and Tax Collector by April 23, 2020, were still required under the Eleventh Supplement to the Emergency Proclamation to timely apply for a business registration certificate and timely pay the prorated business registration fee for the registration year ending June 30, 2020, as required by Section 856 of Article 12 of the Business and Tax Regulations Code, but did not need to pay the business registration fee until September



30, 2020 for the registration year ending June 30, 2021. The September 30, 2020 deadline is further extended to March 1, 2021, and no penalty will be assessed if they pay the fee for the registration year ending June 30, 2021 by March 1, 2021. Persons subject to this paragraph (b) that apply for a business registration certificate and pay the prorated business registration fee, plus any applicable penalties and interest, for the registration year ending June 30, 2020, will, in the sole discretion of the Office of the Treasurer and Tax Collector, either:

(i) be issued a business registration certificate for the registration year ending June 30, 2020, which will continue to be valid through March 1, 2021, for all purposes; or

(ii) not be issued a business registration certificate until they have paid their business registration fee for the registration year ending June 30, 2021, but: (A) all requirements in the San Francisco Municipal Code that such certificate be posted will be waived for such persons for all purposes through March 1, 2021; and (B) such persons will still receive a business account number reflecting their registration with the Office of the Treasurer and Tax Collector, and will not be reflected as being delinquent in the records of the Office of the Treasurer and Tax Collector until March 2, 2021, on account of not paying their business registration fee for the registration year ending June 30, 2021.

(c) Newly established businesses commencing business in the City on or after July 1, 2020, must still timely apply for a business registration certificate for the registration year ending June 30, 2021, as required by Section 856 of Article 12 of the Business and Tax Regulations Code, but their deadline for paying the business registration fee, which was previously extended to September 30, 2020, is further extended to March 1, 2021, and no penalty will be assessed if they pay by March 1, 2021. Newly established businesses commencing business in the City on or after July 1, 2020, will not receive a business registration certificate until they have paid their business registration fee, but: (i) all requirements in the San Francisco Municipal Code that such certificate be posted will be waived for such persons for all purposes through March 1, 2021; and (ii) such persons will still receive a business account number reflecting their registration with the Office of the Treasurer and Tax Collector, and will not be reflected as being delinquent in the records of the Office of the Treasurer and Tax Collector until March 2, 2021, on account of not paying their business registration fee.



(d) Newly established businesses that did not have a certificate of authority for the collection of third-party taxes under Section 6.6-1 of Article 6 of the Business and Tax Regulations Code by April 23, 2020, will not be permitted to obtain such a certificate of authority until they have paid their business registration fee for the registration year ending June 30, 2021, and will not be permitted to engage in any business that requires them to collect the tax on transient occupancy of hotel rooms in Article 7 of the Business and Tax Regulations Code or the tax on occupancy of parking spaces in parking stations in Article 9 of the Business and Tax Regulations Code without first paying the business registration fee for registration year ending June 30, 2021.

(e) Persons that cease business between July 1, 2020 and March 1, 2021, will still need to pay the business registration fee for registration year ending June 30, 2021 by March 1, 2021, and file any necessary forms to accompany that payment.

(f) The Tax Collector will continue to timely issue business registration certificates to all persons that choose to pay the business registration fee for registration year ending June 30, 2021 prior to March 1, 2021.

(2) Section 2 of the Eleventh Supplement to the Emergency Proclamation, dated April 23, 2020, is revised and replaced as follows:

The due date for license fees otherwise due on March 31, 2020, under Section 76.1 of Article 2 of the Business and Tax Regulations Code, previously extended to September 30, 2020, is further extended to March 1, 2021, and the deadline for the Tax Collector to issue notice of such due date previously extended to August 31, 2020, is further extended to February 1, 2021.

DATED: August 4, 2020

A handwritten signature in blue ink that reads "London N. Breed".

London N. Breed
Mayor of San Francisco



**TWENTY-SIXTH SUPPLEMENT TO MAYORAL PROCLAMATION
DECLARING THE EXISTENCE OF A LOCAL EMERGENCY
DATED FEBRUARY 25, 2020**

WHEREAS, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100(14) and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency, subject to concurrence by the Board of Supervisors as provided in the Charter, in the case of an emergency threatening the lives, property or welfare of the City and County or its citizens; and

WHEREAS, On February 25, 2020, the Mayor issued a Proclamation (the “Proclamation”) declaring a local emergency to exist in connection with the imminent spread within the City of a novel (new) coronavirus (“COVID-19”); and

WHEREAS, On March 3, 2020, the Board of Supervisors concurred in the Proclamation and in the actions taken by the Mayor to meet the emergency; and

WHEREAS, On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist within the State due to the threat posed by COVID-19; and

WHEREAS, On March 6, 2020, the Health Officer declared a local health emergency under Section 101080 of the California Health and Safety Code, and the Board of Supervisors concurred in that declaration on March 10, 2020; and

WHEREAS, On March 16, 2020, the City’s Health Officer issued a stay safe at home order, Health Officer Order No. C19-07 (the “Stay Safe At Home Order”), requiring most people to remain in their homes subject to certain exceptions including obtaining essential goods such as food and necessary supplies, and requiring the closure of non-essential businesses; the Health Officer has amended the Stay Safe At Home Order to modify the ongoing restrictions; and

WHEREAS, There have been over 9,000 confirmed cases of COVID-19 within the City and 80 COVID-19-related deaths in the City; there have been more than 680,000 confirmed cases in California and more than 12,400 COVID-19-related deaths in California; and



WHEREAS, In the Eighteenth Supplement to the Emergency Proclamation, the Mayor authorized the creation of a program to facilitate restaurant and retail use of outdoor spaces including streets and sidewalks to safely comply with the orders and directives of the Health Officer. The City refers to this program as “Shared Spaces.” With regard to the use of sidewalks and parking lanes, the Director of Public Works was authorized to issue rules and regulations to implement the permit program, and the Director of Transportation or the Director’s designee must approve any permit authorizing the occupancy of a parking lane. On June 9, 2020, the Planning Department found the Shared Spaces program statutorily exempt from the California Environmental Quality Act; and

WHEREAS, The Eighteenth Supplement authorized a department head or department head’s designee for any department with authority to impose fees in connection with permits issued by the Interdepartmental Staff Committee on Traffic and Transportation (“ISCOTT”) under Article 6 of the Transportation Code to waive such fees for permits issued by ISCOTT to retail businesses or restaurants to temporarily close a street, or portion of the street, for purposes of outdoor retail or dining. To respond to the demand for permits and limits on staff resources, it is necessary to modify this authorization to also allow a streamlined process for review and issuance of temporary street closure permits, including waiving any fees associated with permits issued under this program; and

WHEREAS, The Stay Safe At Home Order currently prohibits restaurants from offering indoor dining service, places certain restrictions on retail sales, and prohibits most personal services from operating. The threat of continued spread of the virus persists, and there is an ever-present risk that relaxation of some health restrictions will result in an increase in cases and strain our public health system. Authorizing a streamlined program to allow for the closure of streets in certain circumstances will allow restaurants and retail to expand their outdoor operations to safely comply with the physical distancing requirements that the Health Officer’s directives or orders require so the City can continue to control the public health emergency; and

WHEREAS, The emergency has also caused a severe economic impact on restaurants and businesses and their employees. Temporarily allowing restaurants and businesses to use more outdoor spaces and take greater advantage of the reopening authorizations will ease the economic burden on these businesses and allow some employees to return to work, thus promoting the housing and health stability of these workers; and



WHEREAS, On July 15, 2020, the San Francisco Unified School District announced that its schools would open on August 17 with distance learning only. Distance learning is difficult or impossible for many San Francisco families including the 1 in 7 that do not have an internet-connected computer in the home, according to the 2019 Digital Equity Strategic Plan, and for the 30% of families that reported they did not have what they needed to support distance learning at the end of the last school year; and

WHEREAS, A lack of resources to support distance learning threatens to increase educational and other inequalities between wealthier and low-income families. For many San Francisco families, particularly among the City's most vulnerable populations, parents and caregivers must leave their homes to work, potentially leaving young children home alone unsupervised; and

WHEREAS, The City is committed to providing for its most vulnerable children during the COVID-19 crisis and supporting their learning and social-emotional needs, particularly for residents of public housing, and single-room occupancy hotels, youth experiencing homelessness, foster youth and English language learners. To meet this commitment, the City's Department of Children, Youth and Their Families in partnership with the Recreation and Park Department ("RPD"), and numerous community organizations are creating Community Hubs to provide safe, supervised spaces for up to approximately 5,000 to 6,000 San Francisco children and youth starting in September; and

WHEREAS, Additionally, RPD is continuing to offer Emergency Child & Youth Care spaces at five recreation centers around the City to care for the children of healthcare workers and City employees serving as activated Disaster Service Workers; and

WHEREAS, Private donors have expressed an interest in donating facilities, goods, and funds to support these child- and youth-oriented elements of the City's COVID-19 response efforts and the City intends to use such goods and funds to fill the gap between available City funds and the costs of these programs and for other purposes related to serving youth during the emergency response; and

WHEREAS, In the Third Supplement to the Emergency Proclamation dated March 17, 2020, recognizing that many City employees affected by the Stay Safe At Home Order cannot perform their duties remotely and must stay home and that it is in the public interest to support such employees with paid leave, the Mayor authorized a paid leave



program through April 17, 2020, to mitigate financial impacts of the emergency on City employees; the Mayor extended the program through August 31, 2020 through further orders in the Seventh, Twelfth, Sixteenth, Twenty-First, and Twenty-Fourth Supplements to the Emergency Proclamation. Due to the ongoing restrictions of the Stay Safe At Home Order, it is in the public interest to further extend this paid leave program;

NOW, THEREFORE,

I, London N. Breed, Mayor of the City and County of San Francisco, proclaim that there continues to exist an emergency within the City and County threatening the lives, property or welfare of the City and County and its citizens;

In addition to the measures outlined in the Proclamation and in the Supplements to the Proclamation issued on various dates, it is further ordered that:

(1) This Order creates a temporary program for one or more businesses, a neighborhood merchant association or other organization representing local businesses to apply for authorization to temporarily close and occupy streets, or portions of streets, including traffic lanes, for purposes of Retail Sales and Service uses, as defined by the Planning Code, such as outdoor sales of goods and services, outdoor dining, and similar outdoor uses, to facilitate compliance with the orders or guidance of public health officials. The Director of Transportation (the "Director") is authorized to implement this temporary permit program, and shall issue rules and regulations to implement the program consistent with this Order. The rules and regulations shall ensure that in reviewing all applications for street closure, the City will consider the impact of the street closure on traffic, security, health, and safety of the public and the shall require the Director or the Director's designee to find that the closure is necessary for the safety and protection of the public using the street. The Director or the Director's designee may not approve any permit application under the program unless the application has been approved by the Fire Department. The rules and regulations shall further include insurance and indemnity requirements, public noticing requirements, penalty and enforcement provisions, and appeal rights for any applicant whose permit is denied, suspended, or revoked. The rules and regulations may also impose other requirements the Director or the Director's designee deems appropriate to further the program. The Director of the Director's designee shall consult with the Department of Public Works, Police Department, Fire Department, Department of Public Health, and the Entertainment Commission in developing the rules and regulations for matters within such departments' expertise.



Any provision of City law that would conflict with this program, including but not limited to portions of Article 6 of the Transportation Code, Section 94A of the Administrative Code, and Section 793 of Public Works Code is waived. The City shall not charge a fee for permits issued under this program. Section 4 of the 18th Supplement to the Emergency Proclamation, dated June 9, 2020, concerning the waiver of fees for certain permits issued by the Interdepartmental Staff Committee on Traffic and Transportation is hereby terminated.

Any street closure previously approved during the local emergency for COVID-19 that would have been eligible for review under the program created by this Order may continue if approved by the Director or the Director's designee and the Fire Department. This Order shall not authorize conduct that is prohibited by orders or directives of the Health Officer. This Order shall remain in effect during the local emergency unless terminated earlier by the Mayor or the Board of Supervisors. Permits issued under this Order shall not survive the termination of this Order or the termination of the local emergency, whichever occurs earlier, except that the Director or the Director's designee may authorize a reasonable wind down period not to exceed sixty days.

(2) Section 2 of the Ninth Supplement to the Emergency Proclamation, dated April 10, 2020, is revised and replaced as follows

The Controller is authorized to accept and expend funds in any amount and accept, distribute and use goods and facilities valued at any amount contributed by individuals or entities for the purposes of assisting the City's efforts to respond to the COVID-19 emergency. Notwithstanding any authorization in the Administrative Code or other City laws to accept and expend funds or accept, distribute and use goods, all donations, grants, gifts and bequests of money, goods, and facilities to the City for the purpose of responding to the emergency shall be accepted by the Controller, and expenditures of such funds and the distribution and use of such goods and facilities shall be subject to the Controller's direction. Funds and goods accepted by the Controller may be expended or used by the City to provide shelter, food, financial assistance including but not limited to loans, grants, or rent, mortgage and utility payments, and other assistance to individuals and families in the City who are impacted by the emergency; to replace, repair, and rebuild public buildings, infrastructure, and other assets for use in the City's efforts to respond to the emergency; to issue and administer grants and/or interest-free loans to small businesses in the City to compensate for economic harms resulting from COVID-



19; and for other City efforts to address the impacts of COVID-19. Funds, facilities and goods accepted by the Controller may also be expended or used by the City to support youth programs including but not limited to Community Hub and Emergency Child & Youth Care spaces that ensure professional supervision and access to educational and technological resources, physical activity, food, social and emotional development and other support for the most vulnerable children and youth. These students include but are not limited to residents of HOPE SF, public housing, and single room occupancy hotels, youth experiencing homelessness, foster youth, English language learners and those who qualify for free or reduced-price school meals. Goods accepted by the Controller may be distributed by the City or used for any City effort to address the impacts of COVID-19. The Controller may coordinate with or delegate responsibility to any other department or agency to develop criteria for and administer the expenditure of funds and the distribution or use of goods and facilities. Provisions of existing agreements and of local law are suspended to the extent they would impede the disbursement of funds or the distribution or use of goods and facilities to outside entities for the purposes described above.

(3) The Human Resources Director is authorized, with the concurrence of the Controller, to extend the existing paid leave program for City employees, first authorized on March 17, 2020 in the Third Supplement to the Emergency Proclamation, through September 30, 2020, to mitigate the financial impacts of the emergency on these City employees. The Director of Transportation is authorized, with the concurrence of the Controller, to extend the existing paid leave program for service critical employees of the San Francisco Municipal Transportation Agency first authorized on March 17, 2020 in the Third Supplement to the Emergency Proclamation, through September 30, 2020. As described in the Third, Seventh, Twelfth, Sixteenth, Twenty-First, and Twenty-Fourth Supplements to the Emergency Proclamation, this paid leave program is for employees who are available to work, but not working, including working from home, due to the Stay Safe At Home Order.

DATED: August 26, 2020

A handwritten signature in blue ink that reads "London Breed".

London N. Breed
Mayor of San Francisco

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 \(BOS\)](#); [Hickey, Jacqueline \(BOS\)](#)
Subject: FW: 27th Supplement
Date: Saturday, September 26, 2020 10:15:00 AM
Attachments: [27th Supplement 09252020.pdf](#)

Hello,

Please see the attached Twenty-Seventh Supplement to the Mayoral Proclamation Declaring a Local Emergency.

Thank you,

Eileen McHugh
Executive Assistant
Board of Supervisors

From: Kittler, Sophia (MYR) <sophia.kittler@sfgov.org>
Sent: Saturday, September 26, 2020 10:06 AM
To: BOS-Operations <bos-operations@sfgov.org>
Cc: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; PEARSON, ANNE (CAT) <Anne.Pearson@sfcityatty.org>; RUSSI, BRAD (CAT) <Brad.Russi@sfcityatty.org>; Somera, Alisa (BOS) <alisa.somera@sfgov.org>
Subject: Fw: 27th Supplement

Hello,

Please see attached Supplement to the Mayor's Emergency Declaration.

Sophia

Sophia Kittler
Office of Mayor London N. Breed
415 554 6153



**TWENTY-SEVENTH SUPPLEMENT TO MAYORAL PROCLAMATION
DECLARING THE EXISTENCE OF A LOCAL EMERGENCY
DATED FEBRUARY 25, 2020**

WHEREAS, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100(14) and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency, subject to concurrence by the Board of Supervisors as provided in the Charter, in the case of an emergency threatening the lives, property or welfare of the City and County or its citizens; and

WHEREAS, On February 25, 2020, the Mayor issued a Proclamation (the “Proclamation”) declaring a local emergency to exist in connection with the imminent spread within the City of a novel (new) coronavirus (“COVID-19”); and

WHEREAS, On March 3, 2020, the Board of Supervisors concurred in the Proclamation and in the actions taken by the Mayor to meet the emergency; and

WHEREAS, On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist within the State due to the threat posed by COVID-19; and

WHEREAS, On March 6, 2020, the Health Officer declared a local health emergency under Section 101080 of the California Health and Safety Code, and the Board of Supervisors concurred in that declaration on March 10, 2020; and

WHEREAS, On March 16, 2020, the City’s Health Officer issued a stay safe at home order, Health Officer Order No. C19-07 (the “Stay Safer At Home Order”), requiring most people to remain in their homes subject to certain exceptions including obtaining essential goods such as food and necessary supplies, and requiring the closure of non-essential businesses; the Health Officer has amended the Stay Safer At Home Order to modify the ongoing restrictions; and

WHEREAS, There have been over 11,000 confirmed cases of COVID-19 within the City and 99 COVID-19-related deaths in the City; there have been more than 800,000 confirmed cases in California and more than 15,000 COVID-19-related deaths in California; and



WHEREAS, The Stay Safer At Home Order currently prohibits entertainment and nightlife businesses from holding indoor entertainment activity, indoor dining service, and large gatherings based on physical distancing mandates to prevent the transmission of the virus. These small businesses – including performance spaces, nightclubs, bars, restaurants, street fairs, and other cultural assets – have experienced significant financial losses due to the pandemic and are at risk of permanent closure and displacement. Under the current reopening plan, performance spaces, nightclubs, indoor bars without food service, and street fairs will be among the last to reopen; and

WHEREAS, As San Francisco begins to slowly reopen, and the City encourages the use of outdoor public space for dining and retail, there is currently no framework in place to permit responsible outdoor entertainment and amplified sound. Given that physical distancing requirements will likely continue to apply for some time, additional authority is needed to provide tools for the limited entertainment allowed by the Stay Safer At Home Order; and

WHEREAS, The threat of continued spread of the virus persists, and there is an ever-present risk that relaxation of some health restrictions will result in an increase in cases and strain our public health system. Authorizing a streamlined, accessible program to regulate temporary outdoor entertainment and amplified sound at outdoor spaces will allow businesses to safely comply with the requirements under the Health Order so the City can continue to control the public health emergency; and

WHEREAS, Temporarily allowing businesses to use outdoor spaces and take greater advantage of the reopening authorizations will ease the economic burden on these businesses and allow some employees to return to work, thus promoting the housing and health stability of these workers. It is in the public interest to suspend local laws that would stand as a barrier to the expeditious use of this available outdoor space to help businesses survive and operate safely during the emergency period; and

WHEREAS, The Eighteenth Supplement to the Proclamation of Local Emergency authorized the creation of the “Shared Spaces” program to allow retail businesses and restaurants to use portions of the sidewalk, parking lane, and certain privately owned outdoor public spaces on a temporary basis so that these businesses can operate safely and in a manner consistent with the Health Officer’s orders; and



WHEREAS, The Twenty-Third Supplement to the Proclamation of Local Emergency expanded on the Shared Spaces program by authorizing the Planning Director to create a program to temporarily allow unenclosed portions of property outside the public right-of-way, including but not limited to privately owned public open spaces, to be used for sales of goods and services, restaurant service, and similar uses; and

WHEREAS, The Twenty-Sixth Supplement to the Proclamation of Local Emergency further expanded the Shared Spaces program by authorizing the Director of Transportation to create a temporary program to facilitate the closure of streets, including traffic lanes, for businesses to occupy for sales of goods and services, restaurant service, and similar uses; and

WHEREAS, The Entertainment Commission maintains the legal and organizational capacity to review, make conditions, and provide enforcement for entertainment and amplified sound occurring at locations within its jurisdiction, including City streets, sidewalks, outdoor Port property, and outdoor private property. The Entertainment Commission promotes responsible entertainment that is consistent with public health and safety rules and balances the needs of businesses and residents to support neighborhood compatibility; and

WHEREAS, Throughout the local emergency, City departments have moved quickly to undertake projects necessary to keep residents safe and prevent the spread of the virus, including creating safe sleeping locations for people experiencing homelessness. To the extent these activities require advance public notice that would delay such projects, it is in the public interest to waive such noticing requirements; and

WHEREAS, In the Third Supplement to the Emergency Proclamation dated March 17, 2020, recognizing that many City employees affected by the Stay Safer At Home Order cannot perform their duties remotely and must stay home and that it is in the public interest to support such employees with paid leave, the Mayor authorized a paid leave program to mitigate financial impacts of the emergency on City employees; the Mayor extended the program through September 30, 2020 through further orders. Due to the ongoing restrictions of the Stay Safer At Home Order, it is in the public interest to further extend this paid leave program;



NOW, THEREFORE,

I, London N. Breed, Mayor of the City and County of San Francisco, proclaim that there continues to exist an emergency within the City and County threatening the lives, property or welfare of the City and County and its citizens;

In addition to the measures outlined in the Proclamation and in the Supplements to the Proclamation issued on various dates, it is further ordered that:

(1) This Order creates a temporary program for an individual, business, or organization to apply for authorization to temporarily provide outdoor entertainment or outdoor amplified sound on City sidewalks, City streets, and outdoor property that is not in the public right-of-way, to facilitate compliance with the orders or guidance of public health officials.

The Director of the Entertainment Commission or the Director's designee (collectively, the "Director") is authorized to implement this temporary permit program. The Director shall not approve any permit application under the program unless the applicant's use of the public-right-of-way or outdoor private property where the entertainment or amplified sound will occur has been approved by the City department with jurisdiction. Such City permits or authorizations include, but are not limited to, a Shared Spaces Permit issued under Public Works Order 203498, Temporary Street Closure Permit, Café Tables and Chairs Permit, License to Use Port Property, and temporary use authorization issued by the Planning Department. The Director shall not issue permits under this program for activity occurring on property under the jurisdiction of the Recreation and Parks Department or on residential property.

The Director shall grant a permit or conditionally grant a permit for outdoor entertainment or outdoor amplified sound under this program unless the Director finds that, (a) the applicant is not authorized to use the outdoor space by the City department with jurisdiction, (b) denial is warranted under any of the grounds set forth in Section 1060.5.2(f) of the Police Code, or (c) one or more other applications have been submitted and permits issued for the same premises or for premises in the vicinity and the activities, if permitted, would interfere with one another or together would interfere with the public health, safety, and welfare or peaceful enjoyment of neighboring property. The Director may impose other conditions on the permit that the Director determines are reasonably



necessary to ensure the public health, safety, and welfare or peaceful enjoyment of neighboring property.

A permit applicant or permit holder may appeal the Director's decision to deny, suspend or revoke a permit to the Entertainment Commission.

The Director is authorized to issue administrative citations under Chapter 100 of the Administrative Code for the violation of any condition imposed on a permit issued under this Order.

The Director shall issue rules and regulations to implement the program consistent with this Order. The rules and regulations shall ensure that in reviewing all permit applications, the Director will consider the impact on the health, safety, and security of the public. The rules and regulations shall further include procedures governing appeals to the Entertainment Commission for permits that the Director denies, suspends, or revokes. The rules and regulations may also impose other requirements the Director deems appropriate to further the program. Permits issued under this program shall require the permit holder to comply with all applicable orders and directives issued by the Health Officer.

Any provision of City law that would conflict with this program, including but not limited to Article 15.1 of the Police Code, and any provision of the Charter or Municipal Code that would allow an appeal to the Board of Appeals regarding such permits, is waived. The City shall not charge a fee for permits issued under this program. This Order shall not authorize conduct that is prohibited by orders or directives of the Health Officer.

Permits shall not survive the termination of this Order or the termination of the local emergency, whichever is earlier, except that the Director by regulation may authorize a reasonable wind-down period to allow permit holders to continue to operate under the program for a period not to exceed sixty days. This Order shall remain in effect during the local emergency unless terminated earlier by the Mayor or the Board of Supervisors.

(2) The requirement under Chapter 79 and Chapter 79A of the Administrative Code to provide public notice prior to the approval of certain City projects is suspended as to projects that have been approved or will be approved during the local emergency as part



of the City's COVID-19 response. This Order shall remain in effect during the local emergency unless terminated earlier by the Mayor or the Board of Supervisors.

(3) The Human Resources Director is authorized, with the concurrence of the Controller, to extend the existing paid leave program for employees, first authorized on March 17, 2020 in Section 3 of the Mayor's Third Supplemental Proclamation, and extended in subsequent supplements, through October 30, 2020. The Director of Transportation is authorized, with the concurrence of the Controller, to extend the existing paid leave program for service critical employees of the San Francisco Municipal Transportation Authority, first authorized on March 17, 2020 in Section 3 of the Mayor's Third Supplemental Proclamation, and extended in subsequent supplements, through October 30, 2020. As described in the Third Supplemental Proclamation and subsequent supplements, the purpose of the paid leave program is to mitigate the financial impacts of the emergency on City employees who are available to work, including working from home, but for whom there is no work due to the Stay Safe at Home Order.

DATED: September 25, 2020

A handwritten signature in blue ink, reading "London N. Breed".

London N. Breed
Mayor of San Francisco

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 \(BOS\)](#); [PEARSON, ANNE \(CAT\)](#)
Subject: FW: 28th Supplement
Date: Tuesday, September 29, 2020 2:34:00 PM
Attachments: [28th Supplement_092920.pdf](#)

Hello Supervisors,

Please see the attached Twenty-Eighth Supplement to the Mayoral Proclamation Declaring the Existence of a Local Emergency.

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) 554-5184 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

From: Kittler, Sophia (MYR) <sophia.kittler@sfgov.org>
Sent: Tuesday, September 29, 2020 2:26 PM
To: BOS-Operations <bos-operations@sfgov.org>
Cc: Somera, Alisa (BOS) <alisa.somera@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; PEARSON, ANNE (CAT) <Anne.Pearson@sfcityatty.org>; Peacock, Rebecca (MYR) <rebecca.peacock@sfgov.org>
Subject: Fw: 28th Supplement

Please see attached the 28th Supplement to the Mayor's Emergency Proclamation.

Sophia

Sophia Kittler
Office of Mayor London N. Breed
415 554 6153

From: Power, Andres (MYR) <andres.power@sfgov.org>
Sent: Tuesday, September 29, 2020 2:11 PM
To: Geithman, Kyra (MYR) <kyra.geithman@sfgov.org>; Owens, Sarah (MYR) <sarah.owens@sfgov.org>
Cc: Cretan, Jeff (MYR) <jeff.cretan@sfgov.org>; Goyal, Manish (ECN) <manish.goyal@sfgov.org>; Arvanitidis, Laurel (ECN) <laurel.arvanitidis@sfgov.org>; Kittler, Sophia (MYR) <sophia.kittler@sfgov.org>; Taupier, Anne (ECN) <anne.taupier@sfgov.org>; Conrad, Theodore

(ECN) <theodore.conrad@sfgov.org>

Subject: 28th Supplement

Commercial Eviction Moratorium and Student Housing Projects

Andres Power

Policy Director | Office of Mayor London Breed

City and County of San Francisco



**TWENTY-EIGHTH SUPPLEMENT TO MAYORAL PROCLAMATION
DECLARING THE EXISTENCE OF A LOCAL EMERGENCY
DATED FEBRUARY 25, 2020**

WHEREAS, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100(14) and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency, subject to concurrence by the Board of Supervisors as provided in the Charter, in the case of an emergency threatening the lives, property or welfare of the City and County or its citizens; and

WHEREAS, On February 25, 2020, the Mayor issued a Proclamation (the “Proclamation”) declaring a local emergency to exist in connection with the imminent spread within the City of a novel (new) coronavirus (“COVID-19”); and

WHEREAS, On March 3, 2020, the Board of Supervisors concurred in the Proclamation and in the actions taken by the Mayor to meet the emergency; and

WHEREAS, On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist within the State due to the threat posed by COVID-19; and

WHEREAS, On March 6, 2020, the Health Officer declared a local health emergency under Section 101080 of the California Health and Safety Code, and the Board of Supervisors concurred in that declaration on March 10, 2020; and

WHEREAS, On March 16, 2020, the City’s Health Officer issued a stay safe at home order, Health Officer Order No. C19-07 (the “Stay Safer At Home Order”), requiring most people to remain in their homes subject to certain exceptions including obtaining essential goods such as food and necessary supplies, and requiring the closure of non-essential businesses; the Health Officer has amended the Stay Safer At Home Order to modify the ongoing restrictions; and

WHEREAS, There have been over 11,000 confirmed cases of COVID-19 within the City and 101 COVID-19-related deaths in the City; there have been more than 810,000 confirmed cases in California and more than 15,000 COVID-19-related deaths in California; and



WHEREAS, On March 16, 2020, the Governor issued Executive Order N-28-20, finding that it is necessary to promote stability among commercial tenancies to further public health and mitigate the economic pressures of the emergency. Accordingly, paragraph 2 of the Executive Order waived certain provisions of state law so that local jurisdictions may achieve these purposes. The Governor has extended paragraph 2 of the Executive Order twice, and it currently expires on March 31, 2021; and

WHEREAS, On March 18, 2020, the Mayor issued the Fourth Supplement to the Proclamation of Local Emergency, which created an eviction moratorium for commercial tenants unable to pay rent due to financial impact from the COVID-19 crisis. On April 1, 2020, the Mayor issued the Eighth Supplement to the Proclamation of Local Emergency, Section 2 of which clarified and amended certain aspects of the commercial eviction moratorium. The commercial eviction moratorium is currently set to expire on September 30, 2020; and

WHEREAS, COVID-19 has caused and is expected to continue to cause serious negative impacts on the local economy and serious negative financial impacts to local businesses, including, but not limited to, reductions in income due to lower customer demand or mandated closures and service reductions; and

WHEREAS, These serious negative impacts will irreparably harm local businesses and the residents they employ, and will jeopardize public health; and

WHEREAS, It is in the public interest to continue to take steps to ensure that local businesses can operate after the pandemic ends, including temporarily prohibiting the eviction of commercial tenants that have suffered serious financial impacts; and

WHEREAS, Disruptions caused by COVID-19 have led to the indefinite suspension of in-person classes at educational institutions in the City; and

WHEREAS, The City's educational institutions have experienced substantial decline in enrollment and resulting revenues due to the state of emergency, but remain subject to ongoing financial obligations, including those associated with the long-term lease of student housing facilities. Due to the current state of emergency, educational institutions are unable to fill available student housing beds, resulting in numerous vacant and underutilized potential housing units throughout the City; and



WHEREAS, Under the City’s Planning Code, even short-term conversion of existing student housing units to residential units may result in the loss of authorization for the underlying student housing, resulting in a permanent loss of student housing use; and

WHEREAS, Educational facilities represent a vital sector of the City economy, which has been negatively impacted by the COVID-19 virus. It is in the public interest to support educational institutions through this public health emergency and to ensure the long-term availability of facilities adequate to house the City’s student population; and

WHEREAS, The City is experiencing a significant need for housing across all sectors, including opportunities for housing of shorter occupancies. Increasing the available supply of housing during the emergency will provide greater opportunity for people to move from more crowded living situations and avoid the increased risk of exposure to the virus. Increasing housing opportunities will also promote housing stability and a reduction in homelessness, which will reduce the risk of continued transmission of the virus; and

WHEREAS, The Order in Section 2 below builds on an existing body of law and policy, including the Good Samaritan Tenancy provisions of the Rent Ordinance, that recognize the need for flexibility in our housing laws in times of crisis. The success of the Good Samaritan status has allowed the City to better utilize its limited housing stock in response to emergencies. This Order seeks to provide comparable flexibility to provide safe accommodation to as many San Franciscans as possible as the City endures COVID-19;

NOW, THEREFORE,

I, London N. Breed, Mayor of the City and County of San Francisco, proclaim that there continues to exist an emergency within the City and County threatening the lives, property or welfare of the City and County and its citizens;

In addition to the measures outlined in the Proclamation and in the Supplements to the Proclamation issued on various dates, it is further ordered that:

- (1) The temporary moratorium on eviction for non-payment of rent by commercial tenants directly impacted by the COVID-19 crisis as imposed by the Fourth Supplement



to the Emergency Proclamation and amended through Section 2 of the Eighth Supplement to the Emergency Proclamation, is revised and replaced as follows:

(a) This Order applies only to commercial tenants registered to do business in San Francisco under Article 12 of the Business and Tax Regulations Code with 2019 combined worldwide gross receipts for tax year 2019 for purposes of Article 12-A-1 of the Business and Taxation Code equal to or below \$25 million. This figure shall be prorated in the case of businesses that were not operating for the entire 2019 tax year. Notwithstanding the foregoing, this Order shall not apply to any business that meets the definition of a formula retail use under Section 303.1 of the Planning Code.

(b) If a covered commercial tenant fails to make a rent payment that was due on or after March 17, 2020, then the landlord may not recover possession of the unit due to the missed or delayed payment, without first providing the tenant written notice of the violation and an opportunity to cure the violation, as set forth in subsections (c) and (d).

(c) The written notice from the landlord required under subsection (b) shall specify a cure period of at least one month from the date the tenant receives the notice, but landlords are encouraged to offer a longer period. Upon receipt of the notice, the tenant shall have the full cure period to either (1) pay the rent, or (2) provide documentation to the landlord showing that the tenant is unable to pay the rent due to a financial impact related to COVID-19. For purposes of this Order, the term “financial impact” means a substantial decrease in business income or substantial increase in business expenses that arose due to illness or other disruption, reduced open hours or reduced consumer demand, or temporary closure of the business, including temporary closure required to comply with restrictions or in response to restrictions under the shelter in place or other orders of the Health Officer. A financial impact is “related to COVID-19” if caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19.

(d) If the tenant provides the landlord documentation of the tenant’s inability to pay rent due to a financial impact related to COVID-19, then the cure period shall be extended by one month, so that the landlord and tenant can discuss the matter in good faith and attempt to develop a payment plan for the tenant to pay the missed rent. If the landlord and tenant cannot agree to a payment plan, then the tenant shall, on or before the new date that the cure period will expire, either (1) pay the rent, or (2) provide additional documentation of its continuing inability to pay due to a financial impact related to



COVID-19, in which case the cure period shall extend by one more month. Thereafter, the tenant may obtain additional monthly extensions of the cure period by providing updated documentation each month, so long as this Order remains in effect. If the tenant has not paid all outstanding rent at the end of the applicable cure period, or if this Order is no longer in effect, then the landlord may proceed with the eviction for non-payment.

(e) If the landlord owns less than 25,000 square feet of rentable space in the building, then the landlord may evict tenant(s) from that building due to the non-payment of rent notwithstanding subsection (b), if the landlord can demonstrate that being unable to evict would create a significant financial hardship (for example, default on debt or similar enforceable obligation) for the landlord.

(f) Failure to provide notice and/or documentation to the landlord shall not affect a tenant's ability to claim the protections of this Order as an affirmative defense in the event the landlord files an action to recover possession due to non-payment. Supporting documentation shall be required in court, though a court may in its discretion waive this requirement in circumstances where the documentation is unavailable.

(g) The moratorium imposed by this Order applies to all attempts to recover possession of a unit due to non-payment, including situations where the tenant is occupying the unit on a month-to-month periodic tenancy, holdover basis, or similar arrangement, and including where the landlord has the right to terminate or not renew the agreement at the landlord's discretion. In such situations, if a tenant misses a payment due to COVID-19, the moratorium shall apply, unless the landlord can demonstrate an alternative, non-pretextual reason for recovering possession of the unit (for example, turning the unit over to a new tenant under a previously executed agreement, planned renovations, or previous agreement to turn over the unit vacant to a new owner).

(h) The moratorium imposed by this Order also covers security deposits. This Order does not prohibit a landlord from drawing from an existing security deposit, in the event the tenant has missed a rent payment and the agreement allows the landlord to deduct rent from the security deposit, although this practice is discouraged. However, this Order does prohibit a landlord from requiring a tenant described in subdivision (a) to increase the security deposit. In addition, if an existing agreement contains a provision requiring a tenant to replenish a security deposit that the landlord has drawn from, the landlord shall not attempt to recover possession of the unit due to the tenant's inability to replenish the security deposit, if the tenant was unable to do so because of the financial



impacts of COVID-19. In such event, the landlord and tenant shall follow the notice and cure requirements set forth in subdivisions (c) and (d) with regard to replenishment of the security deposit. Any failure to replenish a security deposit as set forth in an existing agreement shall not be a basis to recover possession of the unit while this Order remains in effect.

(i) Nothing in this Order relieves a tenant of the obligation to pay rent, nor restricts a landlord's ability to recover the rent due through means other than an eviction for non-payment.

(j) This Order will remain in effect until November 30, 2020, until the Proclamation of Local Emergency is terminated, or until terminated by the Mayor or the Board of Supervisors, whichever occurs soonest. The Mayor may extend this Order by additional periods of up to two months at a time, if emergency conditions at the time warrant extension. The Mayor shall provide notice of the extension through an Executive Order posted on the Mayor's website and delivered to the Clerk of the Board of Supervisors. However, under no circumstance may any portion of this Order remain in effect beyond the date that paragraph 2 of the Governor's Executive Order N-28-20 shall expire (March 31, 2021, unless the Governor orders otherwise).

(k) The Office of Economic and Workforce Development ("OEWD") is delegated authority to adopt regulations and to develop and publish guidelines consistent with this Order, including forms and recommendations of the types of documentation that may show financial impacts related to COVID-19, and defining "significant financial hardship" for purposes of subsection (e).

(2) Notwithstanding any City law to the contrary, any lawful student housing as defined by the Planning Code that exists, or has obtained all required City permits, or is under construction in compliance with required City permits, may be offered for occupancy by a natural person for an initial stay, whether through lease, subscription, license, or otherwise, for a duration of greater than 30 consecutive days ("temporary housing use") as permitted by the terms of this Order. Use as a temporary housing use under this Order, shall not cause the housing to lose its designation as student housing under the Planning Code or its exempt status under Planning Code Section 415.3(f). Any provision in City law that limits such temporary housing use is hereby waived, and all otherwise applicable local requirements for public notice, the filing or approval of a discretionary entitlement, permit application, other approval, or the payment of fees are hereby waived, provided



that, before allowing a temporary housing use under this Order, a student housing owner or operator shall submit written notice of such temporary housing use to the Planning Department, including information about the total amount of student housing that the applicant owns or controls, the number of student housing units available for use as temporary housing use under this Order, and the address of such student housing, and any further information or graphic materials as may be required by the Planning Director or his designee. A student housing owner or operator shall notify the Planning Department when a temporary housing use is terminated and use of the site for student housing resumes.

Under this Order, (a) student housing used as a temporary housing use shall not be considered “rental units” for the purpose of the Rent Ordinance under Administrative Code Section 37.2(r); (b) individuals staying in such temporary housing shall not be considered “tenants” under Administrative Code Section 37.2(t); (c) Chapter 37 of the Administrative Code shall not apply to any unit used as a temporary housing use; (d) neither the temporary housing use nor the resumption of rentals to students shall constitute the loss of a residential unit under Planning Code Section 317; and (e) the restrictions in Planning Code Section 202.10 shall not apply to the authorized temporary housing use. Any provision of the Charter or Municipal Code authorizing an appeal to the Board of Appeals concerning authorizations under this Order is waived. This Order shall not authorize any conduct prohibited by orders or directives of the Health Officer. Authorization to use student housing for a temporary housing use shall not survive termination of this Order or termination of the local emergency, whichever occurs sooner, except that the Planning Director or the Director’s designee may authorize a temporary housing use to continue for a reasonable wind down period not to exceed 120 days to relocate individuals housed at the site. This Order shall remain in effect during the local emergency unless terminated earlier by the Mayor or the Board of Supervisors.

DATED: September 29, 2020

A handwritten signature in blue ink that reads "London Breed".

London N. Breed
Mayor of San Francisco

From: [Mchugh, Eileen \(BOS\)](#)
To: [Hickey, Jacqueline \(BOS\)](#)
Subject: Fwd: 29th Supplement
Date: Thursday, October 1, 2020 10:26:03 AM
Attachments: [29th Supplement_09302020.pdf](#)

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From: Kittler, Sophia (MYR) <sophia.kittler@sfgov.org>
Sent: Thursday, October 1, 2020 10:24:51 AM
To: BOS-Operations <bos-operations@sfgov.org>
Cc: Peacock, Rebecca (MYR) <rebecca.peacock@sfgov.org>; Somera, Alisa (BOS) <alisa.somera@sfgov.org>; Mchugh, Eileen (BOS) <eileen.e.mchugh@sfgov.org>
Subject: 29th Supplement

Please see attached the 29th Supplement to the Mayoral Proclamation.

Sophia Kittler
Office of Mayor London N. Breed
415 554 6153

From: Power, Andres (MYR) <andres.power@sfgov.org>
Sent: Thursday, October 1, 2020 10:08 AM
To: Kittler, Sophia (MYR) <sophia.kittler@sfgov.org>; Arvanitidis, Laurel (ECN) <laurel.arvanitidis@sfgov.org>; Torres, Joaquin (ECN) <joaquin.torres@sfgov.org>; Geithman, Kyra (MYR) <kyra.geithman@sfgov.org>; RUSSI, BRAD (CAT) <Brad.Russi@sfcityatty.org>
Subject: 29th Supplement

This measure extends the delivery fee caps.

Andres Power
Policy Director | Office of Mayor London Breed
City and County of San Francisco



**TWENTY-NINTH SUPPLEMENT TO MAYORAL PROCLAMATION
DECLARING THE EXISTENCE OF A LOCAL EMERGENCY
DATED FEBRUARY 25, 2020**

WHEREAS, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100(14) and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency, subject to concurrence by the Board of Supervisors as provided in the Charter, in the case of an emergency threatening the lives, property or welfare of the City and County or its citizens; and

WHEREAS, On February 25, 2020, the Mayor issued a Proclamation (the “Proclamation”) declaring a local emergency to exist in connection with the imminent spread within the City of a novel (new) coronavirus (“COVID-19”); and

WHEREAS, On March 3, 2020, the Board of Supervisors concurred in the Proclamation and in the actions taken by the Mayor to meet the emergency; and

WHEREAS, On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist within the State due to the threat posed by COVID-19; and

WHEREAS, On March 6, 2020, the Health Officer declared a local health emergency under Section 101080 of the California Health and Safety Code, and the Board of Supervisors concurred in that declaration on March 10, 2020; and

WHEREAS, On March 16, 2020, the City’s Health Officer issued a stay safe at home order, Health Officer Order No. C19-07 (the “Stay Safer At Home Order”), requiring most people to remain in their homes subject to certain exceptions including obtaining essential goods such as food and necessary supplies, and requiring the closure of non-essential businesses; the Health Officer has amended the Stay Safer At Home Order to modify the ongoing restrictions; and

WHEREAS, There have been over 11,000 confirmed cases of COVID-19 within the City and 104 COVID-19-related deaths in the City; there have been more than 810,000 confirmed cases in California and more than 15,000 COVID-19-related deaths in California; and



WHEREAS, To reduce the spread of the virus and protect the public health, the Stay Safer At Home Order prohibited restaurants in the City from serving patrons indoors prior to September 30, 2020, limiting restaurants to delivery, takeout, and outdoor dining. Many restaurants in the City were unable to offer outdoor dining due to locational and physical space limitations. On September 30, 2020, the Health Officer amended the Stay Safer At Home Order to allow restaurants to serve patrons indoors, but restaurants must limit the number of patrons inside the indoor space of the establishment to the lesser of (1) 25% of the maximum occupancy, or (2) 100 patrons. It may be economically infeasible for some restaurants to resume on-site dining given the continuing restrictions; and

WHEREAS, In the Ninth Supplement to the Proclamation of Local Emergency, dated April 10, 2020, the Mayor issued an order capping the fees that third-party applications and websites can charge restaurants per online order, and in the Nineteenth Supplement to the Proclamation of Local Emergency, the Mayor clarified the termination provision of that order. Given the extreme financial pressures that the COVID-19 emergency has placed on restaurants, it is in the public interest to revise the termination provision of the order to provide additional relief to restaurants that are attempting to continue operations consistent with the restrictions imposed by the Health Officer's orders. The success of these businesses has a direct impact on the health and safety of the many City workers employed by these establishments; supporting them will contribute to the health and housing stability of such workers; and

WHEREAS, For the reasons stated in the Ninth and Nineteenth Supplements, it is in the public interest for the order capping fees that third-party applications and websites can charge restaurants per order to remain in place until restaurants are allowed to offer indoor dining at 50% or more of the establishment's maximum occupancy;

NOW, THEREFORE,

I, London N. Breed, Mayor of the City and County of San Francisco, proclaim that there continues to exist an emergency within the City and County threatening the lives, property or welfare of the City and County and its citizens;

In addition to the measures outlined in the Proclamation and in the Supplements to the Proclamation issued on various dates, it is further ordered that:



The Nineteenth Supplement to the Emergency Proclamation, dated June 13, 2020, is revised and replaced as follows:

It shall be unlawful for a third-party food delivery service to charge a covered establishment a fee per online order for the use of its services that totals more than 15% of the purchase price of such online order.

(a) For purposes of this Order, the following definitions apply:

“Covered establishment” means a restaurant that offers, in a single commercial transaction over the internet, whether directly or through a third-party food delivery service, the sale and same-day delivery of food to customers from one or more retail locations within the City. Covered establishment shall not include any restaurant that meets the definition of a formula retail use under Section 303.1 of the Planning Code.

“Online order” means an order placed by a customer through a platform provided by a third-party food delivery service for delivery or pickup within the City.

“Purchase price” means the menu price of an online order. Such term therefore excludes taxes, gratuities and any other fees that may make up the total cost to the customer of an online order.

“Restaurant” shall have the meaning provided in Section 451 of the Health Code.

“Third-party food delivery service” means any website, mobile application or other internet service that offers or arranges for the sale of food and beverages prepared by, and the same-day delivery or same-day pickup of food and beverages from, no fewer than 20 separately owned and operated food service establishments.

(b) The Director of the Office of Economic and Workforce Development, or the Director’s designee, is authorized to implement this Order and issue any necessary guidance or rules consistent with this Order.

(c) This Order shall terminate at such time as the Health Officer amends or terminates the Stay Safer At Home Order or any subsequent order regulating restaurants so that restaurants may allow the number of patrons present in the indoor space of the dining establishment to be at least 50% of the establishment’s maximum occupancy.



(d) If a third-party food delivery service charges a covered establishment fees that violate this Order, the covered establishment shall provide written notice to the third-party food delivery service requesting a refund within seven days. If the third-party food delivery service does not provide the refund requested after seven days or the third-party food delivery service continues to charge fees in violation of this Order after the initial notice and seven-day cure period, a covered establishment may enforce this Order by means of a civil action seeking damages and injunctive relief. The prevailing party in any such action shall be entitled to an award of reasonable attorney fees.

DATED: September 30, 2020

A handwritten signature in blue ink that reads "London N. Breed".

London N. Breed
Mayor of San Francisco

n:\govern\as2020\9690082\01482201.doc

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 \(BOS\)](#); [PEARSON, ANNE \(CAT\)](#)
Subject: FW: September 30 reopening: Final updated Order No. C19-07j and related directives
Date: Wednesday, September 30, 2020 12:23:00 PM
Attachments: [COVID-19_FAQ_Gatherings_09.29.2020.pdf](#)
[Directive-2020-19-Outdoor-Gatherings.pdf](#)
[Directive-2020-34-Indoor-Worship.pdf](#)
[Directive-2020-22-Higher-Education-Programs.pdf](#)
[2020-22-Guidance-Higher-Education-Programs.pdf](#)
[Directive-2020-29-Lodging-Facilities.pdf](#)
[Directive-2020-16-Dining.pdf](#)
[FINAL_COVID-19_IG593_IndoorDiningGuidance_Final_2020.09.29.pdf](#)
[FINAL Spanish Translation for Dining Best Practices.pdf](#)
[Summary of Sept 30 Order 9.29.20 final.docx](#)
[2020.09.30 REDLINE of new order \(C19-07j\) against prior \(C19-07i\) - changed sections only.pdf](#)
[2020.09.30 FINAL Signed Health Officer Order C19-07j - Stay Safer at Home.pdf](#)

Hello,

Please see the attached Directives and Order from the Health Officer.

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) 554-5184 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

From: Pearson, Anne (CAT) <Anne.Pearson@sfcityatty.org>
Sent: Wednesday, September 30, 2020 7:09 AM
To: BOS-Supervisors <bos-supervisors@sfgov.org>
Cc: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Subject: September 30 reopening: Final updated Order No. C19-07j and related directives

Supervisors -

Attached are the following:

1. The signed updated safer-at-home order,
2. Five new/updated signed directives,
3. Other supporting materials, including a Spanish translation for the dining best practices guidance,
4. A summary of the new order and companion directives, and
5. A redline of the order itself (showing just items with changes, including Attachments A-1 and A-2 and Appendixes C-1 and C-2).

Please refer to the summary for an overview and more details. The order goes into effect at 9 a.m. today and is in effect indefinitely, until modified or repealed by the Health Officer. The directives go into effect immediately and also remain in effect indefinitely until modified or repealed.

All of these documents are public records.

Anne Pearson – available by cell phone at 646-241-7670

Deputy City Attorney

Office of the City Attorney

1 Dr. Carlton B. Goodlett Place, Suite 234

San Francisco, CA 94102

Tel: (415) 554-4706

anne.pearson@sfcityatty.org

Attorney-Client Communication - Do Not Disclose

Confidential Attorney-Work Product - Do Not Disclose



ORDER OF THE HEALTH OFFICER No. C19-07j

**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: September 30, 2020

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 there was the first reported case of COVID-19 in the County. 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. That virus is easily transmitted, especially indoors or in group settings, and the disease can be extremely serious. It can require long hospital stays, and in some instances cause long-term health consequences or death. It can impact not only those who are older or have underlying health conditions and known to be at high risk, but also other people, regardless of age. And a major risk remains the spread of the virus that causes COVID-19 through asymptomatic and pre-symptomatic carriers, people who can spread the disease but do not even know they are infected and contagious. The spread of disease is a global pandemic causing untold societal, social, and economic harm.



ORDER OF THE HEALTH OFFICER No. C19-07j

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. For instance, the County allowed businesses that had operated primarily outdoors before March 16, 2020, to resume outdoor business activities, and the County has allowed many outdoor recreation activities that do not involve physical contact or shared equipment. Later, the County allowed additional categories of businesses and activities to resume, such as outdoor dining, curbside pick-up, and in-store retail, with other businesses and activities to be added over time when safe to do so.

Through this gradual reopening process the County has adopted risk reduction measures for individuals and businesses as further described below. Beginning on April 17, 2020 and based on increasing evidence that face coverings help protect against the spread of the virus, the County adopted a requirement for people to wear face coverings. That requirement has since been updated to expand the requirement to most settings outside people's residences. The County Health Officer has also issued best practices health directives for a number of businesses and activities, and the County Department of Public Health has issued companion guidance documents.

Meanwhile, in March 2020 after the County and neighboring jurisdictions adopted their shelter-in-place orders, the State adopted its own shelter-in-place order that applied throughout California. And in mid-April 2020 the State established a four-stage roadmap for reopening that sets a baseline for all counties in California and allows counties to go at a slower pace. The State has continued to revise its roadmap. Consistent with the State roadmap, 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. To help further protect workers and the public and give both more confidence in resuming day-to-day activities, the County has imposed health and safety measures that are more restrictive than the State's industry guidelines. In late June 2020, the County Health Officer, with support from the County Board of Supervisors, applied for and received a variance from the State to allow the County more flexibility in its decision-making on the phases of reopening. As long as the County makes progress on ways to contain virus transmission and health-based risk considerations support doing so, the Health Officer will allow additional business and other activities under a phased, incremental process, to provide for a safer economic recovery.



ORDER OF THE HEALTH OFFICER No. C19-07j

Our collective effort has 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. The County continues to work on building up its testing, case finding, case investigation, contact tracing capacity, and resources to protect vulnerable populations and address outbreaks. Still, the severe danger the virus poses to the health and welfare of all continues, and there remains a continuing risk of a surge that will overwhelm the capacity of our hospital system. Also, while the search continues, treatments for the disease are limited and there is no vaccine. The vast majority of the population remains susceptible to infection, and local conditions could rapidly worsen if reopening steps are taken too quickly or if people fail to safely modify their behavior, including wearing face coverings and adhering to social distancing requirements.

Indeed, recently the County and the region experienced a 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. On August 28, 2020 the State adopted a new four-tiered, color-coded framework to guide reopening statewide. Counties can be more restrictive than this State framework. Beginning on September 29, 2020, the County's risk of COVID-19 community transmission has been designated to be in the moderate (orange) tier (the second least restrictive tier), moving San Francisco's risk designation from the substantial (red) tier. Most of the surrounding Bay Area counties have been designated the red tier (the second most restrictive tier). The County would have also been designated red but the State adjusted for the County's testing above State mandated levels. The County is resuming its reopening process in a measured, data-driven way, based on local health indicators, and will initially be guided largely by the restrictions that apply to the Bay Area region as a whole.

We are going to have to live with the threat of the virus for many months to come. And for us to be able to reopen in-person schools as well as resume reopening business and other activities, 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, and minimizing 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.

On August 14, 2020 the County shifted away from the prior shelter in place order and this Order continues that shift. In particular, the County will continue to focus more on risk reduction while as the same time keeping to an incremental, health-data-driven plan for resuming business and other activity. This Order sets forth the local health data framework that will guide the Health Officer's "gating" decisions about whether to move forward with phases to reopen businesses and resume activities and otherwise modify this Order. Gating criteria are the benchmarks that, when met, will allow the County to move through the gate to the next level of reopening. In connection with those changes to the gating framework, this Order details the risk criteria that the Health Officer will apply to



ORDER OF THE HEALTH OFFICER No. C19-07j

reopening decisions for specific business sectors and other activities. Those risk factors, described in more detail in the Order, include: the ability to modify behavior to reduce the risk; avoidance of risky activities; the nature of the setting; mixing of households; the number and nature of contacts; and the modification potential for the activity.

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

General Requirements. The Order:

- Urges 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
- Limits 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;



ORDER OF THE HEALTH OFFICER No. C19-07j

- 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;
• 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 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. There are currently directives for many types of businesses and activities, including: construction projects; food delivery and take-out restaurants; residential delivery services; grocery stores, pharmacies, farmer’s markets, and hardware stores; healthcare operations that offer elective surgeries, dental care, or ambulatory care; retail stores that offer curbside pickup; manufacturing and warehousing; summer camps; child care; golf and tennis facilities; outdoor dining; indoor retail sales and services; outdoor and indoor personal services; outdoor and indoor gyms and fitness facilities, lodging facilities; outdoor gatherings; and office environments. 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 and resumption of activities.

Table of Contents:

1. Purpose and Findings..... 6
2. Health Gating and Risk Criteria Framework for Reopening. 8
3. General Requirements for Individuals. 10
4. General Requirements for Businesses and Business Activities..... 13
5. Schools, Childcare, Youth Programs, Adult Education..... 14
6. Public Transit. 16
7. Mandatory Reporting by Businesses and Government Entities When Three or More Personnel Contract COVID-19 Within Two Weeks. 16
8. Definitions..... 17
Allowed Businesses and Business Activities..... 17



ORDER OF THE HEALTH OFFICER No. C19-07j

Allowed Activities. 21
Allowed Travel. 22
Governmental Functions. 23
Residences and Households. 24
Social Distancing. 24
9. Incorporation of State and Local Emergency Proclamations and State Health Orders. 24
10. Obligation to Follow Stricter Requirements of Orders. 25
11. Obligation to Follow Health Officer Directives and Mandatory State Guidance. 25
12. Enforcement. 25
13. Effective Date. 26
14. Relation to Other Orders of the San Francisco Health Officer. 26
15. Copies. 26
16. Severability. 26

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 September 14, 2020 Order of the Health Officer, No. C19-07i, (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



ORDER OF THE HEALTH OFFICER No. C19-07j

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 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. Due to the outbreak of the COVID-19 disease in the general public, which remains a



ORDER OF THE HEALTH OFFICER No. C19-07j

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.

- 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 has 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 take into account 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 September 26, 2020, there were 11,238 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 101 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>.
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



ORDER OF THE HEALTH OFFICER No. C19-07j

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 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, especially if these numbers become larger than the prior surge (e.g., more than 100 COVID-19 positive patients in the County's hospitals at one time). 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;



ORDER OF THE HEALTH OFFICER No. C19-07j

- 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 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.** All people are strongly reminded that continuing to stay 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 are strongly urged to 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;



ORDER OF THE HEALTH OFFICER No. C19-07j

- 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.
- 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.
- 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 Underlying Medical Conditions.** Older adults and individuals with underlying medical conditions—including 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, and 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. These conditions, and the most up to date information about who is at greatest risk of severe illness as more information and data emerge about COVID-19, can be found at



ORDER OF THE HEALTH OFFICER No. C19-07j

<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 provided in, and subject to the limited exceptions in, Health Officer Order No. C19-12c issued July 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.sfcdep.org/communicable-disease/diseases-a-z/covid19whatsnew.
- g. **Quarantine Recommendation Upon Entering or Reentering the Bay Area.** When moving into or out of the Bay Area (i.e., the nine counties that make up the San Francisco Bay Area region) or returning after travel outside the Bay Area, individuals are urged to quarantine for 14 days if they engaged in activities while traveling or outside the Bay Area that would put them at higher risk of contracting the virus that causes COVID-19. These higher risk activities include those in which an individual: interacted for more than 15 minutes within six feet of individuals outside your Household if you or those around you were not wearing Face Coverings at all times, especially if you were indoors (including traveling on planes, buses, or trains if Face Coverings were not worn at all times by you and those around you). The greater number of people outside your household who are involved in these interactions, the greater the risk. To



ORDER OF THE HEALTH OFFICER No. C19-07j

quarantine, individuals should follow the guidance of jurisdiction they are moving to and the United States Centers for Disease Control and Prevention and Health Officer Directive No. 2020-02c, available at www.sfdph.org/directives.

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 under a tent, canopy, or other sun or weather shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.
- 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.



ORDER OF THE HEALTH OFFICER No. C19-07j

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 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, 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. 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 much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making available templates for the signage 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.
- 5. Schools, Childcare, Youth Programs, and Higher Education**
- a. **Schools.** Except as expressly provided below, under the State Health Order, until San Francisco has been in the red tier (or lower risk tier) for 14 consecutive days (the “Waiting Period”), transitional kindergarten (TK)-12 schools may not open for in-person instruction and must conduct distance learning only. The Waiting Period has expired.



ORDER OF THE HEALTH OFFICER No. C19-07j

- 1) **Application for Waiver for In-Person Instruction for Elementary Schools.** Before the Waiting Period, a district superintendent, private school principal/head of school, or executive director of a charter school may apply for an advance written waiver by the Health Officer of this restriction to allow the school to open for in-person instruction for grades TK-6. If the Health Officer grants a waiver, only grades TK-6 may open for in-person education even if the grade configuration at the school includes additional grades. More information about the requirements for the waiver application process, including the criteria the Health Officer or the Health Officer's designee will consider, is available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.
- 2) **Submittal of Plan for In-Person Instruction for All TK-12 Schools.** After the Waiting Period ends, and subject to an approval process and schedule to be established by the Health Officer and the Department of Public Health, TK-12 schools and school districts may open for in-person instruction but only upon advance written approval of the Health Officer or the Health Officer's designee of a plan to open for such purposes. More information about how to request approval of a plan by the Health Officer will be available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.
- 3) **Specialized Targeted Support Services.** Beginning on September 8, 2020, 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. 2020-26 (forthcoming). Additional information about what qualifies as specialized targeted support services and which students may be served in these specialized programs will be available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.

In addition to waiver applications or plans approved by the Health Officer, all TK-12 schools 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, 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.



ORDER OF THE HEALTH OFFICER No. C19-07j

- 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. 2020-14c, 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. 2020-21, 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.**

Transit agencies and people riding or waiting to ride on public transit must comply with Social Distancing Requirements, as defined in Section 8.o, and 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/>.

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



ORDER OF THE HEALTH OFFICER No. C19-07j

were present in the workplace within the 48 hours before onset of symptoms or 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.sfchcp.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;**
- 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;**



ORDER OF THE HEALTH OFFICER No. C19-07j

- 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 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 funerals for no more than 12 individuals (the number of individuals allowed to gather for social gatherings under Appendix C-2). In addition, those same entities, as well as houses of worship, may hold funerals subject**



ORDER OF THE HEALTH OFFICER No. C19-07j

to the capacity limits for people allowed either for outdoor religious gatherings under Section (9)b.2 of Appendix C-2 (if the facility is fully compliant with Section (9)b.2 and also Health Officer Directive No. 2020-19c) or for indoor religious services and cultural ceremonies under Section (9)b.3 of Appendix C-2 (if the facility is fully compliant with Section (9)b.3 and also Health Officer Directive No. 2020-34), but not for both indoor and outdoor concurrently for the funeral for the same individual;

- 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.**



ORDER OF THE HEALTH OFFICER No. C19-07j

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 under a tent, canopy, or other sun shelter as further 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



ORDER OF THE HEALTH OFFICER No. C19-07j

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.
- 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:



ORDER OF THE HEALTH OFFICER No. C19-07j

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 under a tent, canopy, or other sun shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement.

- 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;



ORDER OF THE HEALTH OFFICER No. C19-07j

- 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,



ORDER OF THE HEALTH OFFICER No. C19-07j

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:

- 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 social interaction outside the Household when sick with a fever, cough, or other COVID-19 symptoms.

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 Order 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



ORDER OF THE HEALTH OFFICER No. C19-07j

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 June 18, 2020 the State Department of Public Health issued guidance for the use of face coverings, requiring all people in the State to wear face coverings in certain high-risk situations, 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.

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 menace to public health, constitutes a public



ORDER OF THE HEALTH OFFICER No. C19-07j

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 at 9:00 a.m. on September 30, 2020, 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 date and time in Section 13 above, this Order revises and replaces Order Number C19-07i, issued September 14, 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 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



ORDER OF THE HEALTH OFFICER No. C19-07j

continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:

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

Dated: September 30, 2020

Attachments:

- Appendix A – Social Distancing Protocol for Businesses (revised September 30, 2020)
- Appendix B-1 – Small Construction Project Safety Protocol (revised July 13, 2020, and minor revisions on August 14, 2020)
- Appendix B-2 – Large Construction Project Safety Protocol (revised July 13, 2020, and minor revisions on August 14, 2020)
- Appendix C-1 – Additional Businesses (revised September 30, 2020)
- Appendix C-2 – Additional Activities (revised September 30, 2020)

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

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

Business name:

Contact name:

Facility Address:

Email / telephone:

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

SIGNAGE & EDUCATION

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

PROTECTIVE MEASURES

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

MEASURES TO PREVENT UNNECESSARY CONTACT

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

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

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

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

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

Optional—Describe other measures:

SANITIZING MEASURES

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

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

Have Personnel disinfect carts and baskets after each use

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

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

Break rooms:

Bathrooms:

Other:

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

2. Screening Requirements and Related Restrictions

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

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

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

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

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

Personnel Screening and Restrictions:

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

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

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

waiting for the amount of time listed on the Attachment after their symptoms have resolved. Personnel are not required to provide a medical clearance letter to return to work as long as they have met the requirements outlined on the Personnel Screening Attachment. Additional information about insulation and quarantine 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 (**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] If a patron has symptoms of COVID-19 (see Section 1.1 above) or is otherwise unable to participate in an appointment or reservation for a COVID-19 related reason, the business must allow the patron to cancel without any financial penalty. If the patron reports having a fever or has a severe cough not explained by a pre-existing condition, the business must cancel the appointment or reservation. The business may offer to reschedule the appointment or reservation but cannot require rescheduling instead of allowing the patron to cancel. In the healthcare context, more specific Health Officer directives may allow appointments when a patient or client is ill, and the requirements of the directive must be followed in that situation.

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

ATTACHMENT A-1: Personnel Screening Form

(September 30, 2020)

Any business or entity that is allowed to operate in San Francisco during the COVID-19 pandemic MUST screen Personnel with the questions below on a daily basis as part of its Social Distancing Protocol compliance and provide this information to Personnel. Go to www.sfgcdcp.org/screen for more information or a copy of this form. Do not use this form to screen customers, visitors, or guests. The screening form for Non-Personnel is available at www.sfgcdcp.org/screen. Health Officer orders or directives may provide additional screening requirements.

Part 1 – You must answer the following questions before starting your work every day that you work.

You may be required to provide the answers in person or via phone or other electronic means to the Business before the start of each shift. If any answers change while you are at work, notify the Business by phone and leave the workplace.

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 while they were contagious[†]:
 - Lived or stayed overnight with them
 - Was their intimate sex partner
 - Took care of them or they took care of you
 - Stayed within 6 feet of them for more than 15 minutes
 - Exposed to direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you) while you were not wearing a face mask, gown, and gloves
 - ‡ Contagiousness: People with COVID-19 are considered contagious starting 48 hours before their symptoms began until 1) they haven’t had a fever for at least 24 hours, 2) their symptoms have improved, AND 3) at least 10 days have passed since their symptoms began. If the person with COVID-19 never had symptoms, then they are considered contagious starting 48 hours before their test that confirmed they have COVID-19 until 10 days after the date of that test.
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

If you answer “YES” to ANY of these 3 questions, do not enter any business or facility and follow the steps listed in Part 2 below.

Part 2 –

- If you answered **YES to Question 1 or Question 2. DO NOT GO TO WORK.** And:
 - You **MUST** follow the rules **mandated** by the Health Officer Isolation/Quarantine Directive No 2020-03c/02c. **Follow Isolation/Quarantine Steps** at: www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines
 - Do not return to work until the Isolation or Quarantine Steps tell you it is safe to return!
- If you answered **YES to Question 3:** You may have COVID-19 and **must be tested for the virus** before returning to work. Without a test, the Business must treat you as being positive for COVID-19 and require you to stay out of work for at least **10** calendar days. To return to work sooner and protect others, **follow these steps:**
 1. **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/citytestsf>). If you live outside the City, you can check with the county where you live, get tested by your usual healthcare provider, or use CityTestSF.
 2. Wait for your results at home and follow the instructions at www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines to determine next steps. Only return to work when those guidelines say it is safe.

ATTACHMENT A-2: San Francisco COVID-19 Health Screening Form

(September 30, 2020)

This handout is for use by anyone who is screening non-personnel individuals (such as clients, visitors, etc.) prior to entry into a location or business. **SFDPH discourages anyone from denying core essential services (such as food, medicine, shelter, or social services) to those who may answer “yes” to any of the questions below and encourages people to find alternative means to meet clients’ needs that would not require them to enter the location.** Health Officer Directives may provide additional requirements regarding screening in a specific context.

More information, a copy of this form, and a screening form for personnel can be found at www.sfgcdcp.org/screen.

Part 1 – Please answer the following questions before entering this location.

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 while they were contagious[‡]:

- Lived or stayed overnight with them
- Was their intimate sex partner
- Took care of them or they took care of you
- Stayed within 6 feet of them for more than 15 minutes
- Exposed to direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you) while you were not wearing a face mask, gown, and gloves

‡ Contagiousness: People with COVID-19 are considered infectious starting 48 hours before their symptoms began until 1) they haven’t had a fever for at least 24 hours, 2) their symptoms have improved, AND 3) at least 10 days have passed since their symptoms began. If the person with COVID-19 never had symptoms, then they are considered infectious starting 48 hours before their test that confirmed they have COVID-19 until 10 days after the date of that test.

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 since these symptoms are less common in youth with COVID-19.

If you answer “YES” to ANY of these 3 questions, do not enter the location and follow the steps listed in Part 2 below. If you are seeking core essential services (such as food, medicine, shelter, or social services), work with the organization to determine how you can receive services these services without entering the building.

Part 2 –

- If you answered **YES to Question 1 or Question 2:**
 - You **MUST** follow the rules **mandated** by the Health Officer Isolation/Quarantine Directive No 2020-03c/02c. **Follow Isolation/Quarantine Steps** at: www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines
 - Do not leave your home to the extent possible until the Isolation or Quarantine Steps tell you it is safe to do so!
 - If you need help with essential services like food, housing, or other needs while you are isolating or quarantining, call 3-1-1.
- If you answered **YES to Question 3:** You may have COVID-19 and to keep others safe, you should isolate until you know whether you have COVID-19. **Follow these steps:**
 1. Follow the instructions at: www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines
 2. **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/citytestsf>).
 - Follow the instructions in www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines to determine next steps depending on your test result.

ORDER OF THE HEALTH OFFICER No. C19-07j
Appendix B-1

Small Construction Project Safety Protocol (revised August 14, 2020)

1. Any construction project meeting any of the following specifications is subject to this Small Construction Project Safety Protocol (“SCP Protocol”), including public works projects unless otherwise specified by the Health Officer:
 - 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. This SCP Protocol 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.
 - 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 in subsections 1.a and 1.b.
 - d. All other construction projects not subject to the Large Construction Project Safety Protocol set forth in Appendix B-2.

2. The following restrictions and requirements must be in place at all construction job sites subject to this SCP Protocol:
 - a. 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 SCP Protocol, the stricter standard shall apply.
 - b. Designate a site-specific COVID-19 supervisor or supervisors to enforce this guidance. A designated COVID-19 supervisor must be present on the construction site at all times during construction activities. A COVID-19 supervisor may be an on-site worker who is designated to serve in this role.
 - c. The COVID-19 supervisor must review this SCP Protocol with all workers and visitors to the construction site.
 - d. Establish a daily screening protocol for arriving staff to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exits to the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.
 - e. Practice social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the construction project.

ORDER OF THE HEALTH OFFICER No. C19-07j
Appendix B-1

- f. In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:
- i. Immediately remove the infected individual from the jobsite with directions to seek medical care.
 - ii. Decontaminate and sanitize all surfaces at each location at which the infected worker was present. Provide those performing the decontamination and sanitization work with medical-grade PPE, ensure the workers are trained in proper use of the PPE, require the workers to use the provided PPE, and prohibit any sharing of the PPE. Prohibit anyone from entering the possibly contaminated area, except those performing decontamination and sanitization work. Cease all work in these locations until decontamination and sanitization is complete.
 - iii. Each subcontractor, upon learning that one of its employees is infected, must notify the General Contractor immediately, if you have one, and provide all of the information specified below. The General Contractor or other appropriate supervisor must notify the County Public Health Department Communicable Disease Control (CD Control) at 628-217-6100 immediately of every project site worker found to have a confirmed case of COVID-19, and provide all the information specified below. Follow all directives and complete any additional requirements by County health officials, including full compliance with any tracing efforts by the County.
- Information to be reported to CD Control regarding the jobsite:
 - 1) Address of jobsite;
 - 2) Name of project, if any;
 - 3) Name of General Contractor; and
 - 4) General Contractor point of contact, role, phone number and email.
 - Information to be reported to CD Control regarding the COVID-19 case(s):
 - 5) First and last name;
 - 6) Date of birth;
 - 7) Phone;
 - 8) Date tested positive;
 - 9) Date last worked;
 - 10) City of residence; and
 - 11) If the case is an employee of a subcontractor, please provide the following information:
 - Subcontractor;
 - Subcontractor contact name;
 - Subcontractor contact phone; and
 - Subcontractor contact email.
 - Information to be reported to CD Control regarding Close Contacts. For each reported case(s) above, please provide the following information (if you are

ORDER OF THE HEALTH OFFICER No. C19-07j
Appendix B-1

reporting more than one positive case, please include the name of the positive case for each close contact):

- 1) Close contact's first and last name;
- 2) Phone;
- 3) City of residence; and
- 4) Positive case name.

A "Close Contact" in the workplace is anyone who:

- o Stayed within 6 feet of the Person with COVID-19 for 10 minutes or more while they were not wearing a face mask; OR
- o Had direct contact for any amount of time with the body fluids and/or secretions of the Person With COVID-19 (e.g., was coughed or sneezed on, shared utensils with, or was provided care or provided care for them without wearing a mask, gown, and gloves).

Close contacts are high risk exposures and need to quarantine for a full 14 days due to the 14 day incubation period of the virus. Even if a close contact tests negative within 14 days of their last exposure to the case, they must continue quarantining the full 14 day period to prevent transmission of the virus.

- g. 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 social distancing at all times.
- h. 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.
- i. 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.

ORDER OF THE HEALTH OFFICER No. C19-07j
Appendix B-1

- j. 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.
- k. Provide personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. At no time may a contractor secure or use medical-grade PPE unless required due to the medical nature of a jobsite. Face coverings must be worn in compliance with Health Officer Order No. C19-12b, issued April 17, 2020 and revised May 28, 2020, or any subsequently issued or amended order.
- l. Prohibit use of microwaves, water coolers, and other similar shared equipment except as allowed by the Social Distancing Protocol (Appendix A).
- m. Strictly control “choke points” and “high-risk areas” where workers are unable to maintain six-foot social distancing and prohibit or limit use to ensure that six-foot distance can easily be maintained between individuals.
- n. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professional and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.
- o. Stagger trades as necessary to reduce density and allow for easy maintenance of minimum six-foot separation.
- p. Discourage workers from using others’ desks, work tools, and equipment. If more than one worker uses these items, the items must be cleaned and disinfected with disinfectants that are effective against COVID-19 in between use by each new worker. Prohibit sharing of PPE.
- q. If hand washing facilities are not available at the jobsite, place portable wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.
- r. Clean and sanitize any hand washing facilities, portable wash stations, jobsite restroom areas, or other enclosed spaces daily with disinfectants that are effective against COVID-19. Frequently clean and disinfect all high touch areas, including entry and exit areas, high traffic areas, rest rooms, hand washing areas, high touch surfaces, tools, and equipment
- s. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, phone number, address, and email.
- t. Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following:
 - i. Do not touch your face with unwashed hands or with gloves.

ORDER OF THE HEALTH OFFICER No. C19-07j
Appendix B-1

- ii. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
 - iii. Clean and disinfect frequently touched objects and surfaces such as work stations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
 - iv. Cover your mouth and nose when coughing or sneezing, or cough or sneeze into the crook of your arm at your elbow/sleeve.
 - v. Do not enter the jobsite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.
 - vi. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six feet at all times when not wearing the necessary PPE for working in close proximity to another person.
 - vii. Do not carpool to and from the jobsite with anyone except members of your own household unit, or as necessary for workers who have no alternative means of transportation.
 - viii. Do not share phones or PPE.
- u. The notice in Section 2.t must be translated as necessary to ensure that all non-English speaking workers are able to understand the notice.

ORDER OF THE HEALTH OFFICER No. C19-07j
Appendix B-2

Large Construction Project Safety Protocol (revised August 14, 2020)

1. Any construction project meeting any of the following specifications is subject to this Large Construction Project Safety Protocol (“LCP Protocol”), including public works projects unless otherwise specified by the Health Officer:
 - a. For residential construction 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 construction 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 8.1 of the Order, any project that requires twenty or more workers at the jobsite at any one time.
2. The following restrictions and requirements must be in place at all construction job sites subject to this LCP Protocol:
 - a. 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 LCP Protocol, the stricter standard will apply.
 - b. Prepare a new or updated Site-Specific Health and Safety Plan to address COVID-19-related issues, post the Plan on-site at all entrances and exits, and produce a copy of the Plan to County governmental authorities upon request. The Plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the Plan.
 - c. Provide personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. At no time may a contractor secure or use medical-grade PPE, unless required due to the medical nature of a job site. Face Coverings must be worn in compliance with Health Officer Order No. C19-12b, issued April 17, 2020 and revised May 28, 2020, or any subsequently issued or amended order.
 - d. Ensure that employees are trained in the use of PPE. Maintain and make available a log of all PPE training provided to employees and monitor all employees to ensure proper use of the PPE.
 - e. Prohibit sharing of PPE.
 - f. Implement social distancing requirements including, at minimum:

ORDER OF THE HEALTH OFFICER No. C19-07j

Appendix B-2

- i. Stagger stop- and start-times for shift schedules to reduce the quantity of workers at the jobsite at any one time to the extent feasible.
- ii. Stagger trade-specific work to minimize the quantity of workers at the jobsite at any one time.
- iii. Require social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the project.
- iv. Prohibit gatherings of any size on the jobsite, except for safety meetings or as strictly necessary to carry out a task associated with the project.
- v. Strictly control “choke points” and “high-risk areas” where workers are unable to maintain minimum six-foot social distancing and prohibit or limit use to ensure that minimum six-foot distancing can easily be maintained between workers.
- vi. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professional and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.
- vii. Prohibit workers from using others’ phones or desks. Any work tools or equipment that must be used by more than one worker must be cleaned with disinfectants that are effective against COVID-19 before use by a new worker.
- viii. Place wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.
- ix. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, address, phone number, and email.
- x. Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following:
 1. Do not touch your face with unwashed hands or with gloves.
 2. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
 3. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
 4. Cover your mouth and nose when coughing or sneezing or cough or sneeze into the crook of your arm at your elbow/sleeve.
 5. Do not enter the jobsite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.
 6. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six-foot distancing at all times when not wearing the necessary PPE for working in close proximity to another person.
 7. Do not share phones or PPE.

ORDER OF THE HEALTH OFFICER No. C19-07j
Appendix B-2

- xi. The notice in section 2.f.x must be translated as necessary to ensure that all non-English speaking workers are able to understand the notice.

- g. Implement cleaning and sanitization practices in accordance with the following:
 - i. Frequently clean and sanitize, in accordance with CDC guidelines, all high-traffic and high-touch areas including, at a minimum: meeting areas, jobsite lunch and break areas, entrances and exits to the jobsite, jobsite trailers, hand-washing areas, tools, equipment, jobsite restroom areas, stairs, elevators, and lifts.
 - ii. Establish a cleaning and decontamination protocol prior to entry and exit of the jobsite and post the protocol at entrances and exits of jobsite.
 - iii. Supply all personnel performing cleaning and sanitization with proper PPE to prevent them from contracting COVID-19. Employees must not share PPE.
 - iv. Establish adequate time in the workday to allow for proper cleaning and decontamination including prior to starting at or leaving the jobsite for the day.

- h. Implement a COVID-19 community spread reduction plan as part of the Site-Specific Health and Safety Plan that includes, at minimum, the following restrictions and requirements:
 - i. Prohibit all carpooling to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.
 - ii. Cal-OSHA requires employers to provide water, which should be provided in single-serve containers. Prohibit any sharing of any food or beverage and if sharing is observed, the worker must be sent home for the day.
 - iii. Prohibit use of microwaves, water coolers, and other similar shared equipment except as allowed by the Social Distancing Protocol (Appendix A).

- i. Assign a COVID-19 Safety Compliance Officer (SCO) to the jobsite and ensure the SCO's name is posted on the Site-Specific Health and Safety Plan. The SCO must:
 - i. Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the jobsite.
 - ii. Compile daily written verification that each jobsite is compliant with the components of this LCP Protocol. Each written verification form must be copied, stored, and made immediately available upon request by any County official.
 - iii. Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exit to the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.
 - iv. Conduct daily briefings in person or by teleconference that must cover the following topics:
 - 1. New jobsite rules and pre-job site travel restrictions for the prevention of COVID-19 community spread.
 - 2. Review of sanitation and hygiene procedures.
 - 3. Solicitation of worker feedback on improving safety and sanitation.

ORDER OF THE HEALTH OFFICER No. C19-07j
Appendix B-2

4. Coordination of construction site daily cleaning/sanitation requirements.
 5. Conveying updated information regarding COVID-19.
 6. Emergency protocols in the event of an exposure or suspected exposure to COVID-19.
- v. Develop and ensure implementation of a remediation plan to address any non-compliance with this LCP Protocol and post remediation plan at entrance and exit of 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.
 - vi. The SCO must not permit any construction activity to continue without bringing such activity into compliance with these requirements.
 - vii. Report repeated non-compliance with this LCP Protocol to the appropriate jobsite supervisors and a designated County official.
- j. Assign a COVID-19 Third-Party Jobsite Safety Accountability Supervisor (JSAS) for the jobsite, who at a minimum holds an OSHA-30 certificate and first-aid training within the past two years, who must be trained in the protocols herein and verify compliance, including by visual inspection and random interviews with workers, with this LCP Protocol.
- i. Within seven calendar days of each jobsite visit, the JSAS must complete a written assessment identifying any failure to comply with this LCP Protocol. The written assessment must be copied, stored, and, upon request by the County, sent to a designated County official.
 - ii. If the JSAS discovers that a jobsite is not in compliance with this LCP Protocol, the JSAS must work with the SCO to develop and implement a remediation plan.
 - iii. The JSAS must coordinate with the SCO to prohibit continuation of any work activity not in compliance with rules stated herein until addressed and the continuing work is compliant.
 - iv. The remediation plan must be sent to a designated County official within five calendar days of the JSAS's discovery of the failure to comply.
- k. In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:
- i. Immediately remove the infected individual from the jobsite with directions to seek medical care.
 - ii. Decontaminate and sanitize all surfaces at each location at which the infected worker was present. Provide those performing the decontamination and sanitization work with medical-grade PPE, ensure the workers are trained in proper use of the PPE, require the workers to use the provided PPE, and prohibit any sharing of the PPE. Prohibit anyone from entering the possibly contaminated area, except those performing decontamination and sanitization work. Cease all work in these locations until decontamination and sanitization is complete.
 - iii. Notify the County Public Health Department Communicable Disease Control (CD Control) immediately at 628-217-6100 and provide the information

ORDER OF THE HEALTH OFFICER No. C19-07j
Appendix B-2

below. Follow all directives and complete any additional requirements by County health officials, including full compliance with any tracing efforts by the County.

- Information to be reported to CD Control regarding the jobsite:
 - 1) Address of jobsite;
 - 2) Name of project, if any;
 - 3) Name of General Contractor; and
 - 4) General Contractor point of contact, role, phone number and email.

- Information to be reported to CD Control regarding the COVID-19 case(s):
 - 5) First and last name;
 - 6) Date of birth;
 - 7) Phone;
 - 8) Date tested positive;
 - 9) Date last worked;
 - 10) City of residence; and
 - 11) If the case is an employee of a subcontractor, please provide the following information:
 - Subcontractor;
 - Subcontractor contact name;
 - Subcontractor contact phone; and
 - Subcontractor contact email.

- Information to be reported to CD Control regarding Close Contacts. For each reported case(s) above, please provide the following information (if you are reporting more than one positive case, please include the name of the positive case for each close contact):
 - 1) Close contact's first and last name;
 - 2) Phone;
 - 3) City of residence; and
 - 4) Positive case name.

A "Close Contact" in the workplace is anyone who:

- Stayed within 6 feet of the Person with COVID-19 for 10 minutes or more while they were not wearing a face mask; OR
- Had direct contact for any amount of time with the body fluids and/or secretions of the Person With COVID-19 (e.g., was coughed or sneezed

ORDER OF THE HEALTH OFFICER No. C19-07j
Appendix B-2

on, shared utensils with, or was provided care or provided care for them without wearing a mask, gown, and gloves).

Close contacts are high risk exposures and need to quarantine for a full 14 days due to the 14 day incubation period of the virus. Even if a close contact tests negative within 14 days of their last exposure to the case, they must continue quarantining the full 14 day period to prevent transmission of the virus.

If you are unable to obtain the above case or close contact information from your subcontractor, please ensure your subcontractor is aware that they will need to report directly to SFDPH CD Control.

- l.* Where construction work occurs within an occupied residential unit, any separate work area 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 social distancing at all times.

- m.* 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, any separate work area 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.

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

[Revised September 30, 2020]

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 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 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, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.

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.

On August 28, 2020 the State adopted a new four-tiered, color-coded framework to guide reopening statewide. Basic information about the State’s tiered system is available online at <https://covid19.ca.gov/safer-economy/>. Counties can be more restrictive than this State framework. Beginning on September 29, 2020, the County’s risk of COVID-19 community transmission has been designated to be in the moderate (orange) tier (the second least restrictive tier, or the “Orange Tier”), moving San Francisco’s risk designation from the substantial (red) tier (the “Red Tier”). Some of the activities allowed by this Appendix are expressly conditioned on the County’s Orange Tier designation by the State, and where that is the case, the listed activities are only allowed when the County reaches that tier. And if the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner

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

[Revised September 30, 2020]

that puts the public health at increased risk, the Health Officer may reduce or suspend those or other activities allowed under this Appendix.

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	2
(2) Manufacturing, Warehousing and Logistical Support	6
(3) Childcare and Youth Programs for All Children	7
(4) Curbside Pickup and Drop-Off for Low Contact Retail Services.....	9
(5) Outdoor Activity Equipment Rental Businesses.....	10
(6) Professional Sports Teams: Practices, Games, and Tournaments without In-Person Spectators with an Approved Plan.....	12
(7) Entertainment Venues: Live Streaming or Broadcasting Events without In-Person Audiences with an Approved Plan.....	13
(8) Dining	14
(9) Outdoor Fitness Classes	18
(10) Indoor Household Services	20
(11) Offices for Non-Essential Businesses: Individuals Necessary for Operations Where Telecommuting is not Feasible—SUSPENDED IN PART.....	21
(12) Outdoor Zoos with an Approved Plan	22
(13) Open Air Boat Operators	24
(14) Institutions of Higher Education and Adult Education.....	25
(15) Personal Service Providers	28
(16) Gyms and Fitness Centers.....	29
(17) Indoor Museums, Aquariums, and Zoos.....	31
(18) Outdoor Family Entertainment Centers	33
(19) Open-Air Tour Bus Operators	35
(20) Lodging Facilities for Tourism	36
(21) Indoor Movie Theaters.....	38

(1) Retail Stores for Goods

- 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

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

[Revised September 30, 2020]

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
- 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

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

[Revised September 30, 2020]

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:** Beginning at 6:00 a.m. on June 15, 2020, retail stores may begin to 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) 50% the store's normal 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. 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;
 - 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 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>.

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

[Revised September 30, 2020]

- iv. Retail stores that are in an enclosed Indoor Shopping Center (as defined in subsection 1.b.1.iv above) and that do not have direct access to adjacent sidewalk, street, parking lot or alley area, may only reopen for in-store retail as outlined in this subsection iv.

Initially any enclosed Indoor Shopping Center was allowed to operate at no more than 25% capacity if the Indoor Shopping Center submits to the Health Officer a proposed plan for reopening and that plan is approved as provided below. Any Indoor Shopping Center with such an approved plan may continue to operate at that level (but may not allow a food court to operate under that plan).

Now that the County has been placed in the Orange Tier by the State, an enclosed Indoor Shopping Center that submits to the Health Officer a new proposed plan for reopening (if none has already been submitted) and has that new plan approved or that submits a letter update to an existing approved plan as provided below is then allowed to (1) operate at no more than 50% capacity and (2) operate food courts inside the Indoor Shopping Center at up to 25% occupancy or 100 people, whichever is fewer, subject to the same minimum safety precautions that apply to indoor dining listed below in Section (8) including but not limited to the requirements to complete and post a Social Distancing Protocol checklist (Appendix A to this Order) and comply with Health Officer Directive No. 2020-16c (and complete and post a Health and Safety Plan) for indoor dining. If the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner that puts the public health at increased risk, the Health Officer may reduce or suspend the ability for Indoor Shopping Centers to operate.

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;

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

[Revised September 30, 2020]

- h. whether the Indoor Shopping Center will permit curbside pickup;
- i. adoption of a Health and Safety Plan addressing the requirements of Appendix A to the Order;
- j. if approval for operation of a food court is sought, a plan to cordon off or otherwise physically separate any food court area to limit entry; and
- k. if approval for operation of a food court is sought, inclusion in the Health and Safety Plan each of the following in relation to the food court operation: limiting entry by patrons to the food court area; screening for COVID-19 symptoms and close contacts before patrons enter; personnel who monitor compliance with the health and safety requirements including wearing Face Coverings except when eating and drinking; and signage that warns of the transmission risk at the entrance to the food court area.

A letter update to a previously-approved plan must outline what changes will be made to ensure safety of Personnel, customers, and other visitors at the higher occupancy level and/or all changes that will be made consistent with Section (8) below regarding indoor dining if food court operation is being proposed. If the facility believes no changes are required, that position must be explained. The Indoor Shopping Center may immediately begin operating at the new capacity limit and/or an indoor food court upon submission of a letter update but must work with the City and the Department of Public Health to resolve any issues or concerns regarding the letter once it has been reviewed.

Plans and letter updates 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 or letter update.

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; Non-substantive revisions July 13, 2020; Subsection suspended July 20, 2020, with minor update on August 14, 2020; Subsection reinstated with amendments on September 1, 2020; Revised September 30, 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

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

[Revised September 30, 2020]

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:

- 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, 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

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

[Revised September 30, 2020]

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 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

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

[Revised September 30, 2020]

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.

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; Non-substantive revisions June 11, 2020; Revised further July 13, 2020 and August 14, 2020)

(4) Curbside Pickup and Drop-Off for Low Contact Retail Services

- 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 outdoors to the largest extent possible.

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

[Revised September 30, 2020]

- 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 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.

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; Non-substantive revisions July 13, 2020)

(5) Outdoor Activity Equipment Rental Businesses

- 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

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

[Revised September 30, 2020]

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 outdoor recreational activities (e.g., bicycles, kayaks, paddleboards, boats, horseback riding 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 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 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. 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;
 - v. 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
 - vi. 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 following guidelines, which may be modified by the Health Officer as new information becomes available:
 - For hard non-porous surfaces, clean with detergent or soap and water if the surfaces are visibly dirty, before applying disinfectant. For these purposes, appropriate disinfectants include:
 - Products listed on the Environmental Protection Agency’s list of Disinfectants for Use Against SARS-CoV-2 (COVID-19), which can be found online at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Follow the manufacturer’s instructions for concentration, application method, and contact time for all cleaning and disinfection products.
 - Diluted household bleach solutions prepared according to the manufacturer’s label for disinfection, if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

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

[Revised September 30, 2020]

- Alcohol solutions with at least 70% alcohol.
- For soft or porous surfaces, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved as effective against SARS-CoV-2 (COVID-19) (see link above) and that are suitable for porous surfaces.
- For frequently touched electronic surfaces, remove visible dirt, then disinfect following the manufacturer’s instructions for all cleaning and disinfection products. If no manufacturer guidance is available, then consider the using alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.
- Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle must be removed and disposed of after cleaning; wash hands immediately after removing gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.

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; Non-substantive revisions July 13, 2020; Suspension note added July 20, 2020 and removed September 1, 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

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

[Revised September 30, 2020]

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.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

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

[Revised September 30, 2020]

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

- a. Basis for Addition. Dining has been added in three phases, take-out, then outdoor, and then indoor, based on the relative risk levels. Any dining with small groups of people potentially involves mixing of Households and a moderate number of contacts. Accordingly, and because Face Coverings must be removed to eat and drink, the risk of virus transmission is slightly higher than in other allowable interactions. But outdoor interactions carry a significantly lower risk of transmission than most indoor interactions, and mitigation measures in outdoor dining establishments can significantly decrease the transmission risk. Indoor dining has an increased risk of transmission because of the transmission of the virus through aerosols. When coupled with strong mitigation measures, indoor dining, which is riskier than outdoor dining, can present manageable risks, although outdoor dining or take-away are safer options, especially for seniors and those who are vulnerable to complications from COVID-19.
- b. All Dining – General Conditions to Operate. All restaurants and bars that operate under this Section (8), whether for service outdoors, indoors, or both, 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;
 - iii. Patrons 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

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

[Revised September 30, 2020]

- 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. No more than six patrons may be seated at a single table, unless all are members of the same household—it is strongly encouraged that only individuals in the same household sit together at a single table;
 - 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 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. New tabletop signage must be used, and information about where to obtain signage will be found in Health Officer Directive No. 2020-16c, including as that directive is amended in the future;
 - xii. 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”). 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 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 or being seated by the establishment, and should be referred for appropriate support as outlined on the Screening Handout. The establishment can use the guidance available online at www.sfdph.org/screen for determining how best to conduct screening. Patrons who are feeling ill, have exhibited symptoms of COVID-19 within 24 hours of

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

[Revised September 30, 2020]

arriving at the 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; and

- xiii. 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. 2020-16c, as that directive may be amended from time to time, regarding required best practices for outdoor dining and/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; and
 - 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.

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. Restaurants and bars that serve food may operate for indoor dining (“indoor dining establishments”) now that the County has been placed in the Orange Tier by the State and after the requirements of this Order and the requirements of Health Officer Directive No. 2020-16c are met. If the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner that puts the public health at increased risk, the Health Officer may reduce or suspend the ability for indoor dining establishments to operate.

These rules for indoor dining establishments do not allow any of the following to occur, each of which is still prohibited by the Order: eating indoors at gyms, fitness centers, or museums, aquariums and zoos (although food items may be sold for consumption offsite or outdoors); indoor food-related gatherings at businesses, organizations, or houses of worship; the operation of bars, breweries, or distilleries that do not serve bona fide meals; and eating inside movie theatres (see Section (21) below for movie theatres). For restaurants and other foodservice entities that are part of an Indoor Shopping Center, such establishments may operate for indoor dining so long as both (1) they are located in an Indoor Shopping Center that is allowed to operate under Section (1)b.2 above and (2) they follow the requirements for indoor dining in Health Officer Directive No. 2020-16c.

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

[Revised September 30, 2020]

The operation of indoor dining establishments is subject to the following limitations and conditions:

- i. The indoor dining establishment must comply with all General Conditions to Operate listed in Section (8)b above;
- ii. The indoor dining establishment 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. Indoor 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;
- iii. Patrons should be encouraged to use outdoor dining or take-out options based on the decreased risk of those activities, and facilities that offer indoor dining are strongly encouraged to continue offering outdoor dining whenever possible in order to give patrons a choice;
- iv. Patrons must remain outside the indoor dining establishment until they are ready to be seated indoors and may otherwise 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;
- v. Tables used to seat patrons indoors must be spaced to ensure that patrons are at least six feet apart from other patrons seated at different service tables, and although an impermeable physical barrier may be placed between tables, all patrons must be separated from other groups of patrons by at least six feet—the use of impermeable physical barriers is not a substitute for full physical distancing between groups indoors. Customers may not be seated at bars or food preparation areas or where six feet of distance from in use common-use work stations cannot be maintained;
- vi. Unless City zoning or other laws require an earlier closing, all indoor service of food and beverages must end at midnight. Indoor dining establishments that cease indoor food service at midnight may allow patrons to finish their meals for an additional 30 minutes. All indoor dining establishments must close to the public by 12:30 a.m.; and
- vii. The establishment 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 much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making available templates for the signage online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. The templates may be updated from time to time, and

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

[Revised September 30, 2020]

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

(Added June 11, 2020; Revised July 13, 2020 and September 30, 2020)

(9) Outdoor Fitness Classes

- 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 two groups of up to 12 people each, including the instructor(s), may participate in an outdoor fitness class at the same time, subject to use of one of the two following options to ensure separation of the groups:
 - a. Physical barriers must be placed between the groups so that every member of one group is kept at least six feet from every member of the other group; or
 - b. If physical barriers are not used because of safety or other logistical considerations, every member of one group must be kept at least 12 feet from every member of the other group through use of markings on the ground or otherwise;
 - ii. The business/instructor should ask participants to voluntarily provide their name and phone number for potential contact tracing purposes—the business/instructor should keep this information on file for at least three weeks;
 - iii. The business/instructor must ask each participant whether they have had any of the following symptoms within the prior 24 hours that are new and not explained by another reason:
 - Fever or chills
 - Cough
 - Sore throat
 - Shortness of breath or trouble breathing
 - Feeling unusually weak or fatigued
 - New loss of taste or smell
 - Muscle pain
 - Headache
 - Runny or congested nose
 - diarrhea

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

[Revised September 30, 2020]

Any participants who report having any of these symptoms should not be permitted to come to or participate in the fitness class.

In addition, the business/instructor must ask each participant (1) if within the last 10 days they have been diagnosed with COVID-19 or had a test confirming they have the SARS-CoV-2 virus; and (2) if they live with or have had close contact with someone who in the past 14 days was diagnosed with COVID-19 or had a test confirming they have the SARS-CoV-2 virus in that same period. Any participants who answer yes to either of these questions should not be permitted to come to or participate in the fitness class.

- iv. 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;
- v. The business/instructor must have permission of the property owner to use the space;
- vi. 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. C19-12c, issued on July 22, 2020, as that order may be amended from time to time; and
- vii. 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 the following guidelines, which may be modified by the Health Officer as new information becomes available:
 - For hard non-porous surfaces, clean with detergent or soap and water if the surfaces are visibly dirty, before applying disinfectant. For these purposes, appropriate disinfectants include:
 - Products listed on the Environmental Protection Agency’s list of Disinfectants for Use Against SARS-CoV-2 (COVID-19), which can be found online at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Follow the manufacturer’s instructions for concentration, application method, and contact time for all cleaning and disinfection products.
 - Diluted household bleach solutions prepared according to the manufacturer’s label for disinfection, if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
 - Alcohol solutions with at least 70% alcohol.
 - For soft or porous surfaces, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After

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

[Revised September 30, 2020]

cleaning, use products that are EPA-approved as effective against SARS-CoV-2 (COVID-19) (see link above) and that are suitable for porous surfaces.

- Gloves and any other disposable PPE used for cleaning and disinfecting the equipment must be removed and disposed of after cleaning; wash hands immediately after removing gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.

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 Heath 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, August 14, 2020; Revised September 30, 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 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. Residents may not have any household service provider come into their home if they have experienced any of the following symptoms within the prior 24 hours that are new and not explained by another reason:
 - Fever or chills
 - Cough
 - Sore throat
 - Shortness of breath or trouble breathing
 - Feeling unusually weak or fatigued
 - New loss of taste or smell
 - Muscle pain
 - Headache

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

[Revised September 30, 2020]

- Runny or congested nose
 - diarrhea
- ii. Household service providers may not enter a residence to provide services if they have experienced any of the above symptoms within the prior 24 hours that are new and not explained by another reason;
 - iii. In addition, household service providers may not enter a residence to provide services if either the household service provider or anyone in the residence answers yes to either of the following questions: (1) within the last 10 days has the person been diagnosed with COVID-19 or had a test confirming they have the SARS-CoV-2 virus; and (2) does the person live with or have they had close contact with someone who in the past 14 days was diagnosed with COVID-19 or had a test confirming they have the SARS-CoV-2 virus in that same period.
 - iv. 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;
 - v. When feasible, leave windows and doors open to increase ventilation or run mechanical ventilation systems;
 - vi. High touch surfaces and any shared implements or tools should be cleaned at the beginning and end of any service visit;
 - vii. 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. C19-12c, issued on July 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, August 14, 2020)

(11) Offices for Non-Essential Businesses: Individuals Necessary for Operations Where Telecommuting is not Feasible—SUSPENDED IN PART

THIS SECTION IS SUSPENDED IN PART.

ACCESSORY OFFICE SPACE THAT IS PHYSICALLY LOCATED WITHIN FACILITIES OF ADDITIONAL BUSINESSES THAT ARE ALLOWED TO OPERATE UNDER THE ORDER MAY BE USED SUBJECT TO THE REQUIREMENTS IN THIS SECTION. ONLY INDIVIDUALS NECESSARY FOR ALLOWED OPERATIONS WHO CANNOT WORK REMOTELY CAN USE THE

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

[Revised September 30, 2020]

OFFICE SPACE. PERSONNEL WHO CAN WORK REMOTELY ARE REQUIRED TO CONTINUE TO DO SO. IN ALL OTHER RESPECTS, OFFICES FOR NON-ESSENTIAL BUSINESSES ARE NOT ALLOWED TO OPERATE UNTIL FURTHER ORDER OF THE HEALTH OFFICER. ONCE OFFICES FOR NON-ESSENTIAL BUSINESSES ARE ALLOWED TO REOPEN, THE CONDITIONS TO OPERATE SET FORTH BELOW MAY BE REVISED.

- 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). Finally, risks of virus transmission associated with this activity can be mitigated through adherence to other Social Distancing Requirements and to sanitation, and other safety protocols.]*
- b. *Description and Conditions to Operate. Office workplaces that are not otherwise permitted to operate under this Order may open for individuals necessary for operations who cannot work remotely, subject to the following conditions:*
 - i. *All workers who are able to telecommute must continue to do so, only individuals necessary for operations who cannot work remotely may come into the office;*
 - ii. *Office Facilities must adjust their maximum occupancy rules based on the size of the facility to limit the number of people (including Personnel and members of the public), as follows:*
 - *Office Facilities with fewer than 20 Personnel must reduce their maximum occupancy to the number of people who can maintain at least six feet of physical distance from each other in the facility at all times,*
 - *Office Facilities with 20 or more Personnel must reduce their maximum occupancy to the **lesser** of: (1) 20% the facility's normal 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; and*
 - 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. 2020-18, as that directive may be amended from time to time, regarding required best practices for businesses operating office facilities.]*

(Added June 11, 2020; Non-substantive revisions July 13, 2020; Suspended July 20, 2020; Suspension revised September 14, 2020)

(12) Outdoor Zoos with an Approved Plan

- a. *Basis for Addition. Zoo 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—like the outdoor areas of the zoo—are safer than indoor*

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

[Revised September 30, 2020]

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@sfcityatty.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 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. C19-12c, issued on July 22, 2020, as that order may be amended from time to time;
- Ticketing booths and payment systems;
- Personnel safety precautions;
- HVAC systems (e.g., quality and level of filtration, percentage of air exchange with outside air can HVAC be run at 100% capacity to increase ventilation);
- Compliance with applicable Health Officer directives (e.g. regarding Food and beverage concessions, and retail gift shops);
- Social distancing in elevators;
- 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.

Beginning at 10 a.m. on July 13, 2020, and 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 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

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

[Revised September 30, 2020]

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)

(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 requirements set forth in Health Officer Directive No. 2020-19b regarding outdoor gatherings on a moving vehicle, such as an open-top tour bus or open-air sea vessel;
 - 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 after each use 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.

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

[Revised September 30, 2020]

- x. Open-Air Boat Operators must 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.
- 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. C19-12c, issued on July 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 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)

(14) Institutions of Higher Education and Adult Education

- 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 no inherently risky activities (e.g., singing, shouting, eating, drinking, 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 an approved 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”)

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

[Revised September 30, 2020]

(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 must screen all Personnel and students for COVID-19 and close contacts 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”). 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 IHE, and should be referred for appropriate support as outlined on the Screening Handout. The Higher Education Program can use the guidance available online at www.sfdph.org/screen for determining how best to conduct screening;
- iii. Higher Education Programs may offer in-person instruction *outdoors* in groups of no more than 14 people, including the instructor(s), so long as they follow Social Distancing Requirements and wear Face Coverings and subject to any other relevant health and safety requirements contained in any relevant industry-specific Health Officer directives;
- iv. Face Coverings are required at all times but they can be briefly removed if necessary as a component of the class, such as tasting food in a cooking school;
- v. No singing, chanting or shouting, or wind instruments are allowed during in-person instruction (indoors and outdoors) at this time;
- vi. Class capacity must be limited to ensure physical distancing at all times;
- vii. Classes must be limited in duration to two hours indoors, but there is no time limit on outdoor classes;
- viii. Higher Education Programs may not offer in-person instruction indoors unless the specific class:
 - (1) cannot be held remotely or outdoors due to the need for access to specialized equipment or space, and
 - (2) is offered in specialized indoor settings whose design imposes substantial physical distancing on participants.

Higher Education Programs that wish to resume indoor classes that meet these criteria must comply with Health Officer Directive No. 2020-22c, including as that directive is updated in the future and including assembly and implementation of a written, campus-specific COVID-19 prevention plan (“Prevention Plan”).

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

[Revised September 30, 2020]

Requirements and limitations for such indoor instruction include but are not limited to all of the following:

- a. Indoor lectures are not allowed at this time;
 - b. A copy of the Prevention Plan must be posted and be made readily available to students, Personnel, and SFDPH; and
 - c. The Prevention Plan must address all requirements listed in Directive No. 2020-22c, including but not limited to: articulating the need for indoor classes; enforcement of physical distancing requirements; protocols for airing out and sanitizing classrooms between use; provision of stable cohorts, face coverings, screening, and testing; educating students about risk mitigation; and addressing violations of safety protocols;
- ix. Required health and safety plans are subject to audit by DPH, including on-site inspections, and Higher Education Programs must assess their plans monthly and update them as needed;
 - x. 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;
 - xi. 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@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. But in connection with an approved plan no in-person spectators will be allowed under any circumstances;
 - xii. 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
 - xiii. 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-

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

[Revised September 30, 2020]

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

(Added August 14, 2020; Revised September 1, 2020 and September 30, 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 for by requiring that all providers and customers to wear a Face Covering at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. 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: electrology, tattooing, piercing, microblading, permanent make-up, and other forms of body art that are invasive and require a controlled hygienic environment. Also, shampooing, chemical hair services, and services that require the customers to remove their face coverings 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, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health;
 - iii. Both Outdoor Personal Service Providers and clients/customers must wear a Face Covering at all times—including during the entire service—unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12c, issued on July 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

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

[Revised September 30, 2020]

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 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—including during the entire service—unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12c, issued on July 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. Only the number of people who can safely fit inside the facility while maintaining social distance as required by Directive No. 2020-30 may be inside the facility at a time.

(Added September 1, 2020; Revised September 14, 2020; Non-substantive revision September 30, 2020)

(16) Gyms and Fitness Centers

- 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 under a tent, canopy, or other sun or weather shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.

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

[Revised September 30, 2020]

- 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 ensure that six feet of physical distance can be maintained 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. C19-12c, issued on July 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.** Gyms and fitness centers offering space or equipment for customer-directed exercise may operate indoors, subject to all of the following limitations and conditions:
- i. Gyms and fitness centers must limit the number of people, including Personnel, who are present in the space to the **lesser** of: (1) 10% of the facility's normal 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;
 - ii. Everyone in the gym or fitness center facility must maintain at least six feet of physical distance from people outside of their Household at all times;
 - iii. Individuals engaged in an activity that may increase breathing rate and/or intensity (including but not limited to cardio/aerobic activities or weight-lifting), must maintain at least 12 feet of physical distance from people outside of their Household while engaging in those activities;
 - iv. Group cardio/aerobic fitness classes (such as spinning, kickboxing, etc.) are not permitted indoors at this time;
 - v. Everyone in the gym or fitness 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. C19-12c, issued on July 22, 2020;
 - vi. The establishment 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 much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making available templates for the signage 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; and

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

[Revised September 30, 2020]

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. 2020-31, regarding indoor gyms and fitness centers including, without limitation, all enhanced cleaning requirements.

(Added September 1, 2020; Revised September 14, 2020 and September 30, 2020)

(17) Indoor Museums, Aquariums, and Zoos

- a. Basis for Addition. As long as patrons move through exhibits and refrain from staying or gathering in an indoor or other enclosed space for a sustained period of time, and capacity and other health safety mitigation measures are used, indoor museums, aquariums and zoos (which have indoor and outdoor spaces) involve low contact intensity and a low number of contacts. Accordingly, the risk of transmission is low as long as adequate precautions are taken.
- b. Description and Conditions to Operate. Beginning on September 21, 2020, indoor museums (including art galleries), aquariums, and zoos may resume operations, subject to all of the following limitations and conditions:
 - i. Establishments must limit the number of people, including Personnel, who are present in the facility to the **lesser** of: (1) 25% of the facility's normal 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;
 - ii. Establishments must limit the number of people, including Personnel, who are present in individual galleries or public spaces to the **lesser** of: (1) 25% of the room's normal maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other in the room at all times;
 - iii. Everyone in the facility must maintain at least six feet of physical distance from people outside of their Household at all times;
 - iv. Everyone in facility must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12c, issued on July 22, 2020; and
 - v. The following must remain closed:
 - Common area gathering places such as meeting rooms and lounge areas;
 - Auditoriums;
 - Indoor restaurants and cafes (must remain closed to indoor dining but may provide take-away service);
 - Guided tours, events, classes, and other gatherings; and
 - Coat/personal property check services.
 - vi. Before resuming operations, the museum, aquarium, or zoo must have created, posted and implemented a Social Distancing Protocol and must comply with any and all requirements contained in any relevant Health Officer Directives,

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

[Revised September 30, 2020]

including, for example, Directive Nos. 2020-05 and 2020-16c (if food is prepared and sold on-site for take-away or outdoor dining), Directive No. 2020-17 (if there is a gift-shop or other retail on-site), and Directive No. 2020-32 (forthcoming).

- vii. Also, in addition to the Social Distancing Protocol, before resuming operations, the museum, aquarium, or zoo must submit a plan to the Department of Public Health, including a detailed description of how the business intends to address safety precautions in the follow areas.
- Ensuring that facility and individual galleries and rooms remain below 25% maximum capacity;
 - 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. C19-12c, issued on July 22, 2020, as that order may be amended from time to time;
 - Ticketing booths and payment systems;
 - Personnel safety precautions;
 - HVAC systems (an explanation of alterations and upgrades to ventilation to increase supply of fresh air and decrease stale or recirculated air, or an explanation of why alterations or upgrades were either (1) unnecessary or (2) unfeasible);
 - Food and beverage concessions for takeaway or outdoor dining;
 - Retail (e.g., gift shops);
 - Social distancing in elevators;
 - Monitoring and limiting patrons to ensure physical distancing between members of different households or living units;
 - Paths of travel through the establishment and wayfinding signage;
 - Plans for preventing patrons from gathering in an enclosed space for a sustained period of time;
 - Sanitation for restrooms;
 - Sanitation for high-touch surfaces and areas; and
 - Closing interactive exhibits or exhibits in enclosed spaces or modifying those exhibits to prevent common touching.

A plan template, which sets forth additional requirements and conditions for operation, will be available at sfdph.org/directives. It is strongly encouraged that businesses review the requirements set forth in the template and use the template to create their plan.

The plan must be submitted to HealthPlan@sfcityatty.org, posted on the business's website, and made available at the facility. The permanent URL at which the plan will be posted must be provided to SFDPH.

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

[Revised September 30, 2020]

For clarity, the museum, aquarium or zoo does not need SFDPH to approve its plan before it may resume operations in accordance with the proposed plan. But in the event SFDPH identifies deficiencies in the plan, SFDPH will follow up with the business.

- viii. The establishment 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 much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making available templates for the signage 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.

(Added September 21, 2020; Revised September 30, 2020)

(18) Outdoor Family Entertainment Centers

- 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 outdoor family entertainment centers on the list of options for the Red Tier, this Appendix lists those that can be done now 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 begin to operate outdoors, subject to all of the limitations and conditions listed below. The term “Family Entertainment Centers” includes only those activities and businesses that are listed by the State of California as examples for the Red Tier, which are: kart racing; mini-golf; and batting cages, and the limited outdoor amusement park rides described below. Even if the County is placed on a less restrictive tier, this term will not be changed until this Section is revised. Conditions for outdoor Family Entertainment Centers are as follows:
 - i. All operations must be outdoors. Operations that cannot be safely performed outdoors are not permitted;
 - ii. Family Entertainment Centers may conduct their operations under a tent, canopy, or other sun or weather shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and

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

[Revised September 30, 2020]

composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.

- iii. Everyone in the Family Entertainment Center facilities 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;
- 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. C19-12c, issued on July 22, 2020, including as that order is amended; and
- vi. The Family Entertainment Center must have created, posted, and implemented a Social Distancing Protocol and must comply with any and all requirements contained in relevant Health Officer directives, including, without limitation, all enhanced cleaning requirements.

In addition to the requirements listed above, the following other requirements must be met, as listed:

- vii. For kart racing, services must be provided in compliance with the requirements for outdoor activity equipment rental businesses listed in Section (5) of this Appendix.
- viii. For mini-golf, services must be provided in compliance with the requirements for outdoor golf listed in Section (2) of Appendix C-2 as well as Directive No. 2020-15, including as that directive is updated in the future.
- ix. For batting cages, services must be provided in compliance with the requirements for “Other Outdoor Recreation and Athletic Activities” listed in Section (6) of Appendix C-2.
- x. 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;

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

[Revised September 30, 2020]

- 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.

Note that at the current time many outdoor family entertainment 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. See Section (11) of Appendix C-2 regarding outdoor playgrounds.

Also, other activities are not yet allowed because they cannot yet be done safely in the current context due to the difficulty of regularly cleaning high-touch surfaces and of keeping people from different homes physically distant and/or are prohibited by the State under the Red Tier or Orange Tier, including: indoor amusement park rides; indoor climbing walls; indoor bowling alleys; indoor ice and rolling skating rinks; indoor arcade games; and indoor playgrounds.

(Added September 14, 2020; Revised September 30, 2020)

(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.
- 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 requirements set forth in Health Officer Directive No. 2020-19b regarding outdoor gatherings on a moving vehicle, such as an open-top tour bus;
 - 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 after each use following EPA guidelines;

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

[Revised September 30, 2020]

- 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 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.
- ix. Open-Air Boat Operators must 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.
- 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. C19-12c, issued on July 22, 2020, as that order may be amended from time to time;
- 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)

(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,

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

[Revised September 30, 2020]

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 for tourist use, subject to all of the following limitations and conditions:
- i. Indoor fitness centers, indoor pools, indoor dining facilities, ballrooms, conference rooms, business centers, lounge areas, and other indoor gathering places must remain closed. But now that the County has been placed in the Orange Tier by the State, a lodging facility may operate the services listed in this subsection b.i after updating its Social Distancing Protocol and complying with the listed requirements for each listed type of service. If the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner that puts the public health at increased risk, the Health Officer may reduce or suspend the ability for operation of these services by the lodging facility. The additional services allowed now that the County is in the Orange Tier, and subject to compliance with the Order and related directives, are:
 - a. Gyms or fitness centers. The lodging facility may operate a gym or fitness center so long as it fully complies with the requirements listed in Section (16) of this Appendix C-1 as well as Health Officer Directive Nos. 2020-27 (for outdoor gyms or fitness centers, if applicable) and 2020-31 (for indoor gyms or fitness centers, if applicable), including as those directives are updated in the future. At present, that includes a maximum limit of 10% capacity on any indoor gym or fitness center. Also, any gym or fitness center must be staffed by lodging facility personnel at all times that it is open for operation.
 - b. Indoor dining. The lodging facility may operate indoor dining so long as it fully complies with the requirements listed in Section (8) of this Appendix C-1 as well as Health Officer Directive No. 2020-16c, including as that directive is updated in the future. At present, that includes a maximum limit of 25% occupancy or 100 people, whichever is lower. For clarity, a lodging facility is not allowed to operate self-serve stations, whether staffed by personnel or not, including buffets or continental breakfast bars.
 - ii. 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 and 2020-16c (if food is prepared and sold on-site for take-away or outdoor dining or for indoor dining), Directive No. 2020-17 (if there is a gift-shop or other retail on-site), and Directive Nos. 2020-27 and 2020-31 (if gyms or fitness centers are opened).

(Added September 14, 2020; Revised September 30, 2020)

[Revised September 30, 2020]

(21) Indoor Movie Theaters

- a. Basis for Addition. Viewing movies or other projected entertainment indoors in an enclosed space involves multiple risk factors, including the nearby seating of groups of people from different Households, the enclosed nature of the space, and the duration of the entertainment. When coupled with strong mitigation measures such as screening of patrons, mandatory use of Face Coverings, avoiding eating, maintaining physical distancing between different groups, and following other protocols, the risks associated with indoor movie theatres can present manageable risks, although avoiding indoor theaters is safer, especially for seniors and those who are vulnerable to complications from COVID-19.
- b. Description and Conditions to Operate. Now that the County has been placed in the Orange Tier by the State, any facility that projects entertainment onto a large-format screen indoors (an “indoor movie theater”) may operate only when (1) it is on or after October 7, 2020, (2) the Health Officer has issued a companion directive, which will be Health Officer Directive No. 2020-35, listing other requirements for indoor movie theaters, and (3) all requirements listed in this subsection b and the related directive are met. If the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner that puts the public health at increased risk, the Health Officer may reduce or suspend the ability for indoor movie theaters to operate.

These rules for indoor movie theaters do not allow any of the following to occur, each of which is still prohibited by the Order: indoor bars (except as allowed under Section (8) above for indoor dining) or dance clubs, regardless of whether they use large-format screens as part of their entertainment or décor; indoor social events where large-format screens are used but are not the primary focus of the gathering; live indoor in-person entertainment, including concerts, plays, musicals, ballet, or other artistic events (except as allowed for recording or streaming under the Order); and the operation of any food service bar, beverage bar, or restaurant operated within the indoor movie theater facility or by the indoor movie theaters in an adjoining space.

The operation of indoor movie theaters is subject to the following limitations and conditions:

- i. Operation of indoor movie theaters is not allowed before October 7, 2020;
- ii. The indoor movie theater is restricted overall to 25% of the business’s occupancy or 100 people, whichever is lower. If a movie theater complex has multiple individual indoor movie theaters the 25% occupancy limit applies to the complex as a whole and to each individual theater, and the 100-person maximum applies to each individual theater. Operators should stagger start and end times to ensure that there is not mixing of patrons in common areas;
- iii. The indoor movie theater facility 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”). Screening must occur before people are allowed to enter to prevent the inadvertent spread of the

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

[Revised September 30, 2020]

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 or being seated in the indoor movie theater, and should be referred for appropriate support as outlined on the Screening Handout. The indoor movie theater can use the guidance available online at www.sfdph.org/screen for determining how best to conduct screening. People who are feeling ill, have exhibited symptoms of COVID-19 within 24 hours of arriving at the indoor movie theater or answer “yes” to any screening must be kept from entry and must cancel or reschedule their ticket. In such cases, patrons must not be charged a cancellation fee or other financial penalty and must be given a full refund;

- iv. The indoor movie theater must keep food and beverage concessions closed (also including vending machines) for now;
- v. The indoor movie theater must ensure that all Personnel and patrons wear a Face Covering at all times as required by Health Officer Order No. C19-12c, issued on July 22, 2020, including as that order may be amended from time to time, unless the person is specifically exempted from the face covering requirements;
- vi. The indoor movie theater must post signs at all entrances notifying patrons of the rules, including the requirement to wear a face covering at all times and that consuming food or drink onsite (including if brought in from outside) is prohibited given the risk associated with removing a face covering when eating or drinking;
- vii. The indoor movie theater must prevent patrons from gathering in common areas and must close lounges, arcades, or other areas designed for casual gathering;
- viii. Patrons must remain outside the indoor movie theater until they are ready to be seated, and the indoor movie theater is prohibited from allowing customers to line up in advance of opening doors for individual showings (which may require the indoor movie theater to space out showings to allow sufficient time for cleaning and seating between shows);
- ix. The establishment 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 much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making available templates for the signage 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; and

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

[Revised September 30, 2020]

- x. Each indoor movie theater must have created, posted, and implemented a Social Distancing Protocol checklist (Appendix A to this Order) and also comply with Health Officer Directive No. 2020-35, once that directive is issued and then as that directive may be amended from time to time, regarding required best practices for indoor movie theaters.

(Added September 30, 2020)

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

[Revised September 30, 2020]

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.

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 sun or weather shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.

On August 28, 2020 the State adopted a new four-tiered, color-coded framework to guide reopening statewide. Basic information about the State’s tiered system is available online at <https://covid19.ca.gov/safer-economy/>. Counties can be more restrictive than this State framework. Beginning on September 29, 2020, the County’s risk of COVID-19 community transmission has been designated to be in the moderate (orange) tier (the second least restrictive tier, or the “Orange Tier”), moving San Francisco’s risk designation from the substantial (red) tier (the “Red Tier”). Some of the activities allowed by this Appendix are expressly conditioned on the County’s Orange Tier designation by the State, and where that is the case, the listed activities are only allowed when the County reaches that tier. And if the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner that puts the public health at increased risk, the Health Officer may reduce or suspend those or other activities allowed under this Appendix.

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	5
(5)	Libraries for Curbside Pickup and Return	6
(6)	Outdoor Recreation: Other Outdoor Recreation and Athletic Activities.....	6

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

[Revised September 30, 2020]

(7) Outdoor Recreation: Outdoor Swimming Pools 7
(8) Drive-In Gatherings 8
(9) Religious Activities..... 8
(10) Political Activity 11
(11) Outdoor Playgrounds 13

(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. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. 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. C19-12c (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 museum, outdoor historical site, or outdoor public garden 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

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

[Revised September 30, 2020]

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: avoid entering the facility or 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>);
8. Any on-site retail stores (e.g., gift shops) may operate for curbside/outdoor pickup only, and must do so in compliance with Appendix C-1 of this Order and Health Officer Directive 2020-10b (available at <https://www.sfdph.org/directives>);
9. Before resuming operations, outdoor museums, outdoor historical sites, and outdoor public gardens must prepare, post, implement, and distribute to their Personnel a Social Distancing Protocol checklist as required by Appendix A of the Order and a written health and safety plan that addresses all best practices listed in Section 1.b of this Appendix.

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; Non-substantive revisions on July 13, 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. C19-12c (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;

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

[Revised September 30, 2020]

3. For golf, groups must be limited to a maximum of four players per group, unless all players within the group are part of a single Household. Groups of players from different Households must comply with the State of California under its Stay-Safer-At Home Order;
4. No more than two Households may play tennis together at any one time, and members of separate Households cannot have contact with each other and must remain at least six feet apart at all times; and
5. Before resuming 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 regarding required best practices for tennis and golf.

(Added June 1, 2020; Non-substantive revisions July 13, 2020; Revised September 1, 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. C19-12c (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;

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

[Revised September 30, 2020]

4. People must bring their own water for themselves and their pets, and must not use common touch water facilities in the park;
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

- 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 others to the maximum extent possible. But individuals may participate in small outdoor gatherings—including for ceremonies, religious services, and other special purposes—subject to the following conditions:
 1. No more than six people may participate in a gathering that involves eating or drinking within six feet of each other, unless all are members of the same Household;
 2. No more than 12 people may participate in any other outdoor gathering under this section, unless all are members of the same Household.
 3. Unless eating or drinking in a group of six people or fewer, 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. C19-12c (the Face Covering Order); and

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

[Revised September 30, 2020]

4. Participants and hosts of small outdoor gatherings must comply with Health Officer Directive No. 2020-19b 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.
5. A host can hold simultaneous small outdoor gatherings up to the capacity limit for each kind of gathering, including at a single location, if the space allows for adequate physical distancing, so long as the host ensures that the gatherings remain separate, such as by placing physical barriers between the gatherings so that each separate gathering is at least six feet from each other. If the host is unable to use a physical barrier because of safety or other logistical considerations, each outdoor gathering must be kept at least 12 feet apart from the nearest simultaneous gathering.

For clarity, this section does not allow contact sports (e.g., football or boxing) or games with shared equipment (e.g. Frisbee, baseball, or playing catch) to resume among members of different Households. This section does not apply to outdoor religious or political protest gatherings, which are covered by Sections 9 and 10, below. This section also does not apply to organized outdoor fitness classes, which are covered by Section 9 of Appendix C-1.

(Added June 11, 2020; Non-substantive revisions July 13, 2020 and September 14, 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, subject to the limited exceptions in Health Officer Order No. C19-12c (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. Non-contact recreational and athletic activities such as pickleball, lawn bowling, bocce ball and frisbee have low-to-moderate levels of transmission risk.

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

[Revised September 30, 2020]

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. Beginning at 9:00 a.m. on September 1, 2020, non-contact recreational and athletic activities with members of other Households may occur, subject to the following conditions:
1. No more than two 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 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. C19-12c, issued on July 22, 2020 (e.g., for young children).

(Added September 1, 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.
- 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;

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

[Revised September 30, 2020]

5. All gatherings are prohibited outside the pool, such as on pool decks, except (1) as expressly provided in Section 7, below, 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)

(8) Drive-In Gatherings

- a. Basis for Addition. Drive-In Gatherings, such as drive-in movies, where all individuals remain in vehicles with members of their Household involve low contact intensity and frequency. Inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) can 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. 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 this Directive;
 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. 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 C19-12c issued July 22, 2020 and as it may be amended (the “Face Covering Order”); and
 5. 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)

(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

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

[Revised September 30, 2020]

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 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. C19-12c (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, 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: Houses of worship and operators of other facilities or groups may hold outdoor gatherings for the practice of religion, including religious services and religious ceremonies, subject to the following conditions:

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

[Revised September 30, 2020]

- i. Prior to being placed in the Orange Tier by the State, no more than 100 individuals may participate in the gathering and simultaneous gatherings in the same location or vicinity are prohibited. Now that the County has been placed in the Orange Tier, this maximum limit is increased to 200 individuals per gathering. If the County is later returned to a more restrictive tier by the State or other local conditions change in a manner that puts the public health at risk, the Health Officer may reduce the limit on the number of people or impose other safety restrictions. Also, for any gathering allowed under this section, the limit must be reduced below 100 people (or 200 people, if applicable) if required due to the size of the outdoor space and participants' ability to follow Social Distancing Requirements at all times;
 - 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. C19-12c (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: Houses of worship and operators of other facilities or groups may hold indoor gatherings for the practice of religion, including religious services and religious and cultural ceremonies, such as weddings and funerals, subject to the following conditions:
- i. Prior to being placed in the Orange Tier by the State, the facility must limit the number of people, including Personnel, clergy, volunteers, visitors, and participants, who are present in the space to the **lesser** of: (1) 25% of the facility's normal maximum occupancy or (2) 50 people. Now that the County has been placed in the Orange Tier, this maximum limit is increased to the **lesser** of 25% of the facility's normal maximum occupancy or 100 people. If the County is later returned to a more restrictive tier by the State or other local conditions change in a manner that puts the public health at risk, the Health Officer may reduce this limit or impose other safety restrictions. Also, for any gathering allowed under this section, the limit must be reduced below 50

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

[Revised September 30, 2020]

people (or 100 people, if applicable) if required due to the size of the indoor space and participants' ability to follow Social Distancing Requirements at all times. These capacity limits also apply to any individual room within the facility where people can gather;

- ii. The facility must comply with all of the requirements set forth in Health Officer Directive No. 2020-34, issued September 30, 2020, including as that directive is amended or updated in the future, with such requirements including, but not limited to, ensuring physical distancing between members of different Households, posting signage to remind people to adhere to best practices, ensuring adequate ventilation in accordance with updated DPH guidance, and various cleaning and sanitation requirements;
- iii. The facility 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"). Screening must occur before people are allowed to enter 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 or being seated in the facility, and should be referred for appropriate support as outlined on the Screening Handout. The facility can use the guidance available online at www.sfdph.org/screen for determining how best to conduct screening. People who are feeling ill, have exhibited symptoms of COVID-19 within 24 hours of arriving at the facility or answer "yes" to any screening must be kept from entry;
- iv. All participants must wear a Face Covering, subject to the limited exceptions in Health Officer Order No. C19-12c (e.g., for young children). A Face Covering is not required: when eating or drinking; or if a faith leader determines it is essential to a ritual or ceremony that Face Coverings be removed, subject to limitations listed in the directive; and
- v. The facility 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).

(Added September 14, 2020; Revised September 30, 2020)

(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

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

[Revised September 30, 2020]

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. C19-12c, 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:
 - i. Prior to being placed in the Orange Tier by the State, no more than 100 individuals may participate in the gathering and simultaneous gatherings in the same location or vicinity are prohibited. Now that the County has been placed in the Orange Tier, this maximum limit is increased to 200 individuals per gathering. If the County is later returned to a more restrictive tier by the

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

[Revised September 30, 2020]

State or other local conditions change in a manner that puts the public health at risk, the Health Officer may reduce the limit on the number of people or impose other safety restrictions. Also, for any gathering allowed under this section, the limit must be reduced below 100 people (or 200 people, if applicable) if required due to the size of the outdoor space and participants' ability to follow Social Distancing Requirements at all times;

- 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. C19-12c (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)

(11) Outdoor Playgrounds

- a. Note. In relation to the September 14, 2020 version of the Order, the Health Officer committed to work with the City's Recreation and Park Department and others to analyze whether outdoor playgrounds could be opened in a safer manner. On September 25, 2020 the State issued written clarification that outdoor playgrounds (as well as indoor playgrounds) must remain closed under the Red Tier and Orange Tier, putting those plans on pause. On September 28, 2020, following input from the City, the State changed its guidance to allow outdoor (but not indoor) children's playgrounds operated by government agencies to open, subject to a number of safety requirements and recommendations. The State's guidance is available online at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Outdoor%20Playgrounds%20and%20other%20Outdoor%20Recreational%20Facilities.aspx>.

As a result, consistent with the recently revised State guidance and in cooperation with

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

[Revised September 30, 2020]

the Recreation and Park Department, the Health Officer will issue a new directive, Health Officer Directive No. 2020-36, as soon as reasonably possible and in any event by October 14, 2020, setting forth best practices for outdoor public playgrounds. Those playgrounds may open once the government operators implement the safety requirements in the expected new directive.

(Added September 30, 2020)



DIRECTIVE OF THE HEALTH OFFICER No. 2020-16c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR DINING ESTABLISHMENTS,
INCLUDING OUTDOOR DINING AND INDOOR DINING**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: September 30, 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. C19-07j issued on September 30, 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, 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 both Indoor and Outdoor Dining, 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 dining, patrons remove their masks to eat and drink, and there is generally less ventilation indoors than outdoors, indoor dining presents a heightened risk of aerosol transmission of the virus. 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 provide 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:**



Health Officer Directive No. 2020-16c

- 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 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 Outdoor and Indoor 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 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. C19-12c issued on July 22, 2020, and any future amendment to that order), hand sanitizer or handwashing



Health Officer Directive No. 2020-16c

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 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



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

Health Officer Directive No. 2020-16c

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 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: September 30, 2020



**Appendix A to Health Officer Directive No. 2020-16c (issued 9/30/2020)
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. C19-07j (the “Social Distancing Protocol”), each Dining Establishment that operates in San Francisco must comply with each requirement for Dining Establishments listed in Health Officer Directive 2020-16c, 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 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. C19-12c issued on July 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 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).



- 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 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 <http://www.sfdph.org/directives>.

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.* Post signage stating the following. Sample signage is available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
 - 2.2.1.* 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.



- 2.2.2. Post 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.
- 2.2.3. 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.
- 2.2.4. Post signage at tables reminding patrons to wear Face Coverings when ordering and all other times when they are not eating or drinking.
- 2.2.5. 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.

3. Section 3 – Indoor and Outdoor Dining Service Requirements

- 3.1. Tables must be limited to no more than six patrons, unless all are members of the same Household. People in the same party seated at the same table do not have to be six feet apart. It is strongly encouraged that only individuals in the same household sit together at a single table.
- 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 of a maximum of six people, unless all members of the group are from one Household.
 - 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. If outdoor service tables cannot be spaced far enough apart to ensure that patrons are at least six feet apart from other patrons seated at different service tables, then the Dining Establishment must install an impermeable physical barrier between outdoor service tables to protect patrons and Personnel.
- 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. Umbrellas, canopies, and other shade structures are allowed only if they do not have more than one vertical side and allow for the free flow of air through the space. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.
- 4.6. 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).
- 4.7. Dining Establishments are encouraged to prioritize and use outdoor space for outdoor dining whenever feasible.

5. Section 5 – Indoor Dining Requirements

- 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.** Make any necessary improvements to the ventilation of the establishment, including:
- 7.2.1.** For 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-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, and at the minimum, reset timer-operated ventilation systems so that they start operating one-two hours before the building opens and two-three hours after the building is closed.
- 7.2.2.** Increase natural ventilation by opening windows and doors when environmental conditions and building requirements allow.
- 7.2.3.** Consider installing portable air cleaners (“HEPA filters”).
- 7.2.4.** If the Dining 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 guidance, <https://www.sfcdep.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. 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. The Worksite Safety Monitor shall be responsible for compliance with this Directive. The Worksite Safety Monitor 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).

- 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.sfdcp.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.

Checklist

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. 2020-16c, 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 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.

Indoor and Outdoor Dining Service Requirements

- Service tables are limited to six customers, unless all are members of the same household.
- Each reservation is limited to six customers, unless all are members of the same household.
- 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 or are separated by an impermeable physical barrier.
- Patrons are advised that they may enter the establishment only for limited reasons.

Checklist

- 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.

Indoor Dining Requirements

- 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 2020-16c.

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.



Health Officer Directive No. 2020-16c (Exhibit B)
Health and Safety Plan (issued 9/30/2020)

Checklist

- Designated a Worksite Safety Monitor. Individual is familiar with obligations under Health Officer Directive 2020-16c.
- 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.
- 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

September 30, 2020

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.

BACKGROUND: With modified operations dining establishments are allowed to open for outdoor dining, and indoor dining on a limited basis. Eating establishments are required to adhere to these guidelines and must monitor and comply with all applicable Health Directives, which are posted at <http://www.sfdph.org/directives>.

It is possible – and even likely – that case numbers and other indicators will surge during the Fall and cause San Francisco’s risk level to rise back to the substantial, tier 2 (red) or even widespread, tier 1 (purple tier). The Health Officer will continually monitor all local indicators and will pause or reverse these and other re-opening measures if required to combat the spread of the pandemic in San Francisco.

AUDIENCE: All eating establishments that provide **bona fide meals** and their patrons.

Please see the **Indoor Dining Service** section for occupancy parameters.

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.

COVID-19 BASICS

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

GENERAL REQUIREMENTS

Definition of Dining Establishment

To reopen as a Dining Establishment, a business must serve food as “**bona fide meals.**” Serving alcoholic beverages is not permitted without also providing real meal service in a **bona fide** manner.

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, and is available at <https://www.sfdph.org/dph/alerts/files/C19-07i-Appendix-A.pdf>.

PREPARING FOR REOPENING

Improve Ventilation

Make any necessary improvements to the ventilation of the establishment, 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-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.
- 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: <https://www.sfcdcp.org/COVID-ventilation>

Check your Space after a Long Period of Low Usage.

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. consider flushing out the stagnant water from the plumbing lines by running water through fixtures. Detailed guidance may be found at: <https://www.sfwater.org/flushingguidance>.



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 [DPH 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.sfcddcp.org/foodfacilities

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.
- **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, pick-up/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

Coordinate your Efforts

Designate a COVID-19 Worksite Safety Monitor, who can 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. This person will also 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.

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.sfdcp.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 sfdcp.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 sfdcp.org/screen and sfdcp.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.** 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 Patrons, visitors, etc.

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.sfc-dcp.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>.

- 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.sfc-dcp.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.
- **Patrons in a single group are limited to six Patrons, unless they are all in the same household.** We strongly encourage that only individuals in the same household should sit together in a dining setting. People in the same party seated at the same table do not have to be six feet apart.
- **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 tablesides 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:** If outdoor service tables cannot be spaced far enough apart to ensure that Patrons are at least six feet apart from other seated Patrons, then the dining establishment must install an impermeable physical barrier between outdoor service tables to protect Patrons and Personnel.
- **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

Reduce Seating Capacity



- **Dining establishments must limit the number of Patrons to 25% of the established occupancy limit** for the space and no more than 100 people. This limit applies to numbers of Patrons, not Personnel.
- **For establishments with multiple rooms, limit the capacity in each room to 25% of the maximum capacity.** 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

- **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. At 25% capacity, impermeable barriers are not permitted as a substitute to maintaining six feet distance.
- **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.
- A two-hour limit for indoor dining is required.
- 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.**

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.

FAQ

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. The total number of Patrons may not exceed 100.

Q. Should we require our staff to get regular testing?

A. At this time, we do not recommend regular testing of your staff. However; through daily screening, if your staff has answer "yes" to any of the questions, please take the necessary steps in outlined in the screening handout to test, quarantine and isolate.

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.sfc-dcp.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.sfcddcp.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.

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.

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.sfdcp.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>
- Promoting face covering-wearing during the COVID-19 pandemic: A POLICYMAKER'S GUIDE
 - <https://preventepidemics.org/wp-content/uploads/2020/08/Promoting-Face-covering-Wearing-During-COVID-19.pdf>



DIRECTIVE OF THE HEALTH OFFICER No. 2020-19c

**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: September 30, 2020

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 4e and 11 and Appendix C-2 of Health Officer Order No. C19-07j issued on September 30, 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 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 among people from more than one Household and involving no more than 12 people total (“Small Outdoor Gatherings”),**
 - b) outdoor gatherings of no more than six people total involving eating or drinking among people from more than one Household 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 and involving no more than 200 people total (“Outdoor Special Gatherings”).**

(Together, Small Outdoor Gatherings, Small Outdoor Meal Gatherings, and Outdoor Special Gatherings are referred to below as “Outdoor Gatherings”). Outdoor Gatherings include hosted walking, bus, and maritime tours to the extent that they take place, in whole or in part, anywhere in San Francisco. Outdoor



Health Officer Directive No. 2020-19c

Gatherings do not include outdoor fitness classes, which are subject to other requirements as specified in Appendix C-1 of the Stay-Safer-At-Home Order. Also, the size number limits for the various types of Outdoor Gatherings that are subject to this Directive do not apply to gatherings of people (including Participants and Hosts) solely from a single Household.

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 <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. C19-12c issued on July 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.



Health Officer Directive No. 2020-19c

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

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: September 30, 2020



Exhibit A to Health Officer Directive No. 2020-19c (issued 9/30/20)

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. C19-07j), 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. 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.sfchcp.org/outdoor-gatherings.

1.1.1. Members of vulnerable populations (that is, those over age 60 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 2020-03c, 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. Participants must not move among simultaneously occurring Outdoor Gatherings or switch places with Participants in other simultaneously occurring Outdoor Gatherings. Participants are strongly discouraged from attending more than one Outdoor Gathering per day, and should not attend more than two Outdoor 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.



City and County of San Francisco

Department of Public Health Health Officer Directive

- 1.5.** Unless otherwise specifically provided in this Directive, all Social Distancing Requirements of Health Officer Order C19-07j (the “Stay-Safer-At-Home Order”) and the Face Covering requirements of Health Officer Order C19-12c (the “Face Covering Order”), as they may be amended, apply.
- 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 two different households. This Section also does not apply to organized outdoor fitness classes, which are covered by Appendix C-1 to Health Officer Order C19-07j. 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, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also the number and composition of barriers used for gatherings must allow the free flow of air in the breathing zone.



2. Section 2 – Additional Requirements for Small Outdoor Meal Gatherings:

- 2.1.** A group consisting of people (including both Participants and Hosts) from more than one Household and totaling six or fewer people may participate in a Small Outdoor Meal Gathering. The provisions of this Directive for Small Outdoor Meal Gatherings applies 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 up to 12 people (including both Participants and Hosts) from more than one Household 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 10 Participants.

4. Section 4 – Additional Requirements Specific to Outdoor Special Gatherings

- 4.1.** A group consisting of up to 200 people (including both Participants and Hosts) 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 capacity 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 rules governing outdoor gatherings including Health Officer Directive 2020-19c found at www.sfdph.org/directives.
- 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 Special Gathering may be held by a Host at a single location at a time.

5.6. Only one Small Outdoor Gathering or Small Outdoor Meal Gathering may be held by a Host at a single location at a time unless:

5.6.1. The Host can ensure the Small Outdoor Gatherings or Small Outdoor Meal Gatherings will remain separate, such as by placing physical barriers between the gatherings so that each separate gathering is at least six feet from each other. Except for Small Outdoor Gatherings or Small Outdoor Meal Gatherings taking place in the open air on a moving vehicle, such as an open-top tour bus or open-air sea vessel, if the Host is unable to use a physical barrier because of safety or other logistical considerations, each Small Outdoor Gathering (of up to 12 people total) or Small Outdoor Meal Gathering (of up to 6 people total) must be kept at least 12 feet apart.

5.6.2. If multiple Small Outdoor Gatherings or Small Outdoor Meal Gatherings are occurring at the same time, the Host must prohibit mingling among Participants from different Small Outdoor Gatherings or Small Outdoor Meal Gatherings. Host Personnel must not move between or participate – during, before or after - in simultaneously occurring Small Outdoor Gatherings or Small Outdoor Meal Gatherings.



- 5.6.3.** Participants in an Outdoor Gathering must have a clear path to a restroom, exit and, where applicable, any available concessions without being required to travel through the space occupied by another Outdoor Gathering.
- 5.7.** 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:
- 5.7.1.** Provide a minimum of 20 minutes between 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;
 - 5.7.2.** Ensure that before participating in a sequential gathering, 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; and
 - 5.7.3.** Ensure that Personnel not move between simultaneously occurring Outdoor Gatherings.
- 5.8.** 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. 2020-19c (Exhibit B) Health and Safety Plan (issued 9/30/2020)

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. 2020-19c, 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 people, scheduled to last two hours or less, and kept as short as possible. 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

UPDATED September 30, 2020

This document was updated from September 17, 2020, to reflect expanded authorizations for outdoor and indoor gatherings.

AUDIENCE: Hosts and Participants in different types of gatherings involving people from more than one household.

BACKGROUND: As of Sept 30, 2020, [Health Officer Directives 2020-19c and 2020-34](#) authorize and provide updated guidance for Gatherings. This document summarizes tips and frequently asked questions about how to participate in these types of gatherings during COVID-19. Additional guidance can be found in the Directives (www.sfdph.org/directives) and documents located at www.sfdcp.org/covid19.

Overview of Types of Gatherings

GATHERING TYPE		DESCRIPTION OF GATHERING	NUMBER OF PEOPLE FROM DIFFERENT HOUSEHOLDS
<i>Outdoor</i>	Outdoor Meal Gatherings	Eating or drinking	6
	Outdoor Special Gatherings	Religious services or ceremonies, political protests	200
	Small Outdoor Gathering	All other types (e.g. reception, fitness, gathering at a park, any hosted tours)	12
	Drive-in Gatherings	In vehicles (e.g. for movie) (see Directive)	100 (vehicles)
<i>Indoor</i>	Indoor Religious and Cultural Ceremonial Gatherings	Indoor religious and cultural ceremonies (see Health Directive No. 2020-34), including wedding ceremonies and funerals (but not receptions)	25% of capacity or 100, whichever is fewer



Frequently Asked Questions

How can I keep a Gathering as safe as possible?

- Keep your gathering under 2 hours; the shorter it is, the safer it is.
- Don't attend if you are or a family member is feeling ill or experiencing COVID-19 like symptoms (see www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf).
- Consider staying home if you are a member of a vulnerable population, e.g. those over age 50 or with chronic medical conditions (see www.sfcdcp.org/vulnerable).
- Bring items such as masks, hand sanitizers, and your own water bottles.
- Wear a face covering or mask at all times, unless you are specifically exempted per [Health Order C19-12](#).
- Avoid high risk activities that expel more air and thus increases COVID-19 transmission such as singing, chanting, shouting, and playing wind or brass instruments. See more under "How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"
- Do not do any activities or sports that don't allow physical distancing. Sports with shared equipment are only allowed among members of up to 2 households.
- 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.

What do I need to do as a Host business or organization?

- Complete, maintain, and implement the following documents for your Gathering:
 - The relevant [Health and Safety Plan](#) for the type of gathering (see www.sfdph.org/dph/alerts/coronavirus-health-directives.asp to find the correct link for your gathering), including, among other requirements, COVID-19 screening for all [Personnel](#) (www.sfcdcp.org/screening-handout) and [Participants](#) (www.sfcdcp.org/screeningvisitors). This must be provided to Host Personnel, available to Participants, and posted at the physical entrance where the Host operates.
 - A [SFDPH Social Distancing Protocol](#) that includes, among other requirements, 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.sfcdcp.org/covidcleaning).
- **Indoor Religious/Cultural Gatherings** are required to post [SFDPH Approved Signage](#), including standalone 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.
- Hosts are responsible for assisting public health authorities in contact tracing efforts in case an attendee develops COVID-19 and there is a need to conduct contact tracing.
 - Consider keeping a list of Personnel and Participants willing to voluntarily provide their names for three weeks after an event. Any lists should be discarded after three weeks.
 - Try to maintain an up-to-date email or contact list to alert attendees in the event of potential exposure.
- Keep the Gathering as short as possible to reduce the risk of COVID-19 transmission.
- Follow SFDPH's guidelines on "[COVID-19 Positive At Workplace](#)" if someone at your gathering tests positive for COVID-19.



Indoor gatherings are more risky than outdoor gatherings. How do we make these as safe as possible?

- Observe the applicable measures laid out in “How can I keep a Gathering as safe as possible?”
- Personnel and participants should be aware of this heightened risk of indoor gatherings and decide if they can safely attend based on how much risk they want to tolerate.
- Consider making alternations to facilitate social distancing between members of different households such as, moving podiums, creating physical barriers, taping off or moving seating, identifying entrance and exits, prohibiting access to common areas (if possible).
- Maximize ventilation and minimize crowding and touching of high touch surfaces such as keeping bathroom doors propped open, posting social distancing signage.
- Indicate walking paths between spaces designated for prayers to kneel so that people do not walk where someone may touch their head to the floor.
- Increase availability of hand sanitizer or hand washing stations, including at entrances and exits.
- Discontinue use of high touch water vessels, fonts, fountain, and sinks.
- Regularly clean and disinfect common and high touch areas, including bathrooms.
- Consistent with the State’s health guidance, singing and chanting activities are **not permitted** during any Indoor Gathering at this time. Even while wearing a face covering, these activities – in particular singing – greatly increase the risk of infection with COVID-19.
- Food and drink may not be served at an Indoor Gathering. If eating or drinking is required for a faith-based ceremony, see “Can we eat or drink at Gatherings?” below for more details.

Can we host multiple gatherings one after another or at the same time?

- A Host may allow Personnel to participate in sequential gatherings in the same day. If Hosting sequential gatherings, the Host must also:
 - Ensure at least 30 minutes between gatherings for Participants to leave and Personnel to clean and sanitize all high-touch areas.
 - Ensure 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 Host Personnel during earlier gatherings.
- Hosts can hold only **one** gathering at a time, unless this event is an **Outdoor Meal Gathering** or a **Small Outdoor Gathering** (but not Drive-In or Outdoor Special Gatherings) and the Host can ensure the following rules are followed:
 - The Host must ensure the gatherings will remain separate, such as by placing physical barriers between the gatherings:
 - If a physical barrier is used to keep groups separate, groups must be at least six feet apart. If there is no physical barrier, groups must be at least 12 feet apart.
 - If the gathering occurs on a moving vehicle (such as a bus or a boat) where a physical barrier between groups is not possible, at least six feet must be maintained between groups.
 - The Host must prohibit mingling among personnel or participants from different gatherings or groups.
 - Hosts of fitness classes may hold two simultaneous classes (with 12 people total in each class, including instructors) if either physical barriers ensure 6-foot separation between the groups or markings / other device are used to ensure 12-foot separation between the groups.
- 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 we have multiple indoor Gatherings at the same time in a large facility?

- Simultaneous or overlapping Gatherings may be allowed in a multi-use facility only under the following circumstances:
 - Gatherings must occur in spaces that are physically separated from each other either in different rooms separated by sealed floor-to-ceiling walls or in a separate building.
 - Each room must meet all ventilation requirements of the Directive.
 - Participants from different gatherings should use separate avenues of 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.
 - Hosts may **not** hold gatherings simultaneously to allow for more people to attend a single gathering or ceremony (e.g. multiple indoor rooms or a mix of indoor and outdoor spaces may not be used for the same wedding or funeral).
- Schedule at least 30 minutes between indoor gatherings to allow sufficient time for participants to exit safely and for personnel to clean/sanitize high touch areas.
- Staff may be allowed to work inside the facility while multiple indoor Gatherings occur as long as the rules are followed for [the Business Operating Office Facilities Directive](#) and Stay-Safer-At-Home Order
 - In general, keep the areas that are not reserved for an indoor gathering closed unless expressly permitted under the Stay-Safer-At-Home Order.

Can we eat or drink at Gatherings?

- Eating and drinking is permitted at **Outdoor Meal Gatherings** which are limited to 6 people from different households.
- Self-service food, potlucks, or family style eating and drinking events should not be held. By avoiding these situations, you can avoid the risk of cross contamination.
- If, as part of a faith-based ceremony, eating or drinking is required, it must be done in a way to minimize contact between people, especially involving the hands and mouth. In these circumstances, face coverings must be worn when Personnel and/or Participants are within 6 feet of one another. 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=Q8tg8A5jmPO).
- Glasses, cups and utensils should not be shared. If they are, glass, cup, or utensil will be disinfected between each use and the users' hands will be cleaned using appropriate hand washing or hand sanitizer.

Must we wear masks/ face coverings all the time?

- All people must wear masks except 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?

- Arrive with 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 someone from outside your household, consider self-isolating for 14 days before and after if you will be in close contact to minimize the risk of transmission.
- “Close contact” is defined by the CDC as being within 6 feet of an infected person for at least 15 minutes 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).

How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?

- Singing, chanting, shouting, and playing wind/brass instruments raise the risk of transmission of COVID-19 because of the forceful exhalation involved and should be avoided. Ideally, play a recording to avoid live performance.
- These activities are permitted at an **Outdoor Special Gathering** by one person at a time and only if:
 - The person performing the activity is at least **12 feet** from any other person.
 - The person singing, chanting, or shouting is wearing a **Face Covering** at all times.
 - The instrument’s bells and/or openings where air/sound exit are covered with a mask/other fabric at all times.
 - Participants may not sing, chant, or shout along with the person who is engaging in that activity.
- When these activities are permitted, consider the following to reduce risk:
 - Ensure the performance is in a large, well ventilated area (see www.sfcddcp.org/COVID-ventilation).
 - Minimize the amount of time engaged in these activities.
 - Minimize the intensity to the extent possible (e.g., sing/play instruments at a reduced volume, use amplifiers, etc.).
 - Consider having a physical barrier between the performer and others in the Outdoor Special Gathering.
 - Project voices and air exhaust from instruments away from Participants (e.g. have performers position themselves 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 (which is typically about 2 days but can be longer). People can get tested by their regular healthcare provider or at CityTestSF (<https://sf.gov/citytestsf>).
 - Prohibit anyone with symptoms of COVID-19 or anyone who is a “Close Contact” of someone with COVID-19 from performing these activities. See www.sfcddcp.org/screeningvisitors.
 - For wind 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.



Can ventilation reduce COVID-19 transmission risks for indoor activities?

- Hosts should follow **SFDPH Ventilation Guidance** for any indoor activities: Make any necessary improvements to the ventilation of the establishment, 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-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.
 - 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): www.sfcdcp.org/COVID-ventilation.

Resources

Useful COVID-19 Resources to keep checking:

- San Francisco guidance: www.sfcdcp.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



DIRECTIVE OF THE HEALTH OFFICER No. 2020-22c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR INSTITUTIONS OF HIGHER EDUCATION AND ADULT
EDUCATION PROGRAMS**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: September 30, 2020

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that Institutions of Higher Education (“IHEs”) and other programs offering adult education (“Adult Education Programs,” and with IHEs, “Higher Education Programs”) 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 5.e of Health Officer Order No. C19-07j issued on September 30, 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, students, 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 businesses offering Higher Education Programs to operate generally through remote learning and in some instances outdoor in-person instruction in small groups, and in limited circumstances through in-person instruction indoors, all subject to specified health and safety requirements and restrictions. This Directive applies to all public, private non-profit, private for-profit, research-focused, and special mission IHEs and other Higher Education Programs offering adult education, including universities, colleges, vocational training courses, and career pathway educational programs – including, for example, programs offering job skills training and English as a second language classes. This Directive does not apply to K-12 schools or other educational programs for children.**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Higher Education Programs (the “Best Practices”). Each Higher Education Program must comply with all of the relevant requirements listed in the Best Practices.**
- 3. Each Higher Education Program, before it begins to allow Personnel or students 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.**



Health Officer Directive No. 2020-22c

4. Attached as **Exhibit C** is guidance from the San Francisco Department of Public Health for **Higher Education Programs** (“Guidance”). The Guidance is also available at www.sfdph.org/directives. Each Higher Education Program must comply with all of the relevant requirements listed in the Guidance.
5. If an aspect, service, or operation of the Higher Education Program is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Higher Education Program must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.

Each Higher Education Program must (a) make the Health and Safety Plan available to students 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 or campus site within the City. Also, each Higher Education Program must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.

6. Each Higher Education Program subject to this Directive must provide items such as Face Coverings (as provided in Health Officer 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 supplies to any of that Higher Education Program’s on-site Personnel. If any Higher Education Program 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 Higher Education Program 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 the Higher Education Program 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 Higher Education Program. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.
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 Higher Education Programs 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. Higher Education Programs 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 Higher Education Program must follow those Best Practices and update them as



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

Health Officer Directive No. 2020-22c

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 Aragon".

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

Date: September 30, 2020



**Exhibit A to Health Officer Directive No. 2020-22c (issued 9/30/20)
Best Practices for Higher Education Programs**

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4, subsection (d) of Health Officer Order No. C19-07h (the “Stay-Safer-At-Home Order”), each Higher Education Program 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 Higher Education Programs:

[These requirements apply to all Higher Education Programs Offering Indoor or Outdoor Instruction]

- 1.1.** Higher Education Programs must offer distance learning options to the extent reasonably feasible. They must also continue to maximize the number of Personnel who work remotely from their place of residence.
- 1.2.** Higher Education Programs must encourage students who are able to complete their coursework remotely from their place of residence. For students who live outside the local geographic area and who can otherwise complete their coursework through remote learning, Higher Education Programs must encourage those students not to travel to the San Francisco Bay Area for the purpose of attending the program.
- 1.3.** Each Higher Education Program that will operate with Personnel or students on a campus or facility within San Francisco must designate at least one COVID-19 staff liaison to be the point of contact for questions from students, Personnel, and the community about the program’s COVID-19 practices and protocols (the “COVID-19 Liaison”). The COVID-19 Liaison will also be responsible for communicating with and the San Francisco Department of Public Health (“SFDPH”) about outbreaks among students or Personnel.
- 1.4.** Assemble and implement a written, campus-specific COVID-19 prevention plan (“Prevention Plan”). A copy of the Prevention Plan must be made readily available to students, Personnel, and SFDPH, such as by posting a copy on the website for the Higher Education Program or making a hard copy available upon request. The Prevention Plan must:
 - 1.4.1.** Comply with the state’s COVID-19 prevention requirements contained in its Guidance for Institutions of Higher Education, issued on August 7, 2020, as well as any subsequent amendments to that guidance; and
 - 1.4.2.** Include protocols for addressing an outbreak among students or Personnel as required by SFDPH guidelines. For more details, see: <http://www.sfchcp.org/covid19-positive-workplace>.
- 1.5.** If the Higher Education Program resumes operations with Personnel or students on a campus or facility within San Francisco, the Higher Education Program must give written notice and containing the following language to all Personnel and students that will participate in on-campus programing:



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 decision by the Health Officer to allow institutions of higher education and other adult education programs to resume operations does not mean that participating in or attending classes or other programs in-person is free of risk. Participating in in-person instruction could increase your risk of becoming infected with COVID-19.

Each person must determine for themselves if they are willing to take the risk of participating in in-person programs, including whether they need to take additional precautions to protect their own health or the health of others in their household. You should particularly consider the risks to household members who are adults 50 years or older, or anyone who has an underlying medical condition. If you have an underlying medical condition, you may want to discuss these risks with your health care provider.

More information about COVID-19 and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>.

- 1.6.** Higher Education Programs may permit individual students to use facilities in control of the Higher Education Program if all of the following requirements are met: (1) the student requires access to the 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); (2) only one person is permitted access to the facility at a time, by appointment; (3) a Face Covering must be worn in the facility at all times unless it must be removed to perform a specific task, such as eating, drinking, or playing a wind instrument; (4) the facility is cleaned and disinfected between each use; (5) where feasible, the facility is aired out between each use, such as by opening windows or doors; and (6) use of the facility must be staggered to permit at least one hour between uses. For clarity, specialized indoor facilities may also be used for indoor classes and programs if the Higher Education Program complies with the requirements contained in Section 2 below.
- 1.7.** Collegiate athletics teams are prohibited from engaging in practices, games, or tournaments in San Francisco without prior written authorization from SFDPH. Higher Education Programs that seek to resume collegiate athletics programs must submit a plan for approval that meets the requirements of Section 14(b)(iv) of Appendix C-1 of the Stay-Safer-at-Home Order.
- 1.8.** 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. C19-07j issued on September 30, 2020 and any future amendment to that order) (the “Social Distancing Protocol”).
- 1.9.** Establish a plan and implement a daily screening using the standard screening questions attached to the Order as Appendix A and Attachments A-1 and A-2 (the “Screening



Handouts”) for all persons arriving at the facility or campus. The plan must include a protocol for screening students, parents/caregivers, Personnel, contractors, vendors, or other members of the public, for symptoms and exposure to COVID-19. A copy of the Screening Handout should be provided to anyone on request, although a poster or other large-format version of the Screening Handouts 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 campus, and should be referred for appropriate support as outlined in the Screening Handouts. Students residing in on-campus housing who answer “yes” to any screening question, but who agree in advance and are able to comply the SFDPH quarantine and self-isolation directives may be permitted on campus for the purpose of complying with those directives. Public safety emergency personnel responding to an emergency are exempt from this rule.

- 1.10.** Require all persons on campus to wear Face Coverings as provided in Health Officer Order No. C19-12c issued on July 22, 2020, and any future amendment to that order (the “Face Covering Order”). Higher Education Programs are responsible for communicating with Personnel and students about Face Covering requirements and enforcing those requirements on campus.
- 1.11.** Prohibit non-essential visitors from entering the campus or using campus resources. To the extent possible, limit the number of vendors on campus and prohibit them from accessing areas frequented by Personnel or students. In-person tours or open houses of campuses and facilities are not permitted. Virtual tours may continue pursuant to the live streaming requirements in the Stay-Safer-at-Home Order
- 1.12.** Personnel and students must follow San Francisco Health Officer Orders regarding self-quarantine after travel outside of the San Francisco Bay Area.
- 1.13.** Develop a plan to promote healthy hygiene practices on campus and communicate the plan to Personnel and students. Post signs in visible locations, such as building entrances, restrooms, dining areas, and class rooms that promote protective measures, such as proper hand washing, physical distancing, and Face Coverings.
- 1.14.** Provide Personnel and Students on campus with adequate supplies to support healthy hygiene, including, as necessary, sanitation stations, soap, hand sanitizer, paper towels, tissues, disinfectant wipes, and non-touch/foot pedal trash cans.
- 1.15.** Develop a plan for routine and safe cleaning of spaces controlled by the Higher Education Program, including:
 - 1.15.1.** Clean and disinfect frequently touched surfaces such as door handles, light switches, sink handles, hand railings, tables, and elevator buttons throughout the day.
 - 1.15.2.** Use disinfectant products that are approved for use against the virus that causes COVID-19 from the EPA-approved List “N.”
 - 1.15.3.** Ensure proper ventilation during cleaning and disinfecting by, for example, opening windows where possible.



1.15.4. Plan cleaning only when occupants are not present and fully air out the space before people return.

1.16. To the extent feasible, prohibit sharing of objects such as lab equipment, computers, and desks. If equipment must be shared, it must be disinfected between uses.

1.17. If a facility has been shut down for a prolonged period, take all necessary steps to ensure that water systems are safe to use before permitting Personnel and students to return to the facility.

1.18. Prohibit the use of drinking fountains on campus. If a water filling station is provided, the stations must be cleaned and disinfected regularly. Post signs at refilling stations that encourage users to wash or sanitize their hands after refilling.

1.19. Indoor communal study spaces are prohibited. Study spaces in personal residences are permissible for those living in the household. Libraries must remain closed except for curbside pickup or as otherwise permitted under the Stay-Safer-at-Home Order.

1.20. Cafeterias and other eating establishments on campus must comply with the directives applicable to dining as well as any other industry-specific guidelines.

2. Section 2 – Requirements for Higher Education Programs Offering Indoor, In-Person Instruction

[These are additional requirements that apply to Higher Education Programs that offer indoor classes]

2.1. All indoor lectures, classes, or courses of any kind involving two or more people (including the teacher or instructor) are prohibited unless the Higher Education Program has prepared and posted a Prevention Plan as required by Section 1.4 above and containing the following additional information:

2.1.1. With respect to each class or program that will be held indoors, a statement as to why it cannot be held remotely or outdoors due to the need for access to specialized equipment or space;

2.1.2. An explanation of how the Higher Education Program will enforce physical distancing on participants of any indoor class or program;

2.1.3. A description of protocols for airing out and sanitizing classroom spaces and equipment between classes;

2.1.4. A completed Facilities Questionnaire regarding cleaning and ventilation protocols. The Facilities Questionnaire can be found at: <https://www.sfdph.org/dph/COVID-19/Schools-Education.asp>

2.1.5. A statement explaining how the Higher Education Program will be addressing proper sanitation, social distancing, stable cohorting, Face Coverings, health screening, and any additional procedures that will be implemented to minimize the risk of transmission of COVID-19 in the indoor facilities;



City and County of San Francisco

Department of Public Health Health Officer Directive

- 2.1.6. A plan for PCR COVID-19 testing of students and staff or an explanation as to why no testing is necessary in the specific circumstances;
 - 2.1.7. A plan for educating students about COVID-19 risks and mitigation strategies;
 - 2.1.8. A statement of how the Higher Education Program intends to address violations of COVID-19 safety protocols by students and Personnel; and
 - 2.1.9. A statement from the operator of the Higher Education Program that recognizes the risk inherent in holding indoor classes and will be responsible for taking all necessary precautions to mitigate the risk of transmission to the greatest extent possible.
- 2.2. A sample, fillable Prevention Plan for Higher Education Programs offering indoor classes and programs will be available at: <https://www.sfdph.org/dph/COVID-19/Schools-Education.asp>
 - 2.3. Conspicuously post signage around the facility – including at all 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>
 - 2.4. Indoor classes and programs must be scheduled to conclude in no more than two hours. Higher Education Programs must prohibit students and Personnel from congregating before and after the scheduled classes and programs.
 - 2.5. Higher Education Programs that complete the Prevention Plan and posting requirements contained in this Directive may begin operations without pre-approval by SFDPH. Higher Education Programs offering indoor classes or programs remain subject to periodic audit by SFDPH, including onsite inspection and review of health and safety plans. Higher Education Programs must permit SFDPH inspectors access to their facilities in the event an onsite inspection is requested.
 - 2.6. Higher Education Programs must evaluate their Prevention Plan at least monthly to determine whether any updates are required. The Prevention Plan must be kept up-to-date to reflect any changes.
 - 2.7. Higher Education Programs offering indoor classes or programs must evaluate the facility to determine the number of people (including students and instructors) who may safely fit inside at any time while ensuring proper social distancing and other restrictions as required by this Directive and the Stay-Safer-at-Home Order, including the requirement that all students remain at least six-feet from each other at all times.
 - 2.8. All students and Personnel participating in indoor instruction must wear a Face Covering at all times except as may be briefly necessary to allow limited eating or drinking. Removal of Face Coverings for more than a brief period, as might be required to allow a student to take a single bite of food, is prohibited. Face Coverings must be immediately replaced and worn at all other times.



2.9. Indoor instruction must not include any singing, chanting, or wind instruments of any kind.

3. **Section 3 – Additional Requirements for Higher Education Programs Offering Outdoor, In-Person Instruction:**

[These additional requirements apply to Higher Education Programs that offer outdoor instruction, even if they do not also offer indoor instruction]

- 3.1. When distance learning is not feasible, Higher Education Programs may offer in-person instruction outdoors in groups of no more than 14 people, including any instructors (“Outdoor Instruction”). Students and Personnel must be permitted to decline the option of participating in Outdoor Instruction and should be accommodated with distance learning or other options, if feasible.
- 3.2. Only one Outdoor Instruction may be held by a Higher Education Program at the same time unless the Higher Education Program can ensure groups participating in different Outdoor Instructions will remain separate, such as by placing physical barriers between the groups. If multiple Outdoor Instructions are occurring at the same time in the same geographic area, the Higher Education Program must prohibit mingling among participants from different Outdoor Instructions.
- 3.3. Personnel and students participating in Outdoor Instruction must follow all Social Distancing Requirements and wear Face Coverings at all times. Personnel and students who are subject to an exemption from the Face Covering Order may not participate in Outdoor Instruction at this time. Members of vulnerable populations (those over age 60 or with chronic medical conditions) are encouraged to carefully consider the risks before determining whether to participate in Outdoor Instruction.
- 3.4. Develop a plan and implement COVID-19 symptom self-verifications for all students who will attend Outdoor Instruction. The plan must require students to conduct a self-verification at home each time they will attend Outdoor Instruction. Students must be informed that they may not attend Outdoor Instruction if they feel ill or are experiencing any symptoms of COVID-19, such as fever, chills, repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, new loss of smell or taste, muscle pain, headache, otherwise unexplained runny or congested nose, or diarrhea.
- 3.5. Outdoor Instruction participants must not move among simultaneously occurring Outdoor Instruction programs taking place in the same geographic area.
- 3.6. Outdoor Instruction must not include instruction that requires instructors or participants to eat or drink as part of the curriculum. Unless necessary for proper hydration or other medical necessity, Outdoor Instruction participants must not eat or drink during the program or while otherwise gathering for purposes of a Higher Education Program.
- 3.7. Participants in Outdoor Instruction must not gather or mingle before or after the period of the Outdoor Instruction.
- 3.8. Consistent with the limitations under the State Health Order, the Stay-Safer-at-Home Order, and guidance from SFDPH, Higher Education Programs may, subject to any applicable permit requirements, conduct their programs under a tent, canopy, or other sun



or weather shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also the number and composition of barriers used must allow the free flow of air in the breathing zone.

4. Section 4 – Additional Requirements for Housing Under the Control of a Higher Education Program

- 4.1.** Housing controlled by or used for the benefit of students attending a Higher Education Program must prioritize those students and Personnel with limited housing options, including those with difficulty accessing distance learning. Higher Education Programs must require students who are able to complete their coursework remotely from their place of residence not to travel to the San Francisco Bay Area for the sole purpose of living in housing under the control of the Higher Education Program.
- 4.2.** Reserve a supply of available rooms in cases of quarantine and isolation, and provide a contingency plan, such as additional off-campus housing, or hotel rooms, in the event those rooms are exhausted.
- 4.3.** Except for family housing, students must be housed in single rooms (i.e., without a roommate) as the default housing option. Students may be permitted to room together if they voluntarily request to do so. Higher Education Programs must not discriminate against students who request single-occupancy rooms, including that students must not be required to pay an additional fee for a single room. Higher Education Programs must house individuals with high risk medical conditions or who identify as members of a vulnerable population in single occupancy rooms.
- 4.4.** Non-essential visitors must be prohibited from accessing student housing.
- 4.5.** Close all nonessential shared spaces, such as game rooms, gyms and lounges.
- 4.6.** If the housing contains a shared cooking or kitchen area, apply the SFDPH guidance for congregate housing settings. Where applicable, follow SFDPH guidance for shared laundry facilities.
- 4.7.** Where students must use communal bathrooms, require students to consistently use the same bathroom and shower facilities. Where feasible, add physical barriers, such as plastic, flexible screens, between bathroom sinks. Where sinks are closer than six feet apart, either disable sinks or block off sinks to create more distance between users.
- 4.8.** Prohibit all indoor gatherings of individuals from different household units and prohibit outdoor gatherings beyond a single household except as otherwise permitted under the Stay-Safer-at-Home Order.
- 4.9.** Until otherwise permitted by the Stay-Safer-at-Home Order, gyms, pools, and other fitness facilities must remain closed.

5. Section 5 – Additional Requirements for Transportation Under the Authority of a Higher Education Program:

- 5.1.** Higher Education Programs that operate or contract to provide transportation for Personnel or students must comply with all industry-specific guidance, including requiring social distancing between individuals and proper use of face coverings.



- 5.2. Maximize ventilation within vehicles, such as by opening windows during use.
- 5.3. Clean and disinfect vehicles daily. Drivers must be provided with disinfectant wipes and disposable gloves to wipe down frequently touched surfaces. Vehicles must be cleaned and disinfected after transporting any individual who exhibits symptoms of COVID-19.



Health Officer Directive No. 2020-22c (Exhibit B)
Health and Safety Plan (issued 9/30/2020)

Each Higher Education Program 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.)

- Higher Education Program is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-22c, available at www.sfdph.org/directives.
- If the facility or campus has been shut down for a prolonged period, take all necessary steps to ensure that water systems are safe before reopening.
- Designated a COVID-19 Liaison as required by the Directive.
- Prepared and implemented a campus-specific COVID-19 Prevention Plan.
- Posted the Prevention Plan and scheduled monthly evaluations of the Prevention Plan.
- Developed a plan and implemented daily COVID-19 symptom verifications for all Personnel and students on campus or engaged in in-person instruction.
- Developed and implemented a COVID-19 screening procedure for all persons arriving at the facility or campus.
- Developed and implemented a plan to promote healthy hygiene practices on campus.
- Developed and implemented a plan for routine, safe cleaning of spaces controlled by the Higher Education Program.
- Closed all non-essential shared spaces, such as game rooms and lounges.
- Reviewed and implemented all industry-specific guidance in the Directive and, where applicable, other applicable directives concerning transportation, cafeterias, eating establishments, congregate living, gyms, and shared laundry facilities.

Additional Measures

Explain:



Reopening Institutions of Higher Education and Other Adult Education Programs for In-Person Instruction Guidance for Academic Year 2020-2021

UPDATED September 30, 2020

The following guidance was developed by the San Francisco Department of Public Health (SFPDH) for use by local Institutions of higher education and other adult education programs, and will be posted at <https://www.sfgdcp.org/covid19>.

AUDIENCE: This guidance is for educators, administrators and support staff of Higher Education Programs as well as students, contractors and other personnel who participate in these programs. As used in this guidance, the term "Higher Education Programs" includes public, private non-profit, private for-profit, research-focused, and special mission institutions of higher education (IHEs) such as universities and colleges, as well as other adult education programs such as those offering vocational training courses, career pathway educational programs, job skills training or English as a second language classes. This guidance does not apply to TK-12 schools or other programs for children.

Summary of Revisions since the 9/1/2020 Version

- If outdoor or remote instruction is not possible because of the need for specialized space or equipment, in-person, indoor instruction is allowed with the completion of a Prevention Plan as specified in the [SFPDH Directive](#).
- Higher Education Programs that complete the Prevention Plan and posting requirements contained in this Directive may begin operations without pre-approval by SFPDH.
- Indoor instruction is no longer limited to the training of "core essential services".
- Two hour limit on outdoor instruction has been removed.
- Updated recommendations regarding COVID-19 surveillance testing.

PURPOSE: To provide preliminary guidance on health and safety practices needed to safely operate in-person, on-site instruction at Higher Education Programs, in anticipation of the San Francisco Health Officer allowing such facilities to reopen.

BACKGROUND: Higher Education Programs in San Francisco were closed for in-person instruction in March 2020 to limit the risk of COVID-19 transmission. Since then, our understanding of COVID-19, how it spreads and how we can prevent transmission has increased tremendously.

Based on available evidence, young adults in general do not appear to be at high risk of severe illness due to COVID-19 compared to older adults. However many young adults have been infected with COVID-19 and are very likely to contribute to community transmission, including to more vulnerable population groups.

Because our understanding of COVID-19 has evolved, we now have evidence that certain precautions effectively decrease the risk of COVID-19 transmission. By coordinating and layering effective interventions, we can reduce the risk of COVID-19 for students, faculty, staff and others who may be present at a Higher Education Program, regardless of their age.

This preliminary guidance is based on the best science available at this time and the current degree of COVID-19 transmission in San Francisco. This guidance is subject to change as new knowledge emerges and as local community transmission changes.



As our understanding of COVID-19 grows and local community transmission remains uncertain, please continue to stay updated regarding any changes to the Stay Safer at Home Order and directives at www.sfdph.org/healthorders and www.sfdph.org/directives.

Contents

- Key Messages for Higher Education Programs..... 3
- Which programs can offer in-person instruction? 4
- Requirements before opening Higher Education Programs 5
- Quarantine new residents to prevent COVID-19 transmission 6
- Strategies to prevent spread of COVID-19 in Higher Education Programs 6
 - Screen everyone entering the campus..... 6
 - Staff Considerations 7
 - Restrict non-essential visitors 7
 - Small and Stable Cohorts of Staff and Students 7
 - Require face coverings 8
- Physical Spaces 9
 - Instruction Spaces 9
 - Housing under authority of a Higher Education Program 9
 - Other shared spaces 10
 - Ventilation 11
- Hygiene and Cleaning 11
 - Handwashing 11
 - Limit sharing 12
 - Cleaning and Disinfection 12
- Specific situations 13
 - Transportation..... 13
 - Libraries 13
 - Food Service and Dining Halls 14
 - Student Health Facilities..... 14
 - Staff Offices/Break Rooms..... 15
 - Group Singing/Chorus, Musical Instruments 15
 - Collegiate Athletics and Fitness Activities 15
 - Students receiving special services 15
- When a staff member or student has symptoms of COVID-19..... 16
- When a staff member or student tests positive for COVID-19 16
- Resources..... 17



Key Messages for Higher Education Programs

- Preventing person-to-person transmission via respiratory transmission is more important than frequent cleaning and disinfection. 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).
- **Coronavirus is easy to kill on surfaces compared to norovirus.** Most household cleaning products are effective. Professional deep cleaning services are generally unnecessary.
- Physical distancing, barriers and face coverings are important in preventing the spread of COVID-19 in group settings.
- The use of personal protective equipment (PPE) does not eliminate the need for physical distancing, portable barriers/partitions and universal face coverings. PPE can give people a false sense of security.
- **Exposure risk is a gradient, rather than an all-or-nothing condition.** A rule of thumb is that a person must spend at least 10-15 minutes within 6 feet of someone with COVID-19 to be at risk of infection. Shorter interactions at greater distances are lower risk. Universal face coverings decrease risk, and being outside is lower risk than inside. Other factors include whether the infected person was sneezing or coughing, or doing an activity that produced more respiratory droplets (singing or shouting has been shown to spread COVID-19 efficiently, particularly in enclosed spaces).



Which programs can offer in-person instruction?

Higher Education Programs must continue to offer distance learning whenever possible. As a rule of thumb, minimize in-person interactions as much as possible, and wherever possible, continue remote or virtual operations. Please carefully review the Health Order to assess whether a particular "support service" is considered an essential business operation.

As of September 2020, the San Francisco Shelter-in-Place Health Order allows Higher Education Programs to operate minimum essential business functions for the purpose of "facilitating distance learning or performing essential functions."

- Offer distance learning options to the extent reasonably feasible.
- Require that students who are able to complete their coursework remotely to do so from their place of residence. For students who live outside the local geographic area and who can otherwise complete their coursework through remote learning, Higher Education Programs must not require those students to travel to the San Francisco Bay Area for the purpose of living in housing under the control of the Higher Education Program.
- Students and staff must be permitted to decline the option of participating in in-person instruction and should be accommodated with distance learning or other options if feasible.
- Higher Education Programs may permit individual students to privately use indoor facilities in control of the Higher Education Program if:
 - The student requires access to the facility due to the need for access to specialized equipment or space that is not available outside or at their home (such as a music practice room or fine arts studio);
 - Only one person (including students, faculty, or other Personnel) is permitted access to the facility at a time;
 - The facility is cleaned and disinfected between each use;
 - Where feasible, the facility is aired out between each use, such as by opening windows or doors;
 - Use of the facility must be by appointment and staggered to permit at least one hour between uses;
 - Wear face coverings at all times except when performing a specific task, such as eating, drinking, or playing a wind instrument.
- Indoor, in-person instruction involving two or more students or instructors and requiring the use of specialized space or equipment, such as indoor laboratories, may be offered with the completion and posting of a Prevention Plan.
 - Higher Education Programs that complete the Prevention Plan and posting requirements contained in the Directive may begin operations without pre-approval by SFDPH. Higher Education Programs offering indoor classes or programs remain subject to periodic audit by

When distance-learning is not possible, the Health Order permits indoor in-person instruction with the completion of a Prevention Plan, and/or outside instruction for groups up to 14 as long as everybody wears face coverings and social distancing is maintained.



SFDPH, including onsite inspection and review of health and safety plans. Higher Education Programs must permit SFDPH inspectors access to their facilities in the event an onsite inspection is requested. Please review the [Directive](#) for additional information on completing the Prevention Plan.

- Higher Education Programs who previously have received official, written approval for indoor instruction for “core essential services” can continue to operate, but must comply with the Prevention Plan and posting requirements in the Directive.
- Students of vocational schools, which includes students training in the “counseling and the healing arts,” are permitted to provide in-person essential services, such as direct patient care. For example, a nursing student can provide direct patient care in-person at a hospital under appropriate supervision.

Requirements before opening Higher Education Programs

Before operation, Higher Education Programs must:

- Designate at least one COVID-19 staff liaison as the point of contact for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH.
- Establish health and safety protocols to prevent COVID-19 transmission, as required by any SFDPH Health Order allowing schools to reopen.
 - Train staff and students on health and safety practices. Avoid having in-person staff development, meetings, or team-building during the two weeks before in-person instruction begins.
 - Create a Health and Safety Plan outlining what the Higher Education Program will do to implement the requirements in this guidance and any relevant Health Officer directives or orders. Share this plan with staff, families, students and other members of the Higher Education Program community.
- Collaborate with SFDPH to develop a shared strategy for surveillance testing of Higher Education Program staff and students. Higher Education Programs should consider the role of COVID-19 testing in limiting the transmission of COVID-19. Students and staff who have symptoms, or have been close contacts, must receive testing as soon as possible. Due to concerns of asymptomatic spread of COVID-19, programs should also consider scheduled, periodic surveillance or screening testing of asymptomatic students and staff, particularly for students living in school-owned housing. Programs are encouraged, if feasible, to cover the costs of testing, either by contract with a private testing lab and/or use of primary health care providers to reduce the impact on limited City testing resources.
- Develop an outbreak management plan or Communicable Disease Management Plan which includes protocols to notify SFDPH of any confirmed COVID-19 cases among students, faculty or staff and assist SFDPH as needed with contact tracing. Such a plan should include a protocol to isolate or quarantine any ill or exposed persons. The SFDPH Education Hub will provide case consultation and guidance in cases of individuals testing positive for COVID-19.
- Establish protocols for staff and students with symptoms of COVID-19 and for communication with staff, students and families after COVID-19 exposure or a confirmed COVID-19 case in the Higher Education Program.



- Require or strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- Ensure that the water systems are safe, especially for those Higher Education Programs closed for a long period of time. 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>.
- Ensure that any organizations affiliated with the Higher Education Program, such as off-campus clubs, Greek organizations, etc., also follow these guidelines. Develop systems to enforce and hold affiliated organizations accountable for adhering to this guidance.

Quarantine new residents to prevent COVID-19 transmission

Higher Education Programs must have a plan in place to ensure that students and staff quarantine for 14 days if they have moved to the San Francisco Bay Area from out of town and engaged in activities that would put them at higher risk of contracting the virus that causes COVID-19.

- Higher risk activities include people interacting within 6 feet of individuals outside their household if they or those around them were not wearing face coverings at all times, especially if they were indoors; this includes travel on planes, buses, or trains when face coverings were not worn at all times by the people in these enclosed spaces.
- This quarantine requirement does not apply to students and staff who regularly commute to a Higher Education Program from places outside of San Francisco
- Review additional guidance on quarantine at <https://www.sfcddcp.org/I&Q>
- Review special considerations for quarantining students in the section below Housing Under Authority of Higher Education Programs.

Strategies to prevent spread of COVID-19 in Higher Education Programs

Screen everyone entering the campus

- Ask all persons entering the building or campus about symptoms and exposure to COVID-19, including staff, students, parents/caregivers, contractors, visitors, and government officials. Emergency personnel responding to a 9-1-1 call are exempted.
 - For details about screening, refer to [COVID-19 Health Checks at Programs for Children and Youth](#) (students under 18) and [Asking COVID-19 Screening Questions at Any Business, Organization or Facility](#) (adults).
 - At this time, there is no recommendation to measure temperatures of students and staff of Higher Education Programs. Please visit <https://www.sfcddcp.org/covid19> under Businesses and Employers in the “Health Screening” section for further guidance regarding measuring temperatures.
- Individuals with symptoms or exposure to COVID-19 should not be allowed on campus. Individuals with symptoms should be sent home. (See “When a staff member or student has symptoms of COVID-19”).



Staff Considerations

- Maximize the number of Personnel who work remotely from their place of residence.
- Protect staff, especially those at higher risk of severe COVID-19 illness. See sfcdcp.org/covid19hcp for a list of groups at higher risk for severe COVID-19.
 - Offer options that limit exposure risk to staff who are in groups at higher risk for severe COVID-19 illness (e.g. telework, reassignment, or modified job duties to minimize direct interaction with students and staff).
 - Prioritize portable plexiglass barriers or other partitions for staff who are in groups at higher risk of severe COVID-19 or who must interact directly with large numbers of people.
 - Consider the use of face shields, to be used **with** face coverings, for staff whose duties make it difficult to maintain 6 feet of distancing, such as clerical staff.
- Monitor staff absenteeism. Plan for staff absences of 10-14 days due to COVID-19 infection or exposure in the event that community transmission increases. Be prepared to offer distance learning to students whose instructors must stay home due to COVID-19 infection or exposure, and no other instructor is available.

Restrict non-essential visitors

- Limit, to the greatest extent permitted by law, external community members, especially with individuals who are not from the local geographic area, from entering the site and using campus resources, as the number of additional people onsite and/or intermixing with students, faculty, and staff increases the risk of virus transmission.
- Prohibit in-person college tours or open houses at this time.
- Staff should document all visitors to classes who are not regular participants. Such records will assist with contact tracing if there is a positive COVID-19 case.

Small and Stable Cohorts of Staff and Students

Keeping instructors and students in the same group lowers their exposure risk by decreasing the number of people they come into contact with each day. Smaller class sizes further reduce risk of exposures.

- Limit cross-over of students and instructors to the extent possible. Cross-over of students between cohorts is permitted to meet students' educational needs.
- Outdoor classes are limited to 14 participants, including students and instructors. Indoor classes are limited by the space required to maintain 6 feet social distancing.
- Outdoor classes must not interact with other outdoor classes or groups of people who are gathering at the same time.
- Indoor classes and programs must be scheduled to conclude in no more than two hours. Higher Education Programs must prohibit students and Personnel from congregating before and after the scheduled classes and programs.
- Limit outdoor instruction to as short a duration as possible to minimize risks of person to person transmission. Limit mixing of cohorts, including their assigned staff



- Larger gatherings of more than one cohort are currently prohibited (e.g., large assemblies, performances).
- Prevent groups participating in instruction from interacting with each other, including before and after the session.
 - Hold only one outdoor instruction at the same time unless the groups participating in different outdoor instructions will remain separate, such as by the use of physical barriers between groups.
 - Stagger class schedules for arrival/dismissal to prevent mixing of cohorts.
 - Students participating in in-person instruction are strongly encouraged to limit participation as much as possible to limit possible risks of transmission.
 - Designate specific routes for entry and exit to the campus for each cohort, using as many entrances/exits as feasible.
- Minimize movement of students through indoor hallways.
 - Stagger class change times so that only one cohort is in the hallway at any given time.
 - Consider creating one-way hallways to minimize congestion.
 - Place physical guides, such as tape, on floors and sidewalks to mark one-way routes.

Require face coverings

Face coverings keep people from spreading the infection to others, by trapping respiratory droplets before they can travel through the air.

- Require face coverings for ALL participants
 - All individuals age 10 and above must wear face masks or cloth face coverings over both their nose and mouth at all times.
 - Staff, students and visitors may not enter the building or campus unless they are wearing a face covering or have documentation of a medical contraindication to face coverings. Keep a supply of face coverings for individuals who have forgotten to bring one.
- Participants who are exempt from wearing a Face Covering under the Face Covering Order may only participate if they can wear another acceptable type of covering, such as a face shield with a drape on the bottom edge.
 - Staff or students with a documented medical contraindication to a face covering may be allowed to wear a face shield with a cloth drape on the bottom tucked into the shirt.
<https://covid19.ca.gov/masks-and-ppe/>
- Speech and language therapists and staff working with hard-of-hearing students may also use a face shield with a cloth drape tucked into the shirt, if a face covering interferes with their ability to work with students. A clear mask or clear portable barrier such as a plexiglass barrier may also be used. A barrier generally provides the best protection for both student and staff. Staff should wear a face covering at other times.
- Do not use face shields in place of face coverings in other situations. Face shields with cloth drapes tucked into the shirt may be used during outdoor instruction.



- Consider using a face shield in addition to a face mask or cloth face covering. Face shields provide additional eye protection for the wearer. When a face shield is used with a mask or face covering, a cloth drape is not needed.

Physical Spaces

Instruction Spaces

Outdoor instruction is generally safer than indoor instruction due to increased ventilation, increased opportunities for physical distancing, and increased dispersal of infectious virus. Indoor instruction involving two or more people is permitted only if remote or outdoor instruction is not possible because of the need for specialized space or equipment AND if the Higher Education Program has already received official, prior written approval for an exemption OR has completed a Prevention Plan; this includes laboratories, specialized indoor spaces such as studios and workshops. Indoor lectures remain prohibited at this time.

- Hold smaller classes in larger spaces. Limit capacity to maintain 6 feet social distancing between people.
- During outdoor instruction, the Higher Education Program may use tents or other similar outdoor shelters designed to provide shade or minimize exposure to rain or wind. Any tents or outdoor shelters require appropriate approval and permitting from the City. Such shelters:
 - may contain a roof or awning;
 - may not be enclosed – only one side may have a vertical covering;
 - the space must not be designed in any other way that would restrict normal airflow.
- Have students sit in the same seats each day if feasible. This will help make contact tracing easier if someone tests positive for COVID-19.
- Arrange seats facing in the same direction, so that students do not sit facing each other; for indoor instruction, consider rearranging indoor furniture, setting partitions between desks, and marking classroom floors, to maintain separation indoors.
- When students must sit less than 6 feet apart, consider use of privacy boards or clear screens.
- Snacks/meals should not occur during instruction as they require removal of face coverings. If participants must remove their face covering to taste food or a beverage, as might be required during a culinary class, the removal of face coverings should be as brief as possible.
- Implement procedures for turning in assignments to minimize contact, such as electronic submission of assignments.

Students and staff must wear face coverings, maintain physical distancing and stay 6 feet from each other as much as possible.

Housing under authority of a Higher Education Program

- Campus housing should prioritize those with limited housing options, including those with difficulty accessing virtual learning.



- SFDPH requires that accommodations, excluding family housing, are limited to one resident per bedroom, with a maximum of two residents per bedroom if both residents provide informed consent to sharing a bedroom.
- Individuals with high risk medical conditions must maintain single occupancy.
- A dormitory unit, or bedroom, constitutes a household unit.
- Face coverings are required by ALL when in common areas.
- When there are two residents per room, ensure at least six feet between beds, and require residents sleep in opposite directions (head to foot).
- Higher Education Programs may not discriminate against students who choose not to have a roommate, including that they may not be penalized financially.
- Moving and services for moving are considered essential activities and are permitted with usual social distancing, face covering, and hygiene precautions. Stagger move-in times to help decrease crowding during move-ins.
- Prohibit social gatherings as much as possible. SFDPH does not allow indoor gatherings of individuals from different households.
- Students who are quarantining or isolating should stay in their residence except to seek medical care. They should use a separate bathroom and not go into any public areas, take public transportation or rideshares. The Higher Education Program should plan to have food delivered to these students.
- Higher Education Programs should reserve a supply of available rooms to accommodate any needs for quarantine and isolation. A contingency plan, such as additional off-campus housing, or hotel rooms, should be established in the event those rooms are exhausted.
- Minimize the number of residents per bathroom. When shared bathrooms are used, increase the frequency of cleaning.
- Encourage residents to consistently use the same bathroom and shower facilities to contain any possible transmission to within that cohort.
- Add physical barriers, such as plastic flexible screens between bathroom sinks, especially when they cannot be at least six feet apart. When sinks are closer than six feet, disable every other sink to create more distance.
- SFDPH has issued [guidance for congregate housing settings](#) where individuals have their own rooms or living quarters but share bathrooms or cooking areas with others who are not in their household. Student housing, such as dormitories, would be considered a type of congregate housing. Please visit <https://www.sfcddcp.org/covid19> under Congregate Living Settings.
- SFDPH has issued guidance on shared laundry facilities. Please visit <https://www.sfcddcp.org/covid19> under Cleaning Recommendations.

Other shared spaces

- Close nonessential shared spaces, such as game rooms and lounges
- Prohibit indoor group study spaces. San Francisco Health Orders do not permit indoor gatherings with people from outside one's household, which would include studying with others in an indoor



setting, such as a study hall or library. Consider outdoor study spaces, or individual study in one's residence.

- Limit occupancy of essential shared spaces, such as bathrooms, elevators, locker rooms, staff rooms and similar shared spaces to allow 6 feet of distancing. Adjacent bathroom stalls may be used. Post signs with occupancy limits.
- Add physical barriers, such as plastic flexible screens between bathroom sinks, especially when they cannot be at least six feet apart. When sinks are closer than six feet, disable every other sink to create more distance.
- 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.

Ventilation

Increasing outdoor air circulation lowers the risk of infection by “diluting” any infectious respiratory virus with outdoor air. Being outside is even lower risk. Review SFPDH ventilation guidance at

<https://www.sfdcp.org/COVID-Ventilation>.

- Open windows to increase ventilation with outdoor air when health and safety allow, for example, when it does not worsen individuals' allergies or asthma. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.
- Adjust mechanical ventilation systems to maximize fresh (outdoor) air ventilation. Minimize or eliminate return or recirculated air.
- For mechanical ventilation systems, increasing the intake of outdoor air and minimizing recirculated air should be prioritized over increasing filter efficiency during the COVID-19 pandemic.

Generally, opening windows and adjusting mechanical ventilation systems to maximize outdoor air intake will effectively increase the amount of outdoor air in an indoor space. Although increased filter efficiency may be desirable for other reasons, such as improving indoor air quality near freeways or during wildfires, it is less important than maximizing outdoor air intake for COVID-19. Improving filter efficiency may require significant upgrades to the mechanical ventilation system. Portable air cleaners may be considered, but must be sized and positioned appropriately for the specific space.

Hygiene and Cleaning

Handwashing

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 all staff and students to wash or sanitize their hands at staggered intervals, 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) should 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 <https://eziz.org/assets/docs/IMM-825.pdf>.

Limit sharing

- Consider suspending or modifying use of site resources that necessitate sharing or touching items.
- Suspend use of drinking fountains and instead encourage the use of water refilling stations and reusable water bottles.
- Limit sharing of art supplies, lab supplies, and other high-touch materials as much as possible. If feasible, have a separate set of supplies for each student.
- 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

Many household disinfectants are effective against COVID-19. Refer to [EPA's List N](#) for EPA-approved disinfectants effective against COVID-19.

- Clean and disinfect frequently touched surfaces at least daily. Routine cleaning focuses on frequently touched surfaces like door handles, desks, countertops, phones, keyboards, light switches, handles, toilets and faucets.
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
- Cleaning after a suspected or known case of COVID-19 **uses the same cleaning agents and disinfectants** as for routine cleaning, but also includes 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. CDPH recommends waiting at least 1 hour.¹
 - Clean and disinfect all surfaces in the areas used by the ill person, including electronic equipment like tablets, touch screens, keyboards, and remote controls. Vacuum the space if needed.
- For details, refer to CDC guidelines on "[Cleaning and Disinfecting Your Facility](#)" and [CDC guidelines for cleaning schools and community facilities](#)

¹ CDPH Outpatient Healthcare Facility Infection Control Recommendations for Suspect COVID-19 Patients
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/OutpatientHealthcareFacilityInfectionControlRecommendationsforSuspectCOVID19Patients.aspx>



Specific situations

Consider regularly visiting <https://www.sfc-dcp.org/covid19> as updated content is frequently added. Relevant content for Higher Education Programs may include guidance on food facilities and food delivery workers, faith based gatherings, social interactions, transport vehicles, persons experiencing homelessness, and reopening guidance for certain business sectors, such as retail and office facilities. While in-person instructional activities may not necessarily be permitted at a Higher Education Program, other in-person functions at the Higher Education Program may be permitted as an essential business.

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.

- If transport vehicles (e.g., buses) are used by the Higher Education Program, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect Higher Education Program buses, vans, or other vehicles, see guidance for bus transit operators. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Higher Education Program Vehicles
 - 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 passenger forgets theirs.
 - Passengers must sit at least 6 feet away from the driver.
 - Maximize space between passengers.
 - Keep vehicle windows open when weather and safety permit.
 - Buses should be cleaned and disinfected daily. Drivers should be provided disinfectant wipes and disposable gloves to wipe down frequently touched surfaces. Buses should be cleaned after transporting any individual who is exhibiting symptoms of COVID-19.
- Public transportation: Wear face coverings, maintain at least 6 feet physical distancing as much as possible, and practice hand hygiene upon arrival.
- Carpools and shared rides: Advise staff and families to carpool with the same stable group of people. Open windows and maximize outdoor air circulation when feasible. Everyone in the vehicle should wear a face covering.

Libraries

- San Francisco Health Order permits libraries to open only for curbside/outside pickup and drop off of items.
- Staff and patrons must wear face coverings, and maintain at least 6 feet physical distancing except for brief interactions.
- Libraries cannot be used for indoor gatherings, including study spaces.



Food Service and Dining Halls

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.

- Review and comply with existing SFDPH guidance on eating establishments. Ensure that individuals undergoing isolation and quarantine are able to receive food in their housing units.
- SFDPH has issued [guidance for congregate housing settings](#) where individuals have their own rooms or living quarters but share cooking and dining areas with others who are not in their household. Student housing and dining areas, such as dormitories and dining halls, are considered congregate housing.
- SFDPH has also issued guidance for food facilities, outdoor dining, and food delivery. Please visit <https://www.sfdcp.org/covid19> under Food Facilities and Food Delivery Workers.
- Eat meals outdoors 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. Outdoor eating areas may be covered (e.g. with an awning), as long as no more than one side is closed, allowing sufficient air movement. Mark places 6 feet apart for sitting.
- Make sure that students and staff wash their hands or use hand sanitizer immediately before and after eating.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands before putting on and after removing their gloves, and after directly handling used food service items.
- Be especially vigilant about staying 6 feet away when eating. If eating indoors, make sure that individuals are spaced as far apart as possible.

Student Health Facilities

Review and comply with existing SFDPH guidance on ambulatory care services. Effective June 16, 2020, under [Health Directive 2020-20](#), ambulatory care providers, including Counseling and Healing Arts, are allowed to conduct in-person, routine visits, subject to the provisions in the directive. Providers of ambulatory care services, including counseling and other healing arts, please:

- Regularly review changes to the Stay Safer at Home Order and directives at www.sfdph.org/healthorders and www.sfdph.org/directives
- Carefully review and follow [Health Officer Directive 2020-20 \(Ambulatory Care, Counseling, and Healing Arts\)](#), to determine how your profession is affected, and what are the required best practices for providing care in-person.
- Review [“Health Advisory: Required Best Practices for Reopening Ambulatory Care, Including Counseling and Other Healing Arts.”](#)

SFDPH also has guidance specifically for [healthcare providers related to COVID-19 in San Francisco](#).



Staff Offices/Break Rooms

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.

- Set up staff workspaces so that staff do not work within 6 feet of each other.
- Consider virtual meetings using video conferencing apps for staff meetings, even if all staff are on campus.
- Post signage reminding staff to stay 6 feet apart, keep their facemasks on unless eating, wash their hands before and after eating, and disinfect their area after using it.
- Discourage staff from eating together, especially indoors. Consider creating a private outdoor area for staff to eat and take breaks.
- Open windows and doors to maximize ventilation, when feasible, especially if staff are eating or if the room is near maximum occupancy.

Group Singing/Chorus, Musical Instruments

- Avoid group singing. Suspend choir and wind instruments (band). These activities are higher risk for COVID-19 transmission due to the larger numbers of respiratory droplets produced. Percussion and string instruments are allowed. Indoor instruction (involving two or more people) must not include any singing, chanting, or wind instruments of any kind.
- Individual (no other student or instructor present) singing and use of musical instruments may be permitted in specialized indoor settings if available. See above section on “Which programs can offer in-person instruction?” for further details.

Collegiate Athletics and Fitness Activities

Exercising is an area of higher risk for transmission due to the potential for close contact and increased breathing. Collegiate athletics will require special consideration. Please see the state’s guidance regarding collegiate athletics at <https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

- Review and comply with existing SFPD guidance on indoor gyms and fitness groups. Please visit <https://www.sfdcp.org/covid19> under Businesses and Employers for the guidance “Gyms and Fitness Groups.”
- Contact sports involving adults from separate households on a recreational basis is not permitted
- Higher Education Programs wanting to resume collegiate athletics programs, as well as organized practices, games, or tournaments in San Francisco are required to seek prior written authorization from SFPD. For further information on the authorization process, please review www.sfdph.org/directives.

Students receiving special services

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 clear screens or privacy barriers.



When a staff member or student has symptoms of COVID-19

- Identify isolation rooms for individuals with symptoms of COVID-19, and refer to the Higher Education Program's procedures for handling ill persons with symptoms of possible COVID-19.
- Staff who become ill while at a Higher Education Program must notify their supervisor and leave work as soon as feasible. Staff should be encouraged to get tested as soon as possible.
- Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.
- Students with symptoms must be sent home. Students must be encouraged to get tested as soon as possible.
- Find alternative locations for classes whose regular classroom is being cleaned or disinfected.

When a staff member or student tests positive for COVID-19

Contact the **SFDPH Schools and Childcare Hub** as soon as possible.

Call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, or email Schools-childcaresites@sfdph.org

- SFDPH will provide consultation and guidance to help Higher Education Programs take initial steps to identify individuals who had close contact with the person with COVID-19. Exposed individuals should be notified, know how to get tested, and understand when they can return to the Higher Education Program, usually 14 days after the exposure.
- Notify all staff, families, and students that an individual in the Higher Education Program has had confirmed COVID-19. Do not disclose the identity of the person, as required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act.
- SFDPH will help the Higher Education Program determine if the classroom, cohort, or institution needs to be closed. Higher Education Programs with smaller and more contained cohorts are less likely to require institution-wide closure. If there are several cases in multiple cohorts or if a significant portion of students and staff are affected, then institution-wide closure may be required.
- Review the SFDPH guidance document [What to do if Someone at the Workplace Has COVID-19](#).
- Review the SFDPH guidance documents "Isolation and Quarantine Guidance: Guidelines for Home Isolation and Quarantine" and "San Francisco Public Health Emergency Isolation & Quarantine Directives Frequently Asked Questions for the Public" at <https://www.sfdcp.org/I&Q>
- Students and staff cannot return to Higher Education Program until they met the criteria depending on their age group:
 - Students 18 and over: [Interim Guidance: Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19](#).
 - Students under 18: "[COVID-19 Health Checks at Programs for Children and Youth](#)"



Resources

San Francisco Department of Public Health (SFDPH)

- **SFDPH** Schools and Childcare Hub for COVID-19 consultation and guidance (415) 554-2830. Press 1 for COVID-19, then press 6 for Schools
Schools-childcaresites@sfdph.org
- COVID-19 guidance for the public, including schools and employers <https://www.sfdcdp.org/covid19>
 - [Safer Social Interactions During COVID-19](#)
 - [Businesses and Employers](#)
 - [If Someone at the Workplace Tests Positive for COVID-19](#)
 - [Isolation and Quarantine](#)
 - [Ending Home Isolation and/or Returning to Work](#)
 - [Reopening Guidance for Businesses and Employers](#)
 - [Congregate Living Settings](#)
 - [Food Facilities and Food Delivery Workers](#)
 - [Testing in San Francisco](#)
- [Orders](#) and [Directives](#) Issued by the San Francisco Health Officer Relevant to COVID-19
- [Outreach Toolkit for Coronavirus](#). Posters and flyers on physical distancing, hand hygiene, face masks, health screenings, getting tested, and other COVID-19 topics

California Department of Public Health (CDPH)

- [“COVID-19 Industry Guidance: Institutions of Higher Education”](#)

Centers for Disease Control and Prevention (CDC)

- [Guidance for Colleges, Universities and Higher Learning](#)
- [Cleaning and Disinfection for Community Facilities](#)



DIRECTIVE OF THE HEALTH OFFICER No. 2020-29b

**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: September 30, 2020

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. C19-07j issued on September 30, 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. 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, 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);**



Health Officer Directive No. 2020-29b

- 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 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,



Health Officer Directive No. 2020-29b

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 directive (all of which are available at <http://www.sfdph.org/directives>), then the Lodging Facility must comply with all applicable 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. C19-12c 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 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



Health Officer Directive No. 2020-29b

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.

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: September 30, 2020



Exhibit A to Health Officer Directive No. 2020-29b (issued 9/30/2020)

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. C19-07j (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.** Lodging Facilities must determine and make all feasible upgrades or modifications to their HVAC systems that would reduce or mitigate the risk of spreading COVID-19, including, but not limited to, upgrading air filters, setting up smaller zones in which air circulates, installing portable high-efficiency air cleaners, preventing intake vents from intaking air that has just been expelled by the system, modifying settings and equipment to maximize intake of outside air and reduce or eliminate the amount of air that is recirculated, ensuring that air is not circulated between rooms within and outside an Isolation Area, and other similar measures. Also, Lodging Facilities must:
 - 1.3.1.** Use operable windows to maximize the intake of fresh air.
 - 1.3.2.** Consider running the building ventilation system even when unoccupied to maximize ventilation. If the Lodging Facility uses pedestal fans or hard mounted fans, adjust the location of fans to minimize air from fans blowing between individuals.
 - 1.3.3.** Follow DPH guidance on ventilation for businesses during COVID-19, <https://www.sfdcph.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.



City and County of San Francisco

Department of Public Health Health Officer Directive

- 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. Post the following signage. Sample signage is available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
 - 1.10.1. Post signage reminding Personnel, and Guests that SARs-CoV-2 can be spread by individuals who do not feel sick or show outward symptoms of infection.
 - 1.10.2. Conspicuously post signage around the Lodging Facility - 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.
 - 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.



City and County of San Francisco

Department of Public Health Health Officer Directive

- 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 <http://www.sfdph.org/directives> (and attached as Attachment A-1 and A-2, 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 vacated the space.
- 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. Indoor restaurants and other dining facilities may operate in accordance with Health Officer Directives 2020-05 (Food Preparation or Essential Delivery Business) and 2020-16c (Indoor and Outdoor Dining) and any amendments to those directives.
- 4.2. Indoor gyms and fitness centers may operate in accordance 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:



City and County of San Francisco

Department of Public Health Health Officer Directive

- 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.
- 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**

(September 14, 2020)

Per Health Officer Directive No. 2020-29, 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 while they were contagious [‡] :	
<ul style="list-style-type: none"> • Lived or stayed overnight with them • Was their intimate sex partner • Took care of you or you took care of them 	<ul style="list-style-type: none"> • Stayed within 6 feet of them for more than 15 minutes • Exposed to direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you) while you were not wearing a face mask, eye protection, gown, <u>and</u> gloves
‡ Contagiousness: People with COVID-19 are considered infectious starting 48 hours before their symptoms began until 1) they haven’t had a fever for at least 24 hours, 2) their symptoms have improved, AND 3) at least 10 days have passed since their symptoms began. If the person with COVID-19 never had symptoms, then they are considered infectious starting 48 hours before their test that confirmed they have COVID-19 until 10 days after the date of that test.	
3. Have you had one or more of these symptoms today or within the past 24 hours which is <u>new or not explained by another condition</u> ?	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Loss of taste or smell • Muscle or body aches • Headache • Runny or congested nose • Diarrhea • Nausea or vomiting

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-citytests>.
 - 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.

Tips for Staying in Lodging Facilities During COVID-19

September 14, 2020

The following Tip sheet was developed by the San Francisco Department of Public Health for use by Guests staying at Lodging Facilities and will be posted at <http://www.sfdcp.org>. 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.

COVID-19 Information

How Does COVID-19 Spread?

The virus that causes COVID-19 spreads from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

The more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread. In addition, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

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.
- **Maintain Social Distancing and Avoid Close Contact.** To the greatest extent, maintain 6 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. Contact your doctor or [get tested](#) if you develop symptoms.

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, etc.
- Review any COVID-19 policies that the Lodging Facility may have. Your facility has may have modified the availability of housekeeping services and may have removed frequently touched items such as TV remotes from your room. Many amenities such as indoor dining, indoor swimming, or self-serve coffee will not be available.

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 as much as possible. like outside patios, outdoor pools, outdoor hot tubs, and salons.
- 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 over the age of 5 are required to wear face coverings in San Francisco.
- 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.

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

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.

Before and During Your Stay

- 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 resource 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. 2020-29b, available at: <http://www.sfdph.org/directives>.
- 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.
- 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.
- 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).

Health Officer Directive No. 2020-29b (Exhibit B) Health and Safety Plan (issued 9/30/2020)

- 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 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.

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 has vacated the space.
- 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. 2020-29b (Exhibit B) Health and Safety Plan (issued 9/30/2020)

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. 2020-29b (Exhibit B) Health and Safety Plan (issued 9/30/2020)

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. 2020-29b (Exhibit B)
Health and Safety Plan (issued 9/30/2020)

**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"/> |



DIRECTIVE OF THE HEALTH OFFICER No. 2020-34

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR INDOOR RELIGIOUS AND CULTURAL CEREMONIAL
GATHERINGS**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: September 30, 2020

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues specific direction that Houses of Worship and people participating in Indoor Religious Gatherings, 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 4e and 11 and Appendix C-2 of Health Officer Order No. C19-07j issued on September 30, 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 individuals (“Participants”) participating in indoor gatherings for religious or cultural ceremonies, such as weddings and funerals (collectively referred to as “Indoor Religious Gatherings”) and all houses of worship or other providers of religious services or cultural ceremonies (“Houses of Worship”) hosting, organizing, or otherwise involved in Indoor Religious Gatherings in the City and County of San Francisco (the “City”), including the clergy or other faith-based or cultural leaders of such Indoor Religious Gatherings (“Leaders”), as permitted under Section 9 of Appendix C-2 of the Stay-Safer-At-Home Order.**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Houses of Worship engaged in Indoor Religious Gatherings (the “Best Practices”). All Houses of Worship must comply with all applicable requirements listed in the Best Practices.**
- 3. Houses of Worship must, before they begin to host or otherwise facilitate Indoor Religious Gatherings, 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.**



Health Officer Directive No. 2020-34

4. Guidance from the Department of Public Health related to Indoor Religious 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 House of Worship is also covered by another Health Officer directive (all of which are available at <http://www.sfdph.org/directives>), then such House of Worship must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.
6. Each House of Worship must (a) make the Health and Safety Plan available to anyone interested in participating in the Indoor Religious 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 House of Worship operates within the City. Also, each such House of Worship 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 House of Worship subject to this Directive must provide items such as Face Coverings (as provided in Health Officer 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 supplies to any of that House of Worship's Personnel, all as required by the Best Practices. Where feasible, each House of Worship is also encouraged to provide such items to Participants of Indoor Religious Gatherings or to make sure that Participants bring their own to the gathering. If any House of Worship 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 Indoor Religious Gathering organized by such House of Worship where the House of Worship 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 House of Worship in the City: Leaders; 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 House of Worship. "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 Houses of Worship 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.



Health Officer Directive No. 2020-34

- 10. Implementation of this Directive augments—but does not limit—the obligations of each House of Worship 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 9 of Appendix C-2 of the Stay-Safer-At-Home Order. The House of Worship 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.**

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: September 30, 2020



Exhibit A to Health Officer Directive No. 2020-34 (issued 9/30/20)

Best Practices for Houses of Worship Organizing or Facilitating Indoor Religious Gatherings

In addition to preparing, posting, and implementing the Social Distancing Protocol as required by Section 9 of Appendix C-2 of the Stay-Safer-At-Home Order, each House of Worship operating 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 Houses of Worship must also comply with each of the applicable requirements listed below.

Requirements:

1. Section 1 – Understanding Risk:

- 1.1.*** Engaging in any gathering that includes individuals who are not part of a single Household increases the probability of transmitting COVID-19. The probability of transmission generally increases when gatherings are held indoors. Accordingly, while it is essential for many people’s spiritual and mental health to continue to practice their religious faith or attend cultural ceremonies and while the risks can be reduced by following the best practices required under this Directive, it is strongly recommended that all people avoid gatherings including for religious or cultural services, especially indoors. Instead people are encouraged to use temporary alternatives such as observing services or events live-streamed over the internet whenever possible or participating in small outdoor events of limited duration where they practice physical distancing, wear Face Coverings and take other safety precautions. For best practices related to outdoor gatherings, see Directive 2020-19c found at www.sfdph.org/directives.
- 1.2.*** If people wish to participate in an Indoor Religious Gathering, they should consider the risks to themselves and others before doing so and should take all possible steps to mitigate those risks, including those required under this Directive. Any person involved in an Indoor Religious Gathering should read and make themselves familiar with this Directive and related guidance from the San Francisco Department of Public Health.
- 1.3.*** All people are reminded that the risk involved in gathering involves not only personal risk but also an increased risk of community transmission of COVID-19 that may extend far beyond those who participate in a gathering.
- 1.4.*** Members of vulnerable populations (those over age 50 or with chronic medical conditions) are encouraged to carefully consider their increased risk of negative health outcomes from exposure to COVID-19 before determining whether to participate in an Indoor Religious Gathering. And Houses of Worship are strongly encouraged to prohibit members of vulnerable populations from attending Indoor Religious Gatherings and to continue supporting options for Participants to participate in services without engaging in in-person attendance.
- 1.5.*** Risk increases with frequency, duration and proximity of exposure. People are strongly discouraged from attending more than one Indoor Religious Gathering per week. The more contacts a person has with others, including during Indoor Religious Gatherings, the more they are placing themselves and others at risk of transmitting the virus.

Before entering the House of Worship all people must be screened for symptoms or close contacts as provided in Section 4.3 below and are prohibited from attending any Indoor



Religious Gathering if they feel ill or are experiencing any one of the following symptoms: fever, chills, repeated shaking or 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.

2. Section 2 – Educating Personnel and Participants:

- 2.1. Ensure that all Personnel have reviewed and understand the requirements of the Social Distancing Protocol, this Directive, and the Health and Safety Plan.
- 2.2. Develop and implement a plan to educate Participants or others who may attend Indoor Religious Gatherings about the relevant requirements of the Social Distancing Protocol, this Directive, and the Health and Safety Plan. For example, a House of Worship may inform its congregation through a combination of emails, clear and conspicuous signage, or frequent public announcements.
- 2.3. Identify dedicated Personnel responsible for implementing all requirements of this Directive at a specific House of Worship. Identify dedicated Personnel to assist Participants in maintaining at least six feet physical distance, wearing Face Coverings, and otherwise complying with this Directive.
- 2.4. Prepare Personnel to respond to suspected or confirmed positive cases at the House of Worship in accordance with the Social Distancing Protocol. Guidance on responding to positive cases at your House of Worship can be found here under the tab for Businesses and Employers in the Information and Guidance for the Public section:
<https://www.sfcdep.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/>.

3. Section 3 – Making Indoor Spaces Safer:

- 3.1. If safe and feasible, make non-structural alterations to the physical indoor space to facilitate maximum social distancing (at least six feet of physical distance) between members of different Households by, for example, creating physical barriers, moving podiums, identifying dedicated paths of ingress and egress, prohibiting access to lobbies, meeting rooms or other common areas, moving or taping off seating, propping open doors at heavily used entry or exit points, closing every other parking space, and using signage or other indicators to control movement throughout the space and to remind people to avoid touching common surfaces like door handles. In bathrooms, maximize ventilation and minimize crowding and touching of common surfaces by, for example (and only when feasible), keeping doors propped open, closing every other sink, and posting signage establishing a maximum capacity for bathrooms with clearly marked and distanced queueing areas. Mark off space in seating, prayer or counseling areas to assist Participants in maintaining at least six feet of distance from members of other Households. Indicate walking paths between spaces designated for Participants to kneel so that people do not walk where someone may touch their head to the floor.
- 3.2. Conspicuously post signage around the House of Worship – 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>.



- 3.3.** Adequate ventilation is critical to reducing the risk of airborne transmission of the virus in indoor settings, and especially settings where people stay in the same room for a prolonged period. Go to <https://www.sfdcp.org/COVID-ventilation> to learn about how to improve airflow and reduce the risk of viral transmission. Make any necessary improvements to the ventilation of the establishment, including:
- 3.3.1.** Keeping doors and windows open, including while cleaning and disinfecting between gatherings, to increase the flow of outside air to the extent possible and appropriate given weather and air quality conditions.
 - 3.3.2.** Ensure HVAC systems and air exchangers are serviced and functioning properly. Ensure all air filters are achieving optimal performance and replaced in accordance with the manufacturer's recommendations.
 - 3.3.3.** If feasible, increase the percentage of outdoor air circulated through the HVAC system, disable demand-control ventilation controls that reduce air supply based on temperature or occupancy, and increase natural ventilation by opening outdoor-facing windows and doors when environmental conditions and building requirements allow.
 - 3.3.4.** Consider installing portable high-efficiency particulate air (HEPA) cleaners, upgrading the building's air filters to the highest efficiency possible, running the building ventilation system even when unoccupied to maximize ventilation, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
 - 3.3.5.** If the House of Worship uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air from fans blowing from one person towards another. If fans are disabled or removed, employers should remain aware of possible heat hazards and take steps to mitigate them.
- 3.4.** Discontinue use of high touch water vessels, fonts, fountains, and sinks. When ceremonial or ritualistic use of water is required, use low-touch or single-use alternatives or empty and disinfect vessels before they are used by people from different households or living units. If feasible, consider conducting necessary washing at home or otherwise before arriving at a House of Worship.
- 3.5.** Increase availability of hand sanitizer or hand washing stations around the House of Worship, including at entrances and exits. Ensure that restrooms are adequately stocked with soap and paper towels. Maintain adequate amounts of disinfectant and cleaning supplies, Face Coverings, or other appropriate personal protective equipment for Personnel.
- 3.6.** Develop and implement a plan to frequently clean and disinfect common use areas and surfaces touched by members of more than one Household in accordance with the Social Distancing Protocol.
- 3.6.1.** Disinfect all surfaces attendees touch at the gathering, including, but not limited to, seating areas, railings, prayer books and hymnals, ceremonial objects, microphones, podiums, pulpits, music stands, and door surfaces. If pews, chairs, or pillows used for sitting are of a porous material, use and replace disposable or washable coverings between each Participant when possible. If cleaning high



touch surfaces on or near the floor, avoid sweeping or vacuuming while others are present. Whenever possible, use a vacuum with a HEPA filter. If sweeping is necessary, gently sweep floors to prevent spreading pathogens. Personnel responsible for cleaning must wear a Face Covering at all times. Clean and disinfect high touch surfaces within restrooms regularly throughout the working day.

- 3.6.2.** 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>).

4. Section 4 – Managing Risk During Indoor Religious Gatherings:

- 4.1.** Strictly limit attendance at Indoor Religious Gatherings to 25% of the capacity of the building or 100 people, whichever is less. Capacity limits include Personnel or other volunteers participating in the Indoor Religious Gathering. The capacity limits apply to discrete rooms or spaces within a House of Worship. For example, if a House of Worship includes a building with a capacity of 400 people, but holds services in a room with an individual capacity of 100 people, the service must be limited to 25 people or fewer (25% of the smaller room’s capacity).
- 4.1.1.** Conspicuously post signage stating the maximum capacity of the space and the maximum capacity currently permitted under the Stay-Safer-At-Home Order. Consider implementing a reservation system to ensure capacity limits are met. Houses of Worship are strongly encouraged to minimize the number of people engaged in an Indoor Religious Gathering.
- 4.1.2.** Encourage Participants to meet with the same group of people at each gathering, particularly if a service meets frequently or requires a minimum number of people to be present.
- 4.1.3.** Simultaneous or overlapping Indoor Religious Gatherings are permitted only under the following circumstances: (1) the gatherings must occur in spaces that are completely physically separated from each other either in distinct rooms separated by sealed floor-to-ceiling walls or in separate buildings; (2) each distinct gathering meets all ventilation requirements of this Directive; (3) Participants at one gathering have completely separate avenues of ingress and egress from the House or Worship or, if a common path of ingress or egress must be used, the House of Worship ensures (such as by creating staggered start times for services) that Participants from different gatherings do not enter or exit the House of Worship at the same time; and (4) before hosting any simultaneous or overlapping gatherings, a House of Worship must develop and maintain a written plan detailing compliance with this subsection.
- 4.1.3.1.** Houses of Worship may not combine groups in different rooms or spaces for a single ceremony or purpose. All Participants in an Indoor Religious Gathering must use the same room or space to attend the same gathering. For example, a House of Worship may not host a single wedding ceremony where some Participants are seated in one indoor room and some are seated in another indoor room or outdoor space.



- 4.1.4.** The capacity limits for Indoor Religious Gatherings apply to religious or cultural ceremonies themselves, and not to any reception or similar gathering before or after. Indoor receptions and similar gatherings are not permitted at this time. Any outdoor reception or gathering is subject to rules governing outdoor gatherings including Health Officer Directive 2020-19c found at www.sfdph.org/directives.
- 4.2.** Unless otherwise specifically provided in this Directive, strictly follow and enforce all applicable requirements of Health Officer Order C19-07j (the “Stay-Safer-At-Home Order”) and the Face Covering requirements of Health Officer Order C19-12c (the “Face Covering Order”) as they may be amended. Strictly follow and enforce all requirements of this Directive at all times and prohibit all people who fail to comply with this Directive from entering the House of Worship.
- 4.3.** Screen all Participants and Personnel on a daily basis using the standard screening questions attached to the Stay-Safer-At-Home Order as Appendix A and **Attachments A-1 and A-2** (the “Screening Handouts”). Screening must occur before people enter the House of Worship to attend an Indoor Religious Gathering. A copy of the applicable Screening Handout must be provided to anyone on request, although a poster or other large-format version of the Screening Handouts 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 attending the Indoor Religious Gathering, and should be referred for appropriate support as outlined on the Screening Handouts. Houses of Worship 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.
- 4.4.** Houses of Worship 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 House of Worship must assist the Department of Public Health to identify other Participants who may have been exposed to help prevent further spread of COVID-19.
- 4.5.** Ensure that members of different Households remain at least six feet apart at all times during the Indoor Religious Gathering, except for seniors or people with disabilities who may be seated with their caregiver.
- 4.5.1.** Members of different Households may briefly be closer than six feet from a House of Worship’s Personnel if the following conditions are met: (1) After carefully considering all possible alternatives, a Leader determines that a specific ritual or custom requires a Participant be closer than six feet from Personnel, (2) all people involved in the ritual or custom wear Face Coverings at all times they are within six feet of each other, and (3) the duration of the ritual or custom is as short as possible.
- 4.6.** Consistent with the State’s health guidance, singing and chanting activities are not permitted during an Indoor Religious Gathering at this time. Even while wearing a Face Covering, these activities – in particular singing – greatly increase the distribution of contaminated exhalations which increases the potential for broad transmission of the virus.



of the Stay-Safer-At-Home Order and Health Officer Directive 2020-18. Only Leaders and any other Personnel necessary for allowed operations who cannot work remotely can use the accessory office space. Personnel who can work remotely are required to do so.

- 4.13.** All Indoor Religious Gatherings must be scheduled to conclude in no more than two hours. The duration of all gatherings should be limited to the maximum extent possible.
- 4.14.** Houses of Worship must prohibit any gathering or congregating after services are complete. Houses of Worship are encouraged to facilitate organized ingress and egress that minimizes grouping or queueing such as by having those seated in the back row exit the building first at the end of a service.
- 4.15.** Schedule at least 30 minutes between Indoor Religious Gatherings during which Participants may safely exit and clear the area and House of Worship Personnel may adequately clean and sanitize all high touch surfaces and otherwise prepare the space for the next gathering. Houses of Worship may permit Personnel to participate in sequential Indoor Religious Gatherings during a single day but are reminded of the increased potential to transmit the virus from one gathering to another. Personnel participating in sequential Indoor Religious Gatherings must thoroughly wash hands and clean, sanitize, or replace any items or clothing that have come in contact with Participants or different House of Worship Personnel during earlier gatherings.
- 4.16.** Keep other areas of a House of Worship closed unless otherwise expressly permitted to operate under the Stay-Safer-At-Home Order. Facilities such as day care centers, schools, kitchens, food service areas, gymnasiums or indoor athletic facilities, and children's play structures and areas are not permitted to operate unless in compliance with the Stay-Safer-At-Home Order and any applicable Health Officer orders or directives.
- 4.17.** This Directive establishes minimum best practices applicable generally to all Houses of Worship. Houses of Worship are encouraged to apply the concepts and spirit of this Directive to modify their rituals in a collective effort to mitigate the risk of transmission of the virus that causes COVID-19. Examples include discontinuing kissing of ritual objects, allowing rites to be performed by fewer people, discontinuing the use of a common cup, offering communion in the hand instead of on the tongue, or providing pre-packed communion items on chairs prior to service. Houses of Worship also must implement and enforce any additional or more restrictive guidance regarding religious gatherings provided by the Centers for Disease Control or the California Department of Public Health found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>; and <https://covid19.ca.gov/pdf/guidance-places-of-worship.pdf>.

Nothing in this Section allows a House of Worship 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 Houses of Worship must strictly implement every measure in this Directive and should only supplement new or different 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. 2020-34 (Exhibit B) Health and Safety Plan (issued 9/30/2020)

Each House of Worship 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.)

- House of Worship is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-34, available at <http://www.sfdph.org/directives> and the Social Distancing Protocol available at <https://www.sfdph.org/dph/alerts/files/C19-071-Appendix-A.pdf>.
- House of Worship has prepared the facility for an Indoor Religious Gathering to ensure adequate physical distancing between and among Personnel and Participants. For example, House of Worship made a plan for Participants to get in and out of the outdoor space safely while maintaining social distancing, added physical markings to demonstrate a 6-foot distance in areas Participants may be seated or congregating and, created a reservation system to manage Participant arrival and departure times.
- House of Worship has placed signage throughout the facility reminding Personnel and Participants of their obligations to wear Face Coverings, maintain physical distance, and engage in proper personal hygiene.
- Personnel have been trained in the requirements of the Social Distancing Protocol and this Directive including obligations to screen themselves and Participants, maintain enhanced sanitation measures, and enforce the physical distancing and Face Covering requirements of the Directive.
- House of Worship has created and implemented a plan for cleaning and disinfecting high touch surfaces such as seating, doors, and other common high-touch surfaces or objects before each gathering or after each use.
- House of Worship has implemented all feasible HVAC and ventilation practices identified in the Directive.
- Gatherings are limited to the lesser of 25% of room capacity or 100 total people, scheduled to last 2 hours or less, and kept as short as possible.
- Six feet of physical distance is maintained between people from different Households. Everyone wears a Face Covering unless eating or drinking or otherwise exempt.
- Singing, chanting, and shouting are not permitted during the Indoor Religious Gatherings. Houses of Worship must not encourage Participants to sing, chant, or shout during the Indoor Religious Gathering.
- Participants are not permitted to congregate before or after Indoor Religious Gatherings.

HSP

Health and Safety
Plan

Checklist

Health Officer Directive No. 2020-34 (Exhibit B) Health and Safety Plan (issued 9/30/2020)

- If House of Worship Personnel are taking part in sequential gatherings, there is sufficient time between gatherings to engage in proper sanitation and disinfection procedures. If hosting simultaneous or overlapping services, the House of Worship developed and maintained a written plan in accordance with section 4.1.3 of the Directive.

Additional Measures

Explain:



Tips and Frequently Asked Questions for Gatherings

UPDATED September 30, 2020

This document was updated from September 17, 2020, to reflect expanded authorizations for outdoor and indoor gatherings.

AUDIENCE: Hosts and Participants in different types of gatherings involving people from more than one household.

BACKGROUND: As of Sept 30, 2020, [Health Officer Directives 2020-19c and 2020-34](#) authorize and provide updated guidance for Gatherings. This document summarizes tips and frequently asked questions about how to participate in these types of gatherings during COVID-19. Additional guidance can be found in the Directives (www.sfdph.org/directives) and documents located at www.sfdcp.org/covid19.

Overview of Types of Gatherings			
	GATHERING TYPE	DESCRIPTION OF GATHERING	NUMBER OF PEOPLE FROM DIFFERENT HOUSEHOLDS
<i>Outdoor</i>	Outdoor Meal Gatherings	Eating or drinking	6
	Outdoor Special Gatherings	Religious services or ceremonies, political protests	200
	Small Outdoor Gathering	All other types (e.g. reception, fitness, gathering at a park, any hosted tours)	12
	Drive-in Gatherings	In vehicles (e.g. for movie) (see Directive)	100 (vehicles)
<i>Indoor</i>	Indoor Religious and Cultural Ceremonial Gatherings	Indoor religious and cultural ceremonies (see Health Directive No. 2020-34), including wedding ceremonies and funerals (but not receptions)	25% of capacity or 100, whichever is fewer



Frequently Asked Questions

How can I keep a Gathering as safe as possible?

- Keep your gathering under 2 hours; the shorter it is, the safer it is.
- Don't attend if you are or a family member is feeling ill or experiencing COVID-19 like symptoms (see www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf).
- Consider staying home if you are a member of a vulnerable population, e.g. those over age 50 or with chronic medical conditions (see www.sfcdcp.org/vulnerable).
- Bring items such as masks, hand sanitizers, and your own water bottles.
- Wear a face covering or mask at all times, unless you are specifically exempted per [Health Order C19-12](#).
- Avoid high risk activities that expel more air and thus increases COVID-19 transmission such as singing, chanting, shouting, and playing wind or brass instruments. See more under "How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"
- Do not do any activities or sports that don't allow physical distancing. Sports with shared equipment are only allowed among members of up to 2 households.
- 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.

What do I need to do as a Host business or organization?

- Complete, maintain, and implement the following documents for your Gathering:
 - The relevant [Health and Safety Plan](#) for the type of gathering (see www.sfdph.org/dph/alerts/coronavirus-health-directives.asp to find the correct link for your gathering), including, among other requirements, COVID-19 screening for all [Personnel](#) (www.sfcdcp.org/screening-handout) and [Participants](#) (www.sfcdcp.org/screeningvisitors). This must be provided to Host Personnel, available to Participants, and posted at the physical entrance where the Host operates.
 - A [SFDPH Social Distancing Protocol](#) that includes, among other requirements, 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.sfcdcp.org/covidcleaning).
- **Indoor Religious/Cultural Gatherings** are required to post [SFDPH Approved Signage](#), including standalone 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.
- Hosts are responsible for assisting public health authorities in contact tracing efforts in case an attendee develops COVID-19 and there is a need to conduct contact tracing.
 - Consider keeping a list of Personnel and Participants willing to voluntarily provide their names for three weeks after an event. Any lists should be discarded after three weeks.
 - Try to maintain an up-to-date email or contact list to alert attendees in the event of potential exposure.
- Keep the Gathering as short as possible to reduce the risk of COVID-19 transmission.
- Follow SFDPH's guidelines on "[COVID-19 Positive At Workplace](#)" if someone at your gathering tests positive for COVID-19.



Indoor gatherings are more risky than outdoor gatherings. How do we make these as safe as possible?

- Observe the applicable measures laid out in “How can I keep a Gathering as safe as possible?”
- Personnel and participants should be aware of this heightened risk of indoor gatherings and decide if they can safely attend based on how much risk they want to tolerate.
- Consider making alternations to facilitate social distancing between members of different households such as, moving podiums, creating physical barriers, taping off or moving seating, identifying entrance and exits, prohibiting access to common areas (if possible).
- Maximize ventilation and minimize crowding and touching of high touch surfaces such as keeping bathroom doors propped open, posting social distancing signage.
- Indicate walking paths between spaces designated for prayers to kneel so that people do not walk where someone may touch their head to the floor.
- Increase availability of hand sanitizer or hand washing stations, including at entrances and exits.
- Discontinue use of high touch water vessels, fonts, fountain, and sinks.
- Regularly clean and disinfect common and high touch areas, including bathrooms.
- Consistent with the State’s health guidance, singing and chanting activities are **not permitted** during any Indoor Gathering at this time. Even while wearing a face covering, these activities – in particular singing – greatly increase the risk of infection with COVID-19.
- Food and drink may not be served at an Indoor Gathering. If eating or drinking is required for a faith-based ceremony, see “Can we eat or drink at Gatherings?” below for more details.

Can we host multiple gatherings one after another or at the same time?

- A Host may allow Personnel to participate in sequential gatherings in the same day. If Hosting sequential gatherings, the Host must also:
 - Ensure at least 30 minutes between gatherings for Participants to leave and Personnel to clean and sanitize all high-touch areas.
 - Ensure 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 Host Personnel during earlier gatherings.
- Hosts can hold only **one** gathering at a time, unless this event is an **Outdoor Meal Gathering** or a **Small Outdoor Gathering** (but not Drive-In or Outdoor Special Gatherings) and the Host can ensure the following rules are followed:
 - The Host must ensure the gatherings will remain separate, such as by placing physical barriers between the gatherings:
 - If a physical barrier is used to keep groups separate, groups must be at least six feet apart. If there is no physical barrier, groups must be at least 12 feet apart.
 - If the gathering occurs on a moving vehicle (such as a bus or a boat) where a physical barrier between groups is not possible, at least six feet must be maintained between groups.
 - The Host must prohibit mingling among personnel or participants from different gatherings or groups.
 - Hosts of fitness classes may hold two simultaneous classes (with 12 people total in each class, including instructors) if either physical barriers ensure 6-foot separation between the groups or markings / other device are used to ensure 12-foot separation between the groups.
- 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 we have multiple indoor Gatherings at the same time in a large facility?

- Simultaneous or overlapping Gatherings may be allowed in a multi-use facility only under the following circumstances:
 - Gatherings must occur in spaces that are physically separated from each other either in different rooms separated by sealed floor-to-ceiling walls or in a separate building.
 - Each room must meet all ventilation requirements of the Directive.
 - Participants from different gatherings should use separate avenues of 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.
 - Hosts may **not** hold gatherings simultaneously to allow for more people to attend a single gathering or ceremony (e.g. multiple indoor rooms or a mix of indoor and outdoor spaces may not be used for the same wedding or funeral).
- Schedule at least 30 minutes between indoor gatherings to allow sufficient time for participants to exit safely and for personnel to clean/sanitize high touch areas.
- Staff may be allowed to work inside the facility while multiple indoor Gatherings occur as long as the rules are followed for [the Business Operating Office Facilities Directive](#) and Stay-Safer-At-Home Order
 - In general, keep the areas that are not reserved for an indoor gathering closed unless expressly permitted under the Stay-Safer-At-Home Order.

Can we eat or drink at Gatherings?

- Eating and drinking is permitted at **Outdoor Meal Gatherings** which are limited to 6 people from different households.
- Self-service food, potlucks, or family style eating and drinking events should not be held. By avoiding these situations, you can avoid the risk of cross contamination.
- If, as part of a faith-based ceremony, eating or drinking is required, it must be done in a way to minimize contact between people, especially involving the hands and mouth. In these circumstances, face coverings must be worn when Personnel and/or Participants are within 6 feet of one another. 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=Q8tg8A5jmPO).
- Glasses, cups and utensils should not be shared. If they are, glass, cup, or utensil will be disinfected between each use and the users' hands will be cleaned using appropriate hand washing or hand sanitizer.

Must we wear masks/ face coverings all the time?

- All people must wear masks except 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?

- Arrive with 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 someone from outside your household, consider self-isolating for 14 days before and after if you will be in close contact to minimize the risk of transmission.
- “Close contact” is defined by the CDC as being within 6 feet of an infected person for at least 15 minutes 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).

How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?

- Singing, chanting, shouting, and playing wind/brass instruments raise the risk of transmission of COVID-19 because of the forceful exhalation involved and should be avoided. Ideally, play a recording to avoid live performance.
- These activities are permitted at an **Outdoor Special Gathering** by one person at a time and only if:
 - The person performing the activity is at least **12 feet** from any other person.
 - The person singing, chanting, or shouting is wearing a **Face Covering** at all times.
 - The instrument’s bells and/or openings where air/sound exit are covered with a mask/other fabric at all times.
 - Participants may not sing, chant, or shout along with the person who is engaging in that activity.
- When these activities are permitted, consider the following to reduce risk:
 - Ensure the performance is in a large, well ventilated area (see www.sfcddcp.org/COVID-ventilation).
 - Minimize the amount of time engaged in these activities.
 - Minimize the intensity to the extent possible (e.g., sing/play instruments at a reduced volume, use amplifiers, etc.).
 - Consider having a physical barrier between the performer and others in the Outdoor Special Gathering.
 - Project voices and air exhaust from instruments away from Participants (e.g. have performers position themselves 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 (which is typically about 2 days but can be longer). People can get tested by their regular healthcare provider or at CityTestSF (<https://sf.gov/citytestsf>).
 - Prohibit anyone with symptoms of COVID-19 or anyone who is a “Close Contact” of someone with COVID-19 from performing these activities. See www.sfcddcp.org/screeningvisitors.
 - For wind 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.



Can ventilation reduce COVID-19 transmission risks for indoor activities?

- Hosts should follow **SFDPH Ventilation Guidance** for any indoor activities: Make any necessary improvements to the ventilation of the establishment, 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-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.
 - 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): www.sfcddp.org/COVID-ventilation.

Resources

Useful COVID-19 Resources to keep checking:

- San Francisco guidance: www.sfcddp.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



Anexo A a la Directiva del Oficial de Salud No. 2020-16c (emitida el 30/9/2020)

Mejores Prácticas para los Establecimientos de Comida

Además de preparar, publicar y aplicar el Protocolo de Distanciamiento Social requerido en la Sección 4.d y el Apéndice A a la Orden del Oficial de Salud No. C19-07j (el “Protocolo de Distanciamiento Social”), cada Establecimiento de Comida que opera en San Francisco debe cumplir con cada uno de los requisitos que aplican a los Establecimientos de Comida indicados en la Directiva 2020-16c y con cada uno de las Mejores Practicas, y preparar un Plan de Salud y Seguridad de manera sustancial en el formato del Anexo B, debajo.

Estas mejores prácticas son adicionales s a las que forman parte de la Directiva de Salud 2020-05 para los Negocios Esenciales que Preparan o Entregan Comida.

1. Sección 1 – Requisitos Generales para todos los Establecimientos de Comida.

- 1.1.*** Sigam todas las órdenes y directivas de la salud pública aplicables, incluyendo esta Directiva y todas las órdenes del Estado y las directivas específicas a la industria. Si hay un conflicto entre una orden o directiva del Estado y esta Directiva, deben seguir la mas restringida.
- 1.2.*** Asegúrese que los clientes y el personal cumplan con el Protocolo de Distanciamiento Social y de Salud. Al lo mínimo, cada Establecimiento de Comida debe:
 - 1.2.1.*** Requerir que todo el personal usen Cubrebocas como lo exige la Orden del Uso de Cubrebocas No. C19-12c emitida el 22/7/2020, y todas las enmiendas a esa orden (la “Orden del Uso de Cubrebocas”), que se laven las manos con frecuencia y que mantengan una distancia física de al menos 6 pies, en lo posible.
 - 1.2.2.*** Notificar a los clientes que deben usar cubrebocas en todo momento excepto cuando están comiendo o bebiendo, incluyendo, pero no limitándose a: mientras esperan sentarse; mientras revisan el menú y ordenan; mientras están socializando en una mesa esperando que les sirvan la comida y las bebidas o después de que los platos o la comida se ha terminado; y en cualquier momento en que se levanten de la mesa, como para utilizar el baño. Los clientes también deben usar Cubrebocas en cualquier momento en que los meseros y los ayudantes o otro personal se acerque a su mesa. El personal no debe acercarse a una mesa de clientes hasta que los clientes se hayan recolocado sus Cubrebocas.
 - 1.2.3.*** Como requiere la sección 3.5 del Protocolo de Distanciamiento Social, cada Establecimiento de Comida debe requerir de los clientes que se pongan una Cubreboca a no ser cuando estén comiendo o bebiendo. Este requisito requiere informar a los clientes que no se le va a servir si están en fila sin Cubrebocas y que se le va a negar servicio si no se ponen un Cubreboca, como esta detallado en la Orden del Uso de Cubrebocas. El negocio le puede dar a los clientes que están esperando en fila una Cubreboca limpia. Para ser claro, el servicio se tiene que suspender si el cliente no tiene puesto una Cubreboca. Pero el negocio tiene que darle a un cliente sin cubreboca servicios si ese cliente esta excusado de cumplir con la Orden del Uso de Cubrebocas, incluyendo tomando medidas que aumentarán la seguridad para todos.



- 2.2.1. Disimuladamente, pongan letreros alrededor del Establecimiento de Comida – incluyendo todas las entradas y salidas principales – recordándole a las personas que tienen que cumplir con los requisitos de distancia física, limpieza, y Cubrebocas y que se deben quedar en la casa si se sienten enfermo. Un letrero particular tiene que incluir el mensaje siguiente: que (1) COVID-19 se transmite a través del aire y el riesgo es mas alto estando dentro del establecimiento; (2) las personas mayores y personas con riesgos de salud deben evitar ir a lugares interiores con muchas personas. Ejemplos de letreros se encuentran en <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- 2.2.2. Pongan letreros recordándole a los clientes y el personal que personas que se sienten bien y que no parecen estar enfermos pueden propagar el virus SARs-CoV-2.
- 2.2.3. Pongan letreros informando los clientes que tienen que sentarse en las mesas para consumir alimentos o bebidas, y que tienen que mantener una distancia física de por lo menos 6 pies de clientes sentados en mesas contiguas.
- 2.2.4. Pongan letreros en las mesas recordándole a los clientes que tienen que usar Cubrebocas cuando ordenen y en todos otros momentos que no están comiendo o bebiendo.
- 2.2.5. Establecimientos de Comida que ofrecen el servicio de bebidas alcohólicas tienen que poner letreros informando los clientes que no pueden beber o llevar bebidas abiertas fuera del establecimiento; y que las bebidas alcohólicas nada mas se pueden servir con una comida completa.

3. Sección 3 – Requisitos Para Servicios de Comida en el Interior y al Aire Libre

- 3.1. No puede haber mas de 6 clientes por mesa, con la excepción de mesas con clientes que forman parte de la misma casa. Clientes sentados en la misma mesa no tienen que mantener una distancia física de 6 pies. Se le advierte que solamente personas de la misma casa deben sentarse juntos en la misma mesa.
- 3.2. Todos los clientes tienen que estar sentados en una mesa para comer o beber. Esta prohibido pasar entre las mesas o reunirse en otras partes del Establecimiento de Comida. Los clientes no pueden pararse, reunirse, bailar, o circular entre las mesas.
- 3.3. No se le puede servir comida o bebidas a los clientes mientras esperan que los sienten y los Establecimientos de Comida tienen que servir bebidas alcohólicas solamente a clientes que están sentados en una mesa.
- 3.4. Cada cliente en una mesa tiene que ordenar una comida completa para recibir bebidas alcohólicas.
- 3.5. Promover reservaciones para evitar que muchas personas se reúnan. El horario de reservaciones tiene que permitir suficiente tiempo para desinfectar los asientos de los clientes.
 - 3.5.1. El horario de reservaciones puede permitir que los clientes se sienten a una hora fija. Pero, en este momento, clientes están limitados a una reservación por un máximo de 6 personas, con la excepción que todo el grupo vive en la misma casa.



- 3.5.2.** En este momento, los Establecimientos de Comida no pueden hacer reservaciones parciales o totales para el local.
- 3.6.** Se debe limitar que los clientes contaminen o toquen artículos comunes. Como mínimo, los Establecimientos de Comida tienen que:
- 3.6.1.** Animar a los clientes para que ver el menú en sus dispositivos móviles. Cuando un cliente pide un menú, se le debe dar uno desechable o laminado que se pueda limpiar después de cada uso.
 - 3.6.2.** No dejar servilleteros u otros artículos (por ejemplo candeleros o floreros) en las mesas. Soportes de tarjetas o folletos, como los que se requieren aquí en esta Directiva, tienen que ser de un solo uso y desechables, o laminados para permitir limpieza entre cada cliente.
 - 3.6.3.** No pongan en las mesas cubiertos y vasos con anticipación. Después que el personal se lave las manos y los clientes estén sentados pueden traer los vasos y cubiertos.
 - 3.6.4.** Si el Establecimiento de Comida envuelve los cubiertos en una tela o servilleta, el personal que los envuelve tiene que lavarse las manos justo antes de envolver los cubiertos o servilletas. Los cubiertos y las servilletas envueltos se tienen que mantener en un envase limpio.
 - 3.6.5.** Usen servilletas y manteles desechable o hecho de tela. Servilletas y manteles (incluyendo servilletas y manteles que no se usan) deben botarse o lavarse después de cada cliente. Servilletas y manteles sucios se deben mantener en un envase forrado y cerrado..
 - 3.6.6.** Cubiertos, vasos, y vajilla limpia se deben guardar lejos de los clientes y el personal, hasta que se necesiten.
 - 3.6.7.** No se debe compartir artículos de comida como botellas de condimentos, sal o pimienta, etc. Y si lo piden, se le debe dar estos artículos en cantidades individuales. Cuando esto no es posible, artículos que se comparten se pueden dar cuando lo piden los clientes; esos artículos se deben desinfectar después de cada uso.
 - 3.6.8.** Animen los clientes a usar formas de pago de manos libres. Cuando no se use una forma de pago de manos libres, evite contacto directo entre los clientes y el personal. Desinfecten todas las plumas, mostradores, bandejas, o sistemas de pago entre cada cliente. Cre suficiente espacio para que los clientes puedan mantener una distancia física de 6 pies entre ellos y el cajero mientras están pagando, o pueden crear una barrera física (por ejemplo, una barrera de Plexiglas que sea de un tamaño suficientemente alta y ancha para evitar transmisión de gotas respiratorias) entre el cliente y el cajero.
 - 3.6.9.** Proporcionar contenedores sobrantes si se requiere. El personal no debe llenar los contenedores sobrantes. Los clientes deben llenar sus propios contenedores sobrantes.



- 3.6.10.** Camareros que sirven comida y lavan platos tienen que lavarse las manos entre los dos trabajos.
- 3.6.11.** Elimine el uso de juegos, mesas de billar, y maquinitas recreativas.
- 3.7.** Cierren áreas donde clientes puedan reunirse, servirse, o tocar la comida u otros artículos que los clientes pueden usar. Proporcione estos artículos a clientes individualmente. Boten estos artículos después que se usen o limpie y desinfecte después de cada uso. Estos requisitos incluyen, pero no están limitados, a lo siguiente:
- 3.7.1.** Áreas de autoservicio con contenedores de condimentos, cubiertos, servilletas, tapas, sorbetos, jarras de agua, contenedores para comida.
- 3.7.2.** Maquinas de autoservicio como hielo, soda, maquinas de yogurt congelado, etc.
- 3.7.3.** Áreas de autoservicio como los bufés, barras de salsa y ensaladas, etc.
- 3.7.4.** Para quitarse el gusto de la comida, mentas, caramelitos, bocaditos, o palillos para los clientes.
- 3.8.** No se puede preparar o presentar comida al lado de las mesas; eso incluye carritos que tienen una variedad de comidas, correas transportadoras, condimentos, o la preparación de comida, etc.
- 3.9.** Se debe limitar el personal que sirve clientes, de acuerdo con las regulaciones de salario y hora. Cuando es posible, tenga un solo camarero para un grupo de clientes durante la comida.
- 3.10.** Cierren áreas donde los clientes puedan reunirse o bailar.

4. Sección 4 – Requisitos Para La Comida al Aire Libre

- 4.1.** Además de las disposiciones en las Secciones 1, 2, 3, 6, y 7, cualquier Establecimiento de Comida que ofrece comida al aire libre tiene que cumplir con los requisitos de esta sección.
- 4.2.** Comida al aire, la localización de mesas afuera, y el servicio de comida tienen que cumplir con los requisitos bajo la ley del Estado y local, regulaciones, y permisos (por ejemplo, acceso bajo el ADA, permisos para mesas y sillas incluyendo permisos bajo el programa “Shared Spaces”, cumplimiento con los requisitos aplicables a zonas, y requisitos del Departamento de Bebidas Alcohólicas de California).
- 4.3.** Si las mesas de afuera no se pueden poner suficientemente apartadas para que los clientes mantengan una distancia física de 6 pies de otros clientes en otras mesas, el Establecimiento de Comida tiene que poner una barrera física impermeable entre las mesas de afuera para proteger los clientes y el personal.
- 4.4.** Recomendarle a los clientes que si están comiendo afuera, se tienen que quedar afuera del Establecimiento de Comida, y solo pueden entrar para (1) ir al baño, (2) obtener acceso a una área que esta afuera pero que solamente se puede llegar por adentro del establecimiento, o (3) para ordenar o recoger comida de un mostrador adentro del establecimiento.



- 4.5. Se permiten sombrillas, toldos, y otras estructuras para la sombra si tienen solamente un lado vertical y si dejan que el aire pase a través de la estructura. También, el número y la composición de las estructuras usadas al aire libre, deben de permitir el libre flujo de aire en la zona de respiración de acuerdo con la orientación del Departamento de Salud Pública.
- 4.6. No se permite diversión en vivo que aumente el riesgo de la transmisión de aerosol de COVID-19 (por ejemplo, cantando, o tocando instrumentos de viento o metal). Pero se permite diversión en vivo que no aumente el riesgo de la transmisión de COVID-19, si se consigue los permisos necesarios de la Comisión de Diversión (por ejemplo guitarra instrumental o piano).
- 4.7. Los Establecimientos de Comida deben priorizar y usar sus espacios afuera los mas posible.

5. Sección 5 – Requisitos para El Comedor en el Interior

- 5.1. Además de las disposiciones en las Secciones 1, 2, 3, 6 y 7, cualquier Establecimiento de Comida ofreciendo servicios en el comedor en el interior tiene que cumplir con los requisitos de esta sección.
- 5.2. Establecimientos de Comida tienen que limitar el número de clientes en el espacio de la parte interior del comedor a menos de: (1) 25% de la ocupación máxima o (2) 100 clientes. Establecimientos con más de un espacio interior para comedor tienen que limitar el espacio de cada comedor a menos de 25% de la máxima ocupación. El límite de ocupación incluye los clientes, pero excluye el personal y los clientes sentados al aire libre. El número del personal permitido en el resto de las áreas como las cocinas, tiene que ser basado en el espacio requerido por el distanciamiento social.
- 5.3. Los Establecimientos de Comida tiene que anunciar el límite de ocupación a la entrada del edificio.
- 5.4. Aseguren que los clientes sentados en mesas mantengan los seis pies de distancia entre otros clientes sentados en mesas diferentes. Los Establecimientos de Comida tienen que usar letreros o otras maneras (por ejemplo: meses sin sillas o usando cuerdas) para indicar cuales son las mesas que no están disponible para el uso. La disposición de las sillas debe tratar de aprovechar la mayor parte de el espacio teniendo en cuenta por lo menos los seis pies de distancia que se requieren entre los clientes en las diferentes mesas.
- 5.5. Pare de sentar clientes y/o grupos en la barra, en las áreas donde están preparando comida, etc., donde los seis pies de distancia física son imposibles de mantener.
- 5.6. Ninguna diversión está permitida en estos momentos. Esto incluye diversión en vivo, o en pantallas (como TVs o películas).
- 5.7. Los Establecimientos de Comida pueden servir comida y bebidas al paso regular de una comida en un restaurante, pero bajo ninguna circunstancia después de sentar los clientes en un comedor interior, pueden permitir que los clientes se queden más de dos horas.
- 5.8. A no ser que la zona de la Ciudad o otras leyes manden a cerrar más temprano, todo el servicio en el espacio interior de comidas y bebidas tiene que parar a medianoche. Los Establecimientos de Comida que paran de servir comida en comedores interiores a medianoche pueden permitir que los clientes se queden media hora mas. Todos los



Establecimientos de Comida con comedores interiores tienen que cerrar a las 12:30 a.m. al público.

6. Sección 6 – Requisitos de Limpieza y Desinfección para Todos los Establecimientos de Comida

- 6.1.** Desinfecte completamente el espacio, incluyendo mesas, sillas, asientos de niños, y los costados de todos los mencionados, todos los días antes de abrir y después de cada uso. Siga las instrucciones de los desinfectantes para permitir el tiempo adecuado en la superficie. Muchos de los desinfectantes aprobados por el EPA requieren un tiempo mínimo contra el coronavirus, y debe permanecer en la superficie durante el tiempo requerido antes de limpiar el exceso.
- 6.2.** Desinfecte las superficies tocadas a menudo (por ejemplo: puertas, manillas, grifos, mesas, etc.), y áreas de mucho tráfico (por ejemplo: salas de espera, pasillos, baños) por lo menos en cada hora.
- 6.3.** Desinfecte los baños frecuentemente, por lo menos cada cuatro horas. Cree y use una lista diaria para documentar cada vez que se desinfecta el baño. Disimuladamente coloque la lista dentro de cada baño para detallar claramente las fechas, y a que horas el cuarto se limpió, se desinfectó, y se reabasteció. Las puertas y ventanas externas deben dejarse abiertas siempre que sea posible para aumentar la ventilación.
- 6.4.** Si es necesario, modifique las horas de operación para asegurar tiempo para saneamiento regular y completo.
- 6.5.** Camareros, personas que retiran los platos, y otro personal transportando artículos usados por los clientes, ropa sucia, o recogiendo los cartuchos de basura tienen que lavarse las manos después de manejar esos artículos, o ponerse guantes desechables (y lavarse las manos antes de ponérselos y después de quitárselos) y cambiarse los delantales frecuentemente.
- 6.6.** Artículos reutilizables por el cliente incluyendo cubiertos, artículos alimenticios, cestas de pan, etc., tienen que lavarse apropiadamente, enjuagarse, y sanearse. Puede usar artículos desechables si no hay manera de limpiar los artículos adecuadamente.

7. Requisitos de Funcionamiento para Todos los Establecimientos de Comida

- 7.1.** Si todo o parte de un Establecimiento de Comida ha estado vacío o inactivo por un período extenso, chequee si hay infestación o refugio de insectos o animales dañinos, y asegúrese que todas las medidas para controlar la infestación están funcionando. Asegúrese que la plomería esta funcionando y las tuberías están descargadas antes de utilizarlas. El San Francisco PUC proporciona orientación para descargar y preparar el sistema de agua en <https://sfwater.org/index.aspx?page=1327>.
- 7.2.** Haga las mejoras necesarias al sistema de ventilación, incluyendo:
 - 7.2.1.** Para sistemas de HVAC (si existe uno): asegúrese que los sistemas de HVAC han recibido servicio y están funcionando apropiadamente; evalúe la posibilidad de actualizar los filtros a los de alta eficiencia; aumente el porcentaje de aire libre a través del sistema del HVAC, reajustando o anulando la recirculación (“economizador”) de las compuertas; deshabilite la demanda-control en los controles de la ventilación que reducen el suministro de aire basado en la temperatura o ocupación; evalúe corriendo el sistema de ventilación incluso



cuando el edificio esté vacío para maximizar la ventilación, y como mínimo, ajustar el reloj automático del sistema de ventilación para que comience dos horas antes que abra el edificio, y continúe funcionando dos o tres horas después que el edificio cierre.

- 7.2.2. Aumente la ventilación natural abriendo las ventanas y puertas cuando las condiciones ambientales y los requisitos de el edificio lo permiten.
- 7.2.3. Considere la instalación de limpiadores de aire portátiles (“filtros HEPA”).
- 7.2.4. Si el Establecimiento de Comida usa ventiladores de pedestal o ventiladores de montaje rígido, ajuste la dirección de los ventiladores para minimizar que el aire se dirija de un espacio individual a otro espacio.

Para más información y referencias adicionales, por favor diríjase a la guía en, <https://www.sfcdep.org/COVID-ventilacion>.

- 7.3 Aumente la circulación del aire fresco para el personal, abriendo ventanas y puertas, si es posible hacerlo de acuerdo con los requisitos de protección incluidos en California Retail Food Code sección 115259.2 & S.F. Health Code sección 412.
- 7.4 Cada Establecimiento de Comida tiene que nombrar un Monitor de Seguridad del Sitio de Trabajo. Establecimientos de Comida tienen que exigir que el personal se tiene que hacer una evaluación de salud antes de entrar al trabajo y proveer información sobre donde pueden hacerse las pruebas. Si alguien del personal prueba positivo a COVID-19, ese individuo o supervisor debe de reportar el resultado inmediatamente al Monitor de Seguridad del Sitio de Trabajo. El Monitor de Seguridad del Sitio de Trabajo. tiene que estar listo para asistir al DPH con los esfuerzos de rastreo de contactos o investigación del caso. El Monitor de Seguridad del Sitio de Trabajo será responsable por el cumplimiento de esta Directiva. El Monitor de Seguridad del Sitio de Trabajo no tiene que estar en el sitio de trabajo en todo momento.
 - 7.4.1 El Monitor de Seguridad del Sitio de Trabajo tiene que proveer a el personal con la información sobre la importancia de las evaluaciones de salud, la información sobre donde puede hacerse las pruebas, y el tipo de equipo apropiado para la protección personal. Estos temas se abordan en la orientación aplicable a Establecimientos de Comida (adjunto titulado Anexo C).
- 7.5 Proveer instrucción al personal en la manera apropiada de ponerse las Cubrebocas, como implementar el distanciamiento físico y el protocolo de salud, como controlar el número de clientes en la tienda o la fila, y la limpieza y la desinfección.
- 7.6 Para el personal que es vulnerable al riesgo de complicaciones severas sí cogen el COVID-19 (www.sfcdep.org/vulnerable), asígneles trabajos que reduzcan el contacto con los clientes y otros en personal (por ejemplo gestionando el inventario en vez de trabajar de cajero, gestionando las necesidades administrativas a través de teletrabajo).
- 7.7 Considere las medidas próximas para proteger el personal:
 - 7.7.1 Desanime al personal de reunirse en las salas de descanso; coloque las mesas a 6 pies de distancia; si el espacio es chiquito fije el horario del descanso a



- diferentes horas; escalone el descanso del personal para mantener la distancia física de acuerdo con los protocolos.
- 7.7.2 Para reducir el número de personal en la cocina a la misma vez, extiendan las horas del comienzo y del final.
 - 7.7.3 Para acomodar distancia física con menos personal, añada mas turnos de trabajo.
 - 7.7.4 Para evitar que el personal se encuentre directamente opuesto de uno a otro o dentro de 6 pies de distancia, escalone los puestos de trabajo.
- 7.8 Proporcione al personal que lava platos con equipo que le proteja los ojos, la nariz, y la boca de contaminación que puede salpicar usando una combinación de Cubrebocas, espejuelos de protección, y/o caretas. Al personal que lava platos, se le debe proporcionar delantales impermeables y cambios frecuentes. Equipo de protección reutilizable como caretas y espejuelos deben de ser desinfectando apropiadamente entre usos. Cubiertos limpios/desinfectados se deben manejar con guantes limpios.
- 7.9 Cambios mayores en la operación de servicios de alimentos, como aumentar las estaciones de limpieza, áreas de preparación de comida, o áreas de almacenamiento de pueden requerir permiso del Departamento de Salud Publica antes de efectuarlos.



Interim Guidance: Dining During the COVID-19 Pandemic – Indoor and Outdoor

September 30, 2020

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.

BACKGROUND: With modified operations dining establishments are allowed to open for outdoor dining, and indoor dining on a limited basis. Eating establishments are required to adhere to these guidelines and must monitor and comply with all applicable Health Directives, which are posted at <http://www.sfdph.org/directives>.

It is possible – and even likely – that case numbers and other indicators will surge during the Fall and cause San Francisco’s risk level to rise back to the substantial, tier 2 (red) or even widespread, tier 1 (purple tier). The Health Officer will continually monitor all local indicators and will pause or reverse these and other re-opening measures if required to combat the spread of the pandemic in San Francisco.

AUDIENCE: All eating establishments that provide **bona fide meals** and their patrons.

Please see the **Indoor Dining Service** section for occupancy parameters.

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.

COVID-19 BASICS

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

GENERAL REQUIREMENTS

Definition of Dining Establishment

To reopen as a Dining Establishment, a business must serve food as “**bona fide meals.**” Serving alcoholic beverages is not permitted without also providing real meal service in a **bona fide** manner.

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, and is available at <https://www.sfdph.org/dph/alerts/files/C19-07i-Appendix-A.pdf>.

PREPARING FOR REOPENING

Improve Ventilation

Make any necessary improvements to the ventilation of the establishment, 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-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.
- 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: <https://www.sfcdcp.org/COVID-ventilation>

Check your Space after a Long Period of Low Usage.

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. consider flushing out the stagnant water from the plumbing lines by running water through fixtures. Detailed guidance may be found at: <https://www.sfwater.org/flushingguidance>.



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 [DPH 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.sfcddcp.org/foodfacilities

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.
- **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, pick-up/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

Coordinate your Efforts

Designate a COVID-19 Worksite Safety Monitor, who can 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. This person will also 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.

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.sfdcp.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 sfdcp.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 sfdcp.org/screen and sfdcp.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.** 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 Patrons, visitors, etc.

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.sfc-dcp.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>.

- 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.sfc-dcp.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.
- **Patrons in a single group are limited to six Patrons, unless they are all in the same household.** We strongly encourage that only individuals in the same household should sit together in a dining setting. People in the same party seated at the same table do not have to be six feet apart.
- **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 tablesides 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:** If outdoor service tables cannot be spaced far enough apart to ensure that Patrons are at least six feet apart from other seated Patrons, then the dining establishment must install an impermeable physical barrier between outdoor service tables to protect Patrons and Personnel.
- **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

Reduce Seating Capacity



- **Dining establishments must limit the number of Patrons to 25% of the established occupancy limit** for the space and no more than 100 people. This limit applies to numbers of Patrons, not Personnel.
- **For establishments with multiple rooms, limit the capacity in each room to 25% of the maximum capacity.** 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

- **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. At 25% capacity, impermeable barriers are not permitted as a substitute to maintaining six feet distance.
- **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.
- A two-hour limit for indoor dining is required.
- 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.**

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.

FAQ

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. The total number of Patrons may not exceed 100.

Q. Should we require our staff to get regular testing?

A. At this time, we do not recommend regular testing of your staff. However; through daily screening, if your staff has answer "yes" to any of the questions, please take the necessary steps in outlined in the screening handout to test, quarantine and isolate.

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.sfcpcb.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.sfcddcp.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.

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.

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.sfdcp.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>
- Promoting face covering-wearing during the COVID-19 pandemic: A POLICYMAKER'S GUIDE
 - <https://preventepidemics.org/wp-content/uploads/2020/08/Promoting-Face-covering-Wearing-During-COVID-19.pdf>



Tips and Frequently Asked Questions for Gatherings

UPDATED September 30, 2020

This document was updated from September 17, 2020, to reflect expanded authorizations for outdoor and indoor gatherings.

AUDIENCE: Hosts and Participants in different types of gatherings involving people from more than one household.

BACKGROUND: As of Sept 30, 2020, [Health Officer Directives 2020-19c and 2020-34](#) authorize and provide updated guidance for Gatherings. This document summarizes tips and frequently asked questions about how to participate in these types of gatherings during COVID-19. Additional guidance can be found in the Directives (www.sfdph.org/directives) and documents located at www.sfdcp.org/covid19.

Overview of Types of Gatherings			
	GATHERING TYPE	DESCRIPTION OF GATHERING	NUMBER OF PEOPLE FROM DIFFERENT HOUSEHOLDS
<i>Outdoor</i>	Outdoor Meal Gatherings	Eating or drinking	6
	Outdoor Special Gatherings	Religious services or ceremonies, political protests	200
	Small Outdoor Gathering	All other types (e.g. reception, fitness, gathering at a park, any hosted tours)	12
	Drive-in Gatherings	In vehicles (e.g. for movie) (see Directive)	100 (vehicles)
<i>Indoor</i>	Indoor Religious and Cultural Ceremonial Gatherings	Indoor religious and cultural ceremonies (see Health Directive No. 2020-34), including wedding ceremonies and funerals (but not receptions)	25% of capacity or 100, whichever is fewer



Frequently Asked Questions

How can I keep a Gathering as safe as possible?

- Keep your gathering under 2 hours; the shorter it is, the safer it is.
- Don't attend if you are or a family member is feeling ill or experiencing COVID-19 like symptoms (see www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf).
- Consider staying home if you are a member of a vulnerable population, e.g. those over age 50 or with chronic medical conditions (see www.sfcddp.org/vulnerable).
- Bring items such as masks, hand sanitizers, and your own water bottles.
- Wear a face covering or mask at all times, unless you are specifically exempted per [Health Order C19-12](#).
- Avoid high risk activities that expel more air and thus increases COVID-19 transmission such as singing, chanting, shouting, and playing wind or brass instruments. See more under "How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"
- Do not do any activities or sports that don't allow physical distancing. Sports with shared equipment are only allowed among members of up to 2 households.
- 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.

What do I need to do as a Host business or organization?

- Complete, maintain, and implement the following documents for your Gathering:
 - The relevant [Health and Safety Plan](#) for the type of gathering (see www.sfdph.org/dph/alerts/coronavirus-health-directives.asp to find the correct link for your gathering), including, among other requirements, COVID-19 screening for all [Personnel](#) (www.sfcddp.org/screening-handout) and [Participants](#) (www.sfcddp.org/screeningvisitors). This must be provided to Host Personnel, available to Participants, and posted at the physical entrance where the Host operates.
 - A [SFDPH Social Distancing Protocol](#) that includes, among other requirements, 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.sfcddp.org/covidcleaning).
- **Indoor Religious/Cultural Gatherings** are required to post [SFDPH Approved Signage](#), including standalone 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.
- Hosts are responsible for assisting public health authorities in contact tracing efforts in case an attendee develops COVID-19 and there is a need to conduct contact tracing.
 - Consider keeping a list of Personnel and Participants willing to voluntarily provide their names for three weeks after an event. Any lists should be discarded after three weeks.
 - Try to maintain an up-to-date email or contact list to alert attendees in the event of potential exposure.
- Keep the Gathering as short as possible to reduce the risk of COVID-19 transmission.
- Follow SFDPH's guidelines on "[COVID-19 Positive At Workplace](#)" if someone at your gathering tests positive for COVID-19.



Indoor gatherings are more risky than outdoor gatherings. How do we make these as safe as possible?

- Observe the applicable measures laid out in “How can I keep a Gathering as safe as possible?”
- Personnel and participants should be aware of this heightened risk of indoor gatherings and decide if they can safely attend based on how much risk they want to tolerate.
- Consider making alternations to facilitate social distancing between members of different households such as, moving podiums, creating physical barriers, taping off or moving seating, identifying entrance and exits, prohibiting access to common areas (if possible).
- Maximize ventilation and minimize crowding and touching of high touch surfaces such as keeping bathroom doors propped open, posting social distancing signage.
- Indicate walking paths between spaces designated for prayers to kneel so that people do not walk where someone may touch their head to the floor.
- Increase availability of hand sanitizer or hand washing stations, including at entrances and exits.
- Discontinue use of high touch water vessels, fonts, fountain, and sinks.
- Regularly clean and disinfect common and high touch areas, including bathrooms.
- Consistent with the State’s health guidance, singing and chanting activities are **not permitted** during any Indoor Gathering at this time. Even while wearing a face covering, these activities – in particular singing – greatly increase the risk of infection with COVID-19.
- Food and drink may not be served at an Indoor Gathering. If eating or drinking is required for a faith-based ceremony, see “Can we eat or drink at Gatherings?” below for more details.

Can we host multiple gatherings one after another or at the same time?

- A Host may allow Personnel to participate in sequential gatherings in the same day. If Hosting sequential gatherings, the Host must also:
 - Ensure at least 30 minutes between gatherings for Participants to leave and Personnel to clean and sanitize all high-touch areas.
 - Ensure 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 Host Personnel during earlier gatherings.
- Hosts can hold only **one** gathering at a time, unless this event is an **Outdoor Meal Gathering** or a **Small Outdoor Gathering** (but not Drive-In or Outdoor Special Gatherings) and the Host can ensure the following rules are followed:
 - The Host must ensure the gatherings will remain separate, such as by placing physical barriers between the gatherings:
 - If a physical barrier is used to keep groups separate, groups must be at least six feet apart. If there is no physical barrier, groups must be at least 12 feet apart.
 - If the gathering occurs on a moving vehicle (such as a bus or a boat) where a physical barrier between groups is not possible, at least six feet must be maintained between groups.
 - The Host must prohibit mingling among personnel or participants from different gatherings or groups.
 - Hosts of fitness classes may hold two simultaneous classes (with 12 people total in each class, including instructors) if either physical barriers ensure 6-foot separation between the groups or markings / other device are used to ensure 12-foot separation between the groups.
- 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 we have multiple indoor Gatherings at the same time in a large facility?

- Simultaneous or overlapping Gatherings may be allowed in a multi-use facility only under the following circumstances:
 - Gatherings must occur in spaces that are physically separated from each other either in different rooms separated by sealed floor-to-ceiling walls or in a separate building.
 - Each room must meet all ventilation requirements of the Directive.
 - Participants from different gatherings should use separate avenues of 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.
 - Hosts may **not** hold gatherings simultaneously to allow for more people to attend a single gathering or ceremony (e.g. multiple indoor rooms or a mix of indoor and outdoor spaces may not be used for the same wedding or funeral).
- Schedule at least 30 minutes between indoor gatherings to allow sufficient time for participants to exit safely and for personnel to clean/sanitize high touch areas.
- Staff may be allowed to work inside the facility while multiple indoor Gatherings occur as long as the rules are followed for [the Business Operating Office Facilities Directive](#) and Stay-Safer-At-Home Order
 - In general, keep the areas that are not reserved for an indoor gathering closed unless expressly permitted under the Stay-Safer-At-Home Order.

Can we eat or drink at Gatherings?

- Eating and drinking is permitted at **Outdoor Meal Gatherings** which are limited to 6 people from different households.
- Self-service food, potlucks, or family style eating and drinking events should not be held. By avoiding these situations, you can avoid the risk of cross contamination.
- If, as part of a faith-based ceremony, eating or drinking is required, it must be done in a way to minimize contact between people, especially involving the hands and mouth. In these circumstances, face coverings must be worn when Personnel and/or Participants are within 6 feet of one another. 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=Q8tg8A5jmPO).
- Glasses, cups and utensils should not be shared. If they are, glass, cup, or utensil will be disinfected between each use and the users' hands will be cleaned using appropriate hand washing or hand sanitizer.

Must we wear masks/ face coverings all the time?

- All people must wear masks except 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?

- Arrive with 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 someone from outside your household, consider self-isolating for 14 days before and after if you will be in close contact to minimize the risk of transmission.
- “Close contact” is defined by the CDC as being within 6 feet of an infected person for at least 15 minutes 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).

How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?

- Singing, chanting, shouting, and playing wind/brass instruments raise the risk of transmission of COVID-19 because of the forceful exhalation involved and should be avoided. Ideally, play a recording to avoid live performance.
- These activities are permitted at an **Outdoor Special Gathering** by one person at a time and only if:
 - The person performing the activity is at least **12 feet** from any other person.
 - The person singing, chanting, or shouting is wearing a **Face Covering** at all times.
 - The instrument’s bells and/or openings where air/sound exit are covered with a mask/other fabric at all times.
 - Participants may not sing, chant, or shout along with the person who is engaging in that activity.
- When these activities are permitted, consider the following to reduce risk:
 - Ensure the performance is in a large, well ventilated area (see www.sfcddcp.org/COVID-ventilation).
 - Minimize the amount of time engaged in these activities.
 - Minimize the intensity to the extent possible (e.g., sing/play instruments at a reduced volume, use amplifiers, etc.).
 - Consider having a physical barrier between the performer and others in the Outdoor Special Gathering.
 - Project voices and air exhaust from instruments away from Participants (e.g. have performers position themselves 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 (which is typically about 2 days but can be longer). People can get tested by their regular healthcare provider or at CityTestSF (<https://sf.gov/citytestsf>).
 - Prohibit anyone with symptoms of COVID-19 or anyone who is a “Close Contact” of someone with COVID-19 from performing these activities. See www.sfcddcp.org/screeningvisitors.
 - For wind 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.



Can ventilation reduce COVID-19 transmission risks for indoor activities?

- Hosts should follow **SFDPH Ventilation Guidance** for any indoor activities: Make any necessary improvements to the ventilation of the establishment, 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-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.
 - 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): www.sfcddp.org/COVID-ventilation.

Resources

Useful COVID-19 Resources to keep checking:

- San Francisco guidance: www.sfcddp.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



**Reopening Institutions of Higher Education and Other Adult Education
Programs for In-Person Instruction
Guidance for Academic Year 2020-2021**

UPDATED September 30, 2020

The following guidance was developed by the San Francisco Department of Public Health (SFPDH) for use by local Institutions of higher education and other adult education programs, and will be posted at <https://www.sfdcp.org/covid19>.

AUDIENCE: This guidance is for educators, administrators and support staff of Higher Education Programs as well as students, contractors and other personnel who participate in these programs. As used in this guidance, the term "Higher Education Programs" includes public, private non-profit, private for-profit, research-focused, and special mission institutions of higher education (IHEs) such as universities and colleges, as well as other adult education programs such as those offering vocational training courses, career pathway educational programs, job skills training or English as a second language classes. This guidance does not apply to TK-12 schools or other programs for children.

Summary of Revisions since the 9/1/2020 Version

- If outdoor or remote instruction is not possible because of the need for specialized space or equipment, in-person, indoor instruction is allowed with the completion of a Prevention Plan as specified in the [SFPDH Directive](#).
- Higher Education Programs that complete the Prevention Plan and posting requirements contained in this Directive may begin operations without pre-approval by SFPDH.
- Indoor instruction is no longer limited to the training of "core essential services".
- Two hour limit on outdoor instruction has been removed.
- Updated recommendations regarding COVID-19 surveillance testing.

PURPOSE: To provide preliminary guidance on health and safety practices needed to safely operate in-person, on-site instruction at Higher Education Programs, in anticipation of the San Francisco Health Officer allowing such facilities to reopen.

BACKGROUND: Higher Education Programs in San Francisco were closed for in-person instruction in March 2020 to limit the risk of COVID-19 transmission. Since then, our understanding of COVID-19, how it spreads and how we can prevent transmission has increased tremendously.

Based on available evidence, young adults in general do not appear to be at high risk of severe illness due to COVID-19 compared to older adults. However many young adults have been infected with COVID-19 and are very likely to contribute to community transmission, including to more vulnerable population groups.

Because our understanding of COVID-19 has evolved, we now have evidence that certain precautions effectively decrease the risk of COVID-19 transmission. By coordinating and layering effective interventions, we can reduce the risk of COVID-19 for students, faculty, staff and others who may be present at a Higher Education Program, regardless of their age.

This preliminary guidance is based on the best science available at this time and the current degree of COVID-19 transmission in San Francisco. This guidance is subject to change as new knowledge emerges and as local community transmission changes.



As our understanding of COVID-19 grows and local community transmission remains uncertain, please continue to stay updated regarding any changes to the Stay Safer at Home Order and directives at www.sfdph.org/healthorders and www.sfdph.org/directives.

Contents

- Key Messages for Higher Education Programs..... 3
- Which programs can offer in-person instruction? 4
- Requirements before opening Higher Education Programs 5
- Quarantine new residents to prevent COVID-19 transmission 6
- Strategies to prevent spread of COVID-19 in Higher Education Programs 6
 - Screen everyone entering the campus..... 6
 - Staff Considerations 7
 - Restrict non-essential visitors 7
 - Small and Stable Cohorts of Staff and Students 7
 - Require face coverings 8
- Physical Spaces 9
 - Instruction Spaces 9
 - Housing under authority of a Higher Education Program 9
 - Other shared spaces 10
 - Ventilation 11
- Hygiene and Cleaning 11
 - Handwashing 11
 - Limit sharing 12
 - Cleaning and Disinfection 12
- Specific situations 13
 - Transportation..... 13
 - Libraries 13
 - Food Service and Dining Halls 14
 - Student Health Facilities..... 14
 - Staff Offices/Break Rooms..... 15
 - Group Singing/Chorus, Musical Instruments 15
 - Collegiate Athletics and Fitness Activities 15
 - Students receiving special services 15
- When a staff member or student has symptoms of COVID-19..... 16
- When a staff member or student tests positive for COVID-19 16
- Resources..... 17



Key Messages for Higher Education Programs

- Preventing person-to-person transmission via respiratory transmission is more important than frequent cleaning and disinfection. 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).
- **Coronavirus is easy to kill on surfaces compared to norovirus.** Most household cleaning products are effective. Professional deep cleaning services are generally unnecessary.
- Physical distancing, barriers and face coverings are important in preventing the spread of COVID-19 in group settings.
- The use of personal protective equipment (PPE) does not eliminate the need for physical distancing, portable barriers/partitions and universal face coverings. PPE can give people a false sense of security.
- **Exposure risk is a gradient, rather than an all-or-nothing condition.** A rule of thumb is that a person must spend at least 10-15 minutes within 6 feet of someone with COVID-19 to be at risk of infection. Shorter interactions at greater distances are lower risk. Universal face coverings decrease risk, and being outside is lower risk than inside. Other factors include whether the infected person was sneezing or coughing, or doing an activity that produced more respiratory droplets (singing or shouting has been shown to spread COVID-19 efficiently, particularly in enclosed spaces).



Which programs can offer in-person instruction?

Higher Education Programs must continue to offer distance learning whenever possible. As a rule of thumb, minimize in-person interactions as much as possible, and wherever possible, continue remote or virtual operations. Please carefully review the Health Order to assess whether a particular “support service” is considered an essential business operation.

As of September 2020, the San Francisco Shelter-in-Place Health Order allows Higher Education Programs to operate minimum essential business functions for the purpose of “facilitating distance learning or performing essential functions.”

- Offer distance learning options to the extent reasonably feasible.
- Require that students who are able to complete their coursework remotely to do so from their place of residence. For students who live outside the local geographic area and who can otherwise complete their coursework through remote learning, Higher Education Programs must not require those students to travel to the San Francisco Bay Area for the purpose of living in housing under the control of the Higher Education Program.
- Students and staff must be permitted to decline the option of participating in in-person instruction and should be accommodated with distance learning or other options if feasible.
- Higher Education Programs may permit individual students to privately use indoor facilities in control of the Higher Education Program if:
 - The student requires access to the facility due to the need for access to specialized equipment or space that is not available outside or at their home (such as a music practice room or fine arts studio);
 - Only one person (including students, faculty, or other Personnel) is permitted access to the facility at a time;
 - The facility is cleaned and disinfected between each use;
 - Where feasible, the facility is aired out between each use, such as by opening windows or doors;
 - Use of the facility must be by appointment and staggered to permit at least one hour between uses;
 - Wear face coverings at all times except when performing a specific task, such as eating, drinking, or playing a wind instrument.
- Indoor, in-person instruction involving two or more students or instructors and requiring the use of specialized space or equipment, such as indoor laboratories, may be offered with the completion and posting of a Prevention Plan.
 - Higher Education Programs that complete the Prevention Plan and posting requirements contained in the Directive may begin operations without pre-approval by SFDPH. Higher Education Programs offering indoor classes or programs remain subject to periodic audit by

When distance-learning is not possible, the Health Order permits indoor in-person instruction with the completion of a Prevention Plan, and/or outside instruction for groups up to 14 as long as everybody wears face coverings and social distancing is maintained.



SFDPH, including onsite inspection and review of health and safety plans. Higher Education Programs must permit SFDPH inspectors access to their facilities in the event an onsite inspection is requested. Please review the [Directive](#) for additional information on completing the Prevention Plan.

- Higher Education Programs who previously have received official, written approval for indoor instruction for “core essential services” can continue to operate, but must comply with the Prevention Plan and posting requirements in the Directive.
- Students of vocational schools, which includes students training in the “counseling and the healing arts,” are permitted to provide in-person essential services, such as direct patient care. For example, a nursing student can provide direct patient care in-person at a hospital under appropriate supervision.

Requirements before opening Higher Education Programs

Before operation, Higher Education Programs must:

- Designate at least one COVID-19 staff liaison as the point of contact for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH.
- Establish health and safety protocols to prevent COVID-19 transmission, as required by any SFDPH Health Order allowing schools to reopen.
 - Train staff and students on health and safety practices. Avoid having in-person staff development, meetings, or team-building during the two weeks before in-person instruction begins.
 - Create a Health and Safety Plan outlining what the Higher Education Program will do to implement the requirements in this guidance and any relevant Health Officer directives or orders. Share this plan with staff, families, students and other members of the Higher Education Program community.
- Collaborate with SFDPH to develop a shared strategy for surveillance testing of Higher Education Program staff and students. Higher Education Programs should consider the role of COVID-19 testing in limiting the transmission of COVID-19. Students and staff who have symptoms, or have been close contacts, must receive testing as soon as possible. Due to concerns of asymptomatic spread of COVID-19, programs should also consider scheduled, periodic surveillance or screening testing of asymptomatic students and staff, particularly for students living in school-owned housing. Programs are encouraged, if feasible, to cover the costs of testing, either by contract with a private testing lab and/or use of primary health care providers to reduce the impact on limited City testing resources.
- Develop an outbreak management plan or Communicable Disease Management Plan which includes protocols to notify SFDPH of any confirmed COVID-19 cases among students, faculty or staff and assist SFDPH as needed with contact tracing. Such a plan should include a protocol to isolate or quarantine any ill or exposed persons. The SFDPH Education Hub will provide case consultation and guidance in cases of individuals testing positive for COVID-19.
- Establish protocols for staff and students with symptoms of COVID-19 and for communication with staff, students and families after COVID-19 exposure or a confirmed COVID-19 case in the Higher Education Program.



- Require or strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- Ensure that the water systems are safe, especially for those Higher Education Programs closed for a long period of time. 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>.
- Ensure that any organizations affiliated with the Higher Education Program, such as off-campus clubs, Greek organizations, etc., also follow these guidelines. Develop systems to enforce and hold affiliated organizations accountable for adhering to this guidance.

Quarantine new residents to prevent COVID-19 transmission

Higher Education Programs must have a plan in place to ensure that students and staff quarantine for 14 days if they have moved to the San Francisco Bay Area from out of town and engaged in activities that would put them at higher risk of contracting the virus that causes COVID-19.

- Higher risk activities include people interacting within 6 feet of individuals outside their household if they or those around them were not wearing face coverings at all times, especially if they were indoors; this includes travel on planes, buses, or trains when face coverings were not worn at all times by the people in these enclosed spaces.
- This quarantine requirement does not apply to students and staff who regularly commute to a Higher Education Program from places outside of San Francisco
- Review additional guidance on quarantine at <https://www.sfcddp.org/I&Q>
- Review special considerations for quarantining students in the section below Housing Under Authority of Higher Education Programs.

Strategies to prevent spread of COVID-19 in Higher Education Programs

Screen everyone entering the campus

- Ask all persons entering the building or campus about symptoms and exposure to COVID-19, including staff, students, parents/caregivers, contractors, visitors, and government officials. Emergency personnel responding to a 9-1-1 call are exempted.
 - For details about screening, refer to [COVID-19 Health Checks at Programs for Children and Youth](#) (students under 18) and [Asking COVID-19 Screening Questions at Any Business, Organization or Facility](#) (adults).
 - At this time, there is no recommendation to measure temperatures of students and staff of Higher Education Programs. Please visit <https://www.sfcddp.org/covid19> under Businesses and Employers in the “Health Screening” section for further guidance regarding measuring temperatures.
- Individuals with symptoms or exposure to COVID-19 should not be allowed on campus. Individuals with symptoms should be sent home. (See “When a staff member or student has symptoms of COVID-19”).



Staff Considerations

- Maximize the number of Personnel who work remotely from their place of residence.
- Protect staff, especially those at higher risk of severe COVID-19 illness. See sfcdcp.org/covid19hcp for a list of groups at higher risk for severe COVID-19.
 - Offer options that limit exposure risk to staff who are in groups at higher risk for severe COVID-19 illness (e.g. telework, reassignment, or modified job duties to minimize direct interaction with students and staff).
 - Prioritize portable plexiglass barriers or other partitions for staff who are in groups at higher risk of severe COVID-19 or who must interact directly with large numbers of people.
 - Consider the use of face shields, to be used **with** face coverings, for staff whose duties make it difficult to maintain 6 feet of distancing, such as clerical staff.
- Monitor staff absenteeism. Plan for staff absences of 10-14 days due to COVID-19 infection or exposure in the event that community transmission increases. Be prepared to offer distance learning to students whose instructors must stay home due to COVID-19 infection or exposure, and no other instructor is available.

Restrict non-essential visitors

- Limit, to the greatest extent permitted by law, external community members, especially with individuals who are not from the local geographic area, from entering the site and using campus resources, as the number of additional people onsite and/or intermixing with students, faculty, and staff increases the risk of virus transmission.
- Prohibit in-person college tours or open houses at this time.
- Staff should document all visitors to classes who are not regular participants. Such records will assist with contact tracing if there is a positive COVID-19 case.

Small and Stable Cohorts of Staff and Students

Keeping instructors and students in the same group lowers their exposure risk by decreasing the number of people they come into contact with each day. Smaller class sizes further reduce risk of exposures.

- Limit cross-over of students and instructors to the extent possible. Cross-over of students between cohorts is permitted to meet students' educational needs.
- Outdoor classes are limited to 14 participants, including students and instructors. Indoor classes are limited by the space required to maintain 6 feet social distancing.
- Outdoor classes must not interact with other outdoor classes or groups of people who are gathering at the same time.
- Indoor classes and programs must be scheduled to conclude in no more than two hours. Higher Education Programs must prohibit students and Personnel from congregating before and after the scheduled classes and programs.
- Limit outdoor instruction to as short a duration as possible to minimize risks of person to person transmission. Limit mixing of cohorts, including their assigned staff



- Larger gatherings of more than one cohort are currently prohibited (e.g., large assemblies, performances).
- Prevent groups participating in instruction from interacting with each other, including before and after the session.
 - Hold only one outdoor instruction at the same time unless the groups participating in different outdoor instructions will remain separate, such as by the use of physical barriers between groups.
 - Stagger class schedules for arrival/dismissal to prevent mixing of cohorts.
 - Students participating in in-person instruction are strongly encouraged to limit participation as much as possible to limit possible risks of transmission.
 - Designate specific routes for entry and exit to the campus for each cohort, using as many entrances/exits as feasible.
- Minimize movement of students through indoor hallways.
 - Stagger class change times so that only one cohort is in the hallway at any given time.
 - Consider creating one-way hallways to minimize congestion.
 - Place physical guides, such as tape, on floors and sidewalks to mark one-way routes.

Require face coverings

Face coverings keep people from spreading the infection to others, by trapping respiratory droplets before they can travel through the air.

- Require face coverings for ALL participants
 - All individuals age 10 and above must wear face masks or cloth face coverings over both their nose and mouth at all times.
 - Staff, students and visitors may not enter the building or campus unless they are wearing a face covering or have documentation of a medical contraindication to face coverings. Keep a supply of face coverings for individuals who have forgotten to bring one.
- Participants who are exempt from wearing a Face Covering under the Face Covering Order may only participate if they can wear another acceptable type of covering, such as a face shield with a drape on the bottom edge.
 - Staff or students with a documented medical contraindication to a face covering may be allowed to wear a face shield with a cloth drape on the bottom tucked into the shirt.
<https://covid19.ca.gov/masks-and-ppe/>
- Speech and language therapists and staff working with hard-of-hearing students may also use a face shield with a cloth drape tucked into the shirt, if a face covering interferes with their ability to work with students. A clear mask or clear portable barrier such as a plexiglass barrier may also be used. A barrier generally provides the best protection for both student and staff. Staff should wear a face covering at other times.
- Do not use face shields in place of face coverings in other situations. Face shields with cloth drapes tucked into the shirt may be used during outdoor instruction.



- Consider using a face shield in addition to a face mask or cloth face covering. Face shields provide additional eye protection for the wearer. When a face shield is used with a mask or face covering, a cloth drape is not needed.

Physical Spaces

Instruction Spaces

Outdoor instruction is generally safer than indoor instruction due to increased ventilation, increased opportunities for physical distancing, and increased dispersal of infectious virus. Indoor instruction involving two or more people is permitted only if remote or outdoor instruction is not possible because of the need for specialized space or equipment AND if the Higher Education Program has already received official, prior written approval for an exemption OR has completed a Prevention Plan; this includes laboratories, specialized indoor spaces such as studios and workshops. Indoor lectures remain prohibited at this time.

- Hold smaller classes in larger spaces. Limit capacity to maintain 6 feet social distancing between people.
- During outdoor instruction, the Higher Education Program may use tents or other similar outdoor shelters designed to provide shade or minimize exposure to rain or wind. Any tents or outdoor shelters require appropriate approval and permitting from the City. Such shelters:
 - may contain a roof or awning;
 - may not be enclosed – only one side may have a vertical covering;
 - the space must not be designed in any other way that would restrict normal airflow.
- Have students sit in the same seats each day if feasible. This will help make contact tracing easier if someone tests positive for COVID-19.
- Arrange seats facing in the same direction, so that students do not sit facing each other; for indoor instruction, consider rearranging indoor furniture, setting partitions between desks, and marking classroom floors, to maintain separation indoors.
- When students must sit less than 6 feet apart, consider use of privacy boards or clear screens.
- Snacks/meals should not occur during instruction as they require removal of face coverings. If participants must remove their face covering to taste food or a beverage, as might be required during a culinary class, the removal of face coverings should be as brief as possible.
- Implement procedures for turning in assignments to minimize contact, such as electronic submission of assignments.

Students and staff must wear face coverings, maintain physical distancing and stay 6 feet from each other as much as possible.

Housing under authority of a Higher Education Program

- Campus housing should prioritize those with limited housing options, including those with difficulty accessing virtual learning.



- SFDPH requires that accommodations, excluding family housing, are limited to one resident per bedroom, with a maximum of two residents per bedroom if both residents provide informed consent to sharing a bedroom.
- Individuals with high risk medical conditions must maintain single occupancy.
- A dormitory unit, or bedroom, constitutes a household unit.
- Face coverings are required by ALL when in common areas.
- When there are two residents per room, ensure at least six feet between beds, and require residents sleep in opposite directions (head to foot).
- Higher Education Programs may not discriminate against students who choose not to have a roommate, including that they may not be penalized financially.
- Moving and services for moving are considered essential activities and are permitted with usual social distancing, face covering, and hygiene precautions. Stagger move-in times to help decrease crowding during move-ins.
- Prohibit social gatherings as much as possible. SFDPH does not allow indoor gatherings of individuals from different households.
- Students who are quarantining or isolating should stay in their residence except to seek medical care. They should use a separate bathroom and not go into any public areas, take public transportation or rideshares. The Higher Education Program should plan to have food delivered to these students.
- Higher Education Programs should reserve a supply of available rooms to accommodate any needs for quarantine and isolation. A contingency plan, such as additional off-campus housing, or hotel rooms, should be established in the event those rooms are exhausted.
- Minimize the number of residents per bathroom. When shared bathrooms are used, increase the frequency of cleaning.
- Encourage residents to consistently use the same bathroom and shower facilities to contain any possible transmission to within that cohort.
- Add physical barriers, such as plastic flexible screens between bathroom sinks, especially when they cannot be at least six feet apart. When sinks are closer than six feet, disable every other sink to create more distance.
- SFDPH has issued [guidance for congregate housing settings](#) where individuals have their own rooms or living quarters but share bathrooms or cooking areas with others who are not in their household. Student housing, such as dormitories, would be considered a type of congregate housing. Please visit <https://www.sfcddcp.org/covid19> under Congregate Living Settings.
- SFDPH has issued guidance on shared laundry facilities. Please visit <https://www.sfcddcp.org/covid19> under Cleaning Recommendations.

Other shared spaces

- Close nonessential shared spaces, such as game rooms and lounges
- Prohibit indoor group study spaces. San Francisco Health Orders do not permit indoor gatherings with people from outside one's household, which would include studying with others in an indoor



setting, such as a study hall or library. Consider outdoor study spaces, or individual study in one's residence.

- Limit occupancy of essential shared spaces, such as bathrooms, elevators, locker rooms, staff rooms and similar shared spaces to allow 6 feet of distancing. Adjacent bathroom stalls may be used. Post signs with occupancy limits.
- Add physical barriers, such as plastic flexible screens between bathroom sinks, especially when they cannot be at least six feet apart. When sinks are closer than six feet, disable every other sink to create more distance.
- 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.

Ventilation

Increasing outdoor air circulation lowers the risk of infection by “diluting” any infectious respiratory virus with outdoor air. Being outside is even lower risk. Review SFPDH ventilation guidance at

<https://www.sfdcp.org/COVID-Ventilation>.

- Open windows to increase ventilation with outdoor air when health and safety allow, for example, when it does not worsen individuals' allergies or asthma. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.
- Adjust mechanical ventilation systems to maximize fresh (outdoor) air ventilation. Minimize or eliminate return or recirculated air.
- For mechanical ventilation systems, increasing the intake of outdoor air and minimizing recirculated air should be prioritized over increasing filter efficiency during the COVID-19 pandemic.

Generally, opening windows and adjusting mechanical ventilation systems to maximize outdoor air intake will effectively increase the amount of outdoor air in an indoor space. Although increased filter efficiency may be desirable for other reasons, such as improving indoor air quality near freeways or during wildfires, it is less important than maximizing outdoor air intake for COVID-19. Improving filter efficiency may require significant upgrades to the mechanical ventilation system. Portable air cleaners may be considered, but must be sized and positioned appropriately for the specific space.

Hygiene and Cleaning

Handwashing

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 all staff and students to wash or sanitize their hands at staggered intervals, 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) should 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 <https://eziz.org/assets/docs/IMM-825.pdf>.

Limit sharing

- Consider suspending or modifying use of site resources that necessitate sharing or touching items.
- Suspend use of drinking fountains and instead encourage the use of water refilling stations and reusable water bottles.
- Limit sharing of art supplies, lab supplies, and other high-touch materials as much as possible. If feasible, have a separate set of supplies for each student.
- 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

Many household disinfectants are effective against COVID-19. Refer to [EPA's List N](#) for EPA-approved disinfectants effective against COVID-19.

- Clean and disinfect frequently touched surfaces at least daily. Routine cleaning focuses on frequently touched surfaces like door handles, desks, countertops, phones, keyboards, light switches, handles, toilets and faucets.
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
- Cleaning after a suspected or known case of COVID-19 **uses the same cleaning agents and disinfectants** as for routine cleaning, but also includes 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. CDPH recommends waiting at least 1 hour.¹
 - Clean and disinfect all surfaces in the areas used by the ill person, including electronic equipment like tablets, touch screens, keyboards, and remote controls. Vacuum the space if needed.
- For details, refer to CDC guidelines on "[Cleaning and Disinfecting Your Facility](#)" and [CDC guidelines for cleaning schools and community facilities](#)

¹ CDPH Outpatient Healthcare Facility Infection Control Recommendations for Suspect COVID-19 Patients
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/OutpatientHealthcareFacilityInfectionControlRecommendationsforSuspectCOVID19Patients.aspx>



Specific situations

Consider regularly visiting <https://www.sfc-dcp.org/covid19> as updated content is frequently added. Relevant content for Higher Education Programs may include guidance on food facilities and food delivery workers, faith based gatherings, social interactions, transport vehicles, persons experiencing homelessness, and reopening guidance for certain business sectors, such as retail and office facilities. While in-person instructional activities may not necessarily be permitted at a Higher Education Program, other in-person functions at the Higher Education Program may be permitted as an essential business.

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.

- If transport vehicles (e.g., buses) are used by the Higher Education Program, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect Higher Education Program buses, vans, or other vehicles, see guidance for bus transit operators. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Higher Education Program Vehicles
 - 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 passenger forgets theirs.
 - Passengers must sit at least 6 feet away from the driver.
 - Maximize space between passengers.
 - Keep vehicle windows open when weather and safety permit.
 - Buses should be cleaned and disinfected daily. Drivers should be provided disinfectant wipes and disposable gloves to wipe down frequently touched surfaces. Buses should be cleaned after transporting any individual who is exhibiting symptoms of COVID-19.
- Public transportation: Wear face coverings, maintain at least 6 feet physical distancing as much as possible, and practice hand hygiene upon arrival.
- Carpools and shared rides: Advise staff and families to carpool with the same stable group of people. Open windows and maximize outdoor air circulation when feasible. Everyone in the vehicle should wear a face covering.

Libraries

- San Francisco Health Order permits libraries to open only for curbside/outside pickup and drop off of items.
- Staff and patrons must wear face coverings, and maintain at least 6 feet physical distancing except for brief interactions.
- Libraries cannot be used for indoor gatherings, including study spaces.



Food Service and Dining Halls

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.

- Review and comply with existing SFDPH guidance on eating establishments. Ensure that individuals undergoing isolation and quarantine are able to receive food in their housing units.
- SFDPH has issued [guidance for congregate housing settings](#) where individuals have their own rooms or living quarters but share cooking and dining areas with others who are not in their household. Student housing and dining areas, such as dormitories and dining halls, are considered congregate housing.
- SFDPH has also issued guidance for food facilities, outdoor dining, and food delivery. Please visit <https://www.sfdcp.org/covid19> under Food Facilities and Food Delivery Workers.
- Eat meals outdoors 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. Outdoor eating areas may be covered (e.g. with an awning), as long as no more than one side is closed, allowing sufficient air movement. Mark places 6 feet apart for sitting.
- Make sure that students and staff wash their hands or use hand sanitizer immediately before and after eating.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands before putting on and after removing their gloves, and after directly handling used food service items.
- Be especially vigilant about staying 6 feet away when eating. If eating indoors, make sure that individuals are spaced as far apart as possible.

Student Health Facilities

Review and comply with existing SFDPH guidance on ambulatory care services. Effective June 16, 2020, under [Health Directive 2020-20](#), ambulatory care providers, including Counseling and Healing Arts, are allowed to conduct in-person, routine visits, subject to the provisions in the directive. Providers of ambulatory care services, including counseling and other healing arts, please:

- Regularly review changes to the Stay Safer at Home Order and directives at www.sfdph.org/healthorders and www.sfdph.org/directives
- Carefully review and follow [Health Officer Directive 2020-20 \(Ambulatory Care, Counseling, and Healing Arts\)](#), to determine how your profession is affected, and what are the required best practices for providing care in-person.
- Review [“Health Advisory: Required Best Practices for Reopening Ambulatory Care, Including Counseling and Other Healing Arts.”](#)

SFDPH also has guidance specifically for [healthcare providers related to COVID-19 in San Francisco](#).



Staff Offices/Break Rooms

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.

- Set up staff workspaces so that staff do not work within 6 feet of each other.
- Consider virtual meetings using video conferencing apps for staff meetings, even if all staff are on campus.
- Post signage reminding staff to stay 6 feet apart, keep their facemasks on unless eating, wash their hands before and after eating, and disinfect their area after using it.
- Discourage staff from eating together, especially indoors. Consider creating a private outdoor area for staff to eat and take breaks.
- Open windows and doors to maximize ventilation, when feasible, especially if staff are eating or if the room is near maximum occupancy.

Group Singing/Chorus, Musical Instruments

- Avoid group singing. Suspend choir and wind instruments (band). These activities are higher risk for COVID-19 transmission due to the larger numbers of respiratory droplets produced. Percussion and string instruments are allowed. Indoor instruction (involving two or more people) must not include any singing, chanting, or wind instruments of any kind.
- Individual (no other student or instructor present) singing and use of musical instruments may be permitted in specialized indoor settings if available. See above section on “Which programs can offer in-person instruction?” for further details.

Collegiate Athletics and Fitness Activities

Exercising is an area of higher risk for transmission due to the potential for close contact and increased breathing. Collegiate athletics will require special consideration. Please see the state’s guidance regarding collegiate athletics at <https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

- Review and comply with existing SFPD guidance on indoor gyms and fitness groups. Please visit <https://www.sfdcp.org/covid19> under Businesses and Employers for the guidance “Gyms and Fitness Groups.”
- Contact sports involving adults from separate households on a recreational basis is not permitted
- Higher Education Programs wanting to resume collegiate athletics programs, as well as organized practices, games, or tournaments in San Francisco are required to seek prior written authorization from SFPD. For further information on the authorization process, please review www.sfdph.org/directives.

Students receiving special services

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 clear screens or privacy barriers.



When a staff member or student has symptoms of COVID-19

- Identify isolation rooms for individuals with symptoms of COVID-19, and refer to the Higher Education Program's procedures for handling ill persons with symptoms of possible COVID-19.
- Staff who become ill while at a Higher Education Program must notify their supervisor and leave work as soon as feasible. Staff should be encouraged to get tested as soon as possible.
- Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.
- Students with symptoms must be sent home. Students must be encouraged to get tested as soon as possible.
- Find alternative locations for classes whose regular classroom is being cleaned or disinfected.

When a staff member or student tests positive for COVID-19

Contact the **SFDPH Schools and Childcare Hub** as soon as possible.

Call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, or email Schools-childcaresites@sfdph.org

- SFDPH will provide consultation and guidance to help Higher Education Programs take initial steps to identify individuals who had close contact with the person with COVID-19. Exposed individuals should be notified, know how to get tested, and understand when they can return to the Higher Education Program, usually 14 days after the exposure.
- Notify all staff, families, and students that an individual in the Higher Education Program has had confirmed COVID-19. Do not disclose the identity of the person, as required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act.
- SFDPH will help the Higher Education Program determine if the classroom, cohort, or institution needs to be closed. Higher Education Programs with smaller and more contained cohorts are less likely to require institution-wide closure. If there are several cases in multiple cohorts or if a significant portion of students and staff are affected, then institution-wide closure may be required.
- Review the SFDPH guidance document [What to do if Someone at the Workplace Has COVID-19](#).
- Review the SFDPH guidance documents "Isolation and Quarantine Guidance: Guidelines for Home Isolation and Quarantine" and "San Francisco Public Health Emergency Isolation & Quarantine Directives Frequently Asked Questions for the Public" at <https://www.sfdcp.org/I&Q>
- Students and staff cannot return to Higher Education Program until they met the criteria depending on their age group:
 - Students 18 and over: [Interim Guidance: Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19](#).
 - Students under 18: "[COVID-19 Health Checks at Programs for Children and Youth](#)"



Resources

San Francisco Department of Public Health (SFDPH)

- **SFDPH** Schools and Childcare Hub for COVID-19 consultation and guidance (415) 554-2830. Press 1 for COVID-19, then press 6 for Schools
Schools-childcaresites@sfdph.org
- COVID-19 guidance for the public, including schools and employers <https://www.sfdcdp.org/covid19>
 - [Safer Social Interactions During COVID-19](#)
 - [Businesses and Employers](#)
 - [If Someone at the Workplace Tests Positive for COVID-19](#)
 - [Isolation and Quarantine](#)
 - [Ending Home Isolation and/or Returning to Work](#)
 - [Reopening Guidance for Businesses and Employers](#)
 - [Congregate Living Settings](#)
 - [Food Facilities and Food Delivery Workers](#)
 - [Testing in San Francisco](#)
- [Orders](#) and [Directives](#) Issued by the San Francisco Health Officer Relevant to COVID-19
- [Outreach Toolkit for Coronavirus](#). Posters and flyers on physical distancing, hand hygiene, face masks, health screenings, getting tested, and other COVID-19 topics

California Department of Public Health (CDPH)

- [“COVID-19 Industry Guidance: Institutions of Higher Education”](#)

Centers for Disease Control and Prevention (CDC)

- [Guidance for Colleges, Universities and Higher Learning](#)
- [Cleaning and Disinfection for Community Facilities](#)

Summary of September 30, 2020 Health Order (COVID-19)

On September 30, 2020 the Health Officer issued an amendment to the Stay-Safer-At-Home Order, No. C19-07j (the "Order"), for the next phase of reopening, together with various related health directives.ⁱ This document provides an overview of the September 30 amendments to the Order and a summary of the key changes.

This summary is for information purposes and is not a substitute for reading the Order and directives to help ensure full compliance. In the event of any inconsistency between any part of this summary and the legal text of the Order or directives, the legal text controls.

OVERVIEW

On September 29, 2020 the State of California reassigned San Francisco's risk level for community transmission of COVID-19 under the State's four-tier, color coded framework, to tier 3 moderate (orange). That reassignment moved San Francisco to a less restrictive tier for reopening activities than it was initially placed in (i.e., tier two substantial, or red).ⁱⁱ Guided in part by the State's framework and as contemplated by the City's recently revised reopening plan, this amendment to the Order includes the scheduled September 30 opening of indoor worship, with eased capacity limits, and subject to other safety precautions.ⁱⁱⁱ It also allows an increase in certain other activities described below, such as outdoor worship and political demonstrations, indoor specialized classes for higher education and vocational training programs, forms of outdoor family entertainment and likely by October 14th outdoor children's playgrounds. And, based on the State's reassignment to the moderate (orange) tier and the Health Officer's assessment of key local indicators, this amendment includes a reopening of certain higher risk indoor activities earlier than what was previously anticipated under the City's reopening plan. Those activities include indoor dining and indoor movie theaters, with limited capacity, physical distancing requirements, face coverings and other health and safety measures. In light of the reopening of these activities, this amendment further increases the capacity limits for indoor worship above what the City previously planned for this phase and increases the capacity limit for outdoor gatherings for religious services and political demonstrations.

All of the activities allowed under this amendment to the Order are consistent with what the State allows under the tier 2 substantial (red) risk level in its blueprint for a safer economy.^{iv} The Health Officer's assessment of San Francisco's current epidemiological status with COVID-19, considering all of the local health indicators, is that San Francisco's risk level falls most appropriately under substantial (red), like most of its neighboring counties. And even though San Francisco has recently moved into the moderate (orange) tier, the Health Officer is not at this time amending the Order to allow for any expansion in activities that the State categorizes in its framework under the moderate (orange) tier. Indeed, if San Francisco's cases rise, the State could in the coming weeks reclassify San Francisco's risk level as substantial (red) once again, moving us back a tier from moderate (orange), and San Francisco could, for a while, fluctuate between the two tiers. If the State moves San Francisco back to a more restrictive tier, the Health Officer may suspend or roll back some or all of the openings allowed under the Order. Any reversals will depend on State mandates as well as the Health Officer's assessment of local health indicators, any traceable sources for the surge, and what is required to combat the pandemic and protect public health and safety.

Indoor worship with capacity restrictions, outdoor religious services and cultural ceremonies and political demonstrations at increased capacity and some limited other activities may begin today,

September 30, if the operators have completed the required Social Distancing Protocol checklist and otherwise meet the requirements of the Order and directives. Among certain other activities as summarized below, indoor dining with capacity limits, indoor worship at increased capacity, outdoor worship and political demonstrations at increased capacity, indoor shopping centers at increased capacity, and indoor gyms and indoor dining with capacity limits in hotels and other lodging facilities, may begin as soon on September 30 since the State has reclassified San Francisco's risk level as moderate (orange). Indoor movie theaters can open on or after October 7, when the Health Officer will issue a new directive for that sector. All these activities are subject to detailed safety protocols. Transitional kindergarten through 12th grade schools can continue to open for in-person instruction with health and safety plans approved by the Health Officer. Institutions of higher education and vocational programs can continue to open for in-person instruction, including with eased restrictions for indoor classes that require specialized equipment or space and cannot be moved outdoors, so long as those institutions and programs post required health and safety plans—called prevention plans—and update them regularly. And time limitations on outdoor higher education and vocational classes have been eased.

San Francisco is the second densest major city in the U.S. and has taken a cautious, incremental approach based on a careful analysis of key local indicators to reopening to provide for a safer, sustained recovery^v. San Francisco's careful approach to date has helped prevent its hospitals from being overwhelmed and resulted in the lowest COVID-19 death rate of any major city in the country. Still, there is mounting evidence that aerosols—or airborne transmission—is a principal pathway for transmission of COVID-19. Particularly with the opening of higher-risk indoor activities as part of this amendment to the Order, including indoor dining and indoor worship, adherence by businesses, institutions and individuals to the safety protocols for all these openings is critical to lowering virus transmission risk and helping contain outbreaks. Consistent with San Francisco's measured approach, certain of the openings are beginning with greater safety restrictions that can be re-evaluated over time. According to the Health Officer and the Department of Public Health (DPH), San Francisco, like much of the rest of the country, may experience another surge this Fall in COVID-19 cases and hospitalizations, at the same time we have here high rates of community transmission. San Francisco is also opening schools and many other activities, increasing transmission risk.^{vi}

To continue with the City's reopening roadmap, including moving on to allow other higher risk activities and avoid having to suspend or roll back allowed activities if the State moves San Francisco to a more restrictive tier or if local indicators worsen, we need to get community transmission rates lower. San Francisco's key health indicators, including case and hospitalization data, need to remain stable or improve. And everyone needs to continue to do their part, including wearing face coverings when outside their homes, abiding by physical distancing with people who are not in their household, washing their hands frequently, striving to avoid social gatherings with other households, engaging in activities outdoors instead of indoors when possible, avoiding crowded spaces (especially inside with poor ventilation), and staying home if they are sick or have recently been in close contact with someone who has COVID-19. To help avoid a "twindemic" the City also strongly encourages people to get a flu shot.

LIST OF ATTACHED DOCUMENTS

The attached documents include:

Order No. C19-07j:

Revised Order Appendix C-1–Additional Businesses

- NEW (BECAUSE SF IS ORANGE): Indoor dining at 25% occupancy up to 100 people, including bars that serve bona fide meals
- NEW (BECAUSE SF IS ORANGE) BUT NOT BEFORE 10/7: Indoor movie theatres at 25% capacity up to 100 people, without food or beverage service
- REVISED: Higher education and vocational training to allow additional indoor classes requiring access to specialized space or equipment and ease time restrictions on outdoor classes
- REVISED (BECAUSE SF IS ORANGE): Indoor shopping centers at up to 50% capacity and restricted-access food courts at 25% occupancy up to 100 people
- REVISED (BECAUSE SF IS ORANGE): Hotels and lodging facilities with indoor gyms and fitness centers for guests up to 10% capacity and indoor dining at 25% occupancy up to 100 people
- REVISED: Family entertainment updated to include outdoor children’s carousel, Ferris wheels and children’s train rides
- REVISED: Outdoor fitness classes of up to two groups of up to 12 people each (24 people total including instructors and participants) with physical separation

Revised Order Appendix C-2–Additional Activities

- NEW (WITH AN INCREASE BECAUSE SF IS ORANGE): Indoor houses of worship at 25% capacity up to 100 people
- REVISED (WITH AN INCREASE BECAUSE SF IS ORANGE): Outdoor gatherings for religious services and ceremonies and political demonstrations up to 200 people subject to physical distancing and face covering requirements
- NEW BY 10/14: Outdoor publicly operated playgrounds for children, as allowed by recent changes to State guidance and operational upon issuance of a new health directive, expected by October 14, 2020

New Directives with attached DPH Info and Guidance:

- *Indoor Movie Theatres Directive (No. 2020-35) (*Note: this directive will trail and be issued by October 7, 2020)
- Indoor Houses of Worship Directive (No. 2020-34)
- *Outdoor Public Playgrounds Directive (No. 2020-36) (*Note: this directive will trail and be issued by October 14, 2020)

Updated Directives with attached DPH Info and Guidance:

- Dining Establishments Directive, including newly added indoor dining (No. 2020-16c)
- Outdoor Gatherings Directive (No. 2020-19c)
- Institutions of Higher Education and Adult Education Programs Directive (No. 2020-22c)
- Lodging Facilities Directive (No 2020-29b)

The FAQs relating to COVID-19 posted on the City’s website will be updated, but those updates will trail issuance of the Order and directives.

(Note: The Health Officer and Department of Public Health (DPH) are working with the Municipal Transportation Agency on a future health directive that would set forth best practices for public transportation as San Francisco proceeds with reopening and transit use increases.)

SUMMARY OF MAIN CHANGES

Here are highlights of the main changes:

The Order:

- Adds new signage requirements for all businesses that are allowed to be open indoors for the public. Those businesses 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 at home when they feel ill. They must also post 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. DPH is making available templates for the signage in its toolkit site.^{vii} The templates may be updated from time to time.
- Updates COVID-19 statistics for San Francisco.
- Clarifies that indoor funerals at funeral homes, mortuaries and houses of worship are subject to the same capacity limits (now 25% capacity up to 100 people indoors) and standards of safety for indoor religious services, and that they can also have outdoor funerals according to the new capacity limit of up to 200 people outdoors if there is enough space and they adhere to the standards of safety for outdoor religious services. But there cannot be concurrent indoor or outdoor funeral at the same place for the same person. Also, no meals or receptions are allowed at this time.
- Amends Appendixes C-1 and C-2 to allow certain additional businesses and activities and makes other revisions, as summarized below.

Additional Businesses (Appendix C-1 of the Order and Applicable Directives)

- **NEW (BECAUSE SF IS ORANGE): Indoor Dining.** Allows indoor dining for restaurants and bars with bona fide meals (referred to as “dining establishments”) at 25% of the dining establishment’s maximum occupancy up to 100 people. The occupancy limit includes patrons in the interior dining space, but it excludes Personnel, and patrons when seated outside. Also, this limit applies to the interior of the dining establishment as a whole and to discrete rooms within the dining establishment. The capacity of back of the house areas, like kitchens, must be determined based on the amount of space required to provide for physical distancing.
 - Indoor dining may open once the indoor dining establishment satisfies the requirements to open under the Order and companion directive.
 - The required safety precautions for indoor dining build off of requirements for outdoor dining and move many of those requirements to the indoors (e.g. limit cross-contamination of areas, encourage reservations, etc.) There are also some added requirements, such as health checks and signage, that apply indoors as well as outdoors, as described further below.
 - Because of the generally increased risk of virus transmission presented by prolonged exposure to other households while in enclosed spaces, people who wish to eat meals

- prepared by restaurants are encouraged to use take-out or eat outdoors rather than dine indoors.
- All dining establishments (indoor and outdoor) must advise patrons that they are required to wear face coverings any time they are not eating or drinking, including but not limited to: while 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 table until the patrons put face coverings on.
 - Revises the health directive for dining establishments (which had previously covered only outdoor dining) to set forth required best practices for both indoor and outdoor dining, including:
 - Bars are allowed to operate indoors—as well as outdoors—only if they serve bona fide meals.
 - But bars, breweries and distilleries that do not serve bona fide meals, whether indoors or outdoors, must remain closed to the public for now.
 - All dining establishments (indoor and outdoor) must place tables at least six feet apart and provide clear paths of travel to facilitate physical distancing. Outdoor Dining establishments may continue to use impermeable barriers if six feet of social distance between patrons is not possible. Indoor dining establishments are not permitted to use impermeable barriers as a substitute for six-foot minimum distancing and must maintain at least six feet of physical distance between seated patrons. The expectation is that impermeable barriers are not necessary at 25% occupancy.
 - All dining establishments must seat patrons before they may order and be served food and drink. Each patron ordering an alcoholic drink must order a bona fide meal. (These requirements apply to bars and restaurants, indoors and outdoors.)
 - Indoor dining establishments may not seat patrons at bar counters or food preparation areas.
 - All dining establishments (indoors and outdoors) must actively screen guests and turn them away if they answer yes to screening questions.
 - Patrons are limited to one reservation each (up to six people, unless from the same household). At this time, no full or partial buyouts of the indoor or outdoor space by patrons is allowed (i.e., no mass gathering). People in the same party seated at the same table do not have to be six feet apart. But it is strongly encouraged that only individuals in the same household sit together at a single table. (These requirements apply to indoor and outdoor dining.)
 - Each indoor dining table seating is limited to two-hours. (This limit does not apply to outdoor dining.)
 - For indoor dining establishments, food and beverage service must end at midnight, and the establishments must close by 12:30 a.m., unless City zoning or other laws require an earlier closing in particular areas of San Francisco. (This limit does not apply to outdoor dining.)
 - Live entertainment that does not increase the risk of aerosol transmission of COVID-19 is allowed for outdoor dining only (e.g. instrumental guitar or piano),

subject to the necessary permits from the Entertainment Commission. Live entertainment that increases the risk of aerosol transmission of COVID-19 remains prohibited (e.g. singing, or playing wind or brass instruments). No live entertainment is allowed for now for indoor dining. Also, no television or other entertainment on screens is allowed for now for indoor dining.

- All dining establishments (indoor and outdoor) must close areas that may lead to patrons gathering, congregating or dancing. They must also close coat and bag checks.
- All dining establishments (indoors and outdoors) must conspicuously post signage around the 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 for indoor dining establishments 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. The City will make available signage templates for these purposes, including on the City’s COVID-19 toolkit website. These new signage requirements are in addition to these required signs for dining establishments generally (templates are also available on the toolkit website):
 - new signage at tables reminding patrons to wear face coverings when ordering and all other times when they are not eating or drinking;
 - 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;
 - 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;
 - for dining establishments (including bars that serve meals) offering alcoholic beverage service, 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;
 - 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; and
 - signage showing the calculated interior occupancy limit at the entrance of the building.
- To reduce the risk of airborne virus transmission, all dining establishments (indoor and outdoor) must make any necessary improvements to the ventilation of the establishment, including:
 - For 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-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, and at the minimum, reset timer-operated ventilation systems so that they start operating one-two hours

- before the building opens and two-three 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 dining 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.
- Provides guidance for personnel on the importance of staying home when sick, testing, and availability of testing resources.
 - Provides guidance for personnel who may wish to use enhanced PPE. Dishwashers must be provided PPE that mitigates risk of contamination due to splashing.
 - Includes a health and safety plan checklist requirement.
 - All dining establishments (indoor and outdoor) must designate a worksite safety monitor. Responsibilities include:
 - requiring personnel to screen for symptoms and close contacts before coming into work;
 - cooperating with DPH for case investigation and contact tracing;
 - providing training on proper ways to wear face covering, and comply with the directive; and
 - enforcing the directive.
- NEW (BECAUSE SF IS ORANGE) BUT NOT BEFORE 10/7: Indoor Movie Theaters. Allows indoor movie theatres to open to the public at 25% capacity up to 100 people.
 - Indoor movie theatres may open on or after October 7 but only if and when (1) the Health Officer issues the health directive described below and (2) indoor movie theaters satisfy the requirements to open under the Order and new directive.
 - If a movie theater complex has multiple individual theaters, then the 25% capacity limit applies to the complex as a whole and to each individual theater, and the 100-person maximum applies to the individual theaters. Operators should stagger start and end times to ensure that there is not mixing of patrons in common areas.
 - Provides for a new companion health directive, which the Health Officer anticipates will be issued by October 7, setting forth required best practices for indoor movie theaters, including:
 - Movie theaters must keep food and beverage concessions closed for now.
 - Face coverings must be worn by personnel and patrons at all times. Patrons may not remove their face coverings to eat or drink inside the movie theatre.
 - Indoor movie theaters may show films or recorded or live performances on a screen. But no live, in-person performances open to the public are allowed at this time.
 - Indoor movie theaters must create a plan to manage patron movement throughout the facility to facilitate patron screening and ensure compliance with physical distancing requirements at all times. This includes placing signage, tape, or physical barriers to control direction of travel.
 - Movie theaters must prevent patrons from gathering in common areas and must close lounges, arcades, or other areas designed for casual gathering.

- A written or electronic reservation and seating system designed to maximize physical distancing while entering and exiting the theater and ensure proper distancing during a movie must be used. Movie theaters also must offer touchless payment and reservation options to patrons.
 - Movie theaters must implement enhanced sanitation measures requiring regular disinfection of high touch surfaces in common areas and restrooms as well as proper cleaning and disinfection of theater spaces between uses.
 - Theaters are responsible for educating personnel on the applicable best practices. Personnel are required to monitor patrons for compliance with face covering, physical distancing, and enhanced sanitation requirements.
 - Movie theaters must reasonably limit the duration of showings. They may not show double features at this time and must prevent customers from purchasing tickets for multiple shows on the same day.
 - Each indoor theater must prepare, implement, and publicly post a Health and Safety Plan detailing the steps it will take to follow all applicable best practices and guidance.
 - Indoor theaters must post stand-alone signage at the primary public entrances of the building that COVID-19 is transmitted through the air, that risk is much higher indoors, and seniors and those with health risks should consider avoiding indoor settings with crowds.
- REVISED: Indoor Classes for Institutions of Higher Education and Vocational Training Programs. Still within what the State’s health order allows, expands the scope of classes for institutions of higher education and vocational training programs (“higher education programs”) that are allowed indoors, beginning September 30. Higher education programs may offer in-person instruction indoors with a prepared and posted Prevention Plan if the specific class: (1) cannot be held remotely or outdoors due to the need for access to specialized equipment or space, and (2) is offered in specialized indoor settings where the design of those settings imposes substantial physical distancing on participants. There is no longer any requirement that the class train students to provide essential functions or services relating to the protection of public health or safety or essential government services. Nor is there now a requirement that the higher education programs first obtain approval of the Health Officer. But higher education programs that wish to hold indoor in-person classes must still prepare a Prevention Plan that meets the requirements set forth in the companion directive (including how the higher education programs will address and enforce physical distancing, cohorts, face coverings, sanitization, ventilation, and COVID-19 testing) as further described below, and they must post that plan before beginning those classes. The directive now includes additional and augmented requirements that higher education programs must address in the plan. DPH will make available a template for the plan likely sometime after September 30.
 - Provides for a revised companion health directive, setting forth required best practices for higher education programs for indoor classes, including
 - Indoor lecture classes are not allowed at this time.
 - No singing, chanting or shouting, or wind instruments are allowed during in-person instruction (indoors and outdoors) at this time.
 - Capacity is limited to ensure physical distancing at all times.
 - Face coverings are required at all times but they can be briefly removed if necessary as a component of the class, such as tasting food in a cooking school.
 - Classes are limited in duration to two hours indoors. But there is no longer any time limit on outdoor classes.

centers to operate at up to 25% occupancy or 100 people, whichever is fewer, subject to the same minimum safety precautions that apply to indoor dining generally.

- Indoor shopping centers with approved health and safety plans may increase capacity to 50% and open food courts to 25% occupancy up to 100 people on or after September 30 if the shopping center updates its health and safety plan (including by a letter update) and submits the updated plan to DPH. If an indoor shopping center is not already open and wishes to open at up to 50% capacity or open food courts it must first obtain approval from the Health Officer of a health and safety plan.
- If shopping centers open up food courts then they must cordon off or otherwise physically separate the food court area to limit entry.
- The updated health and safety plan for food courts must include a plan for limiting entry by patrons to the food court area, screening for COVID-19 symptoms and close contacts before they enter, personnel who monitor compliance with the health and safety requirements including wearing face coverings except when eating and drinking, and signage that warns of the transmission risk at the entrance to the food court area.
- **REVISED (BECAUSE SF IS ORANGE): Hotels and other Lodging Establishments.** Allows hotels and other lodging establishments to open gyms and fitness centers for guests up to 10% capacity, subject to the same minimum safety precautions that apply to indoor gyms and fitness centers generally. Also consistent with the State's red tier, allows hotels and other lodging establishments to open restaurants and cafes to indoor dining, subject to the same minimum safety precautions that apply to indoor dining generally.
 - Hotels and other lodging facilities may open gyms and fitness centers to 10% capacity and indoor dining at 25% occupancy up to 100 people on or after September 30 if lodging facilities first satisfy the requirements to open those activities under the Order and related directives.
 - Gyms and fitness centers in lodging facilities must also be staffed by personnel to open.
 - Hotels and lodging facilities cannot provide self-service buffets or similar common-touch food service if they open indoor dining.
 - Revises the health directive for hotels and other lodging facilities to make conforming changes regarding indoor gyms and fitness centers and indoor dining.
- **REVISED: Outdoor Fitness Classes.** Allows up to two groups of 12 people, for a total of 24 people (including all participants and instructors), as long as the two groups remain separate, such as by placing physical barriers between the groups so that each group is at least six feet from each other. But if the operator of the outdoor fitness classes is unable to use a physical barrier because of safety or other logistical considerations, each group of 12 people must be kept at least 12 feet apart. This allowance of up to two outdoor fitness groups with limited capacity begins on September 30.
- **REVISED: Expansion to Specified Outdoor Family Entertainment.** Revises allowed outdoor family entertainment activities to add these three to those that are allowed to operate: outdoor children's carousels, outdoor Ferris wheels, and outdoor children's train rides; all with safety precautions. These additional family entertainment activities may begin on September 30.
 - Face coverings and physical distancing requirements for different households are required at all times.
 - Operators must regulate access by patrons to the equipment to ensure physical distancing.
 - Ferris wheel capsules must include only members of the same household and ventilation must be maximized.

- High touch surfaces and equipment must be sanitized in between uses by different households. Hand sanitizer must be placed at the entrances and exits to rides.
- Operators must screen patrons for COVID-19 symptoms and close contacts before they enter the rides.
- Continues to allow outdoor kart racing, mini-golf and batting cages. Many other outdoor family entertainment activities are already allowed under the existing health order and directives, including zoos, swimming pools, tennis and pickleball, golf, lawn bowling, museums, and fitness centers, and those activities continue to be allowed.
- As required by the State health order at least for tier 2 (red) and some instances for tier 3 (orange), San Francisco's health order continues to prohibit for the time being indoor amusement park rides, indoor climbing walls, indoor bowling alleys, indoor ice and rolling skating rinks, indoor arcade games and indoor playgrounds.

Additional Activities (Appendix C-2 of the Order):

- NEW: Indoor Religious Services and Cultural Ceremonies at Houses of Worship. Allows religious services and cultural ceremonies such as weddings and funerals inside houses of worship at 25% capacity up to 100 people, subject to safety precautions, beginning on September 30. Because the State reclassified San Francisco as orange, the capacity limit is the lesser of 25% or 100 people, rather than 50 people as was planned if San Francisco were still in the red tier. The capacity limits include clergy, personnel or other volunteers participating in the indoor religious gathering. The capacity limits apply to discrete rooms or spaces within a house of worship.
 - The Health Officer issued a companion revision to the health directive for indoor houses of worship (No. 2020-34). New requirements for indoor gatherings involving religious services and cultural ceremonies such as weddings and funerals include:
 - Making non-structural alterations to physical indoor space to facilitate maximum social distancing between members of different households such as creating physical barriers, identifying dedicated paths of ingress or egress, prohibiting access to common areas, or using signage or other indicators to control movement throughout the space;
 - Posting stand-alone signage at the primary public entrances of the building that COVID-19 is transmitted through the air, that risk is much higher indoors, and seniors and those with health risks should consider avoiding higher risk setting, as well as signage throughout a house of worship to remind people to adhere to physical distancing, hygiene, and face covering requirements, and to stay home when feeling ill;
 - Ensuring adequate ventilation in accordance with updated DPH guidance;
 - Increasing hand sanitizer or hand washing stations around the house of worship, including at entrances and exits. Ensure that restrooms are adequately stocked with soap and paper towels. Maintain adequate amounts of disinfectant and cleaning supplies, face coverings, or other appropriate personal protective equipment for personnel;
 - Frequently cleaning and disinfecting common use areas and surfaces touched by members of more than one household in accordance with the Social Distancing Protocol;
 - Disinfecting all surfaces attendees touch at the gathering, including, but not limited to, seating areas, railings, prayer books and hymnals, ceremonial objects, microphones, podiums, pulpits, music stands, and door surfaces. If pews, chairs, or pillows used for sitting are of a porous material, use and replace

disposable or washable coverings between each participant when possible. Clean and disinfect high touch surfaces within restrooms regularly throughout the working day;

- Allowing simultaneous gatherings only if: (1) the gatherings occur in spaces that are completely physically separated from each other either in distinct rooms separated by sealed floor-to-ceiling walls or in separate buildings; (2) each distinct gathering meets all ventilation requirements of the directive; (3) participants at one gathering have completely separate avenues of ingress and egress from the house or worship or, if a common path of ingress or egress must be used, the house of worship ensures (such as by creating staggered start times for services) that participants from different gatherings do not enter or exit the house of worship at the same time or mix in common areas; and (4) before hosting any simultaneous or overlapping gatherings, a house of worship develops and maintains a written plan detailing compliance;
- Screening all participants and personnel in accordance with DPH guidelines;
- Preparing to assist public health authorities with contact tracing efforts, if necessary;
- Ensuring that members of different households remain at least six feet apart at all times during the indoor religious gathering, except for seniors or people with disabilities who may be seated with their caregiver;
- Consistent with the State's health guidance, prohibiting singing and chanting activities during an indoor religious gathering at this time;
- Wearing a face covering at all times by all people except: when eating or drinking, or if a faith leader determines it is essential to a ritual or ceremony that face coverings be removed, a person may briefly remove their face covering (1) if they do not speak, recite, chant, shout or sing and maintain at least six feet of distance from others while their face is uncovered; or (2) to speak or recite only if they isolate themselves from all other people 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 any other person;
- Prohibiting sharing of items such as food or drink, reading materials, and religious or spiritual objects among people outside of their household. If an object is of critical importance and must be shared during an indoor religious gathering, taking precautions after each instance of sharing to clean and sanitize the object or the hands of the participants and houses of worship who share the object. If sanitation of an object is not feasible, ensure those touching or handling the object properly wash or sanitize their hands before and after touching the object;
- Discontinuing passing offering plates and similar items that move between people. Using alternative giving options such as secure drop boxes that do not require opening or closing and can be cleaned and disinfected. Consider implementing digital systems that allow participants and other visitors to make touch-free offerings;
- Prohibiting any gathering or congregating after services are complete. Houses of worship are encouraged to facilitate organized ingress and egress that minimizes grouping or queueing such as by having those seated in the back row exit the building first at the end of a service; and

playgrounds. Those playgrounds may open once the government operators implement the safety requirements in the expected new directive.

ⁱ San Francisco COVID-19 Health Orders: <https://www.sfdph.org/dph/alerts/coronavirus-healthorders.asp>; and San Francisco COVID-19 Health Directives, including Sector Guidance: <https://www.sfdph.org/dph/alerts/coronavirus-health-directives.asp>

ⁱⁱ State of California Blueprint for Safer Economy: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID19CountyMonitoringOverview.aspx#>

ⁱⁱⁱ San Francisco Reopening Roadmap: <https://sf.gov/step-by-step/reopening-san-francisco>

^{iv} State Blueprint Chart: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-August_2020.pdf

^v Key Local Health Indicators: <https://data.sfgov.org/stories/s/epem-wyzb#hospital-system>

^{vi} Schools Reopening Dashboard: <https://data.sfgov.org/stories/s/School-Reopening/ccmh-3avz/>

^{vii} Outreach Toolkit for COVID-19: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

^{viii} New State guidance on outdoor playgrounds: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Outdoor%20Playgrounds%20and%20other%20Outdoor%20Recreational%20Facilities.aspx>



ORDER OF THE HEALTH OFFICER No. C19-07ij

**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: September ~~14~~30, 2020

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 there was the first reported case of COVID-19 in the County. 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. That virus is easily transmitted, especially indoors or in group settings, and the disease can be extremely serious. It can require long hospital stays, and in some instances cause long-term health consequences or death. It can impact not only those who are older or have underlying health conditions and known to be at high risk, but also other people, regardless of age. And a major risk remains the spread of the virus that causes COVID-19 through asymptomatic and pre-symptomatic carriers, people who can spread the disease but do not even know they are infected and contagious. The spread of disease is a global pandemic causing untold societal, social, and economic harm.



ORDER OF THE HEALTH OFFICER No. C19-07ij

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. For instance, the County allowed businesses that had operated primarily outdoors before March 16, 2020, to resume outdoor business activities, and the County has allowed many outdoor recreation activities that do not involve physical contact or shared equipment. Later, the County allowed additional categories of businesses and activities to resume, such as outdoor dining, curbside pick-up, and in-store retail, with other businesses and activities to be added over time when safe to do so.

Through this gradual reopening process the County has adopted risk reduction measures for individuals and businesses as further described below. Beginning on April 17, 2020 and based on increasing evidence that face coverings help protect against the spread of the virus, the County adopted a requirement for people to wear face coverings. That requirement has since been updated to expand the requirement to most settings outside people's residences. The County Health Officer has also issued best practices health directives for a number of businesses and activities, and the County Department of Public Health has issued companion guidance documents.

Meanwhile, in March 2020 after the County and neighboring jurisdictions adopted their shelter-in-place orders, the State adopted its own shelter-in-place order that applied throughout California. And in mid-April 2020 the State established a four-stage roadmap for reopening that sets a baseline for all counties in California and allows counties to go at a slower pace. The State has continued to revise its roadmap. Consistent with the State roadmap, 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. To help further protect workers and the public and give both more confidence in resuming day-to-day activities, the County has imposed health and safety measures that are more restrictive than the State's industry guidelines. In late June 2020, the County Health Officer, with support from the County Board of Supervisors, applied for and received a variance from the State to allow the County more flexibility in its decision-making on the phases of reopening. As long as the County makes progress on ways to contain virus transmission and health-based risk considerations support doing so, the Health Officer will allow additional business and other activities under a phased, incremental process, to provide for a safer economic recovery.



ORDER OF THE HEALTH OFFICER No. C19-07ij

Our collective effort has 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. The County continues to work on building up its testing, case finding, case investigation, contact tracing capacity, and resources to protect vulnerable populations and address outbreaks. Still, the severe danger the virus poses to the health and welfare of all continues, and there remains a continuing risk of a surge that will overwhelm the capacity of our hospital system. Also, while the search continues, treatments for the disease are limited and there is no vaccine. The vast majority of the population remains susceptible to infection, and local conditions could rapidly worsen if reopening steps are taken too quickly or if people fail to safely modify their behavior, including wearing face coverings and adhering to social distancing requirements.

Indeed, recently the County and the region experienced a 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. On August 28, 2020 the State adopted a new ~~color coded~~, four-tiered, color-coded framework to guide reopening statewide. Counties can be more restrictive than this State framework. Beginning on ~~August 31~~ September 29, 2020, the County's risk of COVID-19 community transmission has been designated to be in the ~~red~~ moderate (orange) tier (the second ~~most~~ least restrictive tier), moving San Francisco's risk designation from the substantial (red) tier. Most of the surrounding Bay Area counties have been designated the ~~purple~~ red tier (the second most restrictive tier). The County would have also been designated ~~purple~~ but the State adjusted for the County's testing above State mandated levels. The County is resuming its reopening process in a measured, data-driven way, based on local health indicators, and will initially be guided largely by the restrictions that apply to the Bay Area region as a whole.

We are going to have to live with the threat of the virus for many months to come. And for us to be able to reopen in-person schools as well as resume reopening business and other activities, 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, and minimizing 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.

On August 14, 2020 the County shifted away from the prior shelter in place order and this Order continues that shift. In particular, the County will continue to focus more on risk reduction while as the same time keeping to an incremental, health-data-driven plan for resuming business and other activity. This Order sets forth the local health data framework that will guide the Health Officer's "gating" decisions about whether to move forward with phases to reopen businesses and resume activities and otherwise modify this Order. Gating criteria are the benchmarks that, when met, will allow the County to move through the gate to the next level of reopening. In connection with those changes to the gating framework, this Order details the risk criteria that the Health Officer will apply to



ORDER OF THE HEALTH OFFICER No. C19-07ij

reopening decisions for specific business sectors and other activities. Those risk factors, described in more detail in the Order, include: the ability to modify behavior to reduce the risk; avoidance of risky activities; the nature of the setting; mixing of households; the number and nature of contacts; and the modification potential for the activity.

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

General Requirements. The Order:

- Urges 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
- Limits 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;



ORDER OF THE HEALTH OFFICER No. C19-07ij

- 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;
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 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. There are currently directives for many types of businesses and activities, including: construction projects; food delivery and take-out restaurants; residential delivery services; grocery stores, pharmacies, farmer’s markets, and hardware stores; healthcare operations that offer elective surgeries, dental care, or ambulatory care; retail stores that offer curbside pickup; manufacturing and warehousing; summer camps; child care; golf and tennis facilities; outdoor dining; indoor retail sales and services; outdoor and indoor personal services; outdoor and indoor gyms and fitness facilities, lodging facilities; outdoor gatherings; and office environments. 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 and resumption of activities.

Table of Contents:

1. Purpose and Findings. 6
2. Health Gating and Risk Criteria Framework for Reopening. 8
3. General Requirements for Individuals. 10
4. General Requirements for Businesses and Business Activities. 13
5. Schools, Childcare, Youth Programs, Adult Education..... 14
6. Public Transit. 16
7. Mandatory Reporting by Businesses and Government Entities When Three or More Personnel Contract COVID-19 Within Two Weeks. 16
8. Definitions..... 17
Allowed Businesses and Business Activities..... 17



ORDER OF THE HEALTH OFFICER No. C19-07ij

Allowed Activities. 21
Allowed Travel. 22
Governmental Functions. 23
Residences and Households. 24
Social Distancing. 24
9. Incorporation of State and Local Emergency Proclamations and State Health Orders. 24
10. Obligation to Follow Stricter Requirements of Orders. 25
11. Obligation to Follow Health Officer Directives and Mandatory State Guidance. 25
12. Enforcement. 25
13. Effective Date. 26
14. Relation to Other Orders of the San Francisco Health Officer. 26
15. Copies. 26
16. Severability. 26

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 September 14, 2020 Order of the Health Officer, No. C19-07ij, (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



ORDER OF THE HEALTH OFFICER No. C19-07*ij*

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 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. Due to the outbreak of the COVID-19 disease in the general public, which remains a



ORDER OF THE HEALTH OFFICER No. C19-07*ij*

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.

- 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 has 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 take into account 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 September ~~14~~²⁶, 2020, there were ~~10,302~~^{11,238} 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 ~~91~~¹⁰¹ deaths (up from ~~1~~^{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>.
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



ORDER OF THE HEALTH OFFICER No. C19-07ij

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 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, especially if these numbers become larger than the prior surge (e.g., more than 100 COVID-19 positive patients in the County's hospitals at one time). 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;



ORDER OF THE HEALTH OFFICER No. C19-07ij

- 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 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.** All people are strongly reminded that continuing to stay 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 are strongly urged to 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;



ORDER OF THE HEALTH OFFICER No. C19-07ij

- 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.
- 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.
- 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 Underlying Medical Conditions.** Older adults and individuals with underlying medical conditions—including 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, and 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. These conditions, and the most up to date information about who is at greatest risk of severe illness as more information and data emerge about COVID-19, can be found at



ORDER OF THE HEALTH OFFICER No. C19-07*ij*

<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 provided in, and subject to the limited exceptions in, Health Officer Order No. C19-12c issued July 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.sfcdep.org/communicable-disease/diseases-a-z/covid19whatsnew.
- g. **Quarantine Recommendation Upon Entering or Reentering the Bay Area.** When moving into or out of the Bay Area (i.e., the nine counties that make up the San Francisco Bay Area region) or returning after travel outside the Bay Area, individuals are urged to quarantine for 14 days if they engaged in activities while traveling or outside the Bay Area that would put them at higher risk of contracting the virus that causes COVID-19. These higher risk activities include those in which an individual: interacted for more than 15 minutes within six feet of individuals outside your Household if you or those around you were not wearing Face Coverings at all times, especially if you were indoors (including traveling on planes, buses, or trains if Face Coverings were not worn at all times by you and those around you). The greater number of people outside your household who are involved in these interactions, the greater the risk. To



ORDER OF THE HEALTH OFFICER No. C19-07ij

quarantine, individuals should follow the guidance of jurisdiction they are moving to and the United States Centers for Disease Control and Prevention and Health Officer Directive No. 2020-02c, available at www.sfdph.org/directives.

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 under a tent, canopy, or other sun or weather shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.
- 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.



ORDER OF THE HEALTH OFFICER No. C19-07ij

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 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, 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. 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 much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making available templates for the signage 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.
5. **Schools, Childcare, Youth Programs, and Higher Education**
- a. **Schools.** Except as expressly provided below, under the State Health Order, until San Francisco has been in the red tier (or lower **risk tier**) for 14 consecutive days (the “Waiting Period”), transitional kindergarten (TK)-12 schools may not open for in-person instruction and must conduct distance learning only. **The Waiting Period has expired.**



ORDER OF THE HEALTH OFFICER No. C19-07ij

- 1) **Application for Waiver for In-Person Instruction for Elementary Schools.** Before the Waiting Period, a district superintendent, private school principal/head of school, or executive director of a charter school may apply for an advance written waiver by the Health Officer of this restriction to allow the school to open for in-person instruction for grades TK-6. If the Health Officer grants a waiver, only grades TK-6 may open for in-person education even if the grade configuration at the school includes additional grades. More information about the requirements for the waiver application process, including the criteria the Health Officer or the Health Officer's designee will consider, is available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.
- 2) **Submittal of Plan for In-Person Instruction for All TK-12 Schools.** After the Waiting Period ends, and subject to an approval process and schedule to be established by the Health Officer and the Department of Public Health, TK-12 schools and school districts may open for in-person instruction but only upon advance written approval of the Health Officer or the Health Officer's designee of a plan to open for such purposes. More information about how to request approval of a plan by the Health Officer will be available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.
- 3) **Specialized Targeted Support Services.** Beginning on September 8, 2020, 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. 2020-26 (forthcoming). Additional information about what qualifies as specialized targeted support services and which students may be served in these specialized programs will be available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.

In addition to waiver applications or plans approved by the Health Officer, all TK-12 schools 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, 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.



ORDER OF THE HEALTH OFFICER No. C19-07ij

- 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. 2020-14c, 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. 2020-21, 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.

Transit agencies and people riding or waiting to ride on public transit must comply with Social Distancing Requirements, as defined in Section 8.o, and 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/>.

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



ORDER OF THE HEALTH OFFICER No. C19-07*ij*

were present in the workplace within the 48 hours before onset of symptoms or 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.sfchcp.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;
- 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;



ORDER OF THE HEALTH OFFICER No. C19-07*ij*

- 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 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 funerals for no more than 12 individuals (~~or, if higher,~~ the number of individuals allowed to gather for social gatherings under Appendix C-2); In addition, those same entities, as well as houses of worship, may hold



ORDER OF THE HEALTH OFFICER No. C19-07*ij*

funerals subject to the capacity limits for people allowed either for outdoor religious gatherings under Section (9)b.2 of Appendix C-2 (if the facility is fully compliant with Section (9)b.2 and also Health Officer Directive No. 2020-19c) or for indoor religious services and cultural ceremonies under Section (9)b.3 of Appendix C-2 (if the facility is fully compliant with Section (9)b.3 and also Health Officer Directive No. 2020-34), but not for both indoor and outdoor concurrently for the funeral for the same individual;

- 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.**



ORDER OF THE HEALTH OFFICER No. C19-07ij

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 under a tent, canopy, or other sun shelter as further 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



ORDER OF THE HEALTH OFFICER No. C19-07ij

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.
- 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:



ORDER OF THE HEALTH OFFICER No. C19-07ij

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 under a tent, canopy, or other sun shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement.

- 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;



ORDER OF THE HEALTH OFFICER No. C19-07ij

- 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,



ORDER OF THE HEALTH OFFICER No. C19-07ij

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:

- 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 social interaction outside the Household when sick with a fever, cough, or other COVID-19 symptoms.

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 Order 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



ORDER OF THE HEALTH OFFICER No. C19-07ij

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 June 18, 2020 the State Department of Public Health issued guidance for the use of face coverings, requiring all people in the State to wear face coverings in certain high-risk situations, 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.

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 menace to public health, constitutes a public



ORDER OF THE HEALTH OFFICER No. C19-07*ij*

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 at 9:00 a.m. on September ~~14~~¹⁴³⁰, 2020, 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 date and time in Section 13 above, this Order revises and replaces Order Number C19-07~~hi~~^{ij}, issued September ~~14~~¹⁴, 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 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



ORDER OF THE HEALTH OFFICER No. C19-07ij

continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:

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

Dated: September ~~14~~30, 2020

Attachments:

- Appendix A – Social Distancing Protocol for Businesses (revised September ~~14~~30, 2020)
- Appendix B-1 – Small Construction Project Safety Protocol (revised July 13, 2020, and minor revisions on August 14, 2020)
- Appendix B-2 – Large Construction Project Safety Protocol (revised July 13, 2020, and minor revisions on August 14, 2020)
- Appendix C-1 – Additional Businesses (revised September ~~14~~30, 2020)
- Appendix C-2 – Additional Activities (revised September ~~14~~30, 2020)

ATTACHMENT A-1: Personnel Screening Form

(September 14³⁰, 2020)

Any business or entity that is allowed to operate in San Francisco during the COVID-19 pandemic MUST screen Personnel with the questions below on a daily basis as part of its Social Distancing Protocol compliance and provide this information to Personnel. [Go to www.sfgcdcp.org/screening-handout](http://www.sfgcdcp.org/screening-handout) [Go to www.sfgcdcp.org/screen](http://www.sfgcdcp.org/screen) for more information or a copy of this form. Do not use this form to screen customers, visitors, or guests. The screening form for Non-Personnel is available at www.sfgcdcp.org/screeningvisitors. www.sfgcdcp.org/screen. Health Officer orders or directives may provide additional screening requirements.

Part 1 – You must answer the following questions before starting your work every day that you work.

You may be required to provide the answers in person or via phone or other electronic means to the Business before the start of each shift. If any answers change while you are at work, notify the Business by phone and leave the workplace.

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 while they were contagious[‡]:
 - Lived or stayed overnight with them
 - Was their intimate sex partner
 - Took care of them or they took care of you
 - Stayed within 6 feet of them for more than 15 minutes
 - Exposed to direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you) while you were not wearing a face mask, gown, and gloves
 - ‡ Contagiousness: People with COVID-19 are considered contagious starting 48 hours before their symptoms began until 1) they haven’t had a fever for at least 24 hours, 2) their symptoms have improved, AND 3) at least 10 days have passed since their symptoms began. If the person with COVID-19 never had symptoms, then they are considered contagious starting 48 hours before their test that confirmed they have COVID-19 until 10 days after the date of that test.
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

If you answer “YES” to ANY of these 3 questions, do not enter any business or facility and follow the steps listed in Part 2 below.

Part 2 –

- If you answered **YES to Question 1 or Question 2. DO NOT GO TO WORK.** And:
 - You **MUST** follow the rules **mandated** by the Health Officer Isolation/Quarantine Directive No 2020-03c/02c. **Follow Isolation/Quarantine Steps** at: www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines
 - Do not return to work until the Isolation or Quarantine Steps tell you it is safe to return!
- If you answered **YES to Question 3:** You may have COVID-19 and **must be tested for the virus** before returning to work. Without a test, the Business must treat you as being positive for COVID-19 and require you to stay out of work for at least **10** calendar days. To return to work sooner and protect others, **follow these steps:**
 1. **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/citytestsf>). If you live outside the City, you can check with the county where you live, get tested by your usual healthcare provider, or use CityTestSF.
 2. Wait for your results at home and follow the instructions at www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines to determine next steps. Only return to work when those guidelines say it is safe.

ATTACHMENT A-2: San Francisco COVID-19 Health Screening Form

(September 14³⁰, 2020)

This handout is for use by anyone who is screening non-personnel individuals (such as clients, visitors, etc.) prior to entry into a location or business. **SFDPH discourages anyone from denying core essential services (such as food, medicine, shelter, or social services) to those who may answer “yes” to any of the questions below and encourages people to find alternative means to meet clients’ needs that would not require them to enter the location.** Health Officer Directives may provide additional requirements regarding screening in a specific context.

Go to www.sfdcp.org/businesses for more ~~or~~ *More* information ~~or~~ a copy of this form: *Screening forms, and a screening form* for personnel can be found at www.sfdcp.org/screening-handout www.sfdcp.org/screen.

Part 1 – Please answer the following questions before entering this location.

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 while they were contagious [‡] : <ul style="list-style-type: none">• Lived or stayed overnight with them• Was their intimate sex partner• Took care of them or they took care of you• Stayed within 6 feet of them for more than 15 minutes• Exposed to direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you) while you were not wearing a face mask, gown, <u>and</u> gloves ‡ Contagiousness: People with COVID-19 are considered infectious starting 48 hours before their symptoms began until 1) they haven’t had a fever for at least 24 hours, 2) their symptoms have improved, AND 3) at least 10 days have passed since their symptoms began. If the person with COVID-19 never had symptoms, then they are considered infectious starting 48 hours before their test that confirmed they have COVID-19 until 10 days after the date of that test.
3. Have you had one or more of these symptoms today or within the past 24 hours which is <u>new or not explained by another condition</u> ? <ul style="list-style-type: none">• 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 <i>* Children and youth under 18 years old do not need to be screened for these symptoms since these symptoms are less common in youth with COVID-19.</i>

If you answer “YES” to ANY of these 3 questions, do not enter the location and follow the steps listed in Part 2 below. If you are seeking core essential services (such as food, medicine, shelter, or social services), work with the organization to determine how you can receive services these services without entering the building.

Part 2 –

- If you answered **YES to Question 1 or Question 2:**
 - You **MUST** follow the rules **mandated** by the Health Officer Isolation/Quarantine Directive No 2020-03c/02c. **Follow Isolation/Quarantine Steps** at: www.sfdcp.org/Home-Isolation-Quarantine-Guidelines
 - Do not leave your home to the extent possible until the Isolation or Quarantine Steps tell you it is safe to do so!
 - If you need help with essential services like food, housing, or other needs while you are isolating or quarantining, call 3-1-1.
- If you answered **YES to Question 3:** You may have COVID-19 and to keep others safe, you should isolate until you know whether you have COVID-19. **Follow these steps:**
 1. Follow the instructions at: www.sfdcp.org/Home-Isolation-Quarantine-Guidelines
 2. **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/citytestsf>).

ATTACHMENT A-2: San Francisco COVID-19 Health Screening Form

(September ~~4~~30, 2020)

- Follow the instructions in www.sfgdcp.org/Home-Isolation-Quarantine-Guidelines to determine next steps depending on your test result.

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

[Revised September 1430, 2020]

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 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 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, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.

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.

On August 28, 2020 the State adopted a new four-tiered, color-coded framework to guide reopening statewide. Basic information about the State’s tiered system is available online at <https://covid19.ca.gov/safer-economy/>. Counties can be more restrictive than this State framework. Beginning on September 29, 2020, the County’s risk of COVID-19 community transmission has been designated to be in the moderate (orange) tier (the second least restrictive tier, or the “Orange Tier”), moving San Francisco’s risk designation from the substantial (red) tier (the “Red Tier”). Some of the activities allowed by this Appendix are expressly conditioned on the County’s Orange Tier designation by the State, and where that is the case, the listed activities are only allowed when the County reaches that tier. And if the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner

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

[Revised September 1430, 2020]

that puts the public health at increased risk, the Health Officer may reduce or suspend those or other activities allowed under this Appendix.

B. List of Additional Businesses

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

<u>(1) Retail Stores for Goods.....</u>	<u>2</u>
<u>(2) Manufacturing, Warehousing and Logistical Support.....</u>	<u>7</u>
<u>(3) Childcare and Youth Programs for All Children.....</u>	<u>7</u>
<u>(4) Curbside Pickup and Drop-Off for Low Contact Retail Services.....</u>	<u>9</u>
<u>(5) Outdoor Activity Equipment Rental Businesses.....</u>	<u>10</u>
<u>(6) Professional Sports Teams: Practices, Games, and Tournaments without In-Person Spectators with an Approved Plan.....</u>	<u>12</u>
<u>(7) Entertainment Venues: Live Streaming or Broadcasting Events without In-Person Audiences with an Approved Plan.....</u>	<u>13</u>
<u>(8) Dining.....</u>	<u>14</u>
<u>(9) Outdoor Fitness Classes.....</u>	<u>18</u>
<u>(10) Indoor Household Services.....</u>	<u>20</u>
<u>(11) Offices for Non-Essential Businesses: Individuals Necessary for Operations Where Telecommuting is not Feasible—SUSPENDED IN PART.....</u>	<u>22</u>
<u>(12) Outdoor Zoos with an Approved Plan.....</u>	<u>23</u>
<u>(13) Open Air Boat Operators.....</u>	<u>24</u>
<u>(14) Institutions of Higher Education and Adult Education.....</u>	<u>26</u>
<u>(15) Personal Service Providers.....</u>	<u>29</u>
<u>(16) Gyms and Fitness Centers.....</u>	<u>30</u>
<u>(17) Indoor Museums, Aquariums, and Zoos.....</u>	<u>32</u>
<u>(18) Outdoor Family Entertainment Centers.....</u>	<u>34</u>
<u>(19) Open-Air Tour Bus Operators.....</u>	<u>36</u>
<u>(20) Lodging Facilities for Tourism.....</u>	<u>37</u>
<u>(21) Indoor Movie Theaters.....</u>	<u>39</u>

(1) Retail Stores for Goods

- 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

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

[Revised September 1430, 2020]

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
- 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

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

[Revised September 14, 2020]

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: Beginning at 6:00 a.m. on June 15, 2020, retail stores may begin to 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) 50% the store's normal 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. 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;
 - 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 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>.

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

[Revised September 1430, 2020]

- iv. Retail stores that are in an enclosed Indoor Shopping Center (as defined in subsection 1.b.1.iv above) and that do not have direct access to adjacent sidewalk, street, parking lot or alley area, may only reopen for in-store retail ~~at no more than 25% capacity if the Indoor Shopping Center submits to the Health Officer a proposed plan for reopening and that plan is approved as provided below.~~ as outlined in this subsection iv.

Initially any enclosed Indoor Shopping Center was allowed to operate at no more than 25% capacity if the Indoor Shopping Center submits to the Health Officer a proposed plan for reopening and that plan is approved as provided below. Any Indoor Shopping Center with such an approved plan may continue to operate at that level (but may not allow a food court to operate under that plan).

Now that the County has been placed in the Orange Tier by the State, an enclosed Indoor Shopping Center that submits to the Health Officer a new proposed plan for reopening (if none has already been submitted) and has that new plan approved or that submits a letter update to an existing approved plan as provided below is then allowed to (1) operate at no more than 50% capacity and (2) operate food courts inside the Indoor Shopping Center at up to 25% occupancy or 100 people, whichever is fewer, subject to the same minimum safety precautions that apply to indoor dining listed below in Section (8) including but not limited to the requirements to complete and post a Social Distancing Protocol checklist (Appendix A to this Order) and comply with Health Officer Directive No. 2020-16c (and complete and post a Health and Safety Plan) for indoor dining. If the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner that puts the public health at increased risk, the Health Officer may reduce or suspend the ability for Indoor Shopping Centers to operate.

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;

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

[Revised September 1430, 2020]

- g. any special considerations for indoor parking garages and access points; ~~and~~
- h. whether the Indoor Shopping Center will permit curbside pickup;
- i. adoption of a Health and Safety Plan addressing the requirements of Appendix A to the Order;
- j. if approval for operation of a food court is sought, a plan to cordon off or otherwise physically separate any food court area to limit entry; and
- k. if approval for operation of a food court is sought, inclusion in the Health and Safety Plan each of the following in relation to the food court operation: limiting entry by patrons to the food court area; screening for COVID-19 symptoms and close contacts before patrons enter; personnel who monitor compliance with the health and safety requirements including wearing Face Coverings except when eating and drinking; and signage that warns of the transmission risk at the entrance to the food court area.

A letter update to a previously-approved plan must outline what changes will be made to ensure safety of Personnel, customers, and other visitors at the higher occupancy level and/or all changes that will be made consistent with Section (8) below regarding indoor dining if food court operation is being proposed. If the facility believes no changes are required, that position must be explained. The Indoor Shopping Center may immediately begin operating at the new capacity limit and/or an indoor food court upon submission of a letter update but must work with the City and the Department of Public Health to resolve any issues or concerns regarding the letter once it has been reviewed.

Plans and letter updates 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- or letter update.

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; Non-substantive revisions July 13, 2020; Subsection suspended July 20, 2020, with minor update on August 14, 2020; Subsection reinstated with amendments on September 1, 2020); Revised September 30, 2020)

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

[Revised September 1430, 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:
 - 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, 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

[Revised September 14, 2020]

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

[Revised September 14, 2020]

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.

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; Non-substantive revisions June 11, 2020; Revised further July 13, 2020 and August 14, 2020)

(4) Curbside Pickup and Drop-Off for Low Contact Retail Services

- 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

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

[Revised September 1430, 2020]

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 outdoors 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 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.

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; Non-substantive revisions July 13, 2020)

(5) Outdoor Activity Equipment Rental Businesses

- 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

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

[Revised September 14, 2020]

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 outdoor recreational activities (e.g., bicycles, kayaks, paddleboards, boats, horseback riding 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 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 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. 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;
 - v. 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
 - vi. 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 following guidelines, which may be modified by the Health Officer as new information becomes available:
 - For hard non-porous surfaces, clean with detergent or soap and water if the surfaces are visibly dirty, before applying disinfectant. For these purposes, appropriate disinfectants include:
 - Products listed on the Environmental Protection Agency’s list of Disinfectants for Use Against SARS-CoV-2 (COVID-19), which can be found online at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Follow the manufacturer’s instructions for concentration, application method, and contact time for all cleaning and disinfection products.
 - Diluted household bleach solutions prepared according to the manufacturer’s label for disinfection, if appropriate for the surface.

[Revised September 14, 2020]

Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Alcohol solutions with at least 70% alcohol.
- For soft or porous surfaces, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved as effective against SARS-CoV-2 (COVID-19) (see link above) and that are suitable for porous surfaces.
- For frequently touched electronic surfaces, remove visible dirt, then disinfect following the manufacturer’s instructions for all cleaning and disinfection products. If no manufacturer guidance is available, then consider the using alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.
- Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle must be removed and disposed of after cleaning; wash hands immediately after removing gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.

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@sfcityatt.org.

(Added June 1, 2020; Revised June 11, 2020; Non-substantive revisions July 13, 2020; Suspension note added July 20, 2020 and removed September 1, 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

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

[Revised September 14~~30~~, 2020]

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, 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.

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

[Revised September 1430, 2020]

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) Outdoor Dining

- a. Basis for Addition. ~~Outdoor Dining has been added in three phases, take-out, then outdoor, and then indoor, based on the relative risk levels.~~ Any dining with small groups of people potentially involves mixing of Households and a moderate number of contacts. Accordingly, and because Face Coverings must be removed to eat and drink, the risk of virus transmission is slightly higher than in other allowable interactions. But outdoor interactions carry a significantly lower risk of transmission than most indoor interactions, and mitigation measures in outdoor dining establishments can significantly decrease the transmission risk. Indoor dining has an increased risk of transmission because of the transmission of the virus through aerosols. When coupled with strong mitigation measures, indoor dining, which is riskier than outdoor dining, can present manageable risks, although outdoor dining or take-away are safer options, especially for seniors and those who are vulnerable to complications from COVID-19.
- b. Description and All Dining – General Conditions to Operate. ~~Restaurants~~ All restaurants and bars that serve food (“outdoor dining establishments”) may operate under this Section (8), whether for outdoor dining only subject to the service outdoors, indoors, or both, must comply with all of the following limitations and conditions in relation to all such operations:

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

[Revised September 1430, 2020]

- ~~i.~~ ~~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;~~
- ~~ii.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 ~~permitted~~allowed;
- ~~iii.ii.~~ Patrons ~~may not~~must be seated to be served food or beverages ~~while waiting to be seated~~;
- ~~iv.iii.~~ Patrons 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. Customers must also wear Face Coverings any time servers, bussers, or other Personnel approach their table;
- ~~v.iv.~~ ~~Tables used to seat patrons outdoors must be spaced to ensure that patrons are at least six feet apart from other patrons seated at different service tables or separated by an impermeable physical barrier between;~~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;
- ~~vi.v.~~ No more than six patrons may be seated at a single table, unless all are members of the same household—it is strongly encouraged that only individuals in the same household sit together at a single table;
- ~~vii.vi.~~ ~~An outdoor~~No dining establishment ~~shall not be~~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 ~~outdoor~~ dining establishment or another person or business operating under an agreement with the ~~outdoor~~ dining establishment. The service of prepackaged food like sandwiches or salads, or simply heating frozen or prepared meals, ~~shall~~is not ~~be~~ 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; ~~and~~ except when seated at an indoor table under the indoor dining rules below;
- ~~ix.~~ ~~The business~~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;

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

[Revised September 14, 2020]

- xi. New tabletop signage must be used, and information about where to obtain signage will be found in Health Officer Directive No. 2020-16c, including as that directive is amended in the future;
- xii. 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”). 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 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 or being seated by the establishment, and should be referred for appropriate support as outlined on the Screening Handout. The establishment can use the guidance available online at www.sfdph.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 cancel or reschedule their reservation. In such cases, patrons must not be charged a cancellation fee or other financial penalty; and
- ~~ix-xiii.~~ 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 must (3) also comply with Health Officer Directive No. 2020-16bc, as that directive may be amended from time to time, regarding required best practices for outdoor dining- and/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; and
 - 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.

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. Restaurants and bars that serve food may operate for indoor dining (“indoor dining establishments”) now that the County has been placed in the Orange Tier by the State and after the requirements of this Order and the requirements of Health Officer Directive No. 2020-16c are met. If the County is

[Revised September 1430, 2020]

later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner that puts the public health at increased risk, the Health Officer may reduce or suspend the ability for indoor dining establishments to operate.

These rules for indoor dining establishments do not allow any of the following to occur, each of which is still prohibited by the Order: eating indoors at gyms, fitness centers, or museums, aquariums and zoos (although food items may be sold for consumption offsite or outdoors); indoor food-related gatherings at businesses, organizations, or houses of worship; the operation of bars, breweries, or distilleries that do not serve bona fide meals; and eating inside movie theatres (see Section (21) below for movie theatres). For restaurants and other foodservice entities that are part of an Indoor Shopping Center, such establishments may operate for indoor dining so long as both (1) they are located in an Indoor Shopping Center that is allowed to operate under Section (1)b.2 above and (2) they follow the requirements for indoor dining in Health Officer Directive No. 2020-16c.

The operation of indoor dining establishments is subject to the following limitations and conditions:

- i. The indoor dining establishment must comply with all General Conditions to Operate listed in Section (8)b above;
- ii. The indoor dining establishment 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. Indoor 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;
- iii. Patrons should be encouraged to use outdoor dining or take-out options based on the decreased risk of those activities, and facilities that offer indoor dining are strongly encouraged to continue offering outdoor dining whenever possible in order to give patrons a choice;
- iv. Patrons must remain outside the indoor dining establishment until they are ready to be seated indoors and may otherwise 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;
- v. Tables used to seat patrons indoors must be spaced to ensure that patrons are at least six feet apart from other patrons seated at different service tables, and although an impermeable physical barrier may be placed between tables, all patrons must be separated from other groups of patrons by at least six feet—the use of impermeable physical barriers is not a substitute for full physical distancing between groups indoors. Customers may not be seated at bars or food preparation

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

[Revised September 14, 2020]

areas or where six feet of distance from in use common-use work stations cannot be maintained;

- vi. Unless City zoning or other laws require an earlier closing, all indoor service of food and beverages must end at midnight. Indoor dining establishments that cease indoor food service at midnight may allow patrons to finish their meals for an additional 30 minutes. All indoor dining establishments must close to the public by 12:30 a.m.; and
- vii. The establishment 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 much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making available templates for the signage 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.

(Added June 11, 2020; Revised July 13, 2020 and September 30, 2020)

(9) Outdoor Fitness Classes

- 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 two groups of up to 12 people each, including the instructor(s), may participate in an outdoor fitness class; at the same time, subject to use of one of the two following options to ensure separation of the groups:
 - a. Physical barriers must be placed between the groups so that every member of one group is kept at least six feet from every member of the other group; or
 - b. If physical barriers are not used because of safety or other logistical considerations, every member of one group must be kept at least 12 feet

[Revised September 1430, 2020]

from every member of the other group through use of markings on the ground or otherwise;

- ii. The business/instructor should ask participants to voluntarily provide their name and phone number for potential contact tracing purposes—the business/instructor should keep this information on file for at least three weeks;
- iii. The business/instructor must ask each participant whether they have had any of the following symptoms within the prior 24 hours that are new and not explained by another reason:
 - Fever or chills
 - Cough
 - Sore throat
 - Shortness of breath or trouble breathing
 - Feeling unusually weak or fatigued
 - New loss of taste or smell
 - Muscle pain
 - Headache
 - Runny or congested nose
 - diarrhea

Any participants who report having any of these symptoms should not be permitted to come to or participate in the fitness class.

In addition, the business/instructor must ask each participant (1) if within the last 10 days they have been diagnosed with COVID-19 or had a test confirming they have the SARS-CoV-2 virus; and (2) if they live with or have had close contact with someone who in the past 14 days was diagnosed with COVID-19 or had a test confirming they have the SARS-CoV-2 virus in that same period. Any participants who answer yes to either of these questions should not be permitted to come to or participate in the fitness class.

- iv. 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;
- v. The business/instructor must have permission of the property owner to use the space;
- vi. 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. C19-12c, issued on July 22, 2020, as that order may be amended from time to time; and
- vii. 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 the following guidelines, which may be modified by the Health Officer as new information becomes available:
 - For hard non-porous surfaces, clean with detergent or soap and water if the surfaces are visibly dirty, before applying disinfectant. For these purposes, appropriate disinfectants include:

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

[Revised September 14, 2020]

- Products listed on the Environmental Protection Agency’s list of Disinfectants for Use Against SARS-CoV-2 (COVID-19), which can be found online at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Follow the manufacturer’s instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- Diluted household bleach solutions prepared according to the manufacturer’s label for disinfection, if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Alcohol solutions with at least 70% alcohol.
- For soft or porous surfaces, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved as effective against SARS-CoV-2 (COVID-19) (see link above) and that are suitable for porous surfaces.
- Gloves and any other disposable PPE used for cleaning and disinfecting the equipment must be removed and disposed of after cleaning; wash hands immediately after removing gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.

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 Heath 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, August 14, 2020); **Revised September 30, 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

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

[Revised September 1430, 2020]

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. Residents may not have any household service provider come into their home if they have experienced any of the following symptoms within the prior 24 hours that are new and not explained by another reason:
 - Fever or chills
 - Cough
 - Sore throat
 - Shortness of breath or trouble breathing
 - Feeling unusually weak or fatigued
 - New loss of taste or smell
 - Muscle pain
 - Headache
 - Runny or congested nose
 - diarrhea
 - ii. Household service providers may not enter a residence to provide services if they have experienced any of the above symptoms within the prior 24 hours that are new and not explained by another reason;
 - iii. In addition, household service providers may not enter a residence to provide services if either the household service provider or anyone in the residence answers yes to either of the following questions: (1) within the last 10 days has the person been diagnosed with COVID-19 or had a test confirming they have the SARS-CoV-2 virus; and (2) does the person live with or have they had close contact with someone who in the past 14 days was diagnosed with COVID-19 or had a test confirming they have the SARS-CoV-2 virus in that same period.
 - iv. 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;
 - v. When feasible, leave windows and doors open to increase ventilation or run mechanical ventilation systems;
 - vi. High touch surfaces and any shared implements or tools should be cleaned at the beginning and end of any service visit;
 - vii. 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. C19-12c, issued on July 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.

[Revised September 14, 2020]

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, August 14, 2020)

(11) Offices for Non-Essential Businesses: Individuals Necessary for Operations Where Telecommuting is not Feasible—SUSPENDED IN PART

THIS SECTION IS SUSPENDED IN PART.

ACCESSORY OFFICE SPACE THAT IS PHYSICALLY LOCATED WITHIN FACILITIES OF ADDITIONAL BUSINESSES THAT ARE ALLOWED TO OPERATE UNDER THE ORDER MAY BE USED SUBJECT TO THE REQUIREMENTS IN THIS SECTION. ONLY INDIVIDUALS NECESSARY FOR ALLOWED OPERATIONS WHO CANNOT WORK REMOTELY CAN USE THE OFFICE SPACE. PERSONNEL WHO CAN WORK REMOTELY ARE REQUIRED TO CONTINUE TO DO SO. IN ALL OTHER RESPECTS, OFFICES FOR NON-ESSENTIAL BUSINESSES ARE NOT ALLOWED TO OPERATE UNTIL FURTHER ORDER OF THE HEALTH OFFICER. ONCE OFFICES FOR NON-ESSENTIAL BUSINESSES ARE ALLOWED TO REOPEN, THE CONDITIONS TO OPERATE SET FORTH BELOW MAY BE REVISED.

- 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). Finally, risks of virus transmission associated with this activity can be mitigated through adherence to other Social Distancing Requirements and to sanitation, and other safety protocols.*
- b. *Description and Conditions to Operate. Office workplaces that are not otherwise permitted to operate under this Order may open for individuals necessary for operations who cannot work remotely, subject to the following conditions:*
 - i. *All workers who are able to telecommute must continue to do so, only individuals necessary for operations who cannot work remotely may come into the office;*
 - ii. *Office Facilities must adjust their maximum occupancy rules based on the size of the facility to limit the number of people (including Personnel and members of the public), as follows:*
 - *Office Facilities with fewer than 20 Personnel must reduce their maximum occupancy to the number of people who can maintain at least six feet of physical distance from each other in the facility at all times,*
 - *Office Facilities with 20 or more Personnel must reduce their maximum occupancy to the **lesser** of: (1) 20% the facility's normal 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; and*

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

[Revised September 14, 2020]

- 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. 2020-18, as that directive may be amended from time to time, regarding required best practices for businesses operating office facilities.]*

(Added June 11, 2020; Non-substantive revisions July 13, 2020; Suspended July 20, 2020; Suspension revised September 14, 2020)

(12) Outdoor Zoos with an Approved Plan

- a. Basis for Addition. Zoo 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—like the outdoor areas of the zoo—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@sfcityatty.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 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. C19-12c, issued on July 22, 2020, as that order may be amended from time to time;
- Ticketing booths and payment systems;
- Personnel safety precautions;
- HVAC systems (e.g., quality and level of filtration, percentage of air exchange with outside air can HVAC be run at 100% capacity to increase ventilation);
- Compliance with applicable Health Officer directives (e.g. regarding Food and beverage concessions, and retail gift shops);

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

[Revised September 14, 2020]

- Social distancing in elevators;
- 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.

Beginning at 10 a.m. on July 13, 2020, and 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 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)

(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 requirements set forth in Health Officer Directive No. 2020-19b regarding outdoor gatherings on a moving vehicle, such as an open-top tour bus or open-air sea vessel;
 - 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;

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

[Revised September 14, 2020]

- 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 after each use 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 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.
- 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. C19-12c, issued on July 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 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

[Revised September 14, 2020]

in this section.

(Added July 13, 2020; Non-substantive revisions August 14, 2020; Revised September 14, 2020)

(14) Institutions of Higher Education and Adult Education

- 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 no inherently risky activities (e.g., singing, shouting, eating, drinking, 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 an approved 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 must screen all Personnel and students for COVID-19 and close contacts 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”). 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 IHE, and should be referred for appropriate support as outlined on the Screening Handout. The Higher Education Program can use the guidance available online at www.sfdph.org/screen for determining how best to conduct screening;
 - iii. Higher Education Programs may offer in-person instruction *outdoors* in groups of no more than 14 people, including the instructor(s), so long as they follow Social Distancing Requirements and wear Face Coverings and subject to any other relevant health and safety requirements contained in any relevant industry-specific Health Officer directives;
 - iv. Face Coverings are required at all times but they can be briefly removed if necessary as a component of the class, such as tasting food in a cooking school;

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

[Revised September 14, 2020]

- v. No singing, chanting or shouting, or wind instruments are allowed during in-person instruction (indoors and outdoors) at this time;
- vi. Class capacity must be limited to ensure physical distancing at all times;
- vii. Classes must be limited in duration to two hours indoors, but there is no time limit on outdoor classes;

iii-viii. Higher Education Programs may not offer in-person instruction indoors unless the specific class:

(1) cannot be held remotely or outdoors due to the need for access to specialized equipment or space, and

~~(2) trains students to provide essential functions or services relating to the protection of public health or safety (“Core Essential Services”) or Essential Governmental Functions, and~~

~~(3) is offered in a~~ (2) is offered in specialized indoor settings whose design imposes substantial physical distancing on participants.

Higher Education Programs that wish to resume indoor classes that meet these criteria ~~may submit to the Health Officer a proposed plan detailing; must comply with Health Officer Directive No. 2020-22c, including as that directive is updated in the future and including assembly and implementation of a written, campus-specific COVID-19 prevention plan (“Prevention Plan”). Requirements and limitations for such indoor instruction include but are not limited to all of the following:~~

- ~~the in-person classes the program proposes to offer indoors and why those classes cannot be performed remotely or outdoors under the criteria set forth above;~~
 - ~~how the classes will prepare students to serve a Core Essential Service;~~
 - ~~the sanitation, social distancing, face covering, health screening, ventilation, room and building capacity and other safety precautions and procedures that will be implemented to minimize the risk of transmission; and~~
 - ~~a proposal for PCR COVID-19 testing of students and staff who will be present in the facility, or an explanation of why no testing is necessary in the specific circumstances.~~
 - ~~The plan must also include a statement that the operator of the Higher Education Program recognizes the risks inherent in holding indoor classes and will be responsible for taking all necessary precautions to mitigate the risk of transmission to the greatest extent possible.~~
- a. Plans must be submitted to schoolschildcaresites@sfdph.org. Subject to the advance written approval of the Health Officer or the Health Officer’s designee, the classes may begin consistent with the approved plan, including

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

[Revised September 14, 2020]

~~any conditions to approval of the Health Officer or the Health Officer's designee.~~ Indoor lectures are not allowed at this time;

b. A copy of the Prevention Plan must be posted and be made readily available to students, Personnel, and SFDPH; and

c. The Prevention Plan must address all requirements listed in Directive No. 2020-22c, including but not limited to: articulating the need for indoor classes; enforcement of physical distancing requirements; protocols for airing out and sanitizing classrooms between use; provision of stable cohorts, face coverings, screening, and testing; educating students about risk mitigation; and addressing violations of safety protocols;

ix. Required health and safety plans are subject to audit by DPH, including on-site inspections, and Higher Education Programs must assess their plans monthly and update them as needed;

~~iv-x.~~ 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;

~~v-xi.~~ 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-;

~~vi-xii.~~ Subject to applicable land use laws and regulations, housing controlled or operated by ~~HHEs~~ Higher Education Programs or restricted for the use of students attending ~~an HHEa~~ 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

~~vii-xiii.~~ 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-

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

[Revised September 14, 2020]

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

(Added August 14, 2020; Revised September 1, 2020 and September 30, 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 for by requiring that all providers and customers to wear a Face Covering at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. 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: electrology, tattooing, piercing, microblading, permanent make-up, and other forms of body art that are invasive and require a controlled hygienic environment. Also, shampooing, chemical hair services, and services that require the customers to remove their face coverings 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, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health;
 - iii. Both Outdoor Personal Service Providers and clients/customers must wear a Face Covering at all times—including during the entire service—unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12c, issued on July 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

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

[Revised September 14, 2020]

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 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, electrolysis, 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—including during the entire service—unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12c, issued on July 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. Only the number of people who can safely fit inside the facility while maintaining social distance as required by Directive No. 2020-30 may be inside the facility at a time.

(Added September 1, 2020; Revised September 14, 2020); **Non-substantive revision September 30, 2020**

(16) Gyms and Fitness Centers

- 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 under a tent, canopy, or other sun or weather shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.

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

[Revised September 1430, 2020]

- 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 ensure that six feet of physical distance can be maintained 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. C19-12c, issued on July 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. Gyms and fitness centers offering space or equipment for customer-directed exercise may operate indoors, subject to all of the following limitations and conditions:
- i. Gyms and fitness centers must limit the number of people, including Personnel, who are present in the space to the **lesser** of: (1) 10% of the facility's normal 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;
 - ii. Everyone in the gym or fitness center facility must maintain at least six feet of physical distance from people outside of their Household at all times;
 - iii. Individuals engaged in an activity that may increase breathing rate and/or intensity (including but not limited to cardio/aerobic activities or weight-lifting), must maintain at least 12 feet of physical distance from people outside of their Household while engaging in those activities;
 - iv. Group cardio/aerobic fitness classes (such as spinning, kickboxing, etc.) are not permitted indoors at this time;
 - v. Everyone in the gym or fitness 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. C19-12c, issued on July 22, 2020; ~~and~~
 - vi. The establishment 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 much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making available templates for the signage 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; and

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

[Revised September 14, 2020]

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. 2020-31, regarding indoor gyms and fitness centers including, without limitation, all enhanced cleaning requirements.

(Added September 1, 2020; Revised September 14, 2020) and September 30, 2020)

(17) Indoor Museums, Aquariums, and Zoos

- a. Basis for Addition. As long as patrons move through exhibits and refrain from staying or gathering in an indoor or other enclosed space for a sustained period of time, and capacity and other health safety mitigation measures are used, indoor museums, aquariums and zoos (which have indoor and outdoor spaces) involve low contact intensity and a low number of contacts. Accordingly, the risk of transmission is low as long as adequate precautions are taken.
- b. Description and Conditions to Operate. Beginning on September 21, 2020, indoor museums (including art galleries), aquariums, and zoos may resume operations, subject to all of the following limitations and conditions:
 - i. Establishments must limit the number of people, including Personnel, who are present in the facility to the **lesser** of: (1) 25% of the facility’s normal 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;
 - ii. Establishments must limit the number of people, including Personnel, who are present in individual galleries or public spaces to the **lesser** of: (1) 25% of the room’s normal maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other in the room at all times;
 - iii. Everyone in the facility must maintain at least six feet of physical distance from people outside of their Household at all times;
 - iv. Everyone in facility must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12c, issued on July 22, 2020; and
 - v. The following must remain closed:
 - Common area gathering places such as meeting rooms and lounge areas;
 - Auditoriums;
 - Indoor restaurants and cafes (must remain closed to indoor dining but may provide take-away service);
 - Guided tours, events, classes, and other gatherings; and
 - Coat/personal property check services.
 - vi. Before resuming operations, the museum, aquarium, or zoo must have created, posted and implemented a Social Distancing Protocol and must comply with any and all requirements contained in any relevant Health Officer Directives,

[Revised September 1430, 2020]

including, for example, Directive Nos. 2020-05 and 2020-16*bc* (if food is prepared and sold on-site for take-away or outdoor dining), Directive No. 2020-17 (if there is a gift-shop or other retail on-site), and Directive No. 2020-32 (forthcoming).

- vii. Also, in addition to the Social Distancing Protocol, before resuming operations, the museum, aquarium, or zoo must submit a plan to the Department of Public Health, including a detailed description of how the business intends to address safety precautions in the follow areas.
- Ensuring that facility and individual galleries and rooms remain below 25% maximum capacity;
 - 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. C19-12c, issued on July 22, 2020, as that order may be amended from time to time;
 - Ticketing booths and payment systems;
 - Personnel safety precautions;
 - HVAC systems (an explanation of alterations and upgrades to ventilation to increase supply of fresh air and decrease stale or recirculated air, or an explanation of why alterations or upgrades were either (1) unnecessary or (2) unfeasible);
 - Food and beverage concessions for takeaway or outdoor dining;
 - Retail (e.g., gift shops);
 - Social distancing in elevators;
 - Monitoring and limiting patrons to ensure physical distancing between members of different households or living units;
 - Paths of travel through the establishment and wayfinding signage;
 - Plans for preventing patrons from gathering in an enclosed space for a sustained period of time;
 - Sanitation for restrooms;
 - Sanitation for high-touch surfaces and areas; and
 - Closing interactive exhibits or exhibits in enclosed spaces or modifying those exhibits to prevent common touching.

A plan template, which sets forth additional requirements and conditions for operation, will be available at sfdph.org/directives. It is strongly encouraged that businesses review the requirements set forth in the template and use the template to create their plan.

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

[Revised September 1430, 2020]

The plan must be submitted to HealthPlan@sfcityatty.org, posted on the business’s website, and made available at the facility. The permanent URL at which the plan will be posted must be provided to SFDPH.

For clarity, the museum, aquarium or zoo does not need SFDPH to approve its plan before it may resume operations in accordance with the proposed plan. But in the event SFDPH identifies deficiencies in the plan, SFDPH will follow up with the business.

- viii. The establishment 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 much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making available templates for the signage 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.

(Added September 21, 2020; Revised September 30, 2020)

(18) Outdoor Family Entertainment Centers

- 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 outdoor family entertainment centers on the list of options for the ~~County’s current tier (red),~~ Red Tier, this Appendix lists those that can be done now 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 begin to operate outdoors, subject to all of the limitations and conditions listed below. The term “Family Entertainment Centers” includes only those activities and businesses that are listed by the State of California as examples for the ~~County current tier (red),~~ Red Tier, which are: kart racing; mini-golf; and batting cages, and the limited outdoor amusement park rides described below. Even if the County is placed on a less restrictive tier, this term will not be changed until this Section is revised. Conditions for outdoor Family Entertainment ment Centers are as follows:
 - i. All operations must be outdoors. Operations that cannot be safely performed outdoors are not permitted;

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

[Revised September 1430, 2020]

- ii. Family Entertainment Centers may conduct their operations under a tent, canopy, or other sun or weather shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.
- iii. Everyone in the Family Entertainment Center facilities 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;
- 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. C19-12c, issued on July 22, 2020, including as that order is amended; and
- vi. The Family Entertainment Center must have created, posted, and implemented a Social Distancing Protocol and must comply with any and all requirements contained in relevant Health Officer directives, including, without limitation, all enhanced cleaning requirements.

In addition to the requirements listed above, the following other requirements must be met, as listed:

- vii. For kart racing, services must be provided in compliance with the requirements for outdoor activity equipment rental businesses listed in Section (5) of this Appendix.
- viii. For mini-golf, services must be provided in compliance with the requirements for outdoor golf listed in Section (2) of Appendix C-2 as well as Directive No. 2020-15, including as that directive is updated in the future.
- ix. For batting cages, services must be provided in compliance with the requirements for “Other Outdoor Recreation and Athletic Activities” listed in Section (6) of Appendix C-2.
- x. 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;

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

[Revised September 14, 2020]

- 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.

Note that at the current time many outdoor family entertainment 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. See Section (11) of Appendix C-2 regarding outdoor playgrounds.

Also, other activities are not yet allowed because they cannot yet be done safely in the current context due to the difficulty of regularly cleaning high-touch surfaces and of keeping people from different homes physically distant, ~~including: outdoor amusement park type rides, such as Ferris wheels, carousels, miniature rideable trains, and mini rollercoasters (the operation of which is also prohibited by the State of California—see https://files.eovid19.ca.gov/pdf/guidance_family_entertainment_en.pdf); and outdoor and/or are prohibited by the State under the Red Tier or Orange Tier, including: indoor amusement park rides; indoor climbing walls; indoor bowling alleys; indoor ice and rolling skating rinks; indoor arcade games; and indoor playgrounds.~~

(Added September 14, 2020; Revised September 30, 2020)

(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.
- 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 requirements set forth in Health Officer Directive No. 2020-19b regarding outdoor gatherings on a moving vehicle, such as an open-top tour bus;
 - 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;

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

[Revised September 14, 2020]

- 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 after each use 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 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.
- ix. Open-Air Boat Operators must 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.
- 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. C19-12c, issued on July 22, 2020, as that order may be amended from time to time;
- 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)

(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

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

[Revised September 14, 2020]

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 for tourist use, subject to all of the following limitations and conditions:
- i. Indoor fitness centers, indoor pools, indoor dining facilities, ballrooms, conference rooms, business centers, lounge areas, and other indoor gathering places must remain closed; ~~and~~. But now that the County has been placed in the Orange Tier by the State, a lodging facility may operate the services listed in this subsection b.i after updating its Social Distancing Protocol and complying with the listed requirements for each listed type of service. If the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner that puts the public health at increased risk, the Health Officer may reduce or suspend the ability for operation of these services by the lodging facility. The additional services allowed now that the County is in the Orange Tier, and subject to compliance with the Order and related directives, are:
 - a. Gyms or fitness centers. The lodging facility may operate a gym or fitness center so long as it fully complies with the requirements listed in Section (16) of this Appendix C-1 as well as Health Officer Directive Nos. 2020-27 (for outdoor gyms or fitness centers, if applicable) and 2020-31 (for indoor gyms or fitness centers, if applicable), including as those directives are updated in the future. At present, that includes a maximum limit of 10% capacity on any indoor gym or fitness center. Also, any gym or fitness center must be staffed by lodging facility personnel at all times that it is open for operation.
 - b. Indoor dining. The lodging facility may operate indoor dining so long as it fully complies with the requirements listed in Section (8) of this Appendix C-1 as well as Health Officer Directive No. 2020-16c, including as that directive is updated in the future. At present, that includes a maximum limit of 25% occupancy or 100 people, whichever is lower. For clarity, a lodging facility is not allowed to operate self-serve stations, whether staffed by personnel or not, including buffets or continental breakfast bars.
 - ii. 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 and 2020-16~~bc~~ (if food is prepared and sold on-site for take-away or outdoor dining), ~~and or for indoor dining~~), Directive No.

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

[Revised September 14, 2020]

2020-17 (if there is a gift-shop or other retail on-site), and Directive Nos. 2020-27 and 2020-31 (if gyms or fitness centers are opened).

(Added September 14, 2020); Revised September 30, 2020)

(21) Indoor Movie Theaters

- a. Basis for Addition. Viewing movies or other projected entertainment indoors in an enclosed space involves multiple risk factors, including the nearby seating of groups of people from different Households, the enclosed nature of the space, and the duration of the entertainment. When coupled with strong mitigation measures such as screening of patrons, mandatory use of Face Coverings, avoiding eating, maintaining physical distancing between different groups, and following other protocols, the risks associated with indoor movie theatres can present manageable risks, although avoiding indoor theaters is safer, especially for seniors and those who are vulnerable to complications from COVID-19.
- b. Description and Conditions to Operate. Now that the County has been placed in the Orange Tier by the State, any facility that projects entertainment onto a large-format screen indoors (an “indoor movie theater”) may operate only when (1) it is on or after October 7, 2020, (2) the Health Officer has issued a companion directive, which will be Health Officer Directive No. 2020-35, listing other requirements for indoor movie theaters, and (3) all requirements listed in this subsection b and the related directive are met. If the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner that puts the public health at increased risk, the Health Officer may reduce or suspend the ability for indoor movie theaters to operate.

These rules for indoor movie theaters do not allow any of the following to occur, each of which is still prohibited by the Order: indoor bars (except as allowed under Section (8) above for indoor dining) or dance clubs, regardless of whether they use large-format screens as part of their entertainment or décor; indoor social events where large-format screens are used but are not the primary focus of the gathering; live indoor in-person entertainment, including concerts, plays, musicals, ballet, or other artistic events (except as allowed for recording or streaming under the Order); and the operation of any food service bar, beverage bar, or restaurant operated within the indoor movie theater facility or by the indoor movie theaters in an adjoining space.

The operation of indoor movie theaters is subject to the following limitations and conditions:

- i. Operation of indoor movie theaters is not allowed before October 7, 2020;
- ii. The indoor movie theater is restricted overall to 25% of the business’s occupancy or 100 people, whichever is lower. If a movie theater complex has multiple individual indoor movie theaters the 25% occupancy limit applies to the complex as a whole and to each individual theater, and the 100-person maximum applies to each individual theater. Operators should stagger start and end times to ensure that there is not mixing of patrons in common areas;

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

[Revised September 1430, 2020]

- iii. The indoor movie theater facility 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”). Screening must occur before people are allowed to enter 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 or being seated in the indoor movie theater, and should be referred for appropriate support as outlined on the Screening Handout. The indoor movie theater can use the guidance available online at www.sfdph.org/screen for determining how best to conduct screening. People who are feeling ill, have exhibited symptoms of COVID-19 within 24 hours of arriving at the indoor movie theater or answer “yes” to any screening must be kept from entry and must cancel or reschedule their ticket. In such cases, patrons must not be charged a cancellation fee or other financial penalty and must be given a full refund;
- iv. The indoor movie theater must keep food and beverage concessions closed (also including vending machines) for now;
- v. The indoor movie theater must ensure that all Personnel and patrons wear a Face Covering at all times as required by Health Officer Order No. C19-12c, issued on July 22, 2020, including as that order may be amended from time to time, unless the person is specifically exempted from the face covering requirements;
- vi. The indoor movie theater must post signs at all entrances notifying patrons of the rules, including the requirement to wear a face covering at all times and that consuming food or drink onsite (including if brought in from outside) is prohibited given the risk associated with removing a face covering when eating or drinking;
- vii. The indoor movie theater must prevent patrons from gathering in common areas and must close lounges, arcades, or other areas designed for casual gathering;
- viii. Patrons must remain outside the indoor movie theater until they are ready to be seated, and the indoor movie theater is prohibited from allowing customers to line up in advance of opening doors for individual showings (which may require the indoor movie theater to space out showings to allow sufficient time for cleaning and seating between shows);
- ix. The establishment 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 much higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds. The County is making available templates for the signage online at <https://sf.gov/outreach-toolkit>;

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

[Revised September 1430, 2020]

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; and

- x. Each indoor movie theater must have created, posted, and implemented a Social Distancing Protocol checklist (Appendix A to this Order) and also comply with Health Officer Directive No. 2020-35, once that directive is issued and then as that directive may be amended from time to time, regarding required best practices for indoor movie theaters.

(Added September 30, 2020)

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

[Revised September 1430, 2020]

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.

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 sun or weather shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also, the number and composition of barriers used for all outdoor shelters must allow the free flow of air in the breathing zone consistent with guidance from the Department of Public Health.

On August 28, 2020 the State adopted a new four-tiered, color-coded framework to guide reopening statewide. Basic information about the State’s tiered system is available online at <https://covid19.ca.gov/safer-economy/>. Counties can be more restrictive than this State framework. Beginning on September 29, 2020, the County’s risk of COVID-19 community transmission has been designated to be in the moderate (orange) tier (the second least restrictive tier, or the “Orange Tier”), moving San Francisco’s risk designation from the substantial (red) tier (the “Red Tier”). Some of the activities allowed by this Appendix are expressly conditioned on the County’s Orange Tier designation by the State, and where that is the case, the listed activities are only allowed when the County reaches that tier. And if the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions change in a manner that puts the public health at increased risk, the Health Officer may reduce or suspend those or other activities allowed under this Appendix.

B. List of Additional Activities

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

<u>(1) Outdoor Museums, Outdoor Historical Sites, and Outdoor Public Gardens</u>	<u>2</u>
<u>(2) Outdoor Recreation: Golf and Tennis</u>	<u>3</u>
<u>(3) Outdoor Recreation: Dog Parks</u>	<u>4</u>
<u>(4) Small Outdoor Gatherings</u>	<u>5</u>
<u>(5) Libraries for Curbside Pickup and Return</u>	<u>6</u>
<u>(6) Outdoor Recreation: Other Outdoor Recreation and Athletic Activities</u>	<u>6</u>

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

[Revised September 1430, 2020]

(7) <u>Outdoor Recreation: Outdoor Swimming Pools</u>	7
(8) <u>Drive-In Gatherings</u>	8
(9) <u>Religious Activities</u>	8
(10) <u>Political Activity</u>	11
(11) <u>Outdoor Playgrounds</u>	13

(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. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. 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. C19-12c (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 museum, outdoor historical site, or outdoor public garden 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

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

[Revised September 1430, 2020]

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: avoid entering the facility or 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>);
8. Any on-site retail stores (e.g., gift shops) may operate for curbside/outdoor pickup only, and must do so in compliance with Appendix C-1 of this Order and Health Officer Directive 2020-10b (available at <https://www.sfdph.org/directives>);
9. Before resuming operations, outdoor museums, outdoor historical sites, and outdoor public gardens must prepare, post, implement, and distribute to their Personnel a Social Distancing Protocol checklist as required by Appendix A of the Order and a written health and safety plan that addresses all best practices listed in Section 1.b of this Appendix.

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; Non-substantive revisions on July 13, 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. C19-12c (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;

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

[Revised September 1430, 2020]

3. For golf, groups must be limited to a maximum of four players per group, unless all players within the group are part of a single Household. Groups of players from different Households must comply with the State of California under its Stay-Safer-At Home Order;
4. No more than two Households may play tennis together at any one time, and members of separate Households cannot have contact with each other and must remain at least six feet apart at all times; and
5. Before resuming 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 regarding required best practices for tennis and golf.

(Added June 1, 2020; Non-substantive revisions July 13, 2020; Revised September 1, 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. C19-12c (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;

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

[Revised September 1430, 2020]

4. People must bring their own water for themselves and their pets, and must not use common touch water facilities in the park;
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

- 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 others to the maximum extent possible. But individuals may participate in small outdoor gatherings—including for ceremonies, religious services, and other special purposes—subject to the following conditions:
 1. No more than six people may participate in a gathering that involves eating or drinking within six feet of each other, unless all are members of the same Household;
 2. No more than 12 people may participate in any other outdoor gathering under this section, unless all are members of the same Household.
 3. Unless eating or drinking in a group of six people or fewer, 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. C19-12c (the Face Covering Order); and

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

[Revised September 1430, 2020]

4. Participants and hosts of small outdoor gatherings must comply with Health Officer Directive No. 2020-19b 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.
5. A host can hold simultaneous small outdoor gatherings up to the capacity limit for each kind of gathering, including at a single location, if the space allows for adequate physical distancing, so long as the host ensures that the gatherings remain separate, such as by placing physical barriers between the gatherings so that each separate gathering is at least six feet from each other. If the host is unable to use a physical barrier because of safety or other logistical considerations, each outdoor gathering must be kept at least 12 feet apart from the nearest simultaneous gathering.

For clarity, this section does not allow contact sports (e.g., football or boxing) or games with shared equipment (e.g. Frisbee, baseball, or playing catch) to resume among members of different Households. This section does not apply to outdoor religious or political protest gatherings, which are covered by Sections 9 and 10, below. This section also does not apply to organized outdoor fitness classes, which are covered by Section 9 of Appendix C-1.

(Added June 11, 2020; Non-substantive revisions July 13, 2020 and September 14, 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, subject to the limited exceptions in Health Officer Order No. C19-12c (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.** Non-contact recreational and athletic activities such as pickleball, lawn bowling, bocce ball and frisbee have low-to-moderate levels of transmission risk.

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

[Revised September 1430, 2020]

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. Beginning at 9:00 a.m. on September 1, 2020, non-contact recreational and athletic activities with members of other Households may occur, subject to the following conditions:
1. No more than two 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 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. C19-12c, issued on July 22, 2020 (e.g., for young children).

(Added September 1, 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.
- 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;

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

[Revised September 1430, 2020]

5. All gatherings are prohibited outside the pool, such as on pool decks, except (1) as expressly provided in Section 7, below, 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)

(8) Drive-In Gatherings

- a. Basis for Addition. Drive-In Gatherings, such as drive-in movies, where all individuals remain in vehicles with members of their Household involve low contact intensity and frequency. Inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) can 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. 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 this Directive;
 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. 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 C19-12c issued July 22, 2020 and as it may be amended (the “Face Covering Order”); and
 5. 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)

(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

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

[Revised September 1430, 2020]

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 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. C19-12c (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, 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: Houses of worship and operators of other facilities or groups may hold outdoor gatherings for the practice of religion, including religious services and religious ceremonies, subject to the following conditions:

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

[Revised September 1430, 2020]

- i. No~~Prior to being placed in the Orange Tier by the State, no~~ more than ~~50~~100 individuals may participate in the gathering and simultaneous gatherings in the same location or vicinity are prohibited. Now that the County has been placed in the Orange Tier, this maximum limit is increased to 200 individuals per gathering. If the County is later returned to a more restrictive tier by the State or other local conditions change in a manner that puts the public health at risk, the Health Officer may reduce the limit on the number of people or impose other safety restrictions. Also, for any gathering allowed under this section, the limit must be reduced below 100 people (or 200 people, if applicable) if required due to the size of the outdoor space and participants' ability to follow Social Distancing Requirements at all times;
- 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. C19-12c (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. 2020-19~~b~~c 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: Houses of worship and operators of other facilities or groups may hold indoor gatherings for the practice of religion, including religious services and religious and cultural ceremonies, such as weddings and funerals, subject to the following conditions:

- i. Prior to being placed in the Orange Tier by the State, the facility must limit the number of people, including Personnel, clergy, volunteers, visitors, and participants, who are present in the space to the lesser of: (1) 25% of the facility's normal maximum occupancy or (2) 50 people. Now that the County has been placed in the Orange Tier, this maximum limit is increased to the lesser of 25% of the facility's normal maximum occupancy or 100 people. If the County is later returned to a more restrictive tier by the State or other local conditions change in a manner that puts the public health at risk, the Health Officer may reduce this limit or impose other safety restrictions. Also, for any gathering allowed under this section, the limit must be reduced below 50

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

[Revised September 14, 2020]

people (or 100 people, if applicable) if required due to the size of the indoor space and participants' ability to follow Social Distancing Requirements at all times. These capacity limits also apply to any individual room within the facility where people can gather;

- ii. The facility must comply with all of the requirements set forth in Health Officer Directive No. 2020-34, issued September 30, 2020, including as that directive is amended or updated in the future, with such requirements including, but not limited to, ensuring physical distancing between members of different Households, posting signage to remind people to adhere to best practices, ensuring adequate ventilation in accordance with updated DPH guidance, and various cleaning and sanitation requirements;
- iii. The facility 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"). Screening must occur before people are allowed to enter 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 or being seated in the facility, and should be referred for appropriate support as outlined on the Screening Handout. The facility can use the guidance available online at www.sfdph.org/screen for determining how best to conduct screening. People who are feeling ill, have exhibited symptoms of COVID-19 within 24 hours of arriving at the facility or answer "yes" to any screening must be kept from entry;
- iv. All participants must wear a Face Covering, subject to the limited exceptions in Health Officer Order No. C19-12c (e.g., for young children). A Face Covering is not required: when eating or drinking; or if a faith leader determines it is essential to a ritual or ceremony that Face Coverings be removed, subject to limitations listed in the directive; and
- v. The facility 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).

(Added September 14, 2020; Revised September 30, 2020)

(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

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

[Revised September 1430, 2020]

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. C19-12c, 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:
 - i. No~~Prior to being placed in the Orange Tier by the State, no~~ more than ~~50~~100 individuals may participate in the gathering and simultaneous gatherings in the same location or vicinity are prohibited. Now that the County has been placed in the Orange Tier, this maximum limit is increased to 200 individuals per gathering. If the County is later returned to a more restrictive tier by the

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

[Revised September 1430, 2020]

State or other local conditions change in a manner that puts the public health at risk, the Health Officer may reduce the limit on the number of people or impose other safety restrictions. Also, for any gathering allowed under this section, the limit must be reduced below 100 people (or 200 people, if applicable) if required due to the size of the outdoor space and participants' ability to follow Social Distancing Requirements at all times;

- 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. C19-12c (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. 2020-19~~bc~~ 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)

(11) Outdoor Playgrounds

- a. Note. In relation to the September 14, 2020 version of the Order, the Health Officer committed to work with the City's Recreation and Park Department and others to analyze whether outdoor playgrounds could be opened in a safer manner. On September 25, 2020 the State issued written clarification that outdoor playgrounds (as well as indoor playgrounds) must remain closed under the Red Tier and Orange Tier, putting those plans on pause. On September 28, 2020, following input from the City, the State changed its guidance to allow outdoor (but not indoor) children's playgrounds operated by government agencies to open, subject to a number of safety requirements and recommendations. The State's guidance is available online at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Outdoor%20Playgrounds%20and%20other%20Outdoor%20Recreational%20Facilities.aspx>.

As a result, consistent with the recently revised State guidance and in cooperation with

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

[Revised September 1430, 2020]

the Recreation and Park Department, the Health Officer will issue a new directive, Health Officer Directive No. 2020-36, as soon as reasonably possible and in any event by October 14, 2020, setting forth best practices for outdoor public playgrounds. Those playgrounds may open once the government operators implement the safety requirements in the expected new directive.

(Added September 30, 2020)

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: CMD Annual Report FY 19-20
Date: Tuesday, September 29, 2020 10:04:00 AM
Attachments: [FY19-20 Annual Report.pdf](#)
[image002.png](#)
Importance: High

From: Fretty, Rochelle (ADM) <rochelle.fretty@sfgov.org>
Sent: Friday, September 25, 2020 1:30 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 Annual Report FY 19-20
Importance: High

Hello,

Attached is the Cover Letter and CMD LBE Annual Report for FY 19/20.

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

September 25, 2020

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 Report for FY 2019-20. The LBE Participation Report documents the number of firms the Contract Monitoring Division ("CMD") has certified and the LBE contract award statistics on work covered by Chapter 14B for the Office of the Controller, Airport, Public Works, Port, Public Utilities Commission, and the Recreation and Parks Department.

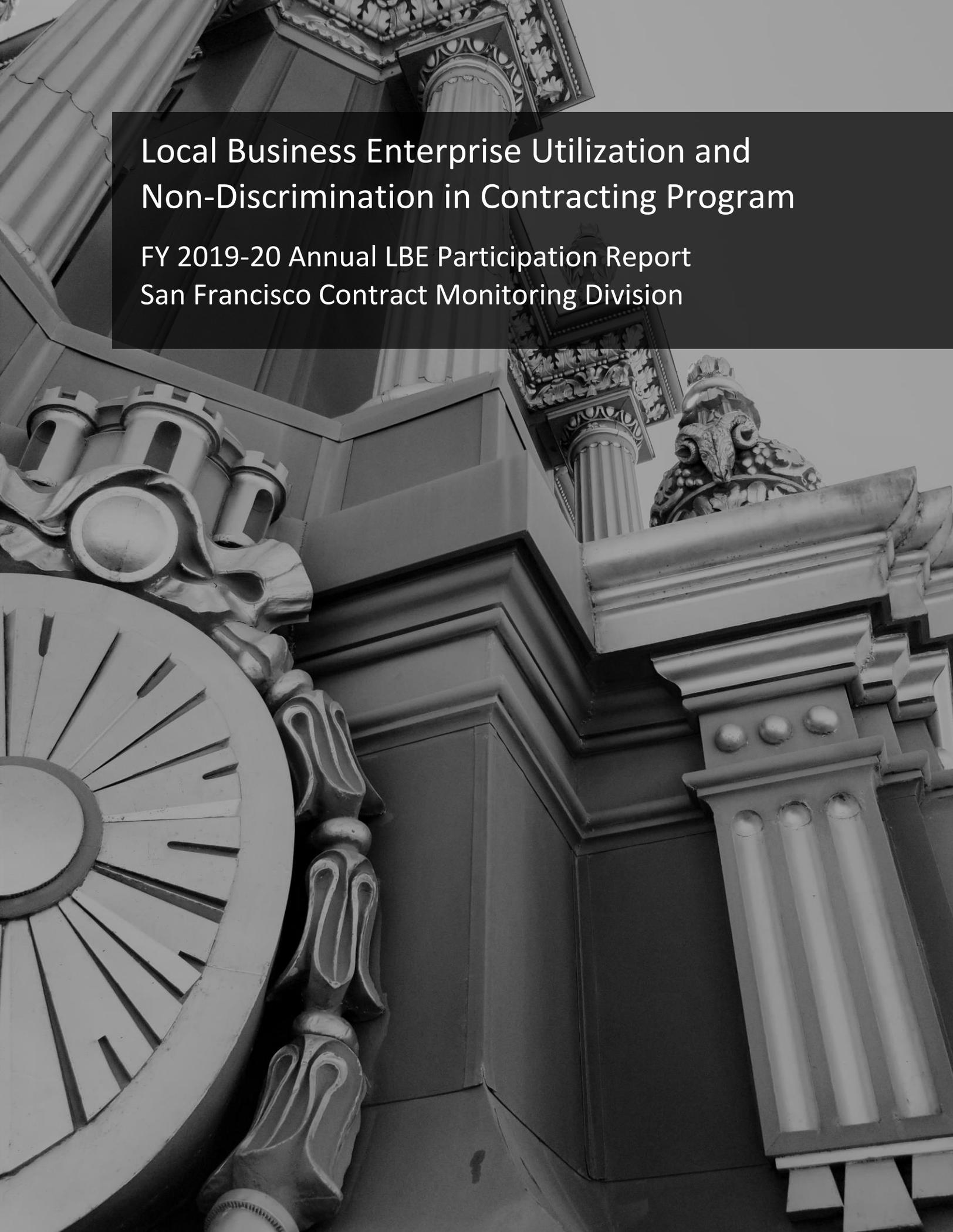
Additionally, this report includes current statistics pertaining to the Contractor Development Program ("CDP") – previously known as the Surety Bond program under Chapter 14B.16 – and its program areas: Technical Services, Surety Bond, Contractor Accelerated Payment Program ("CAPP"), and the Mentor Protégé Program. Data was compiled in partnership with, and on behalf of the Risk Management Division.

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", with a long, sweeping flourish extending to the right.

Romulus Asenloo
Contract Monitoring Division
Director



Local Business Enterprise Utilization and Non-Discrimination in Contracting Program

FY 2019-20 Annual LBE Participation Report
San Francisco Contract Monitoring Division

Contents

ABOUT THE CONTRACT MONITORING DIVISION	4
ORGANIZATIONAL BACKGROUND.....	4
CURRENT OPERATIONAL ENVIRONMENT	4
CMD MISSION AND ROLES	4
ROLES AND SERVICES	4
EXECUTIVE SUMMARY	6
CHAPTER 14B CERTIFICATION:	8
LBE CERTIFICATION	9
TOTAL CITY-WIDE LBE PARTICIPATION FOR 5 MAJOR DEPARTMENTS	10
OFFICE OF THE CONTROLLER	11
OFFICE OF THE CONTROLLER (DATA SOURCE – F\$P)	12
SAN FRANCISCO INTERNATIONAL AIRPORT	13
SAN FRANCISCO INTERNATIONAL AIRPORT (DATA SOURCE – F\$P)	15
PUBLIC WORKS	16
PUBLIC WORKS (DATA SOURCE – F\$P)	17
PORT OF SAN FRANCISCO.....	18
PORT OF SAN FRANCISCO (DATA SOURCE – F\$P).....	20
PUBLIC UTILITIES COMMISSION.....	21
PUBLIC UTILITIES COMMISSION (DATA SOURCE: SOLIS III).....	ERROR! BOOKMARK NOT DEFINED.
RECREATION AND PARKS DEPARTMENT	26
RECREATION AND PARKS DEPARTMENT (DATA SOURCE – F\$P)	28
CMD 14B ACCOMPLISHMENTS FOR FY 19-20	29

LBE ADVISORY COMMITTEE.....30

CONTRACTOR DEVELOPMENT PROGRAM31

LOOKING AHEAD.....34

About the Contract Monitoring Division

Organizational Background

Current Operational Environment

San Francisco is experiencing an unprecedented upheaval in its social and economic environment. More much of Q3 and all of Q4 of this FY, this City has had to grapple with the effects of the COVID-19 pandemic development. As a result, the City has accepted risk in managing a \$1.5B budget short-fall. Thus, contracting departments have put on hold many contracting opportunities and/or projects slated for the later half of FY19-20. While many construction projects continue (i.e. Street Pavement/Pipe replacement program projects, Southeast Bio-Solids Plant, 49 South Van Ness (City Office Building). Unfortunately, many LBEs are finding it nearly impossible to survive

In order to support our local small businesses especially those from the City's most disadvantaged communities, the Mayor and the Board of Supervisors continue to prioritize assistance to our local small businesses and, as such, LBEs are aggressively afforded the opportunity to participate on city-funded projects.

Furthermore, under the guidance of the City Administrator, Naomi Kelly, CMD continues to evolve the program into one that seeks to balance both enforcement with sustainment/capacity building initiatives. CMD, in coordination with the Risk Management Division, along with the strong support for the 5 major contract awarding departments, continue to refine our comprehensive wrap-around Contractor Development Program.

CMD Mission and Roles

The Contract Monitoring Division (CMD) implements and enforces the Chapter 12B Equal Benefits Ordinance and Chapter 14B Local Business Enterprise Ordinance adopted by the Mayor and the Board of Supervisors to protect the public interest in equality throughout the City & County of San Francisco's governmental contracting process. To provide the highest level of public service, the CMD is committed to providing expert assistance to businesses and City departments to ensure this mandate is accomplished fairly, effectively and efficiently.

Roles and Services

- I. Chapter 12B - Chapter 12B NONDISCRIMINATION IN CONTRACTS also known as the Equal Benefits Ordinance), passed in 1997, was the first Equal Benefits Ordinance in the United States. The 12B Compliance Unit is responsible for working with firms that enter into contracts with the City to provide goods or services or enter into leases with the City to administer benefits equally to employees with domestic partners and employees with spouses, and/or to the domestic partners and spouses of such employees.

II. Chapter 14B LOCAL BUSINESS ENTERPRISE UTILIZATION AND NON-DISCRIMINATION IN CONTRACTING ORDINANCE – (also known as the LBE Program), is one of the strongest and well-established disadvantaged/local business participation programs in the country. the 14B Compliance Unit is responsible for ensuring that all departments comply with program requirements regarding fairness, transparency and consistency. CMD also improves the ability of certified Local Business Enterprises (LBE) to compete effectively for the award of City contracts through the enforcement of Bid Discounts/Rating Bonuses, micro-set asides, and LBE subcontracting participation requirements, as well as developing and implementing outreach, training, technical assistance and other capacity-building programs.

Executive Summary

PURPOSE

The purpose of this report is to provide the Mayor and the Board of Supervisors with data for the 2019-20 Fiscal Year on LBE Certification and LBE participation on city-funded projects. This report also documents CMD's continued initiatives to increase contracting opportunities for small local businesses as they to compete and participate on City-sponsored contracts. It also outlines the CMD and partner-Departments' one-year accomplishments and priorities for the coming fiscal year.

METHOD OF ANALYSIS

During this fiscal year, which began on July 1, 2019 and ended June 30, 2020, CMD utilized the LBE Certification database, the City's Financial and Procurement System ("F\$P") and SOLIS III to obtain the LBE certification and 14B utilization data.

Since July 1, 2017, F\$P has served as a comprehensive enterprise planning system, including contract/financial management, reporting and analytics functionality to for most City departments. While the City is still in a transition period moving from legacy financial/participation tracking systems, departments continue to collaborate with CMD to increase the level of accuracy reflected in this report.

CMD and the Controller's Office are currently addressing various functional and change-management challenges in F\$P. Several departments (PUC, SFO) are moving to SOLIS III as a day-to-day operational sub-system to properly monitor and report on non-conforming (i.e. complex CMGC and/or Design-Build) projects.

REPORT OVERVIEW

As of June 30, 2020, there were 1,409 certified LBEs in the CMD database.

The 6 major contracting departments covered in this report awarded approximately 234 new contracts during the reporting period. Total contract dollars awarded during this fiscal year was \$980,764,117. Total LBE participation is \$246,549,273 (25.1%).

PRIORITIES

The Contract Monitoring Division core competency include providing contract compliance services across core enforcement responsibilities (i.e. 12B and 14B), the City's small business community, and technical assistance.

CMD priorities:

- Program – Leverage changing economic environments and to strengthen the ability of certified LBEs to complete effectively in the award of City contracts and expand the pool of qualified vendors
- Organization – Respond quickly to evolving contracting paradigms; find opportunities to increase LBE participation on City projects

- Community – Maintain strong ties to community with continuous outreach, technical assistance, and collaboration
- Technology – Upgrade systems to empower staff and community, increasing transparency/accuracy and conserving resources

Chapter 14B Certification:

Pursuant to the San Francisco Administrative Code Chapter 14B Local Business Enterprise and Non-Discrimination in Contracting Ordinance and accompanying Rules and Regulations, a business contracting with the City and County of San Francisco may be eligible for bid discounts or bid rating bonuses as a certified LBE, PUC-LBE (for use on PUC Regional Projects), or Non-Profit (NPE). This certification promotes the utilization and participation of San Francisco small businesses with respect to City contracts.

Specifically, certified businesses benefit from bid discounts/rating bonuses, LBE sub-contracting requirements and Micro-LBE set-aside contracts. To receive these benefits, a business must be certified by the San Francisco Contract Monitoring Division prior to the submission of a bid or proposal.

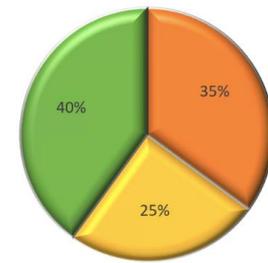
As of July 1, 2020, there are 1,409 Certified LBEs to be utilized on City projects (an increase from 1,371 firms in 2019). Of the LBE and NPE Certified Micro & Small Firms, approximately 34.9% are MBEs, 25% are WBEs, and 40.1% are OBEs. Of the PUC-LBE Certified Micro & Small Firms, approximately 27.6% are MBEs, 8% are WBEs, and 64.4% are OBEs.

In response to COVID-19, the 14B Certification Unit provided an additional 3-month courtesy recertifications to 147 LBEs, adapted certification processes to include virtual site visits, performed outreach by conducting webinars to assist prospective LBEs with certification, and provided information and COVID-19 resources to LBEs. During COVID-19, the Certification Unit continued to provide one-on-one technical assistance and direct responses to applicants and LBEs regarding the F&P Supplier Portal and 14B Certification. In addition, the Certification Unit maintained an average application processing time of 34 days, while handling a 114% increase in LBE applications received.

LBE Certification

LBE and NPE¹ Certified Small & Micro Firms²

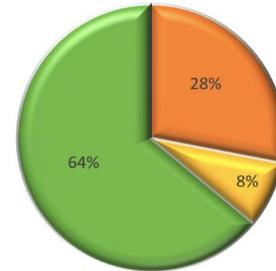
	FY 19/20	%
MBE	431	34.9%
OBE	494	40.1%
WBE	308	25.0%
Total	1,233	100.0%



■ MBE ■ WBE ■ OBE

PUC-LBE Certified Small & Micro Firms

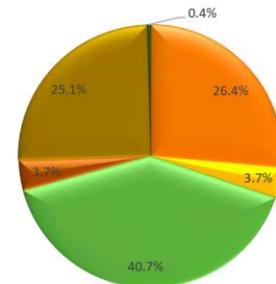
	FY 19/20	%
MBE	24	27.6%
OBE	56	64.4%
WBE	7	8.0%
Total	87	100.0%



■ MBE ■ WBE ■ OBE

Small & Micro MBE Firms by Ethnicity (LBE, NPE & PUC-LBE)

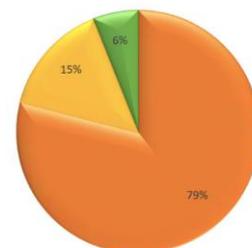
	FY 19/20	%
African American	120	26.4%
Arab American	17	3.7%
Asian American	185	40.7%
Iranian American	17	3.7%
Latino American	114	25.1%
Native American	2	0.4%
Total	455	100.0%



■ African American ■ Arab American ■ Asian American
■ Iranian American ■ Latino American ■ Native American

Summary of all LBEs

	FY 19/20	%
Micro	1,110	78.8%
Small (only)	210	14.9%
SBA	89	6.3%
Total	1,409	100.0%



■ Micro ■ Small ■ SBA

¹NPE: Non-Profit Enterprise

²Criteria for Micro-, Small-, and SBA-LBEs are based on the average gross receipts in the prior year that do not exceed the following limits:

	Micro Bid Discount 10%	Small Bid Discount 10%	SBA Bid Discount 5%
Class A and B General Contractors	\$10,000,000	\$20,000,000	\$33,500,000
Specialty Contractors	\$5,000,000	\$10,000,000	\$17,000,000
Trucking and Hauling	\$1,750,000	\$3,500,000	\$8,500,000
Suppliers and General Service Providers	\$5,000,000	\$10,000,000	\$17,000,000
Architect, Engineering and Professional Services	\$1,250,000	\$2,500,000	\$7,000,000

³MBE: Minority-Owned Business Enterprise

⁴OBE: Other Business Enterprise (Not a Minority- or Woman-Owned Business Enterprise)

⁵WBE: Woman-Owned Business Enterprise

⁶Includes firms identifying as Asian, Asian Indian, Asian/PI, Chinese, Filipino, Japanese, Korean, Pacific Islander, Southeast Asian

⁷Some firms with primary identification as a woman-owned business (WBE) may also identify as an ethnicity and is non-minority.

⁸Some SBA firms may also be a Micro or Small LBE

Total City-Wide LBE Participation for 6 Major Departments

The purpose of San Francisco's Chapter 14B Local Business Enterprise Ordinance is to help small, local businesses compete effectively for City contracts. The Ordinance provides for bid discounts/rating bonuses to LBE primes and requires prime vendors to subcontract a portion of each covered contract to LBEs. Contract Compliance Officers set LBE requirements based on LBE availability and estimated contract amounts.

Chapter 14B, along with its implementing Rules and Regulations, are incorporated by reference into every applicable City contract and provides that the failure of any bidder or proposer to comply in good faith with these requirements shall be deemed a material breach of contract. The CMD compliance team ensures that pre-award LBE requirements are met as well as monitors each prime's progress toward achieving these requirements throughout the course of the contract.

Office of the Controller

In FY20, the Controller's Office contributed to **assisting LBEs both directly** (helping LBEs who contact us via User Support Tickets) **and indirectly** (by making changes to the City's Financial System to support efficient management of LBE suppliers and expenditures).

- **User Support Tickets.** The Controller's Office has responded to a range of User Support Tickets providing general support directly to LBEs, supporting suppliers needing assistance with the CMD Payment Affidavit and Participation Report pages, and addressing CMD's and departments' CMD Participation Report inquiries.
- **LBE Data Enhancements.** The Controller's Office is working together with CMD and Department of Technology on LBE data enhancements to LBE supplier management, business intelligence reports, analysis and notifications.
- **City's Financial System Job Aid Update.** In consultation with CMD, the Controller's Office updated the Sourcing Event Job Aid used by City staff for issuing competitive solicitations.
- **City's Financial System Improved Contract Project Team Data for Prime Suppliers and LBE Suppliers.** The Controller's Office is in the process of working to implement changes in the City's Financial System to improve Contract Project Team data across multiple reports used by Prime Suppliers, LBE Suppliers and City staff.
- **Trainings.** The Controller's Office provided two trainings to Department of Public Works (DPW) staff through the suppliers' Payment Affidavit process and the CMD Participation Report so they can better assist DPW suppliers who have questions about the process.

CMD staff thanks the Systems Group, Deputy Controller Todd Rydstrom, and all Office of the Controller staff for their support of the LBE community.

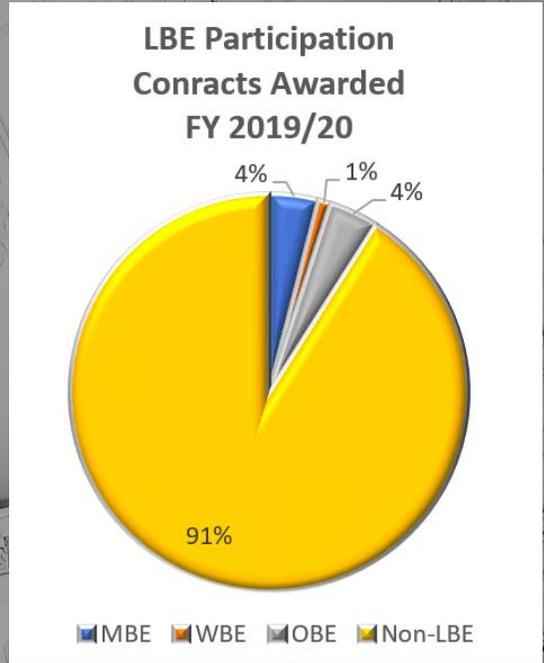
Office of the Controller (Data Source - F\$P)

Total Number of Contracts: 24				
Contract Type Description	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total to Date
Professional Services – Chapter 21	24	100.0%	151	100.0%
Grand Total	24	100.0%	151	100.0%

Contract Type Description	Amount Awarded FY 19/20	LBE Amount Awarded FY 19/20	Amount Awarded to Date	LBE Amount Awarded to Date
Professional Services – Chapter 21	\$12,400,398	\$1,091,755	\$97,266,673	\$7,519,401
Grand Total	\$12,400,398	\$1,091,755	\$97,266,673	\$7,519,401

Prime LBE Status	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	3	12.5%	23	15.2%
Non-LBE	21	87.5%	128	84.8%
Grand Total	24	100.0%	151	100.0%

Prime Owner Type	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	1	4.2%	11	7.3%
Other Business Enterprise	2	8.3%	11	7.3%
Women Business Enterprise	0	0.0%	1	0.7%
Non-LBE	21	87.5%	128	84.7%
Grand Total	24	100.0%	151	100.0%





San Francisco International Airport

The San Francisco International Airport ("SFO") is the 7th busiest airport in the U.S., serving almost 58 million guests last year travelling to more than 50 international cities on 41 international carriers, and 86 cities in the U.S. on 12 domestic airlines. SFO is a major regional economic engine, generating over \$10 billion in business activity.

SFO has a long history of helping small and local businesses gain access to opportunities at the Airport, and was one of the first U.S. airports to open a Small Business Office over thirty years ago. Over the years, the Airport has developed an array of supports to ensure small, local, and minority and women-owned firms have equitable access to SFO's business opportunities. Today, SFO's Social Responsibility (SR) section works closely with CMD to ensure compliance with Chapter 14B Ordinance of the San Francisco Administrative Code. SR also enforces the Federal Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) Programs.

The Airport continuously seeks ways to increase and support the participation of local, small, and disadvantaged businesses on Airport leases and contracts (e.g. construction and professional services). This includes rigorous outreach and support to engage businesses. The Airport regularly hosts town hall meetings with disadvantaged businesses and major primes to advertise Airport opportunities, introduce small business owners to Airport staff for support in their pursuit of opportunities, and connect small businesses to primes for teaming on Airport contracts.

In support of the Local Business Enterprise (LBE) program, the Airport implements various strategies to exceed mandated goals. The Airport provides bonus scoring incentives to Joint Ventures (JV) that include LBE's as part of the JV. Additionally, in Design Build contracts, SFO awards JV bonus scoring for the prime designers



including LBE as part of a JV for the design portion of the contract. For both CM/GC and Design Build Contracts, the Airport seeks to increase small business participation by setting aside specific scopes of work and trade bid packages for LBE firms. All contracts also include a 5% budget that can be utilized to target LBEs and directly negotiate a contract to allow for their participation within the contract.

The Airport also ensures that contracting qualifications and experience requirements do not exclude small businesses from participating in all of its contracts. In addition to unbundling large construction scopes into smaller scopes, master builders on large projects each assign a staff person to serve as the 14B Compliance/Community Liaison. This helps ensure community stakeholders are fully informed of opportunities and encouraged to bid. The Compliance/Community Liaison also assists in overcoming challenges related to changes in project scope, ensuring the timely dissemination of these changes to affected stakeholders. Primes and their major subcontractors also take necessary measures to minimize negative effects on LBEs, including accelerating payments to LBEs for work performed/material purchased in advance of the City paying these primes.

Some noteworthy project accomplishments this fiscal year include:

- The Terminal 1 Center (T1C) Renovation Project completed the phased Airline move-in for the 18-Gate Opening.
- The New Boarding Area B (BAB) Reconstruction Project completed the phased move in and successfully opened the second 9 gates.

Also of note during this fiscal year, the following contracts were awarded to LBE primes:

- 10585.61 - Boarding Area G and Airfield Fire Hydrant Improvements in the amount of \$2,977,000.00 was awarded to Hoseley Corporation.
- 11213.61-Boarding Area G 400 Hertz System Infrastructure Upgrade in the amount of \$3,589,283.00 was awarded to Liffey Electric, Inc.
- 11309.61 - Firehouse #2 Improvements in the amount of \$4,613,493.00 was awarded to Galliera, Inc. DBA Trico Construction.

As of May 2020, LBE firms earned \$808 million, or 21%, of the \$3.9 billion spent on capital improvement projects to date.

Flight and passenger activity immediately and dramatically declined after the March 11, 2020 declaration by the World Health Organization that the COVID-19 outbreak had become a pandemic. Despite the challenging circumstances, the Airport continues to invest in its future, and has reassessed the rest of its Capital Plan. All projects have been categorized into three categories: A: Essential Operating Projects; B: Critical Projects that can be suspended for a limited time, and C: Discretionary Projects that can be suspended indefinitely. While various projections show that enplanement levels across the country will not return to pre-COVID 19 levels for several years, the Airport will continue to assess Capital Plan projects as passenger enplanements increase. SFO has developed a COVID-19 Recovery Framework that is grounded in its core values, adapts to tackle an unpredictable future, and strives to prevent a resurgence of the virus. In addition to ensuring the safety and security of its employees and the travelling public, the Airport continues to prioritize small business participation in all its business opportunities.

CMD staff thanks SFO's SRCS Team and Director Ivar C. Satero for their support of the LBE community.

San Francisco International Airport (Data Source – F\$P)

Total Number of Contracts: 49

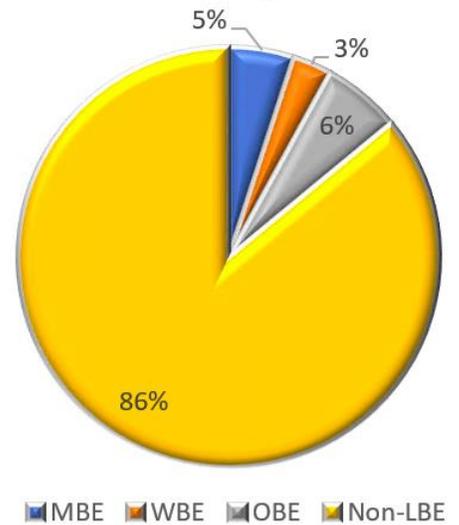
Contract Type Description	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	15	30.6%	107	26.0%
Professional Services – Chapter 6	5	10.2%	82	19.9%
Professional Services – Chapter 21	29	59.2%	223	54.1%
Grand Total	49	100.0%	412	100.0%

Contract Type Description	Amount Awarded FY 19/20	LBE Amount Awarded FY 19/20	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$161,935,527	\$64,079,222	\$7,393,508,868	\$1,721,764,282
Professional Services – Chapter 6	\$29,342,000	\$26,034,200	\$634,639,619	\$249,195,526
Professional Services – Chapter 21	\$292,118,728	\$12,634,676	\$1,320,388,134	\$36,004,572
Grand Total	\$483,396,255	\$102,648,099	\$9,348,536,621	\$2,006,964,381

Prime LBE Status	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	14	28.6%	87	21.1%
Non-LBE	35	71.4%	325	78.9%
Grand Total	49	100.0%	412	100.0%

Prime Owner Type	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	4	8.2%	18	4.4%
Other Business Enterprise	5	10.2%	29	7.0%
Women Business Enterprise	3	6.1%	33	8.0%
Non-LBE	37	75.5%	332	80.6%
Grand Total	49	100.0%	412	100.0%

LBE Participation Contracts Awarded FY 2019/20



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



Public Works

San Francisco Public Works was created on January 8, 1900, with the original bureaus being Streets, Lighting, Building, and Light & Water Services. Currently, Public Works designs, builds, maintains, and improves the City's infrastructure to keep San Francisco beautiful, safe, and sustainable for residents, merchants, and visitors.

Public Works oversees more than \$2.6 billion in construction projects across the City of San Francisco that are either being designed, managed, and/or built. Public Works continues to reconcile its internal information with the City's enterprise financial and procurement system.

Public Works consistently encourages LBEs to participate on contracts, helping to exceed LBE participation requirements. An example of this is street improvement projects, which start with a benchmark LBE subcontracting requirement of 25%. To encourage LBE participation, Public Works often advertises Invitations for Bids in the Small Business Exchange. Public Works also sends advertising notifications for Construction projects to Minority Business Development Agencies, Builders' Exchanges, and plan rooms.

Some notable projects during this FY include:

- 49 South Van Ness Project: Completed June 2020
Total LBE Participation 15%
- 19th Avenue (State Route 1) Combined City Project: Awarded May 2020
LBE Participation Requirement 20%
- Zuckerberg San Francisco General (ZSFG) Building 5 Seismic Upgrade and Renovation: Awarded March 2020
LBE Participation Requirement 20%



CMD thanks Acting Director Alaric Degrafinried and Public Works staff for their support to the LBE community.

Public Works (Data Source – F\$P)

Total Number of Contracts: 72

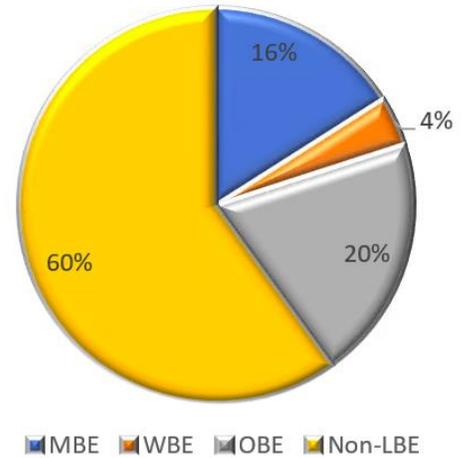
Contract Type Description	Number of Contracts FY 19/20	Percent of Total FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	35	48.6%	623	84.6%
Professional Services – Chapter 6	29	40.3%	90	12.2%
Professional Services – Chapter 21	8	11.1%	23	3.2%
Grand Total	72	100.0%	736	100.0%

Contract Type Description	Amount Awarded FY 19/20	LBE Amount Awarded FY 19//20	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$267,458,456	\$108,038,987	\$2,553,810,584	\$1,140,713,726
Professional Services - Chapter 6	\$31,990,115	\$12,083,700	\$138,670,767	\$93,466,717
Professional Services – Chapter 21	\$194,884	\$12,568	\$7,319,696	\$6,519,401
Grand Total	\$299,643,455	\$120,135,255	\$2,699,801,047	\$1,240,699,844

Prime LBE Status	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	32	44.4%	386	52.4%
Non-LBE	40	55.6%	351	47.6%
Grand Total	72	100.0%	737	100.0%

Prime Owner Type	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	12	16.7%	163	22.1%
Other Business Enterprise	15	20.8%	143	19.4%
Women Business Enterprise	4	5.6%	67	9.1%
Non-LBE	41	56.9%	364	49.4%
Grand Total	72	100.0%	737	100.0%

**LBE Participation
Contracts Awarded
FY 2019/20**





Port of San Francisco

The Port of San Francisco is a public enterprise agency of the City and County of San Francisco. The Port is responsible for 7.5 miles of San Francisco waterfront from Hyde Street Pier in the north to India Basin in the south. The Port develops, markets, leases, administers, manages, and maintains over 1,000 acres of land.



The Port manages the waterfront as the gateway to a world-class city, and advances environmentally and financially sustainable maritime, recreational and economic opportunities to serve the City, Bay Area, and California. The Port of San Francisco is aggressively committed to the principles of the Local Business Enterprise Ordinance. The Port's strategic plan includes a commitment to grow the number of certified LBEs through outreach and engagement.

In fiscal year 2019-2020, the Port staff hosted an 11 month-long community listening tour to hear from the LBE community about how the Port's economic activity can benefit LBEs and residents of disadvantaged communities adjacent to Port property. The Port also partnered with LBE firm Davis & Associates to create a recurring feature in the Port's newsletter to spotlight LBE firms contracting with the Port. To date, three LBE contractors on Port projects have been highlighted. Finally, the Port hosted a workshop to inform and provide assistance to LBEs on bidding.

Significant efforts that advance LBEs continued despite the pandemic and the shelter-in-place. The Port recognizes the economic value of our projects to the LBE community. Within weeks of the shelter-in-place order, Port had rescheduled bidding and selection processes to occur virtually. Since shelter-in-place, Port has advertised projects and conducted virtual pre-bid meetings, site walks, bid openings, panel interviews and scoring meetings. Port staff participated in a virtual meeting in April 2020 about LBEs, COVID-19 and access to capital attended by 75 participants. In July the Port Commission began consideration of initiatives for an LBE Relief program for Port LBEs harmed by the pandemic as well as rent deferment and forgiveness for LBEs tenants. Unfortunately, the Port had to postpone our annual Contract Open House in 2020 due to safety concerns.

Port staff prepare and present annual Contract Activity Reports to the Port Commission. These reports detail each active contract's LBE participation, newly awarded contracts, quarterly workshop information, compliance with the City's Local Hire Ordinance, and upcoming contract opportunities. Reports are available on the Port's website at www.sfport.com.

The pool of available LBE firms continues to be a challenge for the Port specifically for specialized services, such as real estate economics, environmental services and over and in-water construction. A small group of LBEs consistently win Port contracts. While the Port has succeeded in meeting the Mayor's aspirational LBE goal, Port staff is collaborating with CMD to meet the Port Commission's strong commitment to increase diversity among winning firms, particularly from the City's most disadvantaged communities. These initiatives are vital to the Port's effort to ensure full community participation on the upcoming multi-billion-dollar seawall project.

CMD thanks Port Executive Director Elaine Forbes and all staff for their continued support to the LBE community.

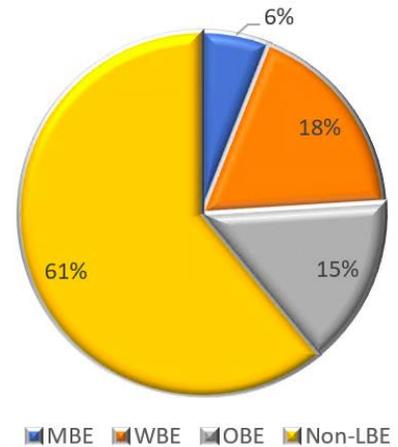


Port of San Francisco (Data Source – F\$P)

Total Number of Contracts: 17

Contract Type Description	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	3	17.6%	18	26.9%
Professional Services – Chapter 6	8	47.1%	20	29.8%
Professional Services – Chapter 21	6	35.3%	29	43.3%
Grand Total	17	100.0%	67	100.0%

LBE Participation Contracts Awarded FY 2019/20



Contract Type Description	Amount Awarded FY 19/20	LBE Amount Awarded FY 19/20	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$16,729,575	\$4,765,375	\$88,354,348	\$24,651,658
Professional Services – Chapter 6	\$11,759,999	\$6,988,750	\$88,863,525	\$29,116,192
Professional Services – Chapter 21	\$2,749,000	\$1,646,500	\$28,684,880	\$8,178,716
Grand Total	\$31,238,574	\$13,400,625	\$205,902,753	\$61,946,566

Prime LBE Status	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	9	52.9%	40	54.8%
Non-LBE	8	47.1%	33	45.2%
Grand Total	17	100.0%	73	100.0%

Prime Owner Type	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	2	11.8%	8	11.6%
Other Business Enterprise	2	11.8%	10	14.5%
Women Business Enterprise	4	23.5%	15	21.7%
Non-LBE	9	52.9%	36	52.2%
Grand Total	17	100.0%	69	100.0%

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

Services of the San Francisco Public Utilities Commission SFPUC is committed to maximizing the participation of LBEs on our capital projects. We undertake many different strategies to achieve this, including contractor outreach and engagement, providing technical support services and trainings at our Contractors Assistance Center, minority and women-owned business inclusion strategies, as well as novel contracting tools and analyses to maximize LBE participation. Below, we will provide a summary of some of the major categories of initiatives we undertake to maximize LBE participation as well as examples of specific strategies we have delivered that illustrate our commitment to LBE inclusion.

Contractor Outreach and Engagement

SFPUC conducts and delivers many workshops, large gatherings of contractors, and outreach programs to inform LBEs of upcoming work and to connect LBEs with large prime contractors who bid SFPUC capital projects.

- **Project Outreach:** SFPUC undertakes an extensive and robust contractor outreach and engagement strategy to make sure LBEs are aware of SFPUC's upcoming contracts. Staff across bureaus and enterprises collaborate to ensure that targeted outreach to LBEs and larger contractors occurs for each contract. Furthermore, staff conducts post-bid analyses of failed bids to identify and better understand the barriers that contractors face when bidding SFPUC contracts, with specific attention and analyses of challenges for LBEs.
- **Annual Contractors Breakfast:** For more than a decade, SFPUC has provided an annual free contractors' breakfast in order to bring together local contractors with SFPUC's executive management, project managers, construction managers, and large prime contractors to provide an overview of SFPUC's upcoming work, identify specific opportunities for LBEs to participate on, and facilitate coordination between LBEs and large prime contractors.
- **Regional LBE Program:** SFPUC's Regional LBE Program provides small regional construction and construction-related firms located within SFPUC's water service territory (from Daly City to Hetch Hetchy), eligibility to be certified as a LBE for contracting opportunities on SFPUC projects outside of San Francisco. SFPUC staff also deliver workshops, outreach events, and dedicated contractor engagement throughout our water service territory to encourage SFPUC-LBEs to pursue contracts. There are currently 103 firms certified as SFPUC-LBEs.

Contractors Assistance Center

SFPUC created the Contractors Assistance Center (Center) located in Bayview Hunters Point to help the LBE community get access to, compete for, and participate on SFPUC's contracting opportunities. All of the Center's services and resources are free for our contracting community.

- **Center's Services:** The Center provides LBEs with the tools and support needed to compete for City-funded contracts. The Center offers technical assistance, classroom trainings, marketing support, and one-on-one counseling. All of these services and support are tailored to the specific needs of the small business owner, the specific project, and the City's

contract requirements. Additionally, the Center provides access to plans and specifications for City projects, networking events, computer workstations, and meeting space for our local contractors. By learning generally applicable skills and utilizing these free resources, LBEs can better compete for projects at the SFPUC and navigate the City's contracting requirements, while also obtaining skills that they can utilize on projects throughout the City and beyond.

- **Project-Specific Trainings:** The Center provides project-specific trainings for our large projects related to issues unique to that project and/or related to skills that LBEs can utilize on all projects. As an example, associated with our large Headworks Facility project, the Center partnered with the prime joint venture CM/GC (Sundt-Walsh) to conduct a training course to engage the LBE community on the project's contracting opportunities as well as technical elements of the construction industry. The trainings covered six topics related to contracting, including contractual requirements, estimating, project management, financial management, project software, and business intangibles. The Sundt-Walsh JV was then able to utilize several LBEs that completed the trainings for Headworks, as well as for another project Sundt Construction is working on in San Mateo County.
- **LBE Survey/Needs Assessment:** In order to most effectively provide LBEs with the best services possible, the Center developed and conducted a comprehensive LBE survey. The survey sought to assess the true availability and capacity of existing LBEs. It also sought to identify the specific services and programming that LBEs want. The survey received a 20% response rate among all LBEs (approximately 1,050 at the time) and intentionally focused on M/WBEs that had contracts at the SFPUC. We are very proud that these efforts resulted in a 44% response rate among 152 M/WBEs, whose input and feedback has informed the services, programming and priorities of the Center.

Targeted Initiatives for Historically Marginalized Local Contractors

SFPUC is committed to supporting community contractors that have been historically excluded or are underserved in public contracting and by the construction industry. SFPUC has developed events, pursued specific funding that allows for additional small business contracting requirements, and conducted analyses to maximize local economic benefits throughout our supply chain.

- **Annual Women in Construction Expo:** The Expo is an annual educational and networking event organized by SFPUC and our Small Firm Advisory Committee, in conjunction with the National Association of Women in Construction and the Women's Business National Council. This event furthers SFPUC's goals of empowering women in the construction industry by providing valuable information on how to enter pre-apprenticeship programs, gain skills to pursue contracting opportunities, create and grow successful companies in the construction industry, and navigate through the contract bidding process. The Expo creates opportunities for all attendees, from women just getting started in the construction industry, to CEOs of major companies who value the opportunity to come together and share strategies, stories and network.
- **Minority- and Women-owned Businesses:** Several significant contracts under SSIP are utilizing resources from the Federal Water Infrastructure Finance and Innovation Act and the Clean Water State Revolving Funds which require race- and gender-conscious contracting. SFPUC has worked strategically to include these federal contracting requirements, which clearly establish subcontracting goals for minority- and women-owned

businesses. To maximize participation, SFPUC works with LBEs to ensure that they are cross-certified as both a San Francisco LBE and a Federal DBE. Prime contractors are then incentivized to utilize these dual-certified contractors because, as the LBE performs work on these contracts, the prime makes progress toward satisfying multiple compliance requirements by utilizing the same dual-certified LBE/DBE contractor.

- **Supply Value Chain Analysis:** SFPUC has undertaken an analysis of our projected work on the largest capital program we are undertaking, the multi-billion dollar Sewer System Improvement Program (SSIP). We have matched up the work on SSIP with the existing LBE capacity to perform that work, to determine the alignment of the LBE community with SFPUC's upcoming capital projects. SFPUC also engaged LBEs to identify the biggest barriers for LBEs to participate on these projects, and have aligned our services and priorities with the identified needs of the LBEs both to minimize these barriers and to increase LBE utilization on SFPUC contracts over time. In addition to the LBEs that we contract with, SFPUC conducted a value chain analysis to identify the downstream economic impacts of our capital investments on local community-based businesses and entrepreneurs. Instructed by that analysis, SFPUC developed strategies to maximize the local economic impacts of our capital investments. These strategies included engaging service or supplier LBEs (e.g., small tools suppliers, car repair businesses, and car wash services) and businesses that are necessary to serve the needs of the workers and contractors on site who will be delivering SSIP. As an example of one of these impacts, SFPUC's Community Benefits team recently developed a local community collaborative to launch the Bayview Bistro, which is a strategic effort to connect local Bayview restaurants and food providers with workers at our Southeast Treatment Facility, to provide economic opportunities for these small, local community entrepreneurs while providing great, accessible food for our workers and the larger community.

Novel Contracting Strategies

- **Contracting Requirements for our Southeast Community Facility Project:** In addition to the underlying LBE requirements that are in all of our contracts, SFPUC added language to our recent contract for the construction of a new community center in the Bayview Hunters Point neighborhood. SFPUC required each proposer to document, in addition to the technical requirements of the underlying contract, how they will partner with an expert, community-based LBE consultant to develop a strategy to maximize local business participation on the project throughout the term of the contract. The contract requires the contractor to invest in LBEs during the term of the contract so that they can participate on the project. The contract also requires the contractor to provide technical assistance and trainings to LBEs as a deliverable for the project so that all interested LBEs can participate on this important community project.

Support for LBEs during the COVID-19 Pandemic

- **Virtual Resources:** During the Shelter-in-Place Orders related to the COVID-19 pandemic, the SFPUC has remained committed to supporting LBEs. The Contractors Assistance Center's services have remained available virtually. Additionally, the Center has assembled a series of experts to provide webinars focusing on critical updates about on-going City contracting, access to financial relief (especially through the Federal Small Business Administration), and how to implement and comply with the evolving health and safety

orders related to the pandemic. The Center is also currently developing webinar-based trainings around business development strategies for LBEs.

Results on SSIP

SSIP is currently SFPUC's largest capital program. To quantify some of the positive impacts of the above strategies and initiatives on LBEs working on SSIP alone, SFPUC has awarded 216 LBEs a combined 431 contracts as both prime and subcontractors on professional services and construction contracts. Through March 30, 2020, these contracts have a total award amount of more than \$316 million. Of these total 431 LBE contract and subcontract awards, \$220.4 million has been awarded on 303 contracts and subcontracts to minority- and women-owned businesses.

CMD would like to thank General Manager Harlan Kelly, as well as many PUC staff members who are true friends of the LBE community.



Public Utilities Commission (Data Source: Solis III)

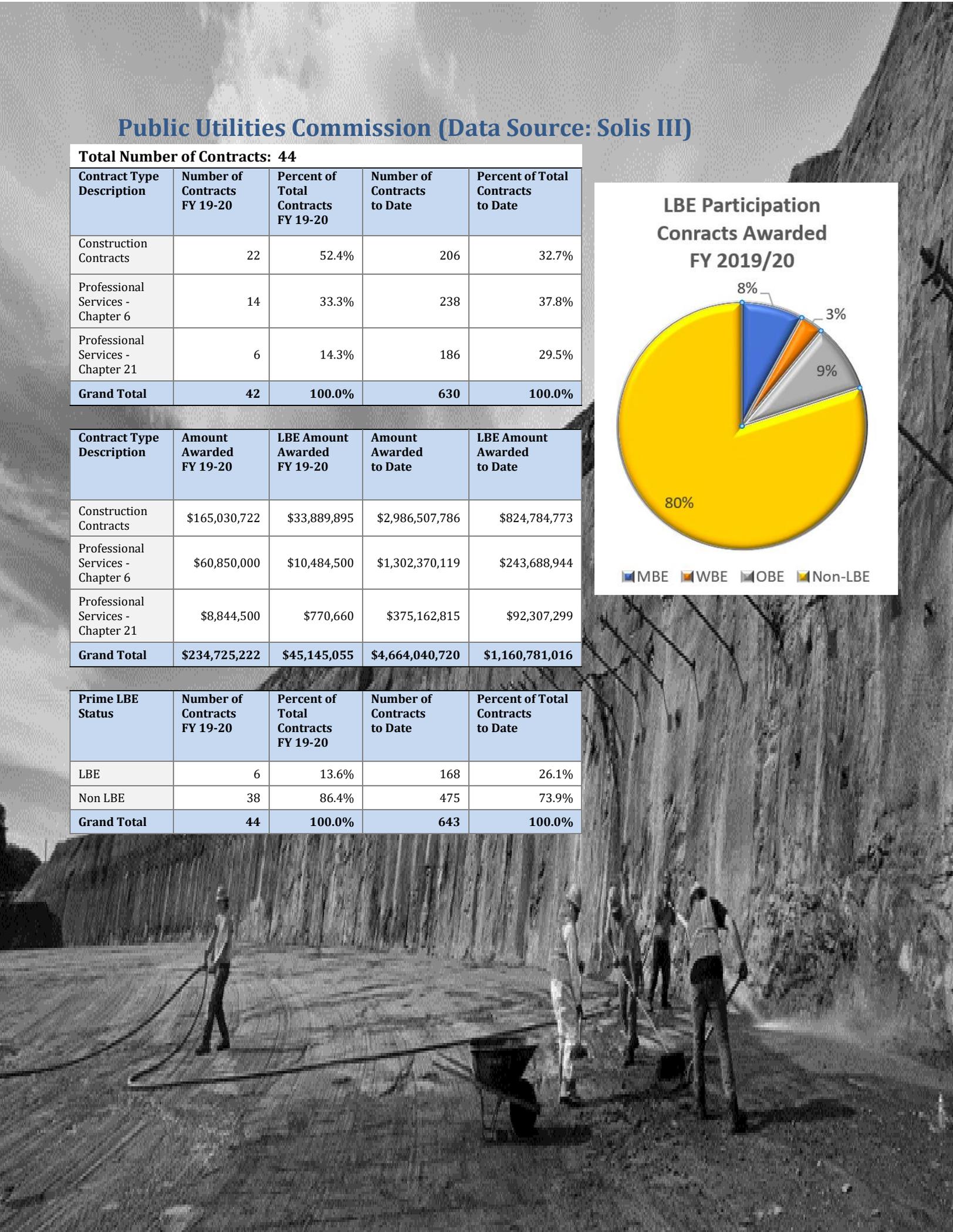
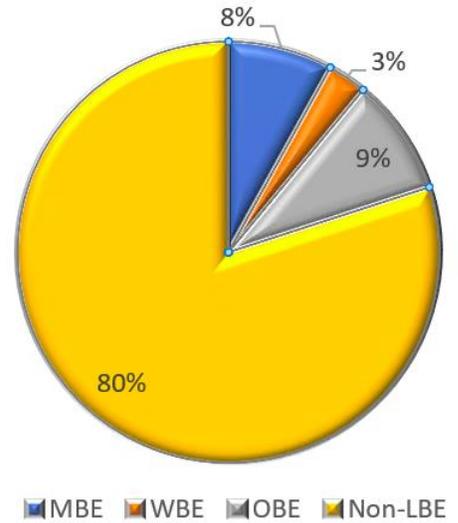
Total Number of Contracts: 44

Contract Type Description	Number of Contracts FY 19-20	Percent of Total Contracts FY 19-20	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	22	52.4%	206	32.7%
Professional Services - Chapter 6	14	33.3%	238	37.8%
Professional Services - Chapter 21	6	14.3%	186	29.5%
Grand Total	42	100.0%	630	100.0%

Contract Type Description	Amount Awarded FY 19-20	LBE Amount Awarded FY 19-20	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$165,030,722	\$33,889,895	\$2,986,507,786	\$824,784,773
Professional Services - Chapter 6	\$60,850,000	\$10,484,500	\$1,302,370,119	\$243,688,944
Professional Services - Chapter 21	\$8,844,500	\$770,660	\$375,162,815	\$92,307,299
Grand Total	\$234,725,222	\$45,145,055	\$4,664,040,720	\$1,160,781,016

Prime LBE Status	Number of Contracts FY 19-20	Percent of Total Contracts FY 19-20	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	6	13.6%	168	26.1%
Non LBE	38	86.4%	475	73.9%
Grand Total	44	100.0%	643	100.0%

LBE Participation Contracts Awarded FY 2019/20





Recreation and Parks Department

The Recreation and Park Department (RPD) manages over 225 sites and facilities including parks, recreation centers, pools, golf courses and major tourist destinations including the Golden Gate Park and the SF Marina. We also operate a robust recreation program for both children and adults. Department staffing ranges up to 1,000 employees during peak summer season.

The Recreation and Park Department has two pathways for contracting. The large recreation and park renovation capital projects (both design and construction) are administered and managed through Public Works. Operations and Maintenance related projects are administered and managed through the RPD Purchasing and Contracts Division. As likely experienced across the City contracting agencies, the final quarter of the year had a reduction in awards of contracts due to the City-wide response to COVID-19.

RPD Projects

Construction-Related Work

During FY19-20, the RPD issued 43 construction-related contracts.

- Formal Contracts – 1 of the 2 formal contracts awarded to LBES
- Micro-Set-Aside Contracts – 7 awarded to LBES.
- SF First Contracts – 11/34 awarded to LBES
- 43 construction contracts - 19 awarded to LBES.



Project highlights include the following

- Botanical Garden Perimeter Fence
- GGP Handball Building Repairs
- Marina Seawall Repairs
- Aptos Playground Resurfacing
- Lake Merced Trees
- Palou-Phelps Court Resurfacing

Professional Services Contracts

Most professional service agreements are administered through Public Works for Capital project design services.



During FY19-20, RPD utilized the following existing professional service as-needed pools, but did not issue any new contracts.

- As-Needed Historic Resource Evaluation Pool – 1 LBE Prime/4 consultants (25% LBE subcontracting goal for all contract).
- As-Needed CM Pool – 2 LBE Prime / 4 consultants (25% LBE subcontracting goal for all contracts).

Future Opportunities

- As a practice, RPD will issue solicitations as Micro-LBE solicitations if at least (3) LBEs are available in the discipline. We have a diverse portfolio of facilities and construction opportunities. Through these project opportunities, we will continue to forge a partnership with CMD and LBEs in San Francisco.

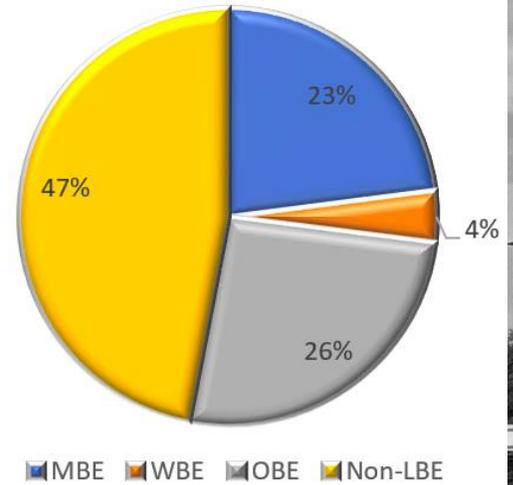
CMD would like to thank General Manager Phil Ginsburg and RPD staff for their support of the LBE program, especially for participating in outreach meetings.

Recreation and Parks Department (Data Source - F\$P)

Total Number of Contracts: 43

Contract Type Description	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
Construction Contracts	34	79.1%	178	87.2%
Professional Services – Chapter 6	9	20.9%	21	10.3%
Professional Services – Chapter 21	0	0.0%	5	2.5%
Grand Total	43	100.0%	204	100.0%

LBE Participation Contracts Awarded FY 2019/20



Contract Type Description	Amount Awarded FY 19/20	LBE Amount Awarded FY 19/20	Amount Awarded to Date	LBE Amount Awarded to Date
Construction Contracts	\$10,553,230	\$5,627,212	\$57,219,686	\$33,251,529
Professional Services – Chapter 6	\$12,439,787	\$6,588,313	\$19,241,323	\$7,966,946
Professional Services – Chapter 21	\$0	\$0	\$32,638,926	\$0
Grand Total	\$22,993,017	\$12,215,525	\$109,099,935	\$41,218,475

Prime LBE Status	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
LBE	19	44.2%	99	48.5%
Non-LBE	24	55.8%	105	51.5%
Grand Total	43	100.0%	204	100.0%

Prime Owner Type	Number of Contracts FY 19/20	Percent of Total Contracts FY 19/20	Number of Contracts to Date	Percent of Total Contracts to Date
Minority Business Enterprise	5	11.6%	24	11.7%
Other Business Enterprise	14	32.6%	62	30.4%
Women Business Enterprise	0	0.0%	13	6.4%
Non-LBE	24	55.8%	105	51.5%
Grand Total	43	100.0%	204	100.0%

CMD 14B Accomplishments for FY 19-20

- Increased number of CMD certified LBE firms from 1334 to approximately 1409.
- Maintained 14B Certification application review processing time of 34 days, even with influx in number of Certification applications and in light of COVID-19.
- Continue to transition Certification applications in F\$P.
- Offered 3-month courtesy certification in response to COVID-19.
- Adapted certification processes to include virtual site visits due to COVID-19 safety protocols.
- Conducted one-on-one office technical assistance to LBEs regarding F\$P and 14B Compliance documents
- 14B Compliance staff has 1,251 active contracts and closed-out 96 contracts
- Continue to collaborate with Controllers office to refine/fix 12B and 14B Certification/Compliance modules in F\$P
- From July to August 2019, mentored 4 summer interns – 2 high school and 2 college in support of HRCs Opportunities for All Initiative.
- Continued to work with Port of SF on Diversity in Contracting Initiatives.
- Worked with other City Departments/Partners regarding COVID-19 safety initiatives and to provide technical assistance/links to various business resources. 1347
- Continue to collaborate with Risk Management to implement full-service Contractor Development Program (i.e. re-vamped Surety Bond Program)
- As part of the Contractor Development Program, continued to hold revamped LBE Monthly Training Workshops for the public resulting in approximately 115 (averaging 12-15 per month) total number of attendees; Offered workshops via webinars in response to COVID-19.
- Held 3 sessions of “CMD Office Hours workshops”: allowed for one-on-one question and answer sessions with LBEs and CMD Director/management staff
- Held Workshops with City and external partners (i.e. CSLB, Fed, MTA DBE, OCA, ENV)
- Launched and continuing development of SFCIF Construction Accelerated Payment Program (“SFCIF-CAPP” aka LBE Construction Loan/Line of Credit product): Initiated 2 CAPP loans, prospective LBE client in-process for new loan
- Initiated second, re-envisioned Mentor Protégé Program Cohort period including new onboarding and training processes; Developed relationships with business development organizations to offer additional support to Micro LBEs
- Participated as SME for PLA negotiating team

LBE Advisory Committee

There are 13 members of the Local Business Enterprise Advisory committee (LBEAC). The LBEAC is composed of representatives from eight CMD-LBE Certified firms and five City Departments. The LBEAC meets on the first Thursday of every other month. The committee advises the City Administrator and the Director of the Contract Monitoring Division on implementation and proposed amendments to the 14B Ordinance.

The LBEAC made recommendations regarding proposed changes to the LBE program, in particular, increasing the Threshold for Professional Services and Construction Categories. The Committee also recommended to create Micro-LBE Participation requirements on contracts and to create scheduled meetings with supervisors to introduce CH. 14B. Finally, the LBEAC welcomes Stephanie Tang, Kimberly Wilson and Nicolas King as new members to the Committee with the departure of Alaric Degrafinreid, Emylene Aspilla, and Boris Delapine.

New topics from 7/19-6/20:

- Mission Rock Update.
- Update, Discussion, and Possible Action Item on Increasing the Threshold for Professional Service Categories.
- Discussion and Action Item Regarding Recommendations on the Application of the Bid Discount/Rating Bonus and Subcontracting Credit for LBE Certification Categories.
- Discussion on California Assembly Bill No. 5 (AB5) and Possible Impact on LBE Trucking Firms.
- Presentation by San Francisco Department of Technology on Its Initiative to Recruit LBE Firms for Its Contracting Pools.
- Discussion on the Application of the Rating Bonus on Professional Service Contracts.
- Update, Discussion, and Possible Action Item on Increasing the Threshold for Construction Categories.
- Discussion on Creating Micro-LBE Participation Requirements on Contracts.
- Discussion and Possible Action Item on LBEAC Creating Scheduled Meetings with Supervisors to discuss Chapter 14B.
- Discussion and Possible Action Item Regarding the Proposed Changes to the LBE Program.

Contractor Development Program

Under Chapter 14B.16, the Contractor Development Program (“CDP”) - previously known as the Surety Bond Guaranty and Financial Assistance program - is designed to provide local, certified firms with business development and other contracting opportunities through financial assistance, training, technical assistance and other capacity-building programs to assist local businesses. The program aims to stimulate the expansion of small firms and foster their growth and independence, grow and mitigate some of the challenges they face. The Risk Management Division operates the Contractor Development Program with respect to Surety Bond and technical assistance services and works in close coordination with CMD on all other capacity-building services (i.e. CAPP, Mentor Protégé Program). Merriwether Williams Insurance Services (“MWIS”) is the CDP Service Provider, responsible for initial intake, formal needs assessment, and one-on-one technical assistance.

The overall CDP umbrella includes four program areas:

- Two program areas center on capacity-building:
 - *Technical Services* are designed to assist LBEs with business development and other contracting opportunities.
 - The *Mentor Protégé Program (MPP)*, designed to encourage and motivate prime contractors to assist CMD certified Micro-LBE firms and enhance their capability of performing successfully on City and County of San Francisco contracts and subcontracts. The goal is to increase the overall number of LBEs receiving City and County contract awards, resulting from mentor ship and refined business practices.
- The other two areas focus on financial assistance:
 - *Surety Bond*, designed to help certified Small or Micro LBE contractors who are participating in City and/or Redevelopment construction projects obtain and/or increase their bonding and financing capacity.
 - *Contractor Accelerated Payment Program (CAPP)*, the newest program (launched September 1, 2019), assists with short-term loans for pre-qualified LBEs who are construction contractors working on a project for the City and County of San Francisco. The San Francisco Community Investment Fund (“SFCIF”) is the Lender for the CAPP loans who provided the \$1 Million in seed money during the pilot phase of the project.

CDP Accomplishments for FY 2019/2020:

- Contractor Status
 - Current Participants in the CDP: 21
 - Receiving Technical Assistance: 19
 - Currently working on City project: 10
 - Currently have a targeted City project: 7
 - Interested in CAPP funding: 24
- Open Surety Bond Guarantees:
 - Total of 8 LBE participants
 - Projects with 4 City Departments: DPW, PUC, SFMTA, MOHCD

- Total Contract Amount: \$14,078,534.90
- Total Guarantee Amount: \$3,422,677
- Two loans were approved through CAPP:
 - Pilot 1 - Master Painting & Decorating LLC: 49 SVN
 - Funding Approved January 20, 2020
 - Master Subcontract Amount: \$766,153
 - Approved CAPP Funding: \$150,000
 - Total Principal Amount Moved: \$100,000
 - Loan Repaid as of 5/22/2020
 - Community Impacts of Loan
 - 81.25% of workers from this project are SF Residents
 - 79.54% of work hours performed by SF Residents
 - 79.65% of work hours performed by SF Residents from NMTC areas
 - Pilot 2 - R&I Glassworks Co: 190-9th Street Windows Replacement.
 - Funding Approved May 11, 2020
 - Master Subcontract Amount: \$430,427
 - Approved CAPP Funding: \$200,000
 - Loan is Currently Active
- The MPP team created new on-boarding and training processes for the second cohort; and developed relationships with business development organizations to offer additional support to Micro LBEs.



Mentor Protégé Program

The Mentor Protégé Program (“MPP”) was created to provide access to mentorship for business owners who have historically been marginalized in the public bidding process, including Women and Minority Business Enterprise firms (WBE, MBE). The program is designed to incentivize medium and large firms to support the mission of growing the Micro-Local Business Enterprises (Micro LBE) to become more successful Subcontractors and Primes on City contracts. The Micro LBE’s create Action Plans that identify goals and milestones for growth in the following areas:

1. Organizational/Structural Needs
2. Leadership Development Needs
3. Financial/Business Infrastructure Needs
4. Insurance/Bonding Needs
5. Networking/Marketing/Business Community Engagement Needs

Within the 2019-2020 FY the MPP has made significant accomplishments. Of the program accomplishments, some of the highlights include:

- Cohort 2 launched in the fall of 2019, consisting of 10 Micro LBEs and Mentor pairs, a mix of both construction and professional service industry firms, including Women, Minority, and Other Business Enterprises.
- Based on exit interviews and the insights gained over the course of Cohort 1, the MPP redeveloped the Protégé and Mentor onboarding process. Redeveloping this process allowed the program to make more strategic pairings, focusing the pairs on a complement of those areas in which the mentor excelled and the areas in which the protégé identified for business development.
- In response to the challenges posed by COVID-19 and Shelter-In-Place, CMD will host a series of Round Table peer-learning events for MPP participants.
- CMD and the Steering Committee Departments (PUC, SFO, PORT, and DPW) will continue to host MPP Events in the FY 2020-2021.

The MPP remains committed to the continued growth of the Micro-LBE contractors and consultants to increase their ability to contract and prime competitively and strengthen the local economy and provide quality services to our City

Looking Ahead for FY 2020/2021:

- CMD and Risk Management, working together with the Department of Technology are in the process of development of a system for overall Contractor Development Program (CDP) client tracking and a customer relationship management platform through Salesforce.
- MWIS is currently providing technical services to a potential LBE borrower for new CAPP loan (Pilot 3).

Looking Ahead

For FY 2020/2021, CMD will continue to work towards maximizing opportunities in FY 2020/2021.

- Increase Efficiency:
CMD will continue to work towards improving work processes and improving processing and review times. Especially in light of the negative impacts of COVID-19, CMDs primary focus is to find ways to assist LBEs in terms of compliance with 14B requirements, certification and technical assistance.
- Contractor Development:
CMD will continue its efforts in broadening its technical assistance, focusing on business development and business financial literacy. We also look to assist LBEs to become technically proficient where possible to minimize the amount of the small business owner's anxiety as the City moves from paper-based bids/project submittals to fully electronic paradigms.
- Access to Capital:
CMD will continue to work in assisting LBEs in finding access to capital through the launch of the SFCIF-CAPP program or any alternative lending programs.
- Access to Workspace/Office Space:
CMD plans to assist LBEs in securing affordable office space, in order to maintain business operations. CMD looks to couple this initiative with possible on-site supportive technical/supportive services.
- Resource Conservation:
To help the City strive for Zero Waste and to comply with environmental policies and ordinances, CMD seeks to improve efforts of reducing paper use and has staff participating as a Zero Waste Coordinator.

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Annual Report on Gifts Up to \$10k Received in FY19/20
Date: Thursday, October 1, 2020 9:58:00 AM
Attachments: [Memo to the Clerk of the Board for FY19-20 Annual Report on Gifts Less than \\$10K.pdf](#)
[Recreation and Park Department Annual Report on Gifts Up to \\$10K Received in FY 19-20 Submitted to the Board.pdf](#)

From: Sutton, Maria (REC) <maria.sutton@sfgov.org>
Sent: Friday, September 25, 2020 1:45 PM
To: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Cc: Chu, Derek (REC) <derek.chu@sfgov.org>; Sutton, Maria (REC) <maria.sutton@sfgov.org>
Subject: Annual Report on Gifts Up to \$10k Received in FY19/20

Dear Madam Clerk,

May we electronically submit the attached Recreation and Park Department Annual Report on Gifts up to \$10k received in FY19/20, per Administrative Code Section 10.100-305?

Please let us know if you need additional information.

Respectfully,
Maria Sutton

Finance and Accounting Operations Manager
San Francisco Recreation and Park Department | City & County of San Francisco
McLaren Lodge in Golden Gate Park | 501 Stanyan Street | San Francisco, CA | 94117
(415) 831.2754 | maria.sutton@sfgov.org



London N. Breed, Mayor
Philip A. Ginsburg, General Manager

TO: Angela Calvillo
Clerk of the Board of Supervisors

FROM: Derek Chu
Director, Administration and Finance

RE: Annual Report on Gifts Received up to \$10,000

DATE: September 25, 2020

In accordance with Administrative Code Section 10.100-305, this memo serves to provide the Board of Supervisors with the enclosed Annual Report on Gifts up to \$10,000 received by the Department during the past fiscal year.

Please let me know if you have any questions about the information on the report.

cc: Philip A. Ginsburg, General Manager

Attachment



**San Francisco Recreation and Park Department
Gifts - \$10,000 and Under
Fiscal Year 2019-20**

Source	Value	Disposition
Recology	\$ 7,567.70	In-kind donation of waste collection services for the 2019 World Cup screenings.
Good2Go	\$ 1,000.00	In-kind donation of a Good2Go bathroom for 7/2 and 7/7 Women's World Cup screenings.
San Francisco Parks Alliance (SFPA)	\$ 250.00	To support the Tennis & Learning Center program at Youngblood Coleman. This gift was made possible by the USTA NorCal.
Benevity Community Impact Fund	\$ 1,495.00	In support of the Edwin M. Lee Scholarship Program. Matching donation in honor of Google employees.
Benevity Community Impact Fund	\$ 1,495.00	To support volunteer programs. Matching donation in honor of Google employees.
Benevity Community Impact Fund	\$ 300.00	To support the purchase of materials and supplies for St Mary's Rec Center. Matching donation in honor of Microsoft employee Joe Corkery.
Kevin Durant Charity Foundation	\$ 2,500.00	To support the Hayes Valley Court Resurfacing Project
Michelle Duncan	\$ 500.00	In support of the Edwin M. Lee Scholarship Program.
Benevity Community Impact Fund	\$ 650.00	To support St Mary's Rec Center. Matching donation in honor of Microsoft employee Joe Corkery.
Recology	\$ 3,302.57	To support community events in San Francisco
Benevity Community Impact Fund	\$ 210.00	In support of the Edwin M. Lee Scholarship Program.
Silicon Valley Community Foundation	\$ 5,000.00	To support Recreation and Park Programs
USTA Foundation	\$ 5,000.00	To organize a playday in support of the Tennis & Learning Center program.
Rob Erlichman	\$ 3,000.00	To support Lafayette Park Lighting Improvement Project.
Fisherman's Wharf Community Benefit District	\$ 5,559.15	To support new plantings in Conrad Park.
University of California San Francisco (UCSF)	\$ 200.00	To support the Golden Gate Park Senior Center. This gift was made in loving memory of William Tong.
Recology	\$ 896.43	To support community events in San Francisco
Erin Loback	\$ 100.00	In support of the Edwin M. Lee Scholarship Program; in honor of Ms. Robyn at the Jackson ASP.
Russell Breslauer	\$ 100.00	In support of the Edwin M. Lee Scholarship Program.
San Francisco Foundation	\$ 5,000.00	To support RPD's general operations.
Ross, Anglim, Angelini & Co., LLP	\$ 100.00	To support the scholarship program, in honor of Phil and Emily Ginsburg.
Ralph Guggenheim	\$ 500.00	In support of the Edwin M. Lee Scholarship Program
Putnam Daily	\$ 100.00	In support of the Edwin M. Lee Scholarship Program.
Karthic Epker	\$ 500.00	In support of the Edwin M. Lee Scholarship Program.
Michele Asplund	\$ 100.00	In support of the Edwin M. Lee Scholarship Program; in honor of Georgina Ulrich.
Cruise Automation	\$ 2,500.00	To support community events in San Francisco
Devil's Teeth Baking Company	\$ 1,500.00	In support of community events in San Francisco.
Bi-Rite Market	\$ 750.00	To support seasonal events in San Francisco.
Benevity Community Impact Fund	\$ 1,140.00	In support of the Edwin M. Lee Scholarship Program.
Benevity Community Impact Fund	\$ 912.50	In support of the Edwin M. Lee Scholarship Program.
Ginsburg Family Fund	\$ 1,000.00	To support the San Francisco Recreation and Park Department's Edwin M. Lee Scholarship Fund, in honor of SFRPD Executive Staff
San Francisco Police Youth Fishing	\$ 6,000.00	To Support Youth Fishing Program in RPD Leisure Recreation division.
Dr. Mohammad Zafar and Partice Iqbal	\$ 500.00	In support of the Edwin M. Lee scholarship program.
Vanguard Charitable Trust	\$ 10,000.00	To support the arborists and gardens working in and located within Golden Gate Park.
The Gelfand Family Foundation, Inc.	\$ 1,000.00	In support of the Edwin M. Lee scholarship program.
Kazuhiko Sanu	\$ 100.00	Donation of food for the swans at the palace of fine arts.
Tim Schafer	\$ 500.00	In support of the Edwin M. Lee Scholarship Program.
Leigh Cooper	\$ 300.00	In support of the Edwin M. Lee Scholarship Program.
Elizabeth Nartker	\$ 200.00	In support of the Edwin M. Lee Scholarship Program.
Richard Howarth	\$ 100.00	In support of the Edwin M. Lee Scholarship Program.
Amy Tanner	\$ 100.00	In support of the Edwin M. Lee Scholarship Program.
Beth Lederer	\$ 100.00	In support of the Edwin M. Lee Scholarship Program.
Andrew Howard	\$ 250.00	In support of the Edwin M. Lee Scholarship Program.
Sarah Hudson	\$ 200.00	In support of the Edwin M. Lee Scholarship Program.
Kevin McElroy	\$ 200.00	In support of the Edwin M. Lee Scholarship Program.
Elizabeth Murphy	\$ 150.00	In support of the Edwin M. Lee Scholarship Program.
Helen Siu	\$ 100.00	In support of the Edwin M. Lee Scholarship Program.
Kathleen McNamara	\$ 470.00	In support of the Edwin M. Lee Scholarship Program.
Marius Killinger	\$ 260.00	In support of the Edwin M. Lee Scholarship Program.
Anna Wallin Andefors	\$ 120.00	In support of the Edwin M. Lee Scholarship Program.
Margaret Kent	\$ 339.00	In support of the Edwin M. Lee Scholarship Program.
Linda Liebelt	\$ 324.00	In support of the Edwin M. Lee Scholarship Program.
Beth Kita	\$ 272.00	In support of the Edwin M. Lee Scholarship Program.
Judy Strachan	\$ 259.00	In support of the Edwin M. Lee Scholarship Program.
Elizabeth Noble	\$ 222.00	In support of the Edwin M. Lee Scholarship Program.
Steven Hammerschlag	\$ 213.00	In support of the Edwin M. Lee Scholarship Program.
Wendy Macias Walker	\$ 213.00	In support of the Edwin M. Lee Scholarship Program.
Aimee Haeussler	\$ 190.00	In support of the Edwin M. Lee Scholarship Program.
Fernando Gonzalez	\$ 170.00	In support of the Edwin M. Lee Scholarship Program.
Pascale Cervantes	\$ 160.00	In support of the Edwin M. Lee Scholarship Program.
Ophelia Wilkins	\$ 150.00	In support of the Edwin M. Lee Scholarship Program.
Lisa Fazendin	\$ 148.00	In support of the Edwin M. Lee Scholarship Program.
Aurelie van der Cruisse de Waziers	\$ 132.50	In support of the Edwin M. Lee Scholarship Program.
Ashley Stern	\$ 108.00	In support of the Edwin M. Lee Scholarship Program.
Cara Ohashi	\$ 100.00	In support of the Edwin M. Lee Scholarship Program.
Fion Shih	\$ 100.00	In support of the Edwin M. Lee Scholarship Program.
hint Inc.	\$ 2,000.00	For use at COVID19 Emergency Childcare Centers
Moroso Construction	\$ 8,000.00	To support RPD with an in-kind contribution of approximately 1,000 cobbles.
TOTAL	\$ 86,978.85	

From: [Youthcom. \(BOS\)](#)
To: [Breed, Mayor London \(MYR\); BOS-Supervisors](#)
Cc: [Calvillo, Angela \(BOS\); Jones, De'Anthony \(MYR\); Peacock, Rebecca \(MYR\); Kittler, Sophia \(MYR\); Lam, Jenny \(MYR\); BOS-Legislative Aides; Su, Maria \(CHF\); Young, Victor \(BOS\); Somera, Alisa \(BOS\); Goette, Christina \(DPH\); B, Alecia \(CHF\); Tumlin, Jeffrey \(MTA\); Hosmon, Kiely \(BOS\); Truong, Austin \(BOS\); Estrada, Itzel \(BOS\)](#)
Subject: Four Youth Commission Actions from September 28, 2020
Date: Wednesday, September 30, 2020 10:33:12 AM
Attachments: [September 28, 2020 Youth Commission-Four Actions.pdf](#)
[2021-AL-01 Motion for Youth Commission Recommendation for SDDTAC Seat 6 - 2020.pdf](#)
[image001.png](#)

YOUTH COMMISSION MEMORANDUM

TO: Honorable Mayor London Breed
Honorable Members, Board of Supervisors

CC: Angela Calvillo, Clerk of the Board of Supervisors
De'Anthony Jones, Neighborhood Services Liaison, Mayor's Office
Rebecca Peacock, Mayor's Government Affairs Team support
Sophia Kittler, Mayor's Liaison to the Board of Supervisors
Jenny Lam, Mayor's Education Advisor
Legislative Aides, Board of Supervisors
Maria Su, Executive Director, Department of Children Youth and Their Families
Victor Young, Clerk, Rules Committee, Board of Supervisors
Alisa Somera, Legislative Deputy Director, Board of Supervisors
Christina Goette, Program Manager Shape Up SF Coalition Backbone, San Francisco Department of Public Health
Alecia Barillas, Council Coordinator, Our Children, Our Families Council
Jeffrey Tumlin, Director of Transportation, SFMTA

FROM: 2020-2021 Youth Commission

DATE: Wednesday, September 30, 2020

RE: Four Youth Commission Actions from September 28, 2020: motion to support Coleman Advocate for Youth's "The Great Youth-led Questioning of Board of Education Candidates Forum"; motion to support Transit Recovery Program (Future of MUNI); motion to recommend Kiana Sezawar Keshavarz to Seat 6 on the Sugary Drinks Distributor Tax Advisory Committee Youth Seat Appointment; and motion to elect Gabrielle Listana as the Our Children Our Families (OCOF) Council 20-21 Youth Representative

At its virtual meeting on Monday, September 28, 2020, the Youth Commission took the following actions:

1. Youth Commissioners unanimously voted to support and co-sponsor Coleman Advocate for Youth's "The Great Youth-led Questioning of Board of Education Candidates Forum".
2. Youth Commissions unanimously voted to support, and include, the Youth Commission to a letter regarding the Transit Recovery Program (Future of MUNI) and they included this recommendation:
 - be mindful of concerns for both riders and muni operators in this transit recovery plan
3. Youth Commissioners unanimously voted to recommend Kiana Sezawar Keshavarz, via Motion No. 2021-AL-01, to Seat 6 on the Sugary Drinks Distributor Tax Advisory Committee Youth Seat Appointment ([PDF](#)) (attached).

4. Youth Commissioners unanimously voted to elect Gabrielle Listana as the Our Children Our Families (OCOF) Council 20-21 Youth Representative.

Please do not hesitate to contact Youth Commissioners or Youth Commission staff (415) 554-6446 with any questions. Thank you.

YOUTH COMMISSION
MEMORANDUM

TO: Honorable Members, Board of Supervisors

CC: Angela Calvillo, Clerk of the Board of Supervisors
Victor Young, Clerk, Rules Committee, Board of Supervisors
Alisa Somera, Legislative Deputy Director, Board of Supervisors
Christina Goette, Program Manager Shape Up SF Coalition Backbone, San Francisco Department of Public Health
Paul Monge, Legislative Aide to Supervisor Hillary Ronen, Rules Committee Chair

FROM: 2020-2021 Youth Commission

DATE: Wednesday, September 30, 2020

RE: Youth Commission Recommendations for Seat 6 on the Sugary Drinks Distributor Tax Advisory Committee (SDDTAC)

Pursuant to Administrative Code, Chapter 5, Article XXXIII, Sections 5.33-2, seat 6 on the Sugary Drinks Distributor Tax Advisory Committee is reserved for “[a person who is under 19 years old at the time of appointment and who may be a member of the Youth Commission, nominated by the Youth Commission and appointed by the Board of Supervisors. If the person is under legal voting age and unable to be an elector for that reason, the person may hold this seat, but upon reaching legal voting age, the person shall relinquish the seat unless he or she becomes an elector, in which case the person shall retain the seat]”

In order to fulfill their duties outlined in the administrative code concerning recommendations for seat 6, Youth Commissioners conducted an outreach and application process in which they reached out to youth-serving community organizations across San Francisco to help identify youth interested in serving on the SDDTAC. Youth Commissioners considered applications at their Wednesday, September 23, 2020 Executive Committee meeting. Youth Commissioners reviewed the Sugary Drinks Distributor Tax legislation (BOS File No.160729), working carefully to select youth who they believe can provide valuable insight on the diverse experiences and challenges of young people in San Francisco, as well as bring a systems-informed and solution-oriented lens to the work of the SDDTAC.

Youth Commissioners are pleased to share their **recommendation of Kiana Sezawar Keshavarz for appointment consideration to seat 6 on the SDDTAC**. Youth Commissioners found that Kiana is well positioned to bring unique and important insights to the work of the SDDTAC through their own experiences and challenges as a young San Franciscan, as well as their dedication to improving health outcomes for young people in our City. Their full application is attached for your review.

The San Francisco Youth Commission recommends Kiana Sezawar Keshavarz, a 16 year old student at Lick Wilmerding, for the Youth Seat on the Sugary Drinks Distributor Tax Advisory

Committee. Through her application and the short speech she gave at the Youth Commission's September 28th, 2020 meeting, Kiana demonstrated both her lived experience and community-based knowledge surrounding the issue of food inequality in San Francisco, as well as her immense passion for equity for all San Francisco youth. Kiana has her own lived experience of growing up in a food desert, and is able to grasp and communicate how classism and racism contribute to food inequity, and nutrition related healthcare concerns for communities of color. Having a mother who worked as a nutrition educator in SFUSD, Kiana also saw first hand how nutrition education can give students and their families the opportunities and education they need to make nutritional eating choices, and how the defunding of these programs can lead to students to choose the less healthy but more accessible options for food.

Kiana has a lot of experience working to combat the issue of food inequality in communities across San Francisco in various capacities from working in her neighborhood's community garden, Visitacion Valley Greenway, volunteering at her middle school's food bank, which provides fresh and healthy food for students, as well as volunteering at the greater SF-Marin food bank. As a commission, we believe that Kiana's background and life experiences, as well as her knowledge of her own community and her demonstrated commitment to fighting for equitable food options for all communities in San Francisco makes Kiana a strong candidate for this position.

Once again, Youth Commissioners would like to thank members of the Board for passing legislation providing for the inclusion of a youth seat on the SDDTAC, and look forward to continuing to support the process of confirming youth appointments to the committee. We hope you will inform our office if commissioners can be of further assistance.

Please do not hesitate to contact Austin Truong at (415) 554-6446 or Austin.Truong@sfgov.org if you have any questions. Thank you.



YOUTH COMMISSION MEMORANDUM

TO: Honorable Mayor London Breed
Honorable Members, Board of Supervisors

CC: Angela Calvillo, Clerk of the Board of Supervisors
De'Anthony Jones, Neighborhood Services Liaison, Mayor's Office
Rebecca Peacock, Mayor's Government Affairs Team support
Sophia Kittler, Mayor's Liaison to the Board of Supervisors
Jenny Lam, Mayor's Education Advisor
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Maria Su, Executive Director, Department of Children Youth and Their Families
Victor Young, Clerk, Rules Committee, Board of Supervisors
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Christina Goette, Program Manager Shape Up SF Coalition Backbone, San Francisco Department of Public Health
Alecia Barillas, Council Coordinator, Our Children, Our Families Council
Jeffrey Tumlin, Director of Transportation, SFMTA

FROM: 2020-2021 Youth Commission

DATE: Wednesday, September 30, 2020

RE: Four Youth Commission Actions from September 28, 2020: motion to support Coleman Advocate for Youth's "The Great Youth-led Questioning of Board of Education Candidates Forum"; motion to support Transit Recovery Program (Future of MUNI); motion to recommend Kiana Sezawar Keshavarz to Seat 6 on the Sugary Drinks Distributor Tax Advisory Committee Youth Seat Appointment; and motion to elect Gabrielle Listana as the Our Children Our Families (OCOF) Council 20-21 Youth Representative

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 - be mindful of concerns for both riders and muni operators in this transit recovery plan

Youth Commission
City Hall ~ Room 345
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4532



(415) 554-6446
(415) 554-6140 FAX
www.sfgov.org/youth_commission

3. Youth Commissioners unanimously voted to recommend Kiana Sezawar Keshavarz, via Motion No. 2021-AL-01, to Seat 6 on the Sugary Drinks Distributor Tax Advisory Committee Youth Seat Appointment ([PDF](#)) (attached).

4. Youth Commissioners unanimously voted to elect Gabrielle Listana as the Our Children Our Families (OCOF) Council 20-21 Youth Representative.

Please do not hesitate to contact Youth Commissioners or Youth Commission staff (415) 554-6446 with any questions. Thank you.

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: San Francisco Botanical Garden FY18/19 Annual Report
Date: Thursday, October 1, 2020 10:53:00 AM
Attachments: [Memo for the San Francisco Botanical Garden FY18-19 Report to the Board Budget Finance Committee.pdf](#)
[San Francisco Botanical Garden FY18-19 Annual Report to BOS Budget & Finance Committee.pdf](#)

From: Sutton, Maria (REC) <maria.sutton@sfgov.org>
Sent: Thursday, October 1, 2020 12:48 AM
To: Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>
Cc: Wong, Linda (BOS) <linda.wong@sfgov.org>; Chu, Derek (REC) <derek.chu@sfgov.org>; Sutton, Maria (REC) <maria.sutton@sfgov.org>
Subject: San Francisco Botanical Garden FY18/19 Annual Report

Dear Madam Clerk,

May we electronically submit the attached San Francisco Botanical Garden Annual Report for Fiscal Year 2018-2019, per Park Code Section 12.46 (d)?

Please let us know if you need additional information.

Respectfully,
Maria Sutton

Finance and Accounting Operations Manager
San Francisco Recreation and Park Department | City & County of San Francisco
McLaren Lodge in Golden Gate Park | 501 Stanyan Street | San Francisco, CA | 94117
(415) 831.2754 | maria.sutton@sfgov.org



London N. Breed, Mayor
Philip A. Ginsburg, General Manager

September 30, 2020

Ms. Angela Calvillo
Clerk of the Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Report to the Board of Supervisors Budget & Finance Committee on the San Francisco Botanical Garden

Dear Madam Clerk:

Per Park Code Section 12.46 (d), attached is the Annual Report from the Recreation and Park Department detailing admissions, revenue, and expenses for the San Francisco Botanical Garden for Fiscal Year 2018 – 2019.

If you have any questions regarding this information, please contact me at (415) 831-2703.

Sincerely,

A handwritten signature in black ink, appearing to read "Derek L. Chu".

Derek L. Chu
Director of Administration and Finance

Cc: Supervisor Sandra Lee Fewer
Supervisor Rafael Mandelman
Supervisor Shamann Walton
Linda Wong, Clerk of the Budget & Finance Committee



1. Attendance Figures for San Francisco Residents, Non-San Francisco Residents, Holiday/Free Days & Early Hours, San Francisco Botanical Garden Society (SFBGS) Members, and Total Visitation - please see tables on page 3 of this report

2. Department Capital Improvements and Operating Costs of the Botanical Garden

RPD Capital

		Project Description
FY 18-19	\$246,380	Botanical Garden Irrigation

RPD Operating Costs

	FY 18-19
Salaries	1,017,328
Fringe Benefits	525,145
Overhead	616,989
Materials and Supplies	29,797
Facility Maintenance	342,180
Total Budget	2,531,438

3. Capital Improvements and Operating Costs Incurred by the Department and SFBGS Associated with the Collection of All Fees

RPD Capital

		Project Description
FY 18-19	\$0	

RPD Operating Costs

	FY 18-19
Reimbursement of SFBGS Fee Collection Expenses	\$454,627

4. Revenue from Non-Resident Fee by: a) Point of Sale Gate Tickets and b) Actual Attendance from Packaged Sales with other Park Sites and Revenue from All Other Fees

	FY 18-19
Total Revenue Collected	\$1,239,182

Point of sale gate tickets are the only source of non-resident fee revenue at the Botanical Garden.



5. Number of SFBGS Members

	FY 18-19
SFBGS Members (Households)	3,486

6. Gifts, Donations and Services In-Kind Received by the Department and SFBGS for the Botanical Garden

Gifts and Donations to the Recreation and Park Department from SFBGS

	FY 18-19
Funding for 11th Botanical Garden Gardener *	\$54,935
In-Kind Support: Curatorial, Nursery and Plant Collection Management	\$640,237
In-Kind Support: Garden Improvements	\$191,645
Capital Projects: Celebration Garden, New Nursery	\$1,133,136
In-Kind Support: Youth Education	\$375,940
In-Kind Support: Volunteer Management, Docent Program, Classes and Public Programs	\$886,126
In-Kind Support: Helen Crocker Russell Library of Horticulture	\$242,220
In Kind Support: Bookstore	\$235,282
In Kind Support: Outreach and Communications	\$480,654
Total	\$4,240,175

	FY 18-19
SFBGS Volunteer Hours	42,907

Gifts and Donations to SFBGS

	FY 18-19
Cash	\$2,436,964
In-Kind	\$278,147
Total	\$2,715,111

* Cost based on weeks the position was actually filled.

SF Resident Visitation				
	FY 16	FY 17	FY 18	FY 19
July	33,298	38,159	40,764	41,644
Aug	16,878	15,255	14,219	14,487
Sept	16,150	17,189	16,505	15,804
Oct	14,372	15,037	13,024	14,475
Nov	14,353	13,229	12,016	8,562
Dec	7,766	9,893	12,513	9,786
Jan	11,573	11,410	13,463	13,301
Feb	24,995	13,412	20,049	13,045
Mar	16,028	21,545	17,532	20,822
April	20,025	21,392	20,752	17,891
May	19,308	19,739	18,631	14,757
June	18,434	17,571	18,259	17,649
Y. Ed	10,350	10,521	10,323	9,496
Subtotal	223,530	224,352	228,050	211,719

Non-Resident Visitation				
	FY 16	FY 17	FY 18	FY 19
July	23,399	23,311	30,966	30,556
Aug	17,923	14,293	16,609	16,898
Sept	13,046	13,822	14,378	14,171
Oct	10,807	9,764	10,257	10,831
Nov	8,097	7,505	7,541	6,568
Dec	6,285	7,479	9,291	7,734
Jan	6,522	6,235	7,634	6,948
Feb	13,434	7,937	12,447	8,296
Mar	12,883	13,422	14,265	13,352
April	14,086	16,927	16,321	15,039
May	15,839	16,269	16,951	14,757
June	13,955	16,250	16,455	16,002
Y. Ed	1,229	323	384	243
Subtotal	157,505	153,537	173,499	161,395

Holiday/Monthly Free Days & Early Hours				
	FY 16	FY 17	FY 18	FY 19
July	5,625	5,005	4,746	8,062
Aug	5,682	4,223	4,748	4,008
Sept	3,219	2,851	3,059	3,095
Oct	2,850	2,176	2,705	2,347
Nov	5,447	5,224	6,292	5,439
Dec	9,551	10,145	12,562	9,049
Jan	6,804	7,692	9,567	5,687
Feb	2,891	2,834	2,339	1,760
Mar	2,352	3,974	2,219	2,584
April	3,028	4,121	2,267	3,200
May	2,865	4,075	2,912	2,520
June	6,542	4,112	3,935	3,278
Subtotal	56,856	56,432	57,351	51,029

Total Visitation				
	FY 16	FY 17	FY 18	FY 19
July	62,322	66,475	76,476	80,262
Aug	40,483	33,771	35,576	35,393
Sept	32,415	33,862	33,942	33,070
Oct	28,029	26,977	25,986	27,653
Nov	27,897	25,958	25,849	20,569
Dec	23,602	27,517	34,366	26,569
Jan	24,899	25,337	30,664	25,936
Feb	41,320	24,183	34,835	23,101
Mar	31,263	38,941	34,016	36,758
April	37,139	42,440	39,340	36,130
May	38,012	40,083	38,494	32,034
June	38,931	37,933	38,649	36,929
Y. Ed	11,579	10,844	10,707	9,739
Subtotal	437,891	434,321	458,900	424,143

SFBGS Member Visitation				
	FY 16	FY 17	FY 18	FY 19
July	1,020	1,575	1,942	2,327
Aug	724	819	983	979
Sept	779	847	1,007	1,079
Oct	741	1,044	852	866
Nov	656	858	804	608
Dec	595	682	855	718
Jan	699	735	883	866
Feb	957	762	1,393	889
Mar	798	1,189	1,022	1,171
April	935	1,036	1,107	995
May	1,047	995	1,098	1,104
June	1,020	867	1,039	987
Subtotal	9,971	11,409	12,985	12,589

Notes:

1. Visitation tracked from start of non-resident admission fee program: August 7, 2010.
2. Member visitation included in Resident and Non-Resident figures.
3. Participation in SFBGS-sponsored family programs is captured in general visitation figures.
4. Monthly Free Day and Early Hour visitation began to be systematically tracked in September 2013. Holiday Free Day visitation began to be tracked in November 2014. Both are included in total visitation.

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Cc: [Carroll, John \(BOS\)](#)
Subject: FW: Final Report on County Jail #4 Closure (File No. 200372)
Date: Wednesday, September 30, 2020 2:17:00 PM
Attachments: [Final Report on CJ4 SJC Subcommittee 09-30-20.pdf](#)

From: Halpern-Finnerty, Josie (DAT) <josie.halpern-finnerty@sfgov.org>

Sent: Wednesday, September 30, 2020 2:13 PM

To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>

Cc: Fletcher, Karen (ADP) <karen.fletcher@sfgov.org>; Agnese, Tara (ADP) <tara.agnese@sfgov.org>; Tullock, Cristel (ADP) <cristel.tullock@sfgov.org>; Boudin, Chesa (DAT) <chesa@sfgov.org>; Anderson, Tara (DAT) <tara.anderson@sfgov.org>; Shamji, Simin (DAT) <simin.shamji@sfgov.org>; Bobba, Naveena (DPH) <naveena.bobba@sfdph.org>; Mera, Tanya (DPH) <Tanya.Mera@sfdph.org>; Pratt, Lisa (DPH) <lisa.pratt@sfdph.org>; Jose Bernal <jose@ellabakercenter.org>; Jerel McCrary <JMccrary@baylegal.org>; beverly@dvcpartners.org; Raju, Manohar (PDR) <manohar.raju@sfgov.org>; Harris, Danielle (PDR) <danielle.harris@sfgov.org>; Goossen, Carolyn (PDR) <carolyn.goossen@sfgov.org>; Roye, Karen (CSS) <karen.roye@sfgov.org>; Miyamoto, Paul (SHF) <paul.miyamoto@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>; Teresa Caffese <TCaffese@sftc.org>; Mark Culkins <mculkins@sftc.org>; Allyson West <AWest@sftc.org>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; Boilard, Chelsea (BOS) <chelsea.boilard@sfgov.org>; Kelly, Naomi (ADM) <naomi.kelly@sfgov.org>; Lee, Ivy (MYR) <ivy.lee@sfgov.org>

Subject: Final Report on County Jail #4 Closure

To Angela Calvillo, Clerk of the Board of Supervisors:

Please find attached the final report regarding jail population reductions and the closure of County Jail #4 from the Safety and Justice Challenge Subcommittee of the San Francisco Sentencing Commission, per Ordinance 80-20.

Many thanks to the SJC Subcommittee members for their partnership in this effort.

Please let me know if you have any questions.

All best,
Josie

Josie Halpern-Finnerty, M.P.P (she/her)
Project Director, Safety and Justice Challenge
San Francisco District Attorney's Office
Josie.Halpern-Finnerty@sfgov.org

FINAL REPORT ON COUNTY JAIL #4 CLOSURE

September 30, 2020

Submitted to: *Members of the Board of Supervisors, the Office of the Mayor, City Administrator, and Safety and Justice Challenge Subcommittee Member Organizations*

From: *Safety and Justice Challenge Subcommittee of the San Francisco Sentencing Commission*



Overview

On September 4, 2020, San Francisco functionally closed County Jail #4 (CJ4). People will no longer be housed or held in CJ4 though the kitchen will remain in-use until the remodel of the County Jail #2 (CJ2) kitchen is complete, anticipated by the spring of 2021. CJ4 closure is the culmination of years of effort by community advocates and City leaders.

This final report summarizes actions taken in response to Ordinance 80-20, which directed the closure of CJ4 and established the Safety and Justice Challenge (SJC) Subcommittee of the San Francisco Sentencing Commission (Sentencing Commission) to plan for the reduction of the City's daily jail population and the closure of CJ4. The report includes progress and data on the current jail population, updates on measures and strategies implemented across justice agencies, mitigation activities related to the Novel Coronavirus (COVID-19), and outstanding challenges and next steps.

TABLE OF CONTENTS

TABLE OF CONTENTS.....**2**

BACKGROUND**3**

CURRENT PROGRESS & DATA ON JAIL POPULATION.....**3**

COMPLETION OF THE OPERATIONAL PLAN TO CLOSE CJ4**6**

 Operational Steps to Functionally Close CJ4..... 6

 Addressing Challenges 7

SUSTAINING JAIL POPULATION REDUCTIONS.....**8**

 Lead with Race 8

 Sustain Shared Focus 9

 Improve Case Processing 10

 Increase and Maintain Healthy Connections..... 11

 Drive with Data 12

MAINTAINING COVID MITIGATION EFFORTS.....**13**

CONCLUSION**15**

 Key Takeaways and Remaining Challenges..... 15

 Appreciation..... 16

ATTACHMENTS**16**

 Attachment A: SJC Working Structure and Members

 Attachment B: Jail Population Trends as of August 2020

FINAL REPORT ON CJ4 CLOSURE

BACKGROUND

On May 12, 2020, the Board of Supervisors for the City and County of San Francisco (CCSF) passed Ordinance 80-20, directing the closure of County Jail #4 (CJ4) by November 1, 2020. The Board further assigned a newly formed SJC Subcommittee operating under the auspices of the Sentencing Commission with the task of identifying measures and strategies to sustain jail population reductions. The Ordinance became effective on June 21, 2020, and the Sentencing Commission voted to approve the bylaws of the newly formed Subcommittee on July 15, 2020. On September 4, 2020, Sheriff Paul Miyamoto announced that CJ4 was no longer being used to house or hold people, functionally closing the jail two months ahead of schedule. The kitchen will remain in use, staffed by people held in County Jail #2 (CJ2), until the CJ2 kitchen remodel is complete. The estimated timeline for the completion of the remodel is March 2021.

Prior Planning Efforts: This latest effort builds on years of work by community advocates and local leaders to close CJ4. SJC Subcommittee members are particularly indebted to the Work Group to Re-envision the Jail; recommendations from their final report informed the next steps outlined in this report to sustain jail population reductions.

Safety and Justice Challenge: The Safety and Justice Challenge (SJC) Subcommittee was formed around an existing partnership to implement a \$2 million-dollar Safety and Justice Challenge grant investment from the MacArthur Foundation in fall 2018. The goal of the SJC initiative is to safely reduce the local jail population and address racial disparities. San Francisco's SJC initiative is a partnership between the Superior Court, the Sheriff's Office, Public Health Department, Adult Probation Department, Public Defender's Office, the District Attorney's Office, community representatives designated by the San Francisco Reentry Council and the Family Violence Council, and community stakeholders such as the San Francisco Pretrial Diversion Project. The SJC partnership has operated with oversight from the San Francisco Sentencing Commission since the grant's inception. See **Attachment A** for SJC members and a description of the group's working structure.

Review of the Final Report: This final report was shared at a special meeting of the SJC Subcommittee on September 23, 2020. The members gave feedback that was incorporated into the progress report, including requests to highlight the continued use of the CJ4 kitchen, the importance of considering further justice reinvestment opportunities, and the necessity of sustaining a reduced jail population as the COVID-19 pandemic continues. With these changes and other clarifying edits, the SJC Subcommittee members voted unanimously to move the report to the Board of Supervisors.

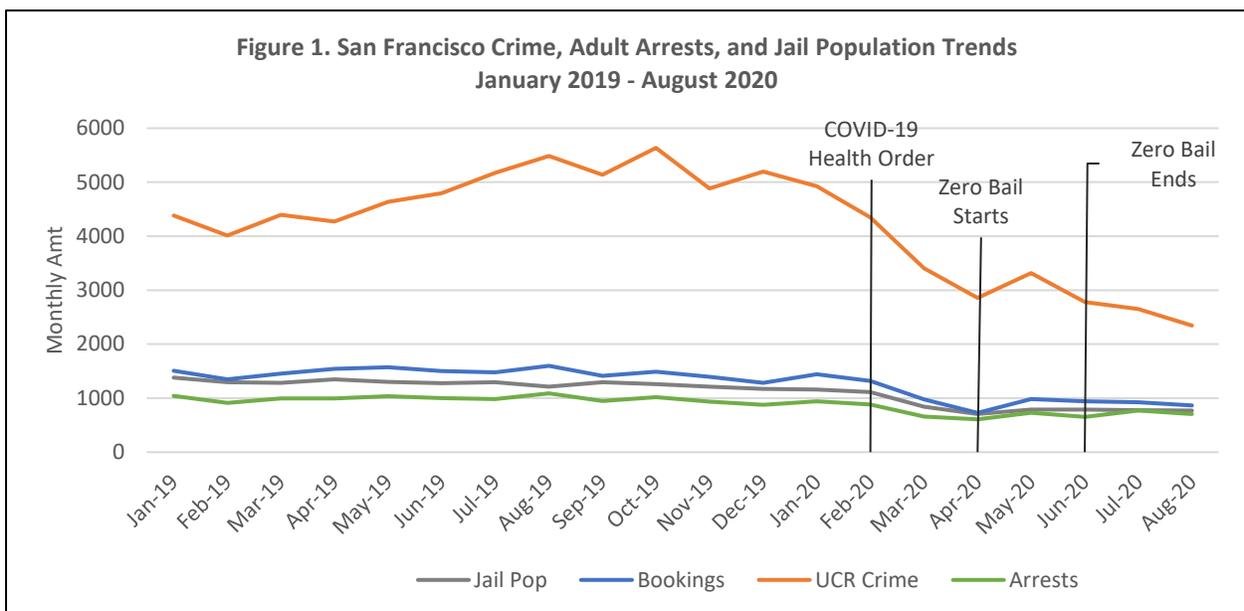
CURRENT PROGRESS & DATA ON JAIL POPULATION

CJ4 closure was made possible by a jail population reduction of nearly 40%. As of August 2020, the Average Daily Population (ADP) was 738. This reduction surpassed the original SJC jail goal, which was to achieve an ADP of 1,044 or fewer people based on the estimated reduction needed to allow for the closure of CJ4. This goal built on many years of work to reduce the jail population and minimize the presence of low-risk individuals and those with limited criminal

FINAL REPORT ON CJ4 CLOSURE

histories in jail.¹ In recent years, the population has predominantly been comprised of individuals on pre-trial status for alleged felonies and a small number of misdemeanors—with none detained for traffic violations or warrants associated with failure to pay fines or fees.

The urgency of COVID-19 spurred partners to revise the original SJC reduction goal. Based on guidance from Jail Health Services Medical Director Dr. Lisa Pratt, the District Attorney, in partnership with the Public Defender’s Office, Sherriff’s Office, Public Health Department, the Superior Court, Adult Probation, and SF Pretrial, initiated an expedited process to safely reduce the jail population to between 700-800 people using a host of strategies outlined in this report. In January 2020, prior to the onset of COVID-19 in San Francisco, the Average Daily jail population (ADP) was 1,212 people. As noted above, the August ADP is 738 people, a 39% decrease in the jail population since the onset of COVID 19 (see Figure 1 below). Statewide, there has been a 20.9 percent reduction in the jail population between February 29 and September 5, 2020.² CJ4 closure means the City must sustain jail population reductions to ensure ability to follow safety protocols as the pandemic continues.



Source: Data from Sheriff’s Office and SF Police Department, July 2020. “Crime” includes violent & property crime.

In 2019, the annualized average of daily jail admissions was 50 people. Post COVID-19, daily admissions have been between 20 to 30 people. Figure 1 also illustrates the corresponding reduction in crime reported to the San Francisco Police Department during the period when COVID-19 restrictions have been in place. In February through August 2020, the average length of stay for individuals released each month increased sharply and then declined, likely reflecting in part the joint effort of partners around stipulated releases for those serving a sentence in jail.

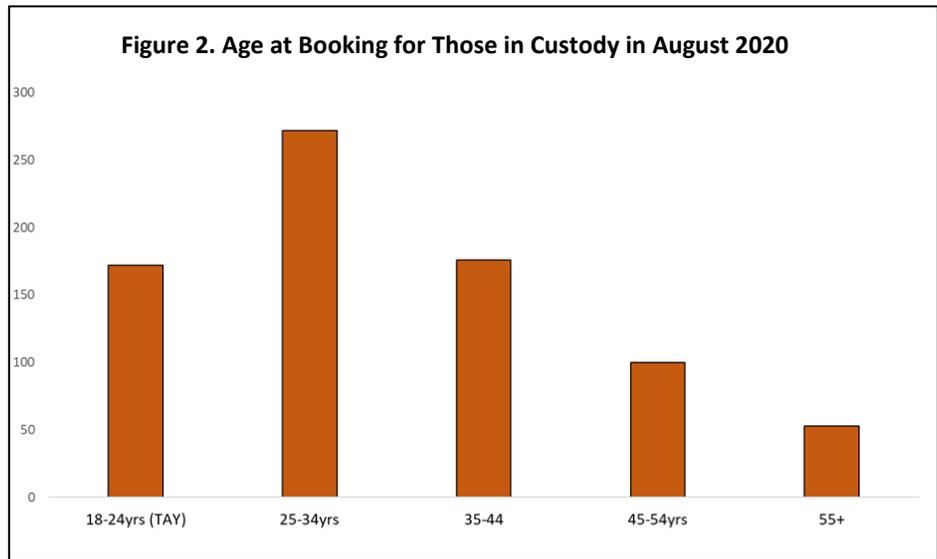
¹ See [James Austin, *Eliminating Mass Incarceration: How San Francisco Did It*](#), JFA Institute, for more information.

² CA Board of State and Community Corrections, “Supplemental Jail Profile Survey Reporting Dashboard. September 2020, <https://app.smartsheet.com/b/publish?EQBCT=82b29a92ea9a4a0ea7aa480f1287e137>

FINAL REPORT ON CJ4 CLOSURE

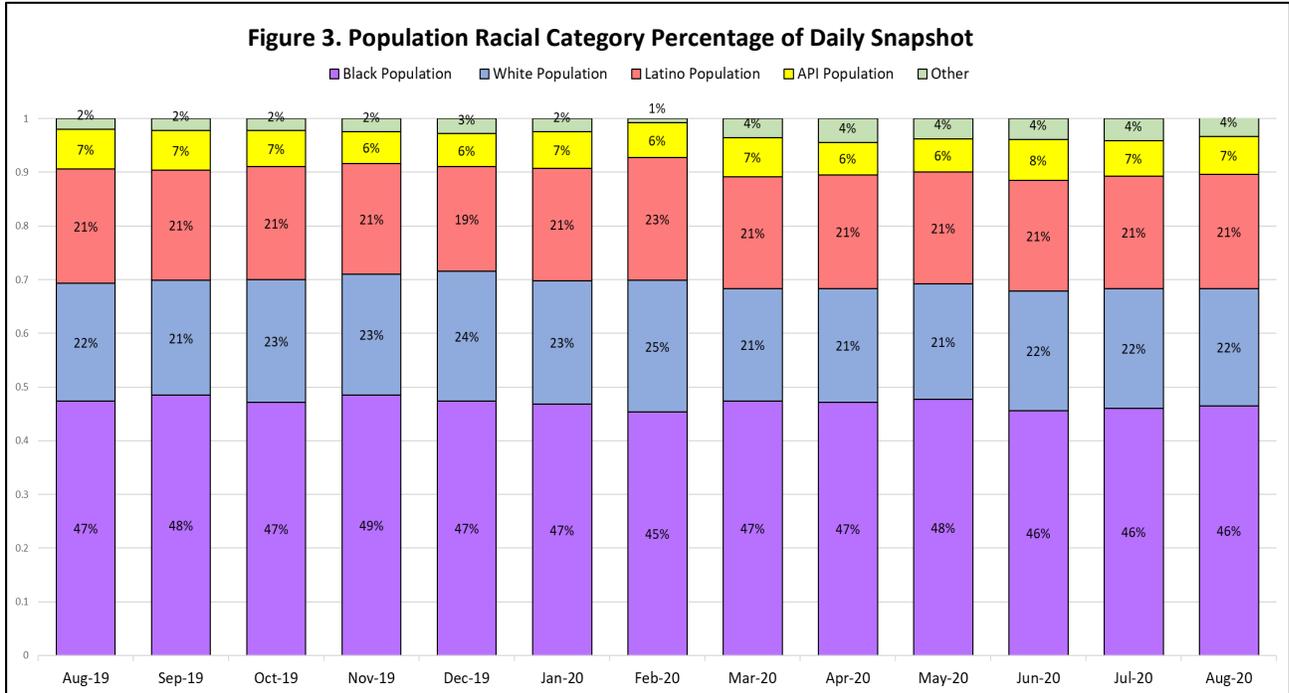
The jail population includes a sizeable number of residents from other counties. In 2019, 26% of the 11,258 people booked into the San Francisco Jail had addresses outside of San Francisco.

Men make up most of the jail population, representing 92% of the population as of August 2020. Over half of all people in jail are young adults between the ages of 18-34 (see Figure 2). Racial disparities in the population have remained constant during the reduction of the jail population, neither growing nor shrinking, as shown in Figure 3 below.



Source: Data compiled from the Sheriff's Office, August 2020.

Significant disparities have also remained in jail bookings. Partners remain committed to reducing these persistent disparities, see strategies for details on next steps. Additional data on jail population trends, including bookings and releases, is available in **Attachment B**.



Source: Data compiled from the Sheriff's Office, August 2020.

FINAL REPORT ON CJ4 CLOSURE

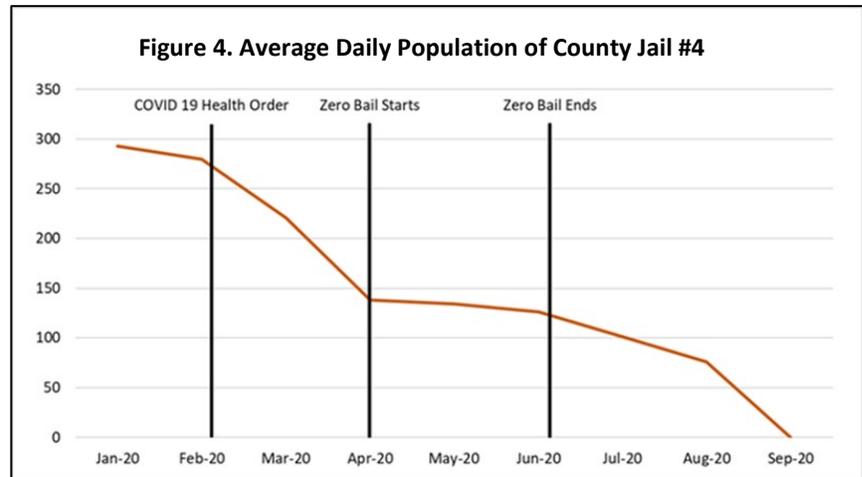
COMPLETION OF THE OPERATIONAL PLAN TO CLOSE CJ4

A series of critical operational steps occurred to enable the functional closure of CJ4; these steps are outlined below along with a description of the plan to respond should the population increase beyond the capacity to follow COVID-19 medical guidelines.

Operational Steps to Close CJ4

Transfer to Other Facilities.

CJ4 housed people with a range of different needs and classification levels, and staff made plans to find other safe and appropriate jail locations. The Sheriff's Office completed these transfers by September 4, 2020. The Sheriff's Office, in collaboration with the Department of Human Resources' Employee Relations Division, has met all obligations regarding meet and confers with the bargaining units affected by the closure of CJ4.



Source: Data compiled from the Sheriff's Office, August 2020.

Use of Kitchen Facilities. Ordinance 80-20 permits the Sheriff's continued use of the 7th floor for administrative, kitchen, and laundry purposes. The 7th floor kitchen serves people housed in County Jail #2 (CJ2). The City has started construction of a new kitchen at CJ2 to replace this facility. When complete, the renovated kitchen will provide meals for people in the Intake and Release Center and for those who are housed at CJ2. The City's contract for the remodel of the kitchen states that the project must be completed within 270 days from the issuance of the notice to proceed; the notice was issued on July 13, 2020. Tentative completion is scheduled for March of 2021. Until that time, the Sheriff plans to continue to use the kitchen on the 7th floor and will escort individuals housed at CJ2 until the remodel is complete.

The Sheriff's Office has notified the Division of Real Estate (DRE) that there are no people housed at CJ4, and that people housed at CJ2 are being transported daily to the 7th floor until the kitchen remodel is completed. Upon the completion of the CJ2 kitchen remodel, the 7th floor will only be used for administrative duties. DRE notified the Sheriff's Office that they (DRE) would advise the City Administrator's office of the closure of CJ4.

Use of Holding Cells. The Sheriff's Office also requires secure spaces to hold individuals who are being transferred from the San Bruno facility to the Hall of Justice court rooms for appearances. CJ4 formerly provided transitional space to hold individuals scheduled for court appearances

FINAL REPORT ON CJ4 CLOSURE

and legal interview rooms for defense counsel to meet with clients before and after court. The Sheriff's Office has identified space within existing facilities that can accommodate these needs without compromising security or increasing the risk of exposure to COVID-19.

Addressing Challenges

The operational plan to functionally close CJ4 was completed two months ahead of schedule. The Sheriff's Office and SJC partners will work collaboratively to address the following remaining challenges related to closure.

Complete CJ2 Kitchen Remodel: The Sheriff's Office will continue to monitor the status of the CJ2 kitchen remodel in order to ensure completion by March 2021, and will notify City leaders and the SJC Subcommittee partners of any delays that might extend the use of the 7th floor facility.

Ensuring Efficient and Safe Holding/Transport: The Sheriff's Office has developed workflows and staffing patterns necessary for safe transport and holding of individuals from the San Bruno facility to the Hall of Justice for court appearances. Over the next several months the Sheriff's Office will refine these protocols to best ensure efficiency and ability to maintain COVID safety measures during transport and holding.

Plan if Population Increases: In response to COVID, justice partners achieved jail population reductions of nearly 40%. It is critical that these reductions are sustained to enable the Sheriff's Office to follow COVID-19 medical guidelines around safe physical distancing and quarantine procedures. Partners will pursue the strategies outlined in the following section to sustain jail population reductions. Should the jail population increase beyond the level advised by the Jail Health Services Medical Director, partners will convene to discuss options. These may include reviewing cases of eligible persons sentenced to a term in the county jail for early release and prioritization of review and action on cases of people in-custody pretrial. The Sheriff's Office and DPH will continue to work closely together to mitigate any effect of the pandemic on the health and safety of the jail population and will notify partners if and when additional population reduction measures are needed.

Note on Classification System: Ordinance 80-20 requests that the Sheriff's Office share information on the classification system and its impact on the jail population. Outside research entity JFA Institute conducted an analysis of the classification system in 2015, validating the system with minor recommendations for improvement.³ The report will be shared with the SJC Subcommittee and reviewed by the Sheriff's Office to determine if there is need for updated information, in particular regarding the intersection of the classification system with race.

³ Austin, J. Allen, R., Harris, R., Mahoney, M. "San Francisco's Sheriff's Jail Classification and Housing Options Assessment." The JFA Institute, November 2015. Available: <https://sfcontroller.org/sites/default/files/FileCenter/Documents/6963-JFA%20Report.pdf>

SUSTAINING JAIL POPULATION REDUCTIONS

San Francisco must continue to implement strategies to safely sustain reductions or make further reductions in the jail population now that CJ4 is closed and as the pandemic continues. A summary of activities already underway is included below, along with critical priorities and next steps. Partners believe these steps will enable San Francisco to sustain jail reductions, continue successful COVID mitigation activities, and tackle racial disparities in the jail population.

Lead with Race

Racial disparities have not been exacerbated by recent population reductions, but nor have they improved. System partners and community members are committed to ending these persistent disparities and believe that change is possible in San Francisco.

SJC partners' racial and ethnic disparities reduction work has been informed by the Government Alliance on Race and Equity (GARE). As a result of GARE participation, SJC partners adopted a racial equity statement that acknowledges the harm that the criminal justice system has done in communities of color and committing to the elimination of racial disparities in the system. The DA's Office and Adult Probation co-chair the Criminal Justice Racial Equity Workgroup (CJREWG). The CJREWG developed an "Agenda for Action" to pursue the commitment to eliminate racial disparities in San Francisco's criminal justice system. The action plan includes steps such as creating an inventory of implicit bias trainings conducted by criminal justice agencies, which will lead to recommendations for and implementation of additional training funded by SJC.

Conversations with system and community partners in SJC meetings, and informed by broader citywide conversations, point to the urgency of repairing harm caused by systemic racism and to reducing disparities in the local jail population. Community members who participated in the recent roundtable process led by the Human Rights Commission on priorities for reinvesting police funds called for, among other recommendations, "holistic practice that values Afro-centric strategies and allows communities to practice restorative practices within the community." The City's proposed fiscal year 2020-2022 budget acknowledges structural inequities resulting from generations of disinvestment and reinvests \$120 million in funds over two years, predominately from the Police Department and Sheriff's Office, towards efforts to repair the legacy of racially disparate policies.

Priorities and next steps include:

- ▶ Develop an SJC Fellowship to support ongoing, authentic engagement with communities of color and training for system partners to improve effectiveness in serving these communities. Training will be led by SJC Fellows in partnership with national experts on reducing bias and anti-racism.
- ▶ Partners will stay engaged with and support broader citywide conversations on justice reinvestment that support alternatives to incarceration and expand community-based supports and opportunities for communities of color. The City should look into any cost

FINAL REPORT ON CJ4 CLOSURE

savings associated with jail closure, without negatively impacting services to people in custody and their families.

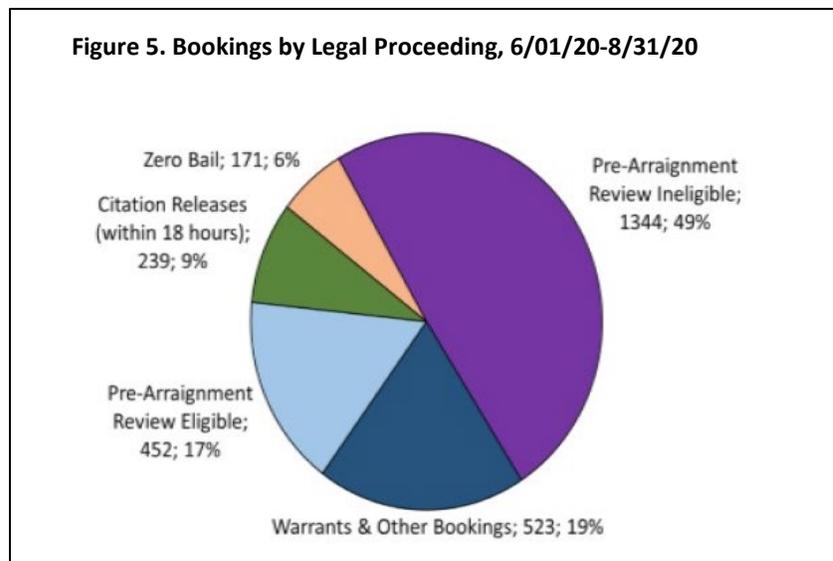
- ▶ Justice and community partners will also explore expansion of restorative justice options designed to address the disproportionate representation of black people in jail.

Sustain Shared Focus

Jail reductions and disparities reduction can only be accomplished through shared focus by local partners. People awaiting trial make up the majority of those in custody (95% as of a snapshot at the end of August) and partners have therefore focused on this population, among others. SJC partners launched a Jail Population Review (JPR) team composed of system stakeholders and community partners who meet on a regular basis to discuss the jail population and methods to safely reduce it, with a focus on reducing racial disparities. Since the JPR team began meeting a year ago, the group has developed agreements and processes that allow full participation and sharing of relevant information. The JPR team reviewed cases of individuals who had a “release recommended” score on the Public Safety Assessment (PSA) tool – or would have but for an exclusion prompted by the local Decision-Making Framework – but remained in custody, and cases of individuals with medical and behavioral health needs and vulnerabilities.

San Francisco recently ended the Sheriff’s use of the Court’s bail schedule pre-arraignment through the implementation of the *Buffin v. San Francisco* settlement in February 2020, instead relying on risk assessment to determine pre-arraignment release for eligible individuals who are arrested. The *Buffin* settlement mandates that the Public Safety Assessment (PSA) report go to Superior Court within 8 hours from time of ID confirmation, and that the Sheriff’s Office use the PSA results to determine release if the Superior Court has not made a decision regarding release within 18 hours or a law enforcement agency requested extended time. In the past three months of *Buffin* implementation (June 1 thru August 31, 2020), 452 bookings into the county jail were eligible for pre-arraignment review, or 17% of all bookings (see Figure 5). SF Pretrial, a local community organization that administers the PSA and serves individuals released pretrial, has seen their caseload volume increase by 250% as a result of bail reform and COVID mitigation activities.

Prior to implementing the *Buffin* injunction, the Sheriff’s Office engaged in a review of booking processes in collaboration with various stakeholders. New procedures



Source: Data compiled from the Sheriff’s Office, August 2020.

FINAL REPORT ON CJ4 CLOSURE

were identified and implemented. The first quarter *Buffin* data has been published, while the second quarter report has been completed and submitted but has not yet been authorized for public release.

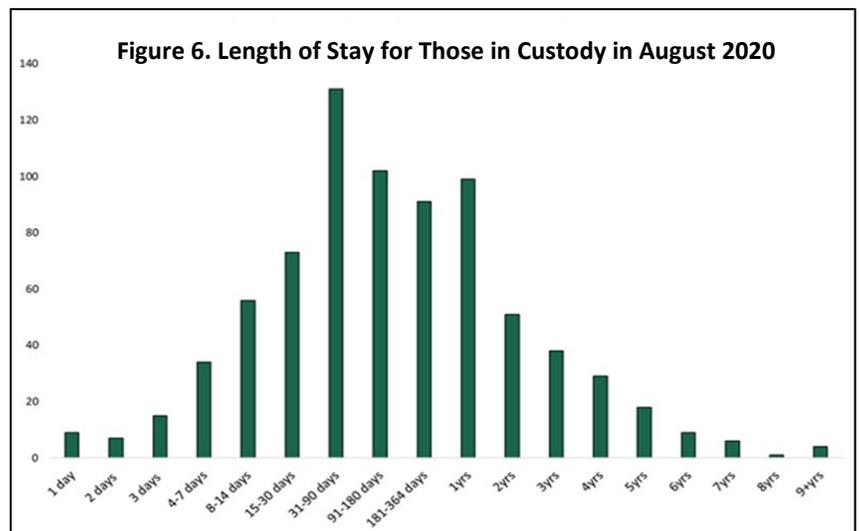
Priorities and next steps include:

- ▶ Though San Francisco’s practices will be influenced by the outcome of a November voter referendum on bail reform, the local use of money bail pre-arraignment has ended. The Sheriff’s Office will continue to monitor the implementation of the *Buffin* settlement. The Sheriff’s Department and SF Pretrial will continue to work with the CA Policy Lab to evaluate the impact of changes on pretrial processes. Partners will use this information to understand the impact of bail reform on the jail population and opportunities for improvement.
- ▶ San Francisco’s PSA tool is currently undergoing validation by a third-party researcher, the CA Policy Lab, who plans to complete their research by the end of the year. The analysis will include an assessment of the PSA’s intersection with race. Partners will use findings from the analysis, along with lessons learned from case review, to inform further discussion on San Francisco’s PSA and decision-making on pretrial release.
- ▶ The JPR team will continue to use data to identify case types for review, focused on the drivers of the jail population. In addition to the pretrial population, partners will continue to look at individuals with behavioral health or medical vulnerabilities and those with long stays. The group will also look at cases where young black men and women are particularly overrepresented, such as burglaries, to identify community-based solutions and inform development of new programming.

Improve Case Processing

San Francisco must improve case processing and address lengthy stays in jail to sustain reductions to the jail population. Analysis from SJC technical assistance provider Justice Management Institute (JMI) found that as of January 2019 there were 2,868 active pending felony cases, and that San Francisco had a backlog of roughly 38% in which cases exceeded California’s 365-day resolution standards. JMI’s analysis echoed earlier findings by the JFA Institute that the number of court continuances is a key driver of the local jail population. A

snapshot from July 14, 2020 shows that fully 32% of the jail population had been in custody for more than one year inclusive of a cohort of 13% who had been in custody for more than 3 years.



Source: Data compiled from the Sheriff’s Office, August 2020.

FINAL REPORT ON CJ4 CLOSURE

JMI's engagement with the Superior Court culminated in a report describing local legal culture and a set of recommendations regarding management standards that were shared with judges and SJC stakeholders in November 2019. The Superior Court established a workgroup to review and begin implementing JMI's recommendations before the workgroup's activities were disrupted by the onset of COVID-19. Despite this setback, the Superior Court proceeded to work with Measures for Justice to develop a set of key performance measures relevant to improving case processing and began developing data dashboard templates to aid the Court.

Priorities and next steps include:

- ▶ As partners adjust to the new reality of COVID-19, addressing systems and structures to reduce delay and coordinate criminal case priorities is more important than ever. The SJC-funded Superior Court Analyst will develop a series of dashboards for judges to monitor caseloads and for the Court to track case management progress, informed by JMI's recommendations and performance measures developed by Measures for Justice.
- ▶ Prosecution and Defense Counsel have a critical role to play in the shared work of maintaining a local legal culture that ensures procedural justice and efficient flow of criminal cases. While the Court sets the standards for how cases move through the system, attorneys must prepare for each calendared event to ensure they are meaningful. With support from the SJC, partners will explore concrete changes to administrative policy and decision-making tools that can support San Francisco in shifting local practices to address case processing challenges.
- ▶ Partners will also explore processes and practices related to when people are placed on different types of "holds" in the jail to understand how they influence the population.

Increase and Maintain Healthy Connections.

Addressing behavioral health needs of people in custody remains an urgent priority for San Francisco, where over 75% of people in jail are estimated to have either serious mental illness and/or a history of substance use. SJC partners have taken steps to increase access to and maintenance of healthy supports for people with jail contact. Two positions have been funded through the SJC to increase access to existing behavioral health supports: a jail-based Behavioral Health Clinician based in Jail Health Services and a Mental Health Disposition Planner in the District Attorney's Office.

SJC partners also conducted a two-day Sequential Intercept Mapping (SIM) with 34 system and community partners in fall 2019 led by Policy Research Associates (PRA). One of the strongest recommendations out of the SIM process was to explore alternative 24-hour response system for individuals experiencing a behavioral health crisis. This recommendation echoes that of the Methamphetamine Task Force, coordinated by the Department of Public Health, and calls by community advocates for implementation of community-based crisis response models such as Oregon's CAHOOTS program.

A pilot behavioral health crisis response program is part of the City's proposed Fiscal Year 2020-2022 budget. The Street Crisis Response Team would be part of the first phase of

FINAL REPORT ON CJ4 CLOSURE

implementation of Mental Health SF, the City's strategic framework for improving the behavioral health response to people experiencing homelessness. In addition to funding the Street Crisis Response Team, the proposed budget includes funding to establish an Office of Coordinated Care within the Department of Public Health, increasing behavioral health bed capacity to reduce wait times to access treatment beds, and expanding service hours at the Behavioral Health Access Center. These broader, complementary efforts are critical to sustaining reductions to the jail population and connecting people with behavioral health needs to care at the earliest possible moment.

Housing is a significant need for people leaving jail. Inspired by community housing models developed by the Los Angeles Office of Diversion and Reentry, San Francisco partners launched a two-year pilot program to facilitate and fund transitions from jail into the City's system of housing supports, in partnership with SF Pretrial, Episcopal Community Services, the Sheriff's Office, SFDA, and Tipping Point.

Priorities and next steps include:

- ▶ Address PRA's major recommendations from the SIM Process; including the need for stronger planning coordination across local criminal justice, public health, and housing systems. Partners will seek formal partnerships and representation across justice system policy bodies and broader citywide mental health and housing reform efforts.
- ▶ Shared planning efforts will be informed by an analysis of high utilizers across each system conducted by the CA Policy Lab at University of CA, Berkeley. Planning coordination will also involve identifying appropriate ongoing funding streams focused on justice-involved people. Partners should determine if and how pilot bridge housing investments need to be sustained or expanded to best serve justice-involved people.
- ▶ Local partners will increase operational coordination across these systems by developing new workflows and protocols to serve people who touch multiple systems. Partners have agreed to start by improving processes to identify and connect individuals identified as "shared priority" when they come in contact with the jail. The SJC-funded DPH clinician will play a critical role in this process, and in referring other clients with significant behavioral health needs to the JPR for collaborative problem-solving.
- ▶ Lastly, local justice and public health partners will participate in the citywide effort to build out a coordinated, 24-hour crisis response system for people with behavioral health needs that does not rely primarily on law enforcement. The SJC Subcommittee can leverage TA resources from the national SJC network to provide additional insight to these discussions as needed.

Drive with Data

Change is only possible when you understand what is happening. In August 2019, SJC Subcommittee partners launched the Justice Dashboard which reviews subsequent criminal justice contact at distinct decision-making points for three years post-conviction: arrest, arraignment, and conviction. The Dashboard is disaggregated by race/ethnicity as well as gender, age and offense type. To guide local SJC efforts on an operational basis, partners

FINAL REPORT ON CJ4 CLOSURE

convened a Data Team that meets bimonthly. The SJC Data Team provides jail population trend data to the broader SJC Workgroup to ground discussion and inform case selection for the Jail Population Review Team. SJC partners are actively involved in broader citywide efforts to improve criminal justice data-sharing through the JUSTIS hub.

Priorities and next steps include:

- ▶ A critical priority is finalizing a cross-agency agreement to guide data-sharing through the JUSTIS hub. Reciprocal data-sharing of appropriate local criminal justice data is necessary to improve planning and coordination related to sustaining jail reductions.
- ▶ JUSTIS partners have developed draft key performance indicators for San Francisco's criminal justice system; these should be finalized and regularly shared with City leadership and the public. The City should consider engaging DataSF to develop a public sharing platform for critical justice system performance indicators.
- ▶ SJC partners will continue to play a role in building a more transparent, data-driven criminal justice system. The SJC Data Team will continue to meet to discuss jail trends, data-sharing needs, and collaborative analysis with a focus on reducing racial disparities.

MAINTAINING COVID MITIGATION EFFORTS

San Francisco justice system leaders and community partners instituted a range of emergency measures in response to the COVID-19 crisis. During the initial shelter-in-place period, the SF Superior Court suspended many of its operations and dramatically increased the use of virtual conferencing technology for others. Numerous measures were put in place by the Sheriff's Office, the Department of Public Health's Jail Health Services, and other local justice partners to implement COVID-19 safety protocols related to the jail. Jail Health Services began offering COVID-19 tests on April 12, 2020 to people who were being booked in county jail. Working with the Sheriff's custody division, they have quarantined all new arrestees and isolated positive cases of individuals entering the jail from the rest of the incarcerated population.

The Sheriff's Office's implemented strict COVID prevention protocols, requiring space for quarantine, isolation and physical distancing in order to avoid an outbreak of COVID-19 in the jails and to identify asymptomatic people who are COVID positive. As of September 17, 2020, 60 people have tested positive for COVID-19. Five people are currently housed in isolation in custody, while the remainder of people who tested positive have since been released or have recovered.

Use of the emergency bail schedule ("zero bail") established by California's Chief Justice allowed those charged with specific offenses to be quickly released from custody without waiting for a judicial review. In June the California Judicial Council voted to end use of the COVID-19 emergency bail schedule, leaving it to individual counties to determine whether to continue the policy. San Francisco County Superior Court made the decision to end use of the emergency bail schedule. During the period when zero bail was in effect, from April 13 to June 20, 2020, there were 1,821 individuals released from jail in San Francisco; 448 people or 25%

FINAL REPORT ON CJ4 CLOSURE

were released due to the emergency bail schedule. 152 people or 34% were subsequently booked as of August 26, 2020. The Sheriff's Office is currently working on an assessment of the impact of zero-bail on the local jail population and the effects on public safety, including subsequent bookings and the impact on victims.

Other COVID mitigation efforts included: reviewing cases of eligible persons sentenced to a term in the county jail for early release;⁴ prioritization of review and action on cases of people in-custody by the District Attorney's Office; collaborative work to pursue the release of those held pretrial who do not pose a safety risk to a specific person or persons; reentry coordination by Jail Health Services with justice partners and community organizations to ensure the health and safety of individuals leaving jail; and expansion of emergency reentry housing options through the Adult Probation Department. As noted above, SF Pretrial has seen their pretrial caseload increase by 250% as a result of bail reform and COVID mitigation activities.

Priorities and next steps include:

- ▶ The continuation of rapid COVID testing in the jail is critical to partners' ability to keep people in custody and staff safe. Jail Health Services has recently begun testing those without symptoms on a rotating basis at the San Bruno facility to enhanced COVID-identification efforts among people in custody.
- ▶ In addition, on-site testing of staff on a routine basis should continue to be prioritized, as it allows for the identification and quarantine of asymptomatic, COVID positive staff.
- ▶ Continue to ensure that COVID positive individuals identified by Jail Health Services receive housing for the duration of their isolation if they leave jail during that period. Housing support for people coming out of jail is critical for those without homes or who cannot risk returning home for fear of infecting their families.
- ▶ The San Francisco Public Defender's Office, District Attorney's Office, Department of Public Health, and various community partners such as SF Pretrial all expressed disagreement with the Superior Court's decision to end use of the emergency bail schedule. At least 30 California counties have kept COVID-19 emergency bail schedules to help curb the spread of COVID-19 in jails and surrounding communities during the pandemic, according to data reported by superior courts.⁵
- ▶ The partners named above urge the Court to reinstate use of the emergency bail schedule; this report and a letter will be submitted to the Court and a response requested.

⁴ As of September 21, 2020, there have been 61 stipulated releases.

⁵ The Judicial Branch of CA, "CA Counties Keeping COVID-19 Emergency Bail Schedules," July 10, 2020, <https://newsroom.courts.ca.gov/news/california-counties-keeping-covid-19-emergency-bail-schedules>

FINAL REPORT ON CJ4 CLOSURE

CONCLUSION

The closure of CJ4 is a historic milestone for San Francisco, the culmination of years of effort and advocacy by community members and system partners. Now that CJ4 is functionally closed, and as the COVID-19 pandemic continues, it is more important than ever to sustain reductions to the jail population and reduce persistent racial disparities. SJC partners remain committed to working collaboratively in pursuit of these goals, in alignment with larger citywide efforts. Key takeaways and remaining challenges are outlined below.

Key Takeaways and Remaining Challenges

Reduce Racial Disparities: San Francisco must lead with race, addressing persistent disparities in the jail population through targeted policies and programming, including the expansion of restorative justice options. Partners will stay engaged with and support broader citywide conversations on justice reinvestment that expand community-based supports and opportunities for communities of color.

Maintain Efficient and Safe Jail Operations Following Closure: The Sheriff's Office will continue to monitor the status of the CJ2 kitchen remodel in order to ensure completion by March 2021. The Sheriff's Office will continue to refine protocols related to transport of people from the San Bruno facility to the Hall of Justice for court appearances to ensure efficiency and the ability to maintain COVID safety measures during transport and holding.

Monitor Impact of Pretrial Release: Bail reform efforts and changes to pretrial release, such as implementation of the *Buffin* settlement, have had an impact on the jail population. San Francisco partners must continue to monitor these impacts, address any changes resulting from the November voter referendum on bail reform, and make policy/protocol improvements as needed. The City must also understand the impact of bail reform on pretrial services and sustain investments in pretrial release staffing and support. The City should review forthcoming research on the effectiveness of electronic monitoring and its impact on the jail population.

Address Needs of High Utilizers and Maintain COVID Supports: Understanding and meeting the needs of people connected to multiple systems will help reduce repeat jail contact – and ensure people experiencing homelessness or a behavioral health crisis receive support and care. Partners will continue to coordinate across criminal justice, public health, and homelessness systems to increase and maintain healthy, community-based supports. Many of the community-based service investments made in response to COVID-19 were intended as temporary, emergency measures. As the pandemic continues, the City will need to invest in and identify solutions to address housing, service, and treatment needs of people who come into contact with the jail.

Ensure Parallel Justice for Victims/Survivors: San Francisco partners expanded supports for victim/survivors of family violence during COVID-19, including initiatives supported by the District Attorney's Office to increase free transportation and safe housing in partnership with

FINAL REPORT ON CJ4 CLOSURE

Lyft, Airbnb, and the CA Partnership to End Domestic Violence. The City should consider how to sustain these investments on behalf of victim/survivors as the pandemic continues.

Reduce Delays and Lengthy Stays in Custody: San Francisco must improve case processing and address lengthy stays in jail to sustain reductions to the jail population. The Superior Court, Prosecution, and Defense Counsel all play a critical role in the shared work of maintaining a local legal culture that ensures procedural justice and efficient flow of criminal cases.

Increase Data-Sharing and Transparency: Sustaining jail reductions requires a transparent, data-driven criminal justice system. Justice partners must finalize cross-agency data-sharing agreements, identify key performance indicators, and regularly share information about the system with City leadership and the public.

Appreciation

Thank you to the members of the SJC Subcommittee, including the Superior Court, the Sheriff's Office, Public Health Department, Adult Probation Department, Public Defender's Office, the District Attorney's Office, community representatives designated by the San Francisco Reentry Council and the Family Violence Council, and community stakeholders such as the San Francisco Pretrial Diversion Project and the SF No New Jail Coalition for their leadership and commitment to CJ4 closure. Thank you to those who have shared their stories of the impact of incarceration on themselves and their families. Thank you to the Mayor and Board of Supervisors for your leadership in advancing CJ4 closure. Together, we can safely reduce the jail population, reduce racial disparities, and promote public health.

ATTACHMENTS

- A. SJC Working Structure and Members
- B. Jail Data Trends through August 2020, prepared by the Sheriff's Office for the 9/15/20 SJC Subcommittee Meeting

FINAL REPORT ON CJ4 CLOSURE

Attachment A: SJC Working Structure and Members

The Safety and Justice Challenge (SJC) Subcommittee of the San Francisco Sentencing Commission is a partnership between the members listed below. As of this report, all the members required by Ordinance 80-20 are participating in the SJC Subcommittee.

SJC Subcommittee Members and Participants

Organization	Representative(s)
Adult Probation*	Chief Karen Fletcher; designee Tara Agnese or Cristel Tullock
District Attorney's Office*	District Attorney Chesa Boudin; designee Tara Anderson, Josie Halpern-Finnerty
Department of Public Health*	Medical Director Dr. Lisa Pratt; designee Tanya Mera
Reentry Council Designee*	Jose Bernal
Family Violence Designee*	Beverly Upton or Jerel McCrary
No New Jail Coalition	Various
Public Defender's Office*	Public Defender Manohar Raju; designee Carolyn Goossen or Danielle Harris
Reentry Council Designee*	Director Karen Roye; designee Freda Randolph
SF Pretrial	ED David Mauroff, Cristina Barron, Ivan Corado-Vega, Matt Miller
Sheriff's Office*	Sheriff Paul Miyamoto; designee Undersheriff Matthew Freeman or Alissa Riker
Superior Court*	COO (Criminal) Mark Culkins or Allyson West
Tipping Point	Nina Catalano

**Voting member per Ordinance 80-20*

All meetings of these bodies are open to the public and information is posted on the District Attorney's website and with the library. Meetings are held virtually in response to the ongoing pandemic per guidelines issued by Governor Gavin Newsom and Mayor London Breed.

Public Meetings July-October 2020

Public Meeting	Meeting Dates July-November 2020
San Francisco Sentencing Commission Founded in 2012, Administrative Code 5.250 - 5.250-3 Meetings are held virtually once a quarter from 10:00am-12:00pm unless otherwise specified.	<ul style="list-style-type: none"> July 15, 2020 October 7, 2020
SJC Subcommittee Founded July 2020 (Formerly the SJC Workgroup) Meetings are held virtually from 12:00-2:00pm unless otherwise specified.	<ul style="list-style-type: none"> July 21, 2020 Special Meeting: July 30, 2020, 9am August 18, 2020 September 15, 2020 Special Meeting: September 23, 9:30am October 20, 2020
Criminal Justice Racial Equity Workgroup Founded in September 2018	<ul style="list-style-type: none"> July 31, 2020, 1:00pm September 24, 2020, 10am

ATTACHMENT B: JAIL DATA TRENDS

Safety and Justice Challenge Subcommittee

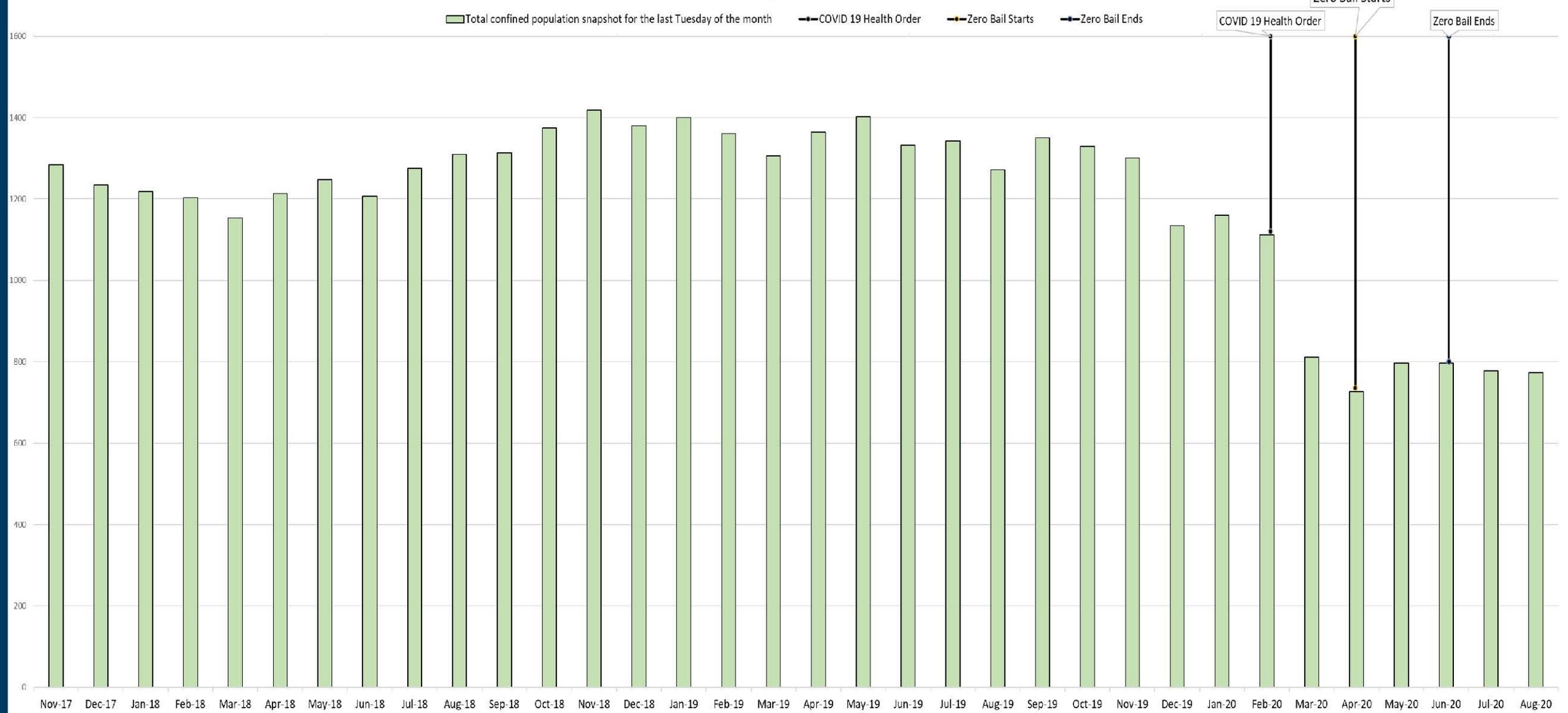
Sept 15th, 2020



Supported by the John D. and Catherine T. MacArthur Foundation

August Safety and Justice MacArthur Report

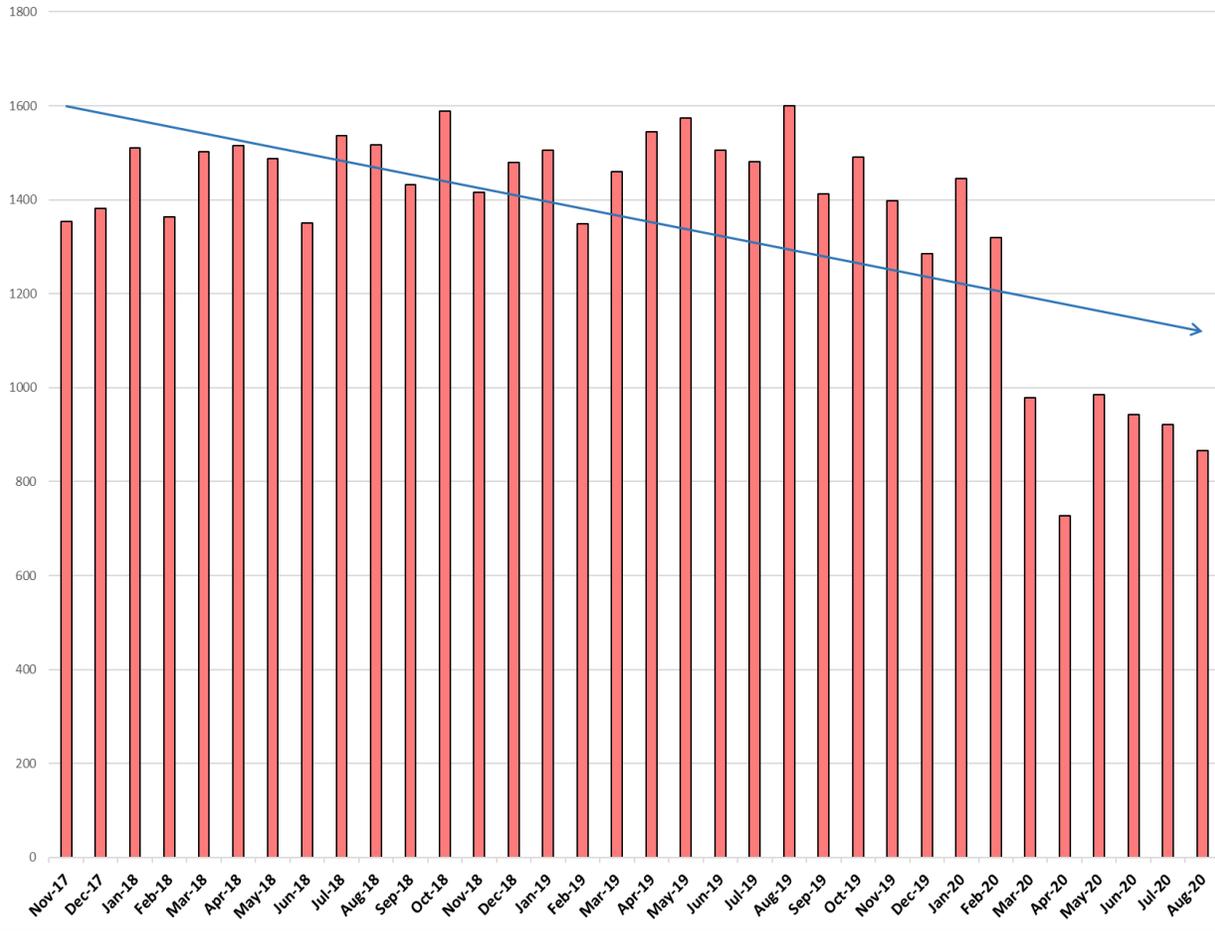
Total Confined Population since Baseline



August Safety and Justice MacArthur Report

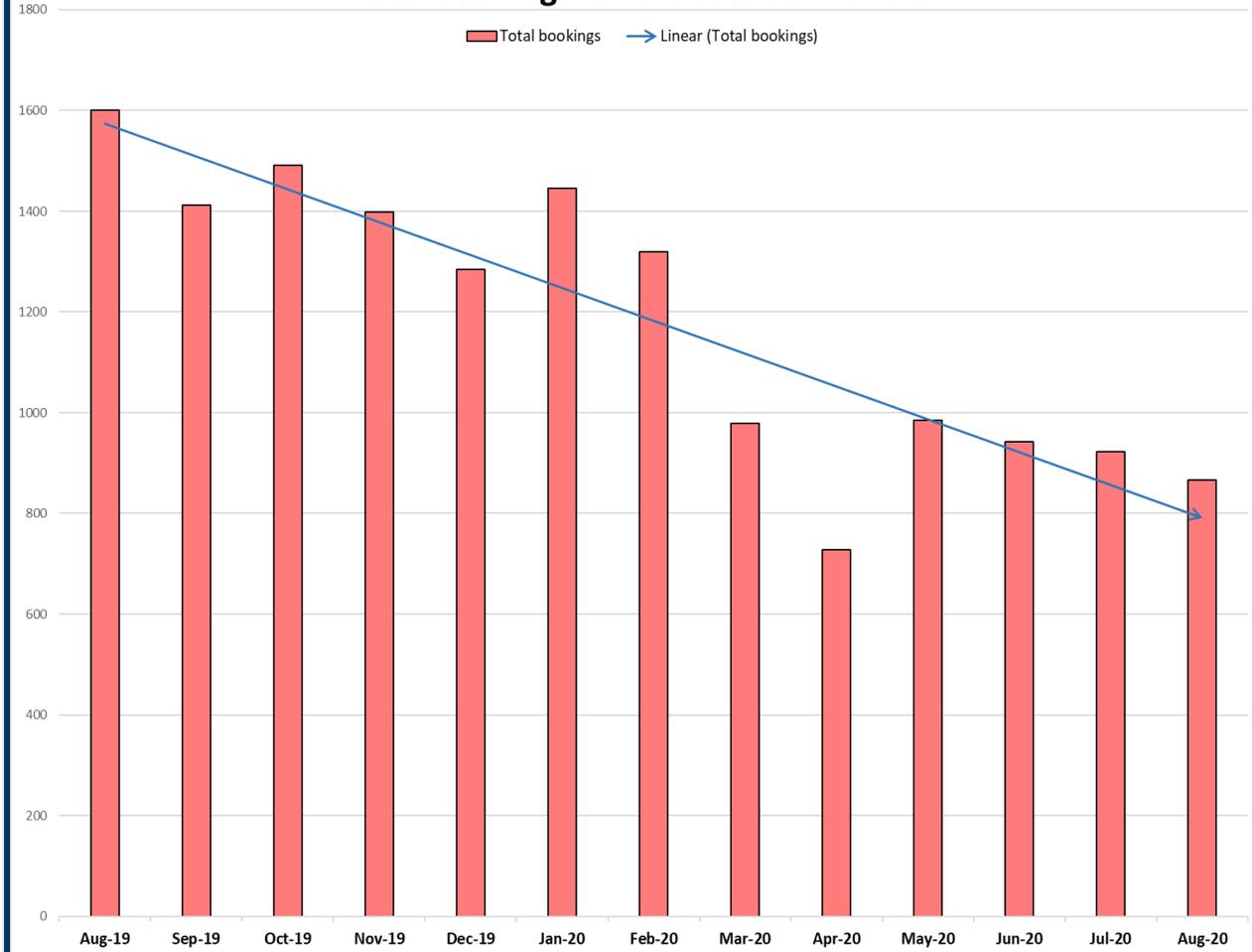
Total Bookings since Baseline

Total bookings Linear (Total bookings)



Total Bookings for the Last 12 Months

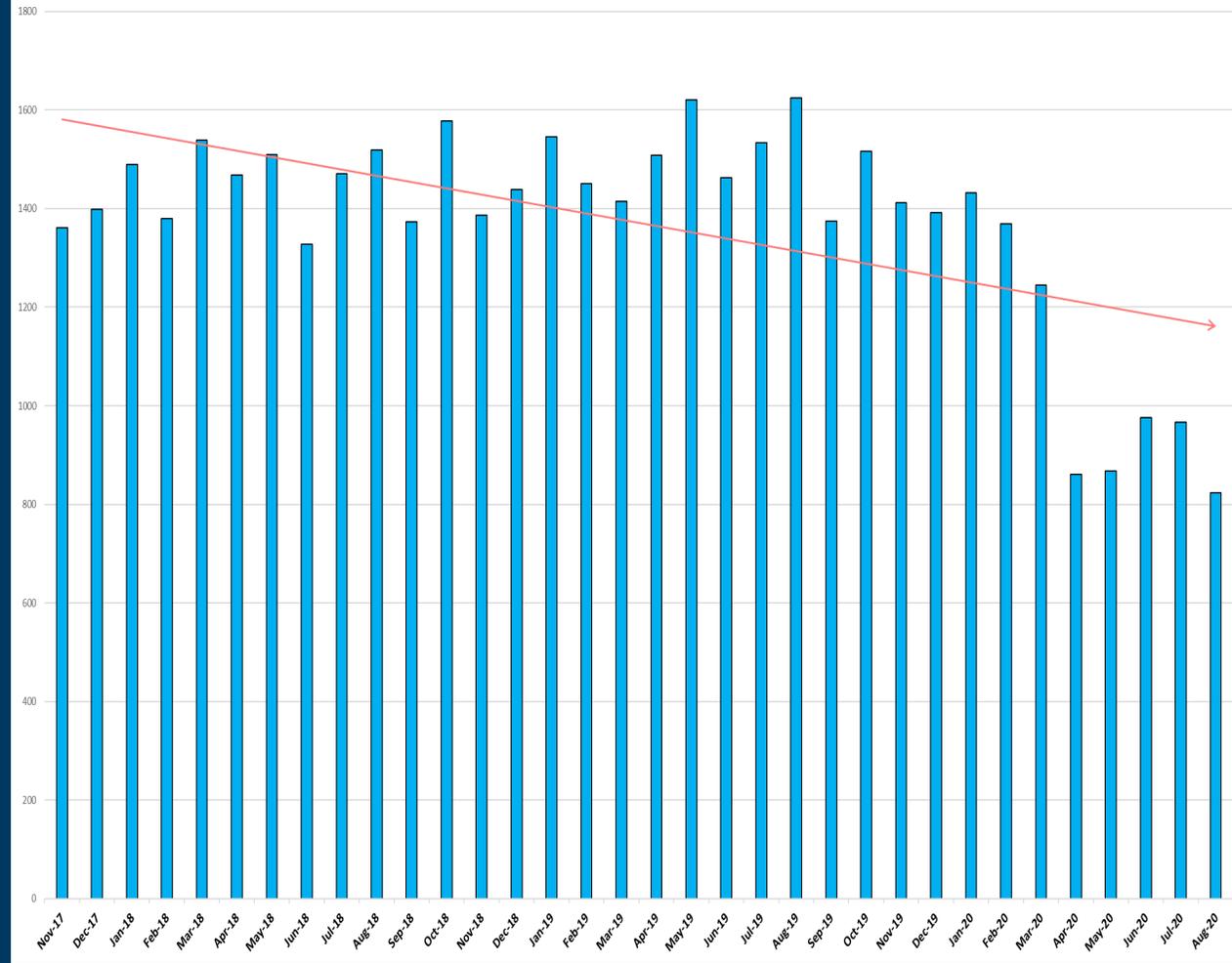
Total bookings Linear (Total bookings)



August Safety and Justice MacArthur Report

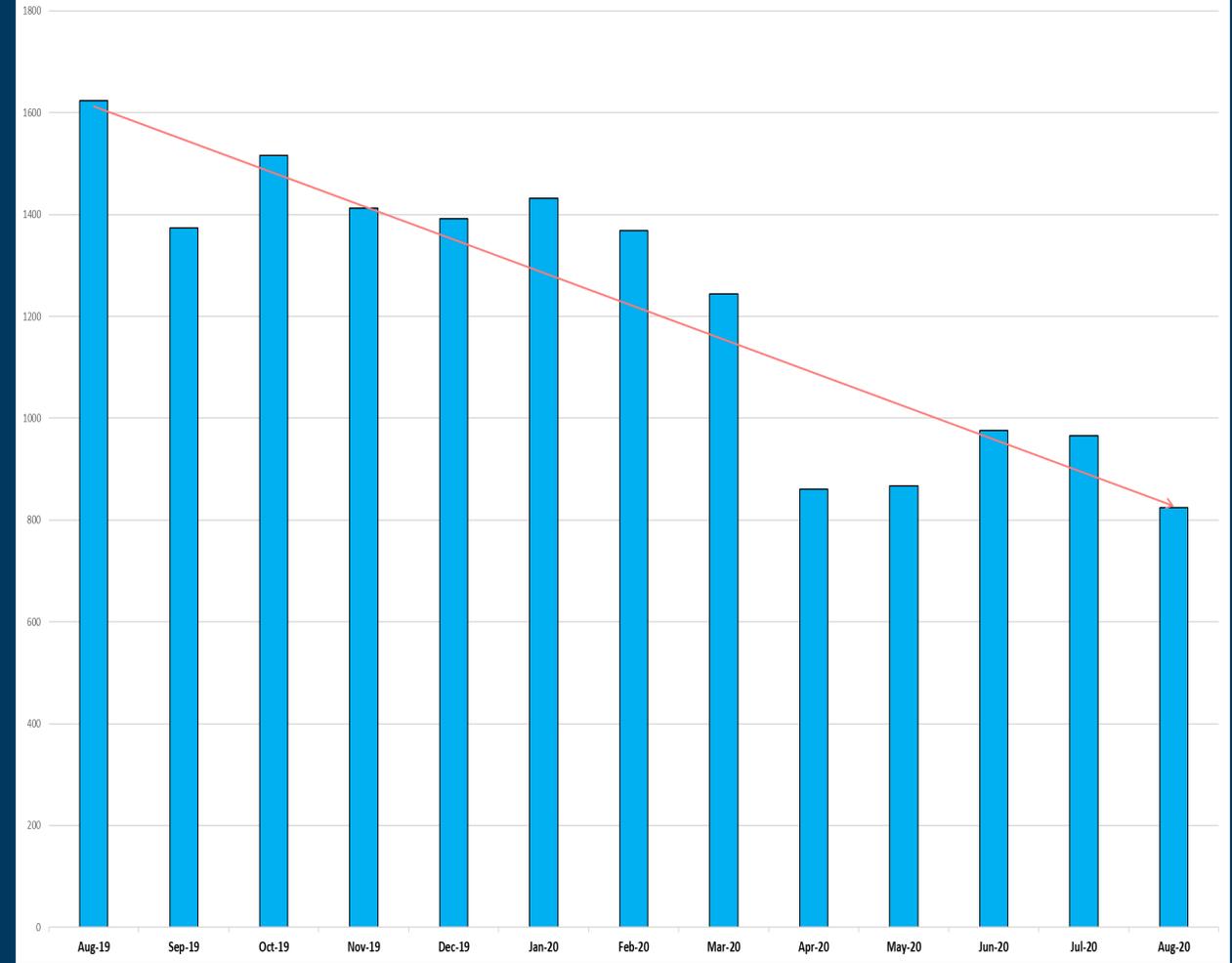
Total Releases since Baseline

Total releases [1] Linear (Total releases [1])



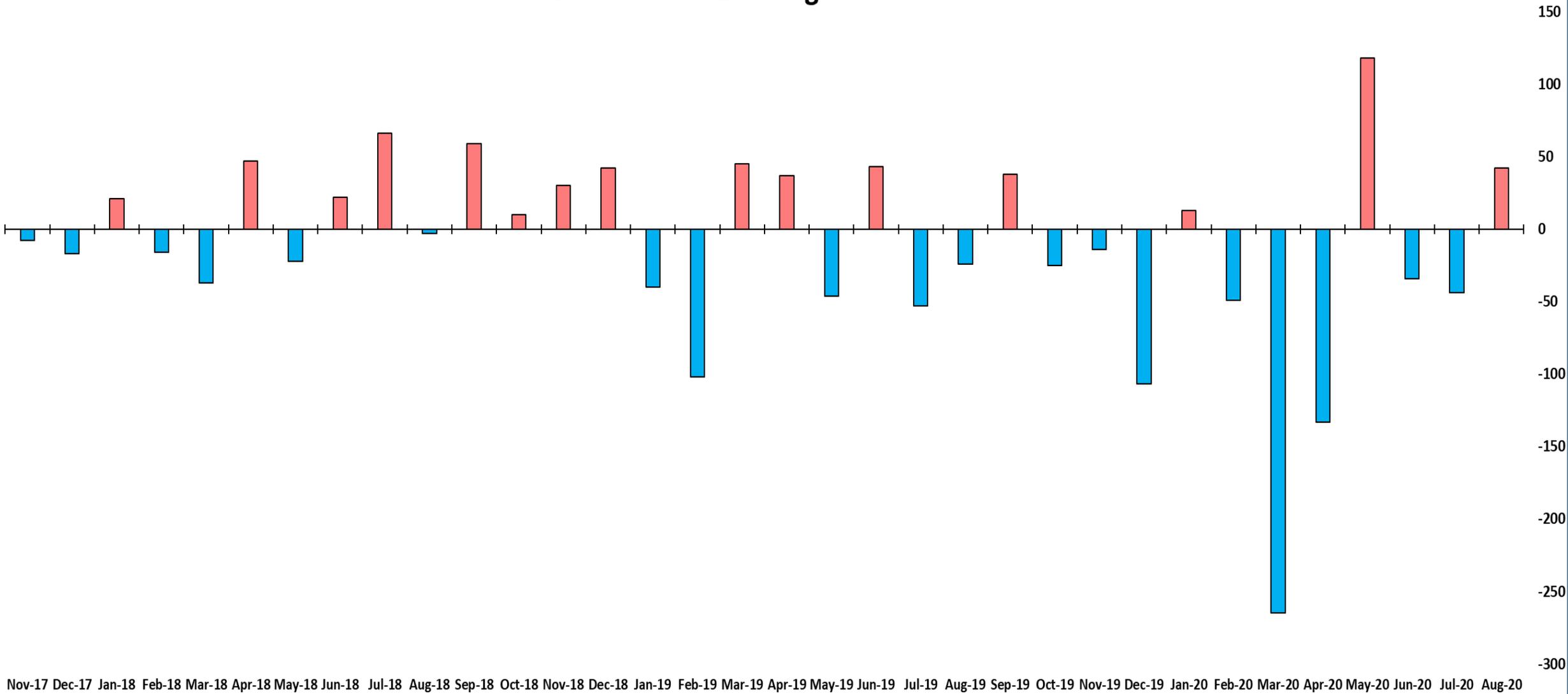
Total Releases the Last 12 Months

Total releases [1] Linear (Total releases [1])



August Safety and Justice MacArthur Report

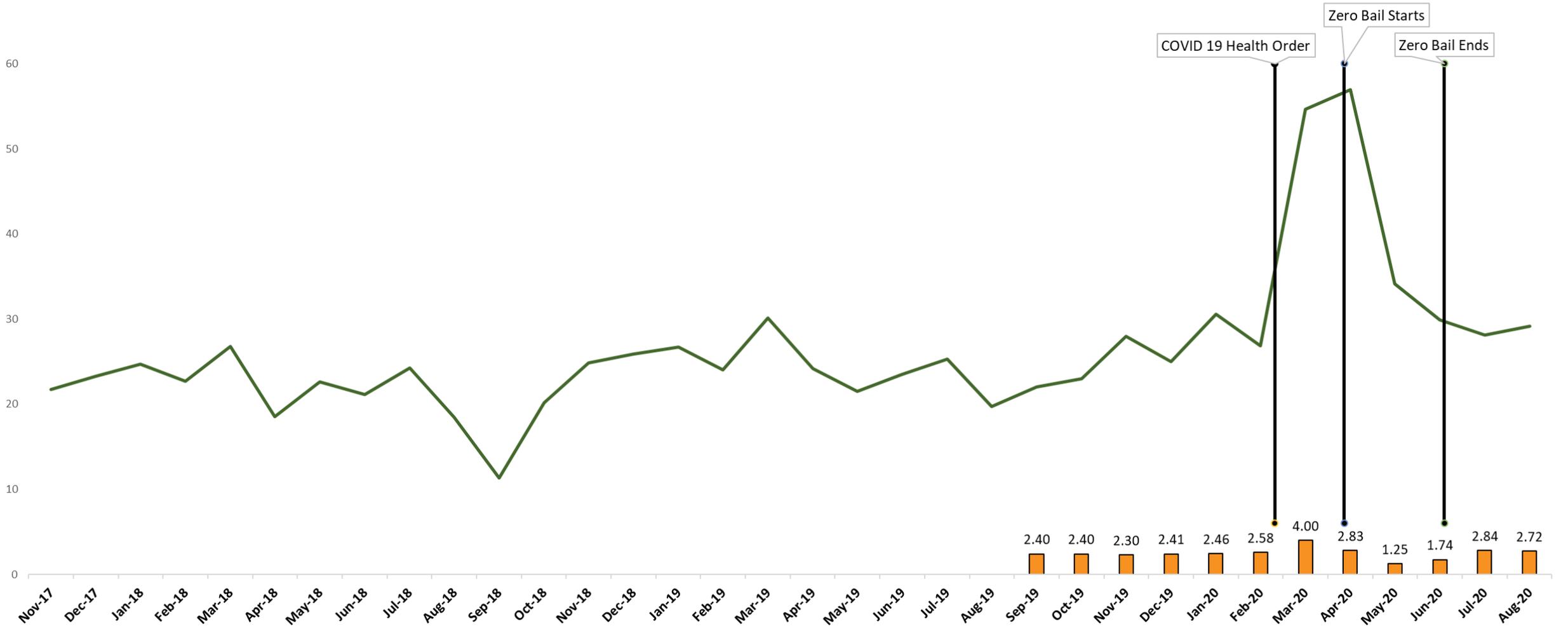
Difference in Bookings and Releases



August Safety and Justice MacArthur Report

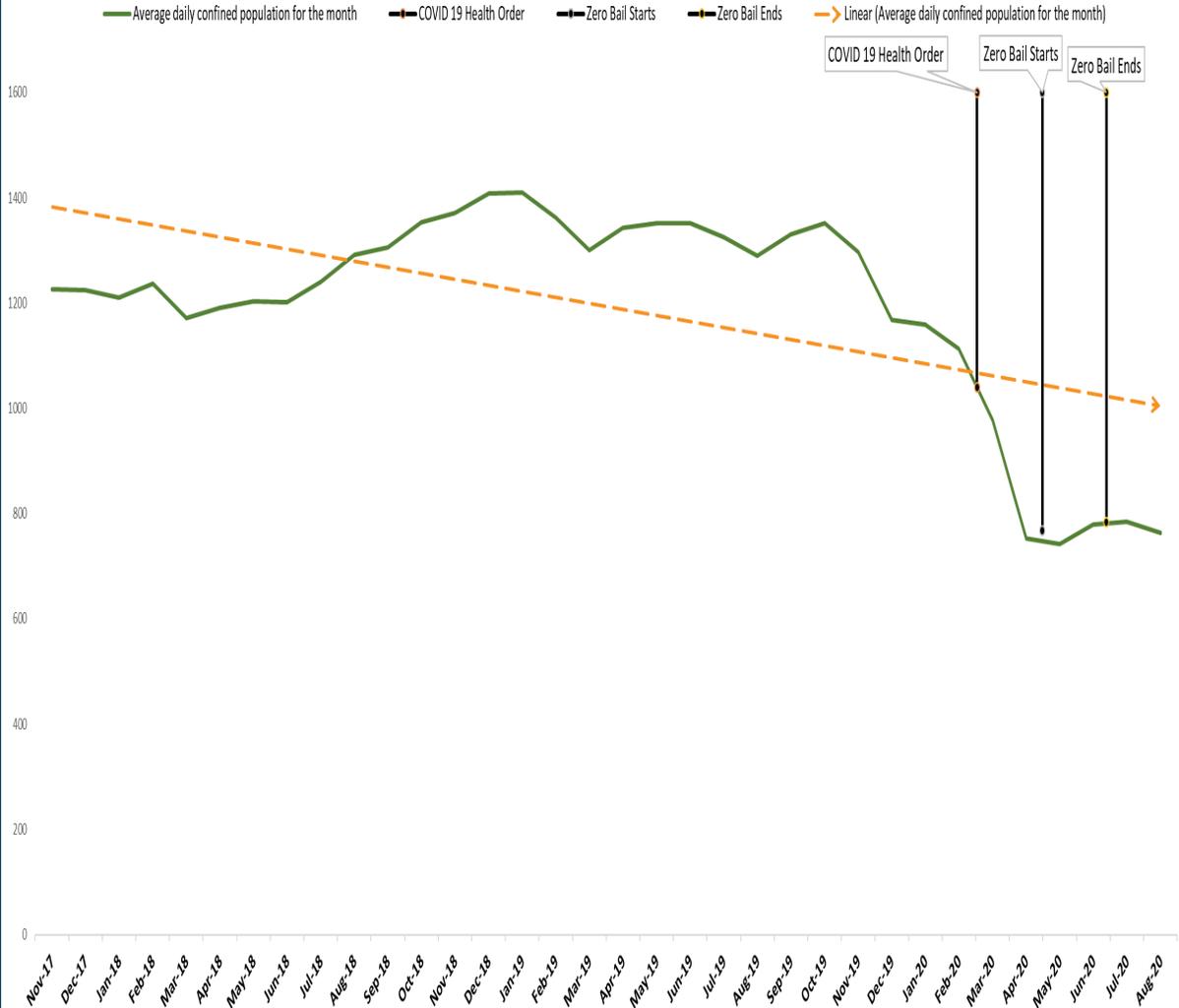
Released Individuals: Average Length of Stay vs Median Length of Stay

■ Median length of stay (in days) among individuals released during the month
 — Reported average length of stay (in days) among individuals released during the month
 ● COVID 19 Health Order
 ● Zero Bail Starts
 ● Zero Bail Ends

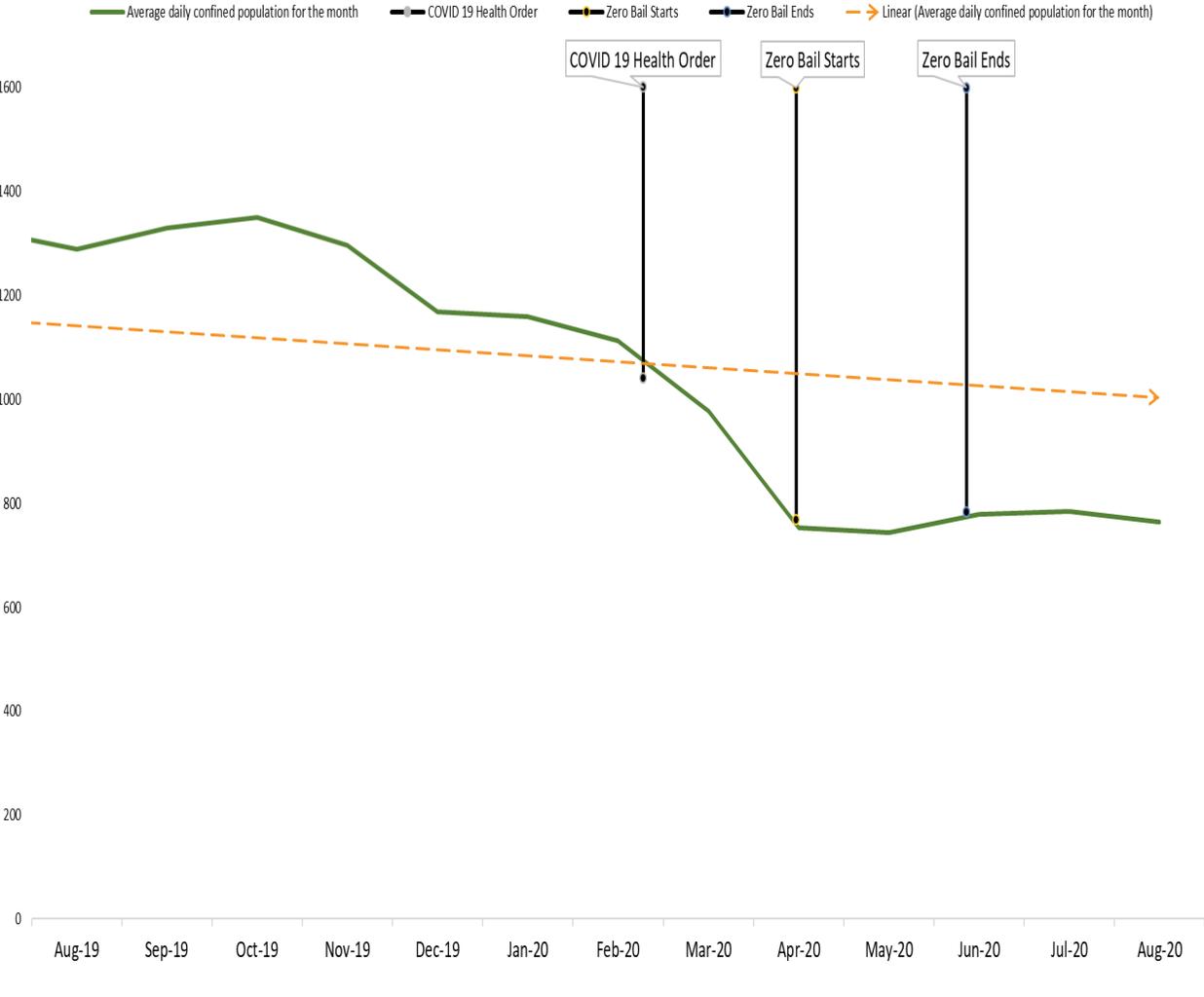


August Safety and Justice MacArthur Report

Average Daily Confined Population since Baseline



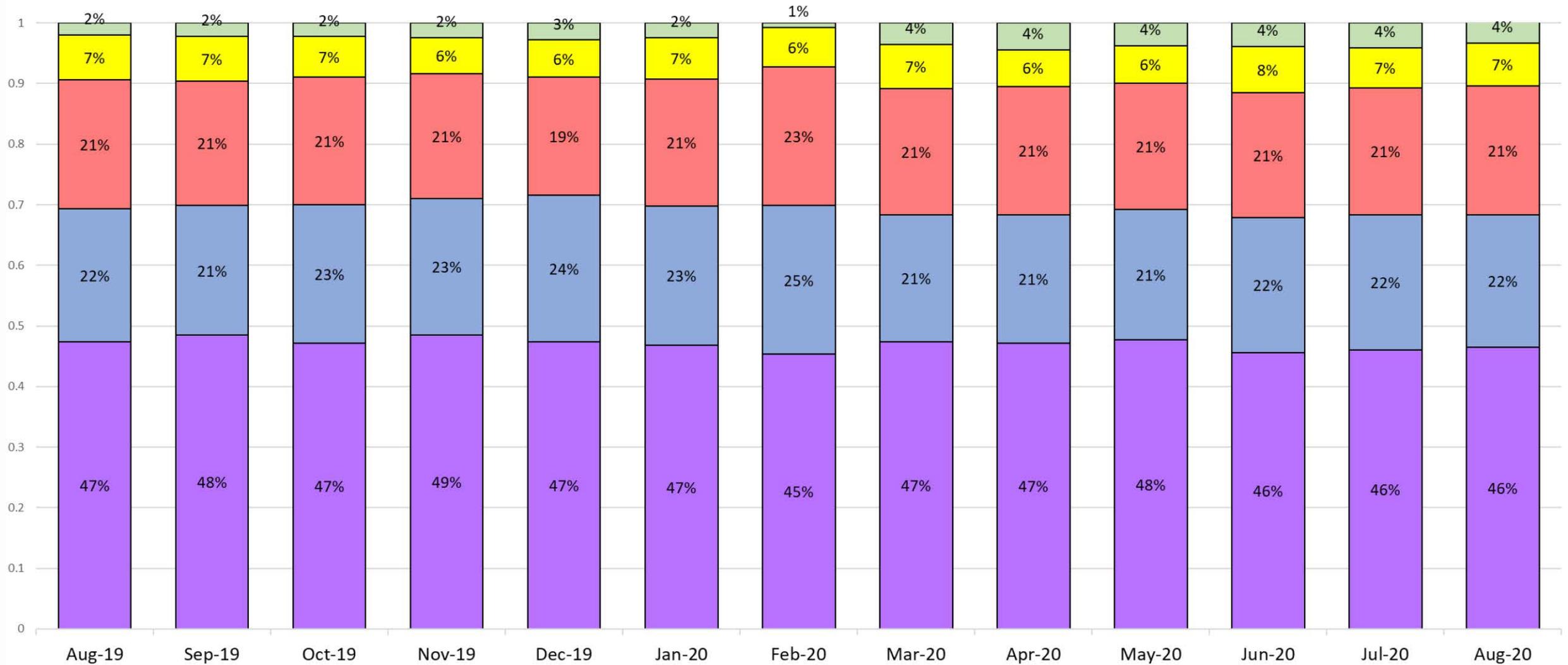
Average Daily Confined Population for the Last 12 Months



August Safety and Justice MacArthur Report

Population Racial Category Percentage of Daily Snapshot

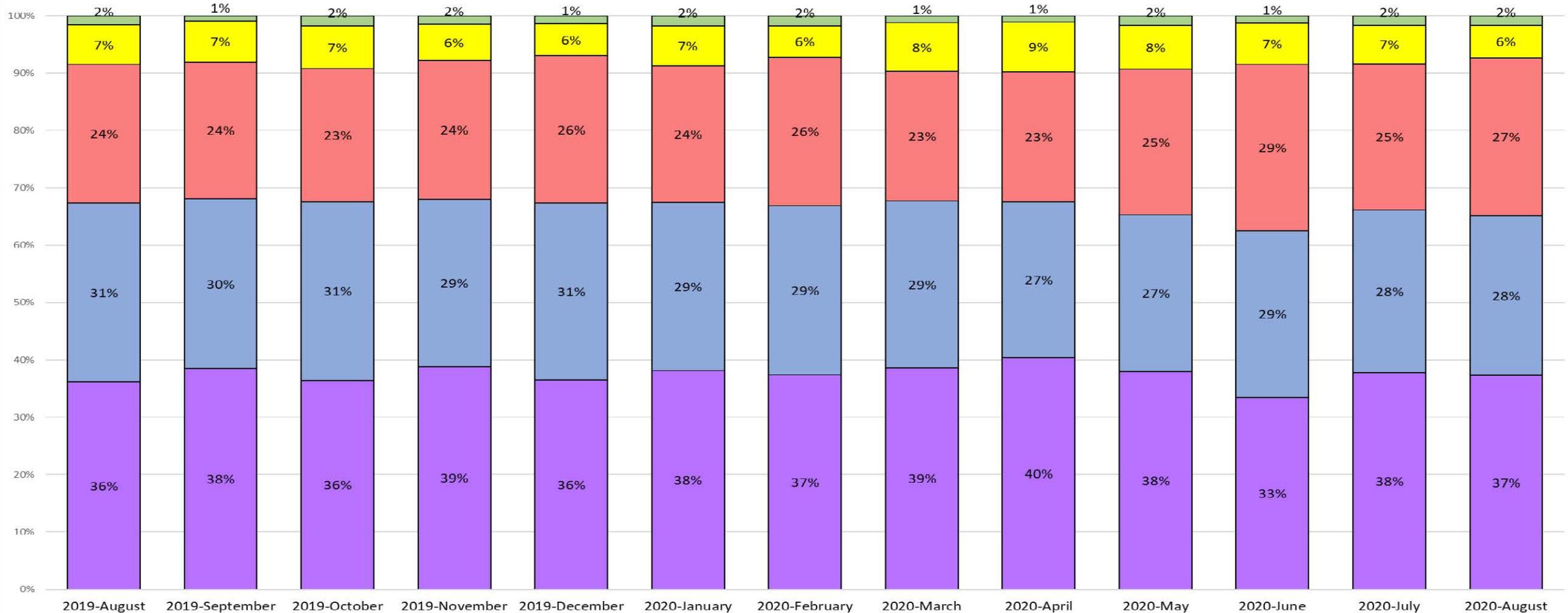
Black Population White Population Latino Population API Population Other



August Safety and Justice MacArthur Report

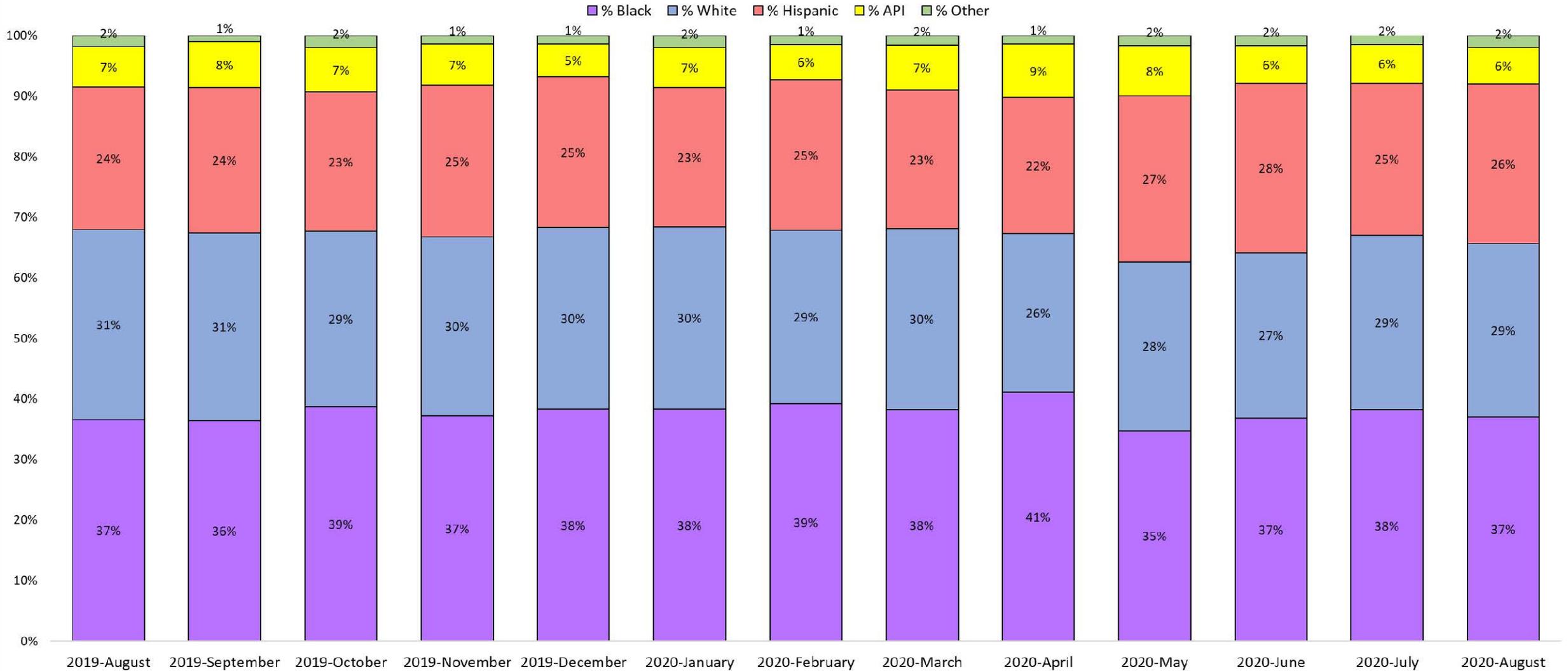
Bookings by Racial Category Percentage

% Black % white % Hispanic %API % Other



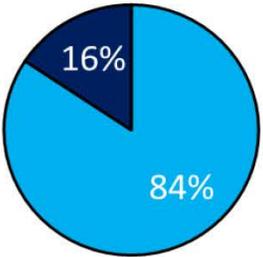
August Safety and Justice MacArthur Report

Releases by Racial Category Percentage



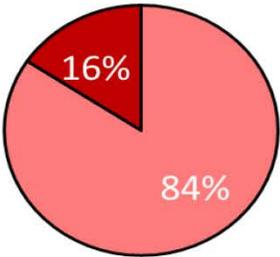
August Safety and Justice MacArthur Report

Bookings



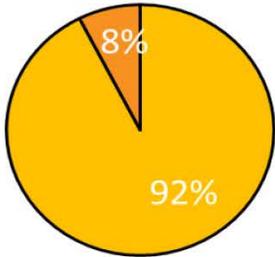
Male Female

Releases



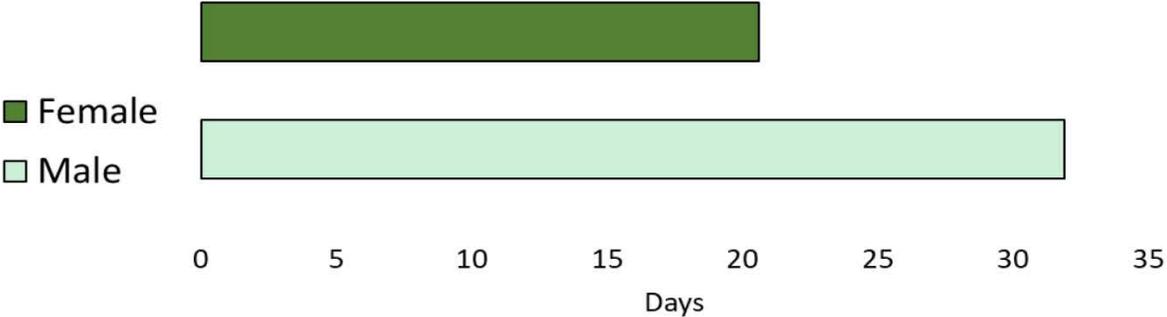
Male Female

Population Snapshot



Male Female

Reported Average Length of Stay Among Individuals Released During The Month



Reported Median Length of Stay Among Individuals Released During The Month



END OF SLIDESHOW



Supported by the John D. and Catherine T. MacArthur Foundation

From: [Goossen, Carolyn \(PDR\)](#)
To: [BOS-Legislative Aides](#); [BOS-Supervisors](#)
Subject: FW: Letter from SF Public Defender Raju to Police Commission Regarding Accelerated Police Reform
Date: Friday, September 25, 2020 3:22:01 PM
Attachments: [SF Public Defender Letter to Commission re Reform 2020.pdf](#)

Dear Supervisors and staff, happy Friday!

Please see the attached letter from Public Defender Mano Raju to the SF Police Commission, regarding ways in which the Commission can best support accelerated police reform at this time.

Best regards,
Carolyn

SAN FRANCISCO PUBLIC DEFENDER

MANOHAR RAJU – PUBLIC DEFENDER
MATT GONZALEZ – CHIEF ATTORNEY



September 25, 2020

San Francisco Police Commission
3rd Street
San Francisco, CA 94158

Dear Commissioners Taylor, DeJesus, Hamasaki, Elias, Brookter, and Cohen,

I write this letter to you as the country reels from the Louisville grand jury's failure to indict the officers who murdered Breonna Taylor. In the wake her death and the high-profile shootings of several other Black people—George Floyd, Jacob Blake, Ahmaud Aubery, to name just a few just this year—the public has rightfully turned its attention to police brutality, misconduct, bias, and policing generally. The Commission has witnessed this increased interest in real time through meetings that last into the early hours of the morning due to public comment. The public is not interested in snail's pace reform nor rhetoric from officials who claim to want to do something if only they could. There cannot be return to normalcy in policing unless we want the senseless deaths and generational trauma in our Black and Brown communities to continue unabated.

With high level and pervasive calls for defunding and shifting away from armed response wherever possible, this body has the chance—and the responsibility—to stymie the lies, the abuse, the deaths, and the flow of Black and Brown bodies into the shamefully biased criminal legal system. The moment demands my office reflect on the change we have already advocated for at this Commission and to renew our call on each item. Whether the issue is internal divisions, dysfunctional processes, or lack of adequate staffing, the moment also demands that the Commission reexamine its own priorities and internal commitment to transparency to understand how it can better bring forth meaningful reform.

(1) Reforms for the Commission's Internal Process

The Commission's efforts this past year offer the chance for candid reflection on how its own processes do—and do not—work. To that end, the Commission should pursue the following to improve its own transparency and accountability:

- a. Create a policy prioritization plan¹ so that the Commission and the public can track all Commission projects, including inquiries to SFPD, the DPA, and the City Attorney and their responses to Commission queries.
- b. Require the City Attorney to report weekly on the status of questions posed by the Commission. Numerous requests made seem lost in the "referred to the City Attorney" pile. This includes a request that disciplinary hearings of

¹ For example, the San Francisco Ethics Commission utilizes a Policy Prioritization Plan to track both ongoing policy reform efforts and to track Commission queries. *See* https://sfethics.org/wp-content/uploads/2018/06/2018.06.15-Agenda-Item-6-Policy-Prioritization-Plan-Combined_Final.pdf.

shootings and force causing GBI no longer be held in closed session as those records are subject to public disclosure.

- c. Publish biweekly status reports on the status of all Department General Orders (DGOs) under revision and when the revisions are expected to be completed.
- d. Report routinely on all non-confidential discussions occurring in closed session.
- e. Explain why an item a Commissioner requested to be agendized at a future meeting does not appear on that future agenda.
- f. Explore whether this moment calls for additional fulltime staff to assist the Commission to fulfill its mission.

(2) The Police Commission should mandate that DPA and SFPD prioritize compliance with SB 1421—a law that makes certain police records public—by mandating resource reallocation.

For nearly two years now, the Commission has listened to the DPA and SFPD report regularly on their records production efforts without firmly declaring that the pace is inadequate or setting concrete goals. As an organization whose clients' freedom may depend on these records, we feel the molasses-like drip of records acutely. If the Commission is committed to transparency and public accountability, it must mandate that SFPD and DPA comply with their legal obligation under SB 1421 now, before the two-year anniversary of the new law in January 2021.

(3) The Commission should mandate affirmative release of SB 1421 records when a new incident occurs, with no need for a specific request.

Too often, SB 1421 records that are produced are stale and/or for officers long since retired and recent, disclosable records get pushed to the bottom of the queue for production. When a disclosable incident occurs, as much information should be released as soon as possible, to vindicate the public right to know and to inform ongoing criminal legal matters. Moreover, synergy can be created by labeling an incident upfront as a SB 1421 record, redacting it as the records are made—reports, transcripts, interviews, etc.—and then releasing the records.

(4) Continue discipline proceedings when officers resign in lieu of punishment

Strategic resignations or retirement should not deter the Commission from completing investigations, particularly when the conduct might trigger release under SB 1421, particularly important after SB 731—the bill that would have decertified officers who commit serious misconduct—was not voted on by the legislature. Since 2015—as far back as Commission agendas appear on the public website—at least eleven officers have retired with cases pending in front of the Commission, including three this year.² With just a few such cases every year, the Commission has a duty to the public to continue those investigations. Though the state legislature did not have the political will to mandate continuing

² See <https://sfgov.org/policecommission/meeting/police-commission-august-12-2020-agenda>

misconduct investigations despite an officer's retirement (see SB 776), this Commission should lead the state by example.

(5) Cancel the Audit of Electronic Communication Devices for Bias and use the money elsewhere to root out bias as intended.

If we took the Audit as the only metric to measure bias in the SFPD, we would believe that SFPD is bias-free. Unfortunately, other data exists that shows this is far from the case.³ Even the Police Officer's Association (POA) admitted as much by publicly committing to addressing bias in the department.⁴

What purpose does the Audit serve when it fails its sole function to help identify early which officers may harbor biases? The tool is either wholly unfit for its task or in need of drastic overhaul. In either case, the Commission should have played a larger role in determining what words are used as part of the audit. The Commission should direct SFPD to end the program and find an effective means of identifying and rooting out bias.

(6) Revamp the Early Intervention System (EIS) so that it is actually effective, or use that money elsewhere.

The EIS exists to alert SFPD supervisors of issues with officers before they arise to the level of misconduct. Yet the system relies wholly on the subjectivity of the supervising sergeants and their review of the underlying conduct to identify if a problem, in fact, exists and neither the Commission nor the public has any indication that the system is effective. SFPD acknowledges as much by saying that the system lacks "data analysis regarding the efficacy of alerts"⁵ and "best practices or national standards for variables and variable threshold levels."⁶ The Commission should direct the EIS be reconfigured such that it actually does something, or direct the resources currently assigned to EIS be redistributed elsewhere.

(7) Create a unified numbering system to track misconduct through the DPA, SFPD, and the Commission

The public cannot track the progress of a DPA complaint and discipline imposed on an officer because each of the three agencies uses a different tracking system. The numbering system DPA assigns to complaints—which changed last year without a public announcement or a notification to complainants—does not correspond with the findings in their openness reports or their quarterly or annual reports. The various DPA numbering systems do not match the systems SFPD uses to when the Chief imposes discipline. And yet

³ See <https://www.sfexaminer.com/news/implicit-bias-trainer-finds-extreme-degree-of-anti-black-sentiment-within-sfpd/>; <https://cops.usdoj.gov/RIC/Publications/cops-w0818-pub.pdf>; https://sfdistrictattorney.org/sites/default/files/Document/BRP_report.pdf.

⁴ See <https://www.mercurynews.com/2020/06/14/california-largest-police-unions-unveil-reform-plan-in-joint-statement/>.

⁵

<https://sfgov.org/policecommission/sites/default/files/Documents/PoliceCommission/PoliceCommission070820-EIS-Q42019Presentation.pdf>, p. 21.

⁶ *Ibid.*

again, neither system from DPA nor SFPD numbering systems match what appears on Commission agendas when an officer faces a hearing and possible discipline.

Commitment to transparency and the public right to know means creating a uniform numbering system to identify what stage a case and what the outcome was. By its action or inaction, the Commission shows whether it values administrative concerns over transparency and accountability.

(8) Provide more transparency and accountability for the meet & confer process

SB 1421 became effective 630 days or over 20 months ago. Yet, the SB 1421 protocols that emerged out of the working group nearly a year ago still languish in meet and confer with the POA. The public has no expectation or timeframe for when the protocols will come back to the Commission for formal adoption. And so, the slow pace of records production continues as the POA drags its feet. The Commission should use its authority to expedite the process to approve the protocols.

The same is true of DGOs that are sent to meet and confer with the POA. DGOs sent to meet and confer with the POA languish for months and seemingly no one knows—including, at times, the Commission itself—when they will emerge from that black hole. And while it is true that recently the Commission made public its desire not to send DGOs that do not touch on training or discipline to meet and confer, that gives little hope for the DGOs already languishing there.

The Commission should require the City Attorney to provide public updates on meet-and-confer progress. And, the Commission should take steps to streamline the DGO approval process, particularly by adopting the DPA proposal⁷ the Commission declined to discuss at the July 1 meeting and has since re-agendized. SFPD should report to the Commission and the public by posting the information on its website: 1) the date SFPD commences updating each DGO; 2) the expected date SFPD will provide revisions to DPA for review; 3) the date SFPD will commence concurrence; and 4) the date SFPD will present the revised DGO to the Commission for review and action.

(9) Accelerate the complaint and & discipline process

The officers who killed George Floyd were fired, arrested, and charged in short order. If that horrible incident occurred in San Francisco, it could be months or, more probably, years before any discipline would be issued. Meanwhile, a case involving an SFPD officer who lied under oath, used excessive force, and conducted an improper pat search in August 2018 remains pending before the Commission after DPA recommended just a thirty-day suspension.⁸

⁷ See https://sfgov.org/policecommission/sites/default/files/Documents/PoliceCommission/-DPA_Ltr_Attachment_ResolutionDGO%20Process.pdf.

⁸ See <https://missionlocal.org/2020/09/thirty-day-suspension-the-ceiling-for-officer-who-used-excessive-force-misrepresented-the-truth/>.

While the Police Officer’s Bill of Rights and the POA’s MOU may set a statute of limitations for when claims must be brought, neither, to our knowledge, sets a floor on how long the investigation and discipline process must take, and we all have recently become aware of several cases where the process took years, including the four-year investigation into Sergeant Erb’s killing of Jessica Williams and a 5-plus year investigation into Officer Yuen’s reckless mistranslation.⁹ The Commission should focus its efforts to eliminate unnecessary administrative delay in investigating complaints and issuing discipline. This means insisting that DPA and SFPD expedite their complaint and discipline process. Discipline should typically usually take place in a matter of weeks and occasionally months, but never years.

(10) DPA transparency

The City Charter mandates that the DPA “prepare *in accordance with rules* of the Commission monthly summaries of the complaints received.”¹⁰ It has failed to do so, only recently publishing the outstanding Openness Report, mocking the report’s very name. The Commission should establish a clear mandate that DPA follow its Charter directive to publish monthly reports no later than 30 days after the close of the previous month.

The City Charter also mandates that DPA “shall prepare a report for the President of the Board of Supervisors each quarter” summarizing complaints and a review of the discipline issued.¹¹ The DPA has published quarterly reports in 2020 only recently and presented its 2019 annual report only last week on September 16. DPA cannot consistently be six or nine months behind on its reporting requirements, updating them only when the public notices and complains to the Commission.

(11) End DPA mediation program and all other discretionary work until DPA is meeting its mandate

While mediation is noble and worthy in itself, the DPA’s program takes scarce resources away from its statutorily mandated mission to: “promptly, fairly, and impartially investigate all complaints,”¹² “recommend disciplinary action to the Chief of Police on those complaints that are sustained,”¹³ make policy recommendations,¹⁴ and conduct audits and reviews of SFPD.¹⁵ Until the DPA is fulfilling its core mission, it should not be permitted to do other work.

(12) Examine Why the DPA and the chief disagree so frequently on the scope of punishment

⁹ See <https://medium.com/@lihanlh/five-year-investigation-finds-police-misconduct-in-chinatown-mom-knife-threatening-case-9eadd9da9fee>.

¹⁰ San Fran. City Charter 4.136(h) (emphasis added).

¹¹ San Fran. City Charter 4.136(i).

¹² San Fran. City Charter 4.136(c).

¹³ *Id.* at 4.136(d).

¹⁴ *Id.* at 4.136(j).

¹⁵ *Id.* at 4.136(k).

According to DPA's 2019 Statistical Summary, the Chief agreed with DPA on less than 50 percent of its improper conduct findings and disciplined officers just 45 percent of the time based on DPA's recommendations.¹⁶ When the Chief disciplined officers, he followed DPA's recommendations just 38 percent of the time.¹⁷ The Commission should explore why these large discrepancies exist, in public.

Though the protests have largely dispersed, we remain at an inflection point on racial justice and equity in our City, state, and nation. Without turning our stated commitments into a new way of doing business, those promises will collapse into the status quo. The Police Commission is tasked with holding both SFPD and DPA accountable and must not miss this opportunity to bring meaningful reform with the sober purpose to end the overpolicing of communities of color, root out bias within SFPD once and for all, and make all officers who abuse our trust accountable.

My office stands ready and willing to help in any way possible. We look forward to continuing to work with all those invested in our quest for racial equity and true and humane justice for all.

Sincerely,



Manohar Raju
Public Defender

¹⁶ https://sfgov.org/dpa/sites/default/files/DPA_Statistical_Overview_19.pdf, p. 3.

¹⁷ *Ibid.*

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Carroll, John \(BOS\)](#)
Subject: FW: Hall of Justice Closure Letter - Courtesy Copy to the Clerk of the Board
Date: Monday, September 28, 2020 11:40:00 AM
Attachments: [HOJ Closure Ltr - 9 25 2020.pdf](#)

From: RealEstateAdmin (ADM) <realestateadmin@sfgov.org>
Sent: Monday, September 28, 2020 10:23 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Hall of Justice Closure Letter - Courtesy Copy to the Clerk of the Board

Good morning,

Please find attached a courtesy copy for inclusion of the file for the Hall of Justice Jail Closure.

Best,



RealEstateAdmin@sfgov.org

Real Estate Division City and County of San Francisco
25 Van Ness Avenue, Suite 400 San Francisco, CA 94102 Tel: 415 554 9850



London Breed, Mayor
Naomi M. Kelly, City Administrator



Andrico Q. Penick
Director of Real Estate

September 25, 2020

Mary Bustamante, Manager, Real Estate
Facilities Services/ Administrative Division
Judicial Council of California
2860 Gateway Oaks Drive, Suite 400
Sacramento, California 95833

Dear Mary:

In compliance with San Francisco Administrative Code, Section 122.1(c)(2) and pursuant to California Government Code Sections 70341, *et seq.*, the Joint Occupancy Agreement (re Facility #38-B1, fully executed on December 31, 2008) and the Transfer Agreement between the City and County of San Francisco, the Judicial Council of California and the Administrative Office of the Courts regarding the Hall of Justice and fully executed on December 31, 2008, this letter gives notice that the County of San Francisco's Jail #4, located at the Hall of Justice, 850 Bryant Street, Floor 7, San Francisco, has closed permanently for the housing of inmates as of September 14, 2020 and will only be used by the City for City's administrative and kitchen purposes.

Please be assured that the jail closure does not affect the Court Exclusive-Use Area, the shared Common Area, square feet space calculations and percentages, Shared Costs and calculations of same, the Joint Occupancy Agreement or the Transfer Agreement.

Should you have any questions, please contact the undersigned. Thank you for your time and attention to this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Claudia J. Gorham".

Claudia J. Gorham
Deputy Managing Director
Real Estate Division

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Press Release: San Francisco Civil Grand Jury Report, "Sustain Our City's High Performing Moscone Convention Center"
Date: Thursday, October 1, 2020 2:57:00 PM
Attachments: [ConvCenter Press Release.pdf](#)

From: Civil Grand Jury <CGrandJury@sftc.org>
Sent: Thursday, October 1, 2020 10:20 AM
Subject: Press Release: San Francisco Civil Grand Jury Report, "Sustain Our City's High Performing Moscone Convention Center"

Please see attached.

The full report is available here: <https://civilgrandjury.sfgov.org/report.html>.

Thank you.



CITY AND COUNTY OF SAN FRANCISCO 2019-2020 CIVIL GRAND JURY

FOR IMMEDIATE RELEASE

Contacts: Jaime Guandique, Foreperson, 415-819-2677
Peter Mills, Committee Chairperson, 415-527-9388

*** PRESS RELEASE ***

Sustain Our City's High Performing Moscone Convention Center

San Francisco, CA, October 1, 2020 – The 2019-2020 Civil Grand Jury (SFCGJ) today released a report focusing on the challenges Moscone Convention Center faces in attracting and retaining clients. The Moscone Convention Center is one of the nation's leading convention venues. It drives about a fifth of the City's approximately \$10 billion travel and tourism sector, generates local jobs, fills hotel rooms and restaurant seats, and generates substantial tax revenue for the City.

The SFCGJ's findings of potential adverse trends in future convention bookings and hotel occupancy rates should concern San Francisco. Principal among the potential longer term adverse trends are conventioners' concerns about the cleanliness and perceived safety of San Francisco's streets, event sponsor reticence spurred by high San Francisco costs, and the difficulty of blocking sufficient hotel rooms in a small number of hotels.

In the near term the COVID-19 fallout continues to wreak havoc on the City's convention business, as it has with hotels, restaurants and other travel and tourism business in general. However, the SFCGJ's report focuses on The Moscone Convention Center's long-term success, having studied challenges present before COVID-19, leading to recommendations to mitigate challenges to Moscone's ongoing success in the years after recovery from COVID-19.

The Superior Court selects 19 San Franciscans to serve year-long terms as Civil Grand Jurors. The Jury has the authority to investigate City and County government by reviewing documents and interviewing public officials and private individuals. At the end of its inquiries, the Jury issues reports of its findings and recommendations. City and County agencies identified in the report must respond to these findings and recommendations. The Board of Supervisors conducts a public hearing on each Civil Grand Jury report.

Civil Grand Jury reports may be viewed online at <http://civilgrandjury.sfgov.org/report.html>.

###



City and County of San Francisco 2019-2020 Civil Grand Jury

Sustain Our City's High Performing Moscone Convention Center



Photo by Naim Ayya

August 2020

The Civil Grand Jury

The Civil Grand Jury is a government oversight panel of volunteers who serve for one year. It makes findings and recommendations resulting from its investigations.

Reports of the Civil Grand Jury do not identify individuals by name. Disclosure of information about individuals interviewed by the jury is prohibited. California Penal Code, section 929

State Law Requirement California Penal Code, section 933.05

Each published report includes a list of those public entities that are required to respond to the Presiding Judge of the Superior Court within 60 to 90 days as specified.

A copy must be sent to the Board of Supervisors. All responses are made available to the public.

For each finding, the response must:

- 1) agree with the finding, or
- 2) disagree with it, wholly or partially, and explain why.

As to each recommendation the responding party must report that:

- 1) the recommendation has been implemented, with a summary explanation; or
- 2) the recommendation has not been implemented but will be within a set timeframe as provided; or
- 3) the recommendation requires further analysis. The officer or agency head must define what additional study is needed. The Grand Jury expects a progress report within six months; or
- 4) the recommendation will not be implemented because it is not warranted or reasonable, with an explanation.

Members of the Civil Grand Jury

Jaime Guandique, Foreperson

Peter Mills, Parliamentarian

Richard Bogan, Recording Secretary

Phyllis Deets, Correspondence Secretary

Jonathan Gohstand, Technology Secretary

Ruben Ahumada

Victoria Hanson

Rebecca Jordan

Diane Josephs

Steven Lei

Patricia Levenberg

Judy Nadel

Charles Raznikov

Elwyn Wong

SUMMARY

The Moscone Convention Center (“Moscone”) is a City asset of which we should all be proud. It provides many benefits to the City and its residents. At the same time, the convention center and San Francisco face challenges that present risks to sustaining Moscone’s current high performance for the long term.

Moscone’s past success as a convention center is the result of capable individuals at various organizations, with extensive experience in the convention business. The Civil Grand Jury found that these individuals and their organizations (Appendix C) collaborate effectively, are mutually supportive, and deserve credit for Moscone’s success.

With the exception of the impact of COVID-19, Moscone's business has been brisk, robust. San Francisco continues to be a prime destination in the industry. For the near term, assuming continued success selling and retaining future conventions, San Francisco’s convention business looks like it is in good condition, hotel occupancy rates are high and hotel room rates are high.

So, why worry? Here is why. Competition from other cities and the adverse aspects of hosting a convention in San Francisco threaten Moscone’s success. These threats should prompt action to mitigate risks to future convention business.

The potential for adverse trends in future convention bookings and hotel occupancy rates should concern Moscone stakeholders, beyond the shorter-term impacts of the COVID-19 pandemic. (Stakeholders include the city government, Moscone itself, San Francisco Travel, hotels, the tourist sector of our economy, labor, citizens at large, and others.) An economic downturn, competition from other venues across the nation, event sponsor reticence spurred by high San Francisco costs, conventioneer concerns about the cleanliness and safety of our City’s streets - all these jeopardize future Moscone business and associated City revenues.

Moscone continues to benefit from previously contracted conventions and efforts to contract new events, but there have been recent losses like Oracle’s convention that moved to Las Vegas. The reasons for such losses comprise many factors, including street blight, high costs, and visitors’ feelings of insecurity. These three factors are consistently articulated by conventioners and convention planners as reasons to choose other venues. The trends and data presented in this report suggest that absent any actions, losses of San Francisco conventions will grow over time.

At the time of writing this report, San Francisco and the Civil Grand Jury were still in the grip of the COVID-19 pandemic, and the short-term to near-term future is expected to continue to be unclear when this report is published. The reader must realize that the convention business is long-term, and this report presents its findings and recommendations in the light of long-term projections, beyond when the pandemic’s effects subside. The findings in this report are based on research completed prior to the pandemic, but nonetheless important for the long-term future.

BACKGROUND

Many San Francisco citizens are unaware of how important Moscone is to our city, unaware of how attractive a convention center it is, and unaware of the long-term nature of its success and how current risks jeopardize its success in the long term.

However, San Francisco Travel commissioned a poll¹ that found that citizens genuinely agree that tourism is vitally important to San Francisco:

- 93% of residents agree tourism is vital to San Francisco's economy
- 88% feel tourism is important to the City's budget,
- 74% believe tourism makes the City a better place to live,
- 68% believe it is important that their district supervisor support tourism, and
- 66% say tourism serves an important role in paying for City services.

The Civil Grand Jury's interest in exploring Moscone's business prospects was prompted by news stories about how street conditions and high costs make it a challenge to attract and retain conventions. Additionally, jurors' own business experiences suggested that perhaps there were under-recognized risks to Moscone's future success.

It seemed clear to the Civil Grand Jury that warning signs were evident. At the same time, as Moscone and San Francisco have much to offer to attract conventions, competition from other cities and the potential adverse aspects of hosting a convention in San Francisco are palpable challenges.

The Civil Grand Jury's investigation confirmed the warning signs of the potential for future adverse meeting and hotel occupancy trends. An economic downturn, competition from other venues across the nation, event sponsor criticism about high San Francisco costs, conventioners' comments about the cleanliness and safety of our City's streets - all these jeopardize future Moscone business and associated City revenues.

METHODOLOGY

The Civil Grand Jury investigated Moscone, its business practices, how it supports San Francisco's economy and tax revenues, viewpoints of its many stakeholders, and the risks that Moscone faces in the future.

¹ San Francisco Travel Association, San Francisco Resident Survey, 2019, Rev. 6/19, Infographic, page 2

Summarized in this report’s bibliography, the Civil Grand Jury analyzed contractual agreements, marketing strategies, industry and informational documents, financial statements, consultants’ reports, academic reports, survey data, Moscone and San Francisco Travel websites, and more. Many were specific to Moscone, and others provided a broader perspective on San Francisco’s tourism and convention economics and industry-wide information.

The Civil Grand Jury conducted visits to Moscone (during live events and including “back of the house” tours), and interviewed key individuals in the San Francisco government and at several stakeholder organizations.

During Moscone events as well as at select downtimes, jurors observed areas close to Moscone where conventioners often walk. We witnessed what Moscone’s conventioners witness in our streets.

Interviews were conducted with responsible City managers, Moscone management, the travel industry, the hotel industry, and the Yerba Buena Community Benefits District.

DISCUSSION AND ANALYSIS

San Francisco has strong appeal for convention planners and conventioners, and Moscone has a superior reputation in the industry. High hotel occupancy, a busy convention calendar and positive marks on surveys about the Moscone facility attest to this. On the other hand, challenging street conditions and high costs associated with hosting an event in San Francisco detract from Moscone’s overall value as a venue.

Main Challenges for Booking and Retaining Conventions at Moscone

In the highly competitive industry, San Francisco cannot assume that Moscone’s recent past success is a guarantee of future success. The City needs to act now to mitigate the risks that certain competitive disadvantages present today.

The Civil Grand Jury’s review of data and input from Moscone stakeholders foretell a challenge to San Francisco’s future convention business. For example, San Francisco Travel reported that over the course of 2019 thirty-five Moscone future events were lost, where sponsors cited either street conditions or costs (either Moscone costs, hotel costs or both) as top reasons for selecting another city.²

Street Conditions

The blight in some streets near Moscone and key hotels concerns citizens, visitors and businesspeople. According to surveys of convention planners who know multiple convention

² Data provided by San Francisco Travel Association.

venues and compare them with Moscone, approximately half say that San Francisco needs to improve street cleanliness and safety. Most of the rest rank San Francisco as only “average” across these categories. San Francisco citizens also critique our streets: a biennial San Francisco survey³ shows that 74% of survey participants in District 6 that includes the Moscone rank street cleanliness as “grade C” or worse. That is 12% worse than in the prior survey.

Costs

Convention planner surveys and stakeholder inputs show that some competing locations offer venues that allow convention planners to sponsor events at less cost than in San Francisco. The Moscone is not among the most competitive options with respect to a range of costs, including convention center costs, hotel costs, labor costs and others.

Hotel rooms

Aggregate room availability is generally adequate for many conventions that Moscone hosts. However, contracting as few hotels as possible by obtaining adequate room blocks can be challenging, and convention planners often struggle with the lack of relatively large hotels for large San Francisco conventions, leading them to negotiate with dozens of hotels. In other cities like Las Vegas convention planners can accommodate their needs with just one or a few hotels.

Moscone’s Significant Economic Impact

San Francisco’s tourism sector is financially important to San Francisco. Moscone events and visitors are an important driver of the city’s tourism business. In fact, the San Francisco Tourism Improvement District’s Management District Plan states, “The City recognizes the significance of the tourism, leisure and convention industry to the overall economic health of the City⁴.” It also states that the City recognizes the “critical component that the Moscone Convention Center plays with respect to sustaining growth in this area”. It draws over one million attendees and exhibitors per year and is responsible for 21%⁵ of the city’s overall travel and tourism industry.

San Francisco relies on its tourism industry and Moscone’s conventions are a critical driver of the sector. Hotels and visitors generated a total of nearly \$11.8 billion in economic output in the

³ City Performance Team and Corey, Canapary & Galanis, “2019 San Francisco City Survey – A biennial survey of San Francisco residents”, City & County of San Francisco, Office of the Controller, City Services Auditor, 2019, page 20

⁴ New City America, Inc., “San Francisco Tourism Improvement District Management District Plan” as amended, 2014, page 37

⁵ “The City and County of San Francisco Capital Plan, ONESF Building Our Futures, Fiscal Years 2020 – 2029”, page 99

city, while supporting 107,700 jobs and \$5.9 billion in wages and benefits. Chart 1 summarizes some findings from Beacon Economics.⁶

⁶ Beacon Economics, “The Economic Impact of San Francisco Hotels”, Beacon Economics, LLC, Los Angeles, 2019, page 3-4

<p style="text-align: center;">Chart 1</p> <p style="text-align: center;">2018 Economic Impact of Hotels and Tourism Including Moscone</p>		
Hotel Spending and Tax Revenues ⁷	Hotel Employment ⁸	Frequency of Conventioneer Spending Outside of Hotels ⁹
<ul style="list-style-type: none"> ● Hotels and visitors generated a total of \$498.4 million in tax revenue throughout the City during this time. ● Spending on hotel operations alone generated over \$4.9 billion in total economic output while supporting over 39,200 jobs and \$2.3 billion in wages and benefits. ● Hotel operating spend (excludes other visitor spend) generated \$441.5 million in tax revenue. ● Hotel visitor spending (not hotel operations spend) generated ~\$57 million additional tax revenue. 	<ul style="list-style-type: none"> ● Around 53% of hotel workers reside in San Francisco. ● On average, hotel workers earn \$50,200 per year, significantly more than in other counties (including Los Angeles and San Diego). ● About 81% of these workers are African American, Asian or Hispanic. 	<ul style="list-style-type: none"> ● Restaurants: 92% ● Shopping: 44% ● Entertainment: 52% ● Stay over post-event: 25% ● Pre-event site-seeing: 19% ● Cultural & education: 17% ● Other (sporting event, family event, etc.): 30%

⁷ Beacon Economics, “The Economic Impact of San Francisco Hotels”, Beacon Economics, LLC, Los Angeles, 2019, pages 3-4

⁸ Beacon Economics, “The Economic Impact of San Francisco Hotels”, Beacon Economics, LLC, Los Angeles, 2019, pages 34-35

⁹ Michael Hughes, “Convention Center & Event Industry Outlook - San Diego Convention Center Corporation BOD”, San Diego Convention Center, March 2014.
<https://www.visitsandiego.com/sites/default/files/Red7MHughes.pdf>, page 6

The overall economic impact of \$4.9 billion, nearly \$0.5 billion of tax revenue, and over 39,000 jobs; these are at risk. The primary risk factors discussed in this report are the cost of hosting a convention in San Francisco and the blight and insecurity visitors see in our streets. San Francisco needs to mitigate these risk factors to protect the economic benefits of the convention business, that in turn provide some of the wherewithal to address the City's various challenges.

Moscone's High Quality Facilities and Operation

As reported by industry expert C.H. Johnson Consulting, San Francisco is a top national and international destination for tourism and conventions, and the Moscone is well managed¹⁰. The Civil Grand Jury's study and analysis confirmed this finding.

As is common in the industry, the City has a contract ("Agreement") with a third-party expert in managing convention centers, ASM Global. The original contract was approved by the Board of Supervisors on 11/06/1990. Today ASM Global manages Moscone pursuant to a Seventh Amendment of the Agreement. The Agreement, as amended, stipulates a term that will end June 30, 2027.

According to C.H. Johnson Consulting, 92%¹¹ of meeting planners and attendees believe the Moscone overall service quality is competitive with other convention centers (55% "same" and 37% "better" or "superior") and 78%¹² rate Moscone staffing, quality and operational processes as "better" or "superior" to other centers that convention planners have used.

Since that 2017 report, and since the Moscone expansion and modernization, convention planners continue to highly rate the facility and its convention services. Stakeholder interviews, client surveys, and consulting reports corroborate clients' esteem of Moscone.

The recently completed (2019) \$500+ million Moscone expansion and modernization project resulted in a larger, more attractive, and more competitive convention center. Moscone's expanded footprint now includes over 700,000 square feet of exhibit space, up to 106 meeting rooms, nearly 123,000 square feet of pre-function lobby space, and has leading-edge facilities and technology. The magnitude and significance of this investment is such that protecting future convention business to compensate the investment is critical.

In the first six months of 2019, 14 ASM Global post-event meeting planner surveys show that 79% of respondents rated Moscone above average or excellent, as did 86% of 7 other surveys in the last six months of 2018. Furthermore, considering eighteen 2019 post-event client surveys

¹⁰ Johnson Consulting, "City and County San Francisco Moscone Convention Center Efficiency Study", Chicago, C.H. Johnson Consulting, Inc., 2017, pages 3 and 34

¹¹ Johnson Consulting, "City and County San Francisco Moscone Convention Center Efficiency Study", Chicago, C.H. Johnson Consulting, Inc., 2017, page 26

¹² Johnson Consulting, "City and County San Francisco Moscone Convention Center Efficiency Study", Chicago, C.H. Johnson Consulting, Inc., 2017, page 27

conducted by the San Francisco Travel Association (San Francisco Travel”), 82.4% rate San Francisco Travel convention planning services as above average or better.

Moscone Financial Outcomes and Financial Support

Moscone’s strategic and financial value to the city is the general spending of conventioners, not Moscone’s direct bottom line. City leaders in San Francisco, like their peers in other convention cities, recognize that the convention center itself can be a loss leader, made up with revenues from broader economic impacts including jobs, hotel taxes, other taxes and other indirect economic benefits.

At current levels and aside from debt servicing costs, the direct financial impact of Moscone’s operating results are not significant relative to the City’s total operating budget. For example, Moscone’s FY2019 audited financial statement shows a net operating loss of \$442,128. Such a relatively small loss is sustainable given the broader economic impact of the convention business.

This is consistent with convention center management strategy. While the net result is a loss, and the City constantly strives to improve Moscone’s bottom line, the City recognizes that the result in part reflects its operational and marketing strategy. To this end, MED and TID assessments (additional hotel taxes paid by conventioners and other travelers; see glossary) are essential to the successful execution of Moscone’s strategic role in supporting San Francisco’s tourism business. MED assessments finance sales incentives, partial discounts to gross Moscone rental rates. TID assessments partially fund San Francisco Travel’s sales and marketing. Together these assessments are the foundation of San Francisco’s convention sales and promotion.

Civil Grand Jury interviews and anecdotal evidence from convention planners indicate that such financial incentives are critical to securing conventions, but that current levels of incentives are not always enough to compete effectively. Moscone leverages MED assessments - approximately \$2.5 million in FY2019 - to discount convention center rental costs, a discount needed to compete with other cities that provide discounts for conventions that they host. (To the same end, the City also contributes incentives of about \$0.25 million in respect of some grandfathered event contracts (from prior to the current approach), and in FY2019 also granted about \$0.1 million in Food & Beverage incentives.

The sum of these three incentives was approximately 21% of gross rental fees in FY2019 (40% in FY2018). They are fundamental to the City’s achieving an adequate return on its investment in Moscone.

Industry Competition and Venue Selection - Blight and Insecurity

Not only are financial considerations important in convention planners’ decision making, but convention planners consider location factors and how they help attract conventioners. These factors are most important in the case of association conventions, the ones that some

stakeholders describe as Moscone’s “bread and butter”, its “oxygen”. In the long term these association conventions are more at risk than the corporate conventions because the choice to attend a convention is made individual by individual.

Compared with some cities, San Francisco does have certain competitive advantages, but the disadvantage of the uncleanliness in some streets and some individuals’ unsettling behavior on many of our streets and sidewalks offset these. Visitors often express feeling insecure and perturbed, and this offsets our city’s advantages, such as strong airport lift and international routes, cultural, entertainment and touristic opportunities, and the overall appeal of San Francisco’s convention center.

Among 44 San Francisco Travel post-event convention planner surveys¹³ from 2016 to 2019, 81% of respondents said that they would again consider San Francisco for future events, and 19% were undecided or said no. However, there are convention planners who responded yes, they would again consider San Francisco, and then subsequently moved their events to other cities. This suggests that the risk of losing a given event to another city may exceed 19%.

Like San Francisco, other cities invest in and promote their convention facilities and their cities’ competitive advantages – e.g. more convention space, larger hotels, lower costs, less congestion, and higher perceived safety and cleanliness. Based on anecdotal evidence, other cities sell against San Francisco by explaining to convention planners that in their city attendees will not face the insecurity and the blight outside of their convention center and hotels like they do in San Francisco.

San Francisco Travel conducts post-event convention planner surveys along various dimensions relevant to San Francisco as a city. The Civil grand Jury summarizes the results in Chart 2¹⁴ that relate to issues rooted in the city of San Francisco (versus the Moscone convention facility).

¹³ San Francisco Travel Association, “Meeting Planner Survey”, San Francisco, SurveyMonkey data provided by the Association

¹⁴ Ibid.

Chart 2 San Francisco Travel Post-event Meeting Planner Surveys (18 surveys in 2019)			
	Cleanliness	Safety	Hotel Costs
Lowest rating category: “needs improvement”	44%	50%	50%
Combined “needs improvement” and “average” categories	63%	83%	83%

Most of the time the Chart 2 survey participants also made comments that complement their survey responses. Among others, these illustrative comments – and other comments not shown in Chart 3 - demonstrate common safety concerns about San Francisco.

Chart 3 Convention Planner Feedback		
Event Attendees	Year of Event	Convention Planner Comment
10,000 - 20,000	2018	“Attendees noted the number of homeless/mentally ill/drug affected people in the area of the convention. [...] At the same time, others really liked being in San Francisco. Individuals found it expensive.”

10,000 - 20,000	2018	“With high labor costs associated with San Francisco, our expense line increased 30% from the previous year in [...]. Combined with the higher than normal hotel rates [...], it makes San Francisco a very expensive city for our association. This will need to be considered for any future San Francisco meeting.”
> 20,000	2019	“Attendees continue to express concerns about vagrancy (drug abuse on streets), personal safety, and cleanliness of streets. Exhibitors continue to express concerns on vagrancy (drug abuse on streets), personal safety, and cleanliness of streets.”
>20,000	2019	“Many exhibitors expressed concern for the safety of their teams.”
<10,000	2019	“Attendees expressed concern regarding the cleanliness of the city as well as their safety when walking around the city and from hotel to hotel or to offsite events. Increased police presence on city streets would help ease the concern of out-of-town guests.”

Civil Grand Jury interviews with many Moscone stakeholders, our personal observations and other sources highlight additional observations and specific safety concerns:

- Moscone and San Francisco Travel have not developed a custom app for conventioners - to report crimes, bad behavior, etc. - because convention planners prefer that conventioners use their own website or apps for their conventions. Consequently, San Francisco Travel works with convention planners to incorporate relevant information links they want for their conventioners. Large meeting planners especially develop their own apps and incorporate safety related information. Even so, visitors to San Francisco are reluctant to report crimes because they believe they might have to face the cost and hassle of returning to the city to testify at a trial.
- San Francisco Travel provides conventioners with recommended safe paths of travel between Moscone and their hotels.
- Moscone does not have security bollards, whereas other venues do. For example, the Chase Center in San Francisco has them, the Las Vegas Convention Center has them and the Los Angeles Convention Center has them.

- Security is a concern at all convention centers and is another aspect of competition between venues. For example, a recent Los Angeles Convention Center annual report highlighted security enhancements such as additional bike officers, more security training, and handpicked officers who are familiar with convention centers, leading to faster emergency response time.
- Moscone management and San Francisco Travel say there is a need to enhance Moscone's security staffing, including expanding security attendants' scope of duties to include security and greeting/concierge skills and duties that not only make guests feel more welcome, but safer.
- Drug abuse is fundamental to the challenges of insecurity, vagrancy and street conditions that Moscone faces. Indeed, the San Francisco Methamphetamine Task Force report¹⁵ states that impacts of methamphetamines include adverse consequences such as conferences relocating to other cities.
- Moscone's stakeholders uniformly understand that sustainable solutions to the City's street problems require compassion and addressing root causes, and they support solutions aimed at addressing those causes. At the same time, focusing on the immediacy of the street problems for visitors and conventioners, some of the Civil Grand Jury's research suggested that more rigorous enforcement of existing "quality of life laws" could be instrumental in managing street blight and insecurity around Moscone events.
- The police department is a critical foundation of security for conventioners and a positive convention experience. That foundation is supplemented by Moscone attendants, security staff contracted by convention sponsors, and police services and social worker services provided by Yerba Buena CBD. Still, based on convention planner feedback, this is not enough. Conventioners and convention planners demand more.

Industry Competition and Venue Selection – Convention Costs

Convention planners have many cities and convention venues from which to choose. There are on the order of 500 across the United States, and more internationally. The competition to host events is significant, and the cost of hosting a convention is a significant issue for convention planners.

In addition to Moscone convention center costs, convention planners and conventioners are concerned about other costs of hosting events in San Francisco. Some of these costs are outside of the City's direct control, hotel room rates for example, while others are under the City's control, like Transient Occupancy Taxes and other taxes.

San Francisco's Transient Occupancy Tax is currently at a level that implies negligible if any competitive room for increases. Before assessments, the current rate is 14.0%; however, it is

¹⁵ Rafael Mandelman and Grant Colfax, "San Francisco, Methamphetamine Task Force, Final Report 2019", San Francisco, San Francisco Department of Health, 2019, page 1 of Appendix D

16.75% in the hotel zone surrounding Moscone after including TID and MED assessments. This 16.75% rate is the 22nd highest of 150 cities¹⁶. Worse, it exceeds that of all cities most frequently mentioned as competitors for convention bookings. For example, it is 4.25% higher than in San Diego, 1.95% higher than in Washington DC, and 1.25% higher than in Los Angeles and Seattle.

Chart 4¹⁷ displays key criteria cited by convention and event producers for their selection of venues to host events. Civil Grand Jury stakeholder interviews confirm the importance of these criteria. Among the various criteria, cost is a prominent one.

Chart 4 Venue Selection Criteria		
Top Venue Criteria (% Event Producers selecting “very important”)	Top Host City Criteria (% Event Producers selecting “very important”)	Discounts and Other Terms That Event Producers Expect (% of survey participants)
<ul style="list-style-type: none"> ● Event management costs (91%) ● Exhibit hall size and quality (85%) ● Exhibitors and attendee costs (81%) ● Meeting room capacity and quality (79%) ● Exhibit space layout (77%) 	<ul style="list-style-type: none"> ● Hotel room availability (84%) ● Convention center size and quality (82%) ● Hotel room prices and quality (74%) ● Labor costs and service issues (71%) ● Facilities under one roof (70%) 	<ul style="list-style-type: none"> ● Hotel rebates or discounts (82%) ● Exhibit hall discounts (75%) ● Having everything under one roof (73%) ● Other venue or hotel related service discounts/credits (49%)

¹⁶ Thomas Hazinski and Joseph Hansel, “2019 HVS Hotel Lodging Tax Report – USA”, Chicago, HVS Global Hospitality Services, 2019, pages 10 - 13

¹⁷ Michael Hughes, “Convention Center & Event Industry Outlook - San Diego Convention Center Corporation BOD”, San Diego Convention Center, March 2014.
<https://www.visitsandiego.com/sites/default/files/Red7MHughes.pdf>, pages 8 - 10

CSL International quantified how Moscone 2018 rack rates (rates before any discounting) compare to averages across ten competing venues, in some cases using assumptions made to take differing pricing structures into account to facilitate comparisons with other convention centers' pricing structures. (A new, increased Moscone pricing policy with increased rates was approved 11/11/2019 and is in effect from 01/01/2020.) Chart 5¹⁸ summarizes the report's comparison of Moscone's and competitors' rates as follows:

Chart 5 Summary Comparison of Published Rental Rates			
Cost Component	Exhibit Rate Per Net Square Feet	Ballroom Rate Per Gross Square Feet	Meeting Rate Per Gross Square Feet
Moscone	\$0.44	\$0.47	\$0.44
Benchmark/Average	\$0.35	\$0.29	\$0.28
Percent Adverse Gap	25.7%	62.0%	57.1%

The same report¹⁹ summarizes typical discounts for renting convention facilities and notes that Moscone offers discounts of up to 25%. However, it clarifies that such discounts at Moscone are infrequently offered and typically amount to less than \$200,000 per year, versus 7 of 10 competing venues that typically offer larger percentage discounts.

Conclusion

The Civil Grand Jury commends San Francisco's Moscone Convention Center and the multiple organizations and individuals involved in making it successful. Though Moscone sometimes flies under our citizens' radar, it is important for all to know what a valuable and well managed San Francisco asset is the Moscone Convention Center.

¹⁸ CSL International, "Analysis of Convention Industry, Pricing Discounting and Licensing Practices and Policies", New York City, Convention, Sports & Leisure, International LLC, 2018, page 1

¹⁹ CSL International, "Analysis of Convention Industry, Pricing Discounting and Licensing Practices and Policies", New York City, Convention, Sports & Leisure, International LLC, 2018, page 6

Notwithstanding, the Civil Grand Jury also observes the important challenges San Francisco faces to sustain a strong convention business.

Overall, Chart 6 summarizes some of San Francisco’s main strengths, weaknesses, threats and opportunities as a destination for conventions, highlighting both Moscone-specific and city-wide aspects of hosting a convention in San Francisco.

Chart 6 SWOT Analysis	
Strengths	Weaknesses
<p><u>Moscone facility</u>: modern, flexible configurations, column free ballroom, technology, etc.</p> <p><u>San Francisco</u>: strong brand, urban connection, pre- and post-event sightseeing, culture, arts, entertainment, and other attractions</p> <p><u>SFO</u>: international gateway city, ample lift and accessibility</p>	<p><u>High costs</u>: Moscone rents and services, labor, restaurants, hotel rooms, hotel taxes</p> <p><u>Mobility</u>: urban congestion, getting to/from Moscone and hotels</p> <p><u>Visitor perceptions</u>: filth and bad behavior in streets, insecurity</p> <p><u>Hotel sizes</u>: a single large event may need to contract with many hotels</p>
Threats	Opportunities
<p><u>Outside Moscone</u>: failure to improve conditions on the streets</p> <p><u>Costs</u>: inadequate incentives to compete with other venues</p> <p><u>Competition</u>: other cities’ investments in and promotion of their venues</p> <p><u>Hotels</u>: insufficient rooms blocked for large conventions</p> <p><u>Development and Maintenance</u>: insufficient ongoing maintenance or inadequate future capital investments</p>	<p><u>Cost</u>: respond to cost problem with additional event subsidies</p> <p><u>Outside Moscone</u>: respond to problems in area streets with additional sidewalk steam cleanings, more Bigbellies, and more frequent street sweeps and graffiti removal than what Yerba Buena CBD can provide</p> <p><u>Security</u>: increase police presence, install bollards, increase Moscone attendants’ security and service skills</p>

Client post-event surveys and local Moscone stakeholders are clear and compelling in asserting that convention costs and street conditions near Moscone and its supporting hotels demand attention from the City. San Francisco needs to build tomorrow today. San Francisco’s Moscone

Convention Center can have a strong future, if the City appropriately mitigates identified risks, continues investing in Moscone, and continues to skillfully manage its operations.

FINDINGS

Based on the facts set forth above, the Civil Grand Jury highlights here its principal Findings.

Finding #	Findings	Required Responses
1	MED and TID assessments to support convention sales and San Francisco Travel are a key support to Moscone’s competitiveness and success.	<ul style="list-style-type: none"> (i) Mayor (ii) City Administrator (iii) Director of Convention Facilities Department (iv) Director of Office of Economic and Workforce Development (v) Board of Supervisors
2	Currently, strong Moscone and San Francisco value propositions attract corporate and association conventions to the city, underpinning a robust convention business.	<ul style="list-style-type: none"> (i) Mayor (ii) City Administrator (iii) Director of Convention Facilities Department (iv) Board of Supervisors
3	Moscone's primary economic benefit to San Francisco is indirect, deriving from conventions that help fill hotel rooms and support local travel and tourism-related activities.	<ul style="list-style-type: none"> (i) Mayor (ii) Board of Supervisors (iii) Director of Office of Economic and Workforce Development (iv) Controller, Office of the Controller, Office of Economic Analysis Division

<p>4</p>	<p>Moscone’s convention business supports a significant travel and tourism-based workforce that is largely local, vital and diverse.</p>	<ul style="list-style-type: none"> (i) Mayor (ii) Board of Supervisors (iii) Director of Office of Economic and Workforce Development (iv) Controller, Office of the Controller, Office of Economic Analysis Division
<p>5</p>	<p>Economic activity due to Moscone’s conventions is a significant part of the City’s entire tourism sector, about one fifth of it.</p>	<ul style="list-style-type: none"> (i) Mayor (ii) City Administrator (iii) Director of Convention Facilities Department (iv) Board of Supervisors (v) Director of Office of Economic and Workforce Development (vi) Controller, Office of the Controller, Office of Economic Analysis Division
<p>6</p>	<p>Compared to many cities’ competing venues, high local hotel costs, labor costs, and Moscone facility costs make contracting future conventions a significant challenge (notwithstanding current MED and TID assessments).</p>	<ul style="list-style-type: none"> (i) Mayor (ii) City Administrator (iii) Director of Convention Facilities Department (iv) Board of Supervisors

7	Compared to some cities' competing venues, convention planner and conventioneer concerns about insecurity (real and perceived) in San Francisco make contracting and retaining future conventions a significant challenge.	<ul style="list-style-type: none"> (i) Mayor (ii) City Administrator (iii) Director of Convention Facilities Department (iv) Chief of Police (v) Board of Supervisors
8	Unwelcome street behaviors and uncleanliness that bother convention attendees and exhibitors have been important reasons for convention planners of some medium and large size events to select venues in other cities.	<ul style="list-style-type: none"> (i) Mayor (ii) City Administrator (iii) Director of Convention Facilities Department (iv) Chief of Police (v) Board of Supervisors
9	In the face of San Francisco's challenges in the areas of (i) event hosting costs, (ii) street blight and (iii) unwelcome street behavior, increasing Moscone's pricing discounts could at least partly offset these to more effectively attract and retain convention events.	<ul style="list-style-type: none"> (i) Mayor (ii) City Administrator (iii) Director of Convention Facilities Department (iv) Board of Supervisors (v) Controller, Office of the Controller, Office of Economic Analysis Division

RECOMMENDATIONS

Pursuant to the above Findings, the Civil Grand Jury recommends the following actions.

Recommendation #	Recommendation	Associated Findings	Required Responses
1	Renew the current Tourism Improvement District that expires December 31, 2023 to at least maintain then current levels of TID assessments and other terms no less favorable than the current agreement.	F1, F4, F5, F6	(i) Mayor (ii) City Administrator (iii) Director of Convention Facilities Department (iv) Director of Office of Economic and Workforce Development (v) Board of Supervisors
2	Starting with FY 2021/2022 city budget, supplement current MED assessments with an additional general fund allocation of at least \$2,500,000 to provide additional discounts to Moscone gross rental charges, targeting multi-year deals with priority organizations, subject to case by case approval by the City's Director of Convention Facilities.	F3, F4, F5, F6, F9	(i) Mayor (ii) City Administrator (iii) Director of Convention Facilities Department (iv) Director of Office of Economic and Workforce Development (v) Board of Supervisors

3	Effective with conventions taking place after July 1, 2021, the Police Department must assign at least an additional 3 uniformed beat patrol officers per 10,000 expected event attendees, dedicated to patrolling areas extending four or more blocks from any side of Moscone Convention Center during the 8 busiest convention hours overlapping daily start and end times.	F7, F8	(i) Chief of Police (ii) Mayor (iii) Director of Convention Facilities Department (iv) City Administrator (v) Board of Supervisors
4	By June 30, 2021, establish a task force comprised of at least (i) ASM Global, (ii) Community Behavioral Health Services, (iii) Convention Facilities Department, (iv) the San Francisco Hotel Council, (v) San Francisco Police Department, and (vi) San Francisco Travel, to develop a comprehensive strategic plan for event security and street management, to achieve a goal of 25% or fewer “needs improvement” responses in convention post-event surveys for security and street cleanliness.	F7, F8	(i) Chief of Police (ii) Mayor (iii) Director of Convention Facilities Department (iv) City Administrator (v) Board of Supervisors

REQUIRED RESPONSES

Pursuant to Penal code section 933.05, the Civil Grand Jury requests responses as follows:

Required Respondents	Findings	Recommendations
Mayor	F1, F2, F3, F4, F5, F6, F7, F8, F9	R1, R2, R3, R4
Board Of Supervisors	F1, F2, F3, F4, F5, F6, F7, F8, F9	R1, R2, R3, R4
Director of Convention Facilities Department	F1, F2, F5, F6, F7, F8, F9	R1, R2, R3, R4
City Administrator	F1, F2, F5, F6, F7, F8, F9	R1, R2, R3, R4
Controller, Office of the Controller, Office of Economic Analysis Division	F3, F4, F5, F9	None
Director of Office of Economic and Workforce Development	F1, F3, F4, F5	R1, R2
Chief of Police	F7, F8	R3, R4

Appendixes

A. Glossary

ASM Global Company contracted by San Francisco to operate Moscone.

Average Daily Rate (ADR) Hotel room revenue divided by number rooms sold.

Convention Gathering of individuals typically from a common industry or trade.

- Association Convention: event sponsored by a professional association focused on furthering the interests of the industry or a trade group.
- Corporate Convention: event sponsored by a given corporation focused on its business interests.

Convention Planner Individual whose role is to select and negotiate a venue, plan meeting agendas, coordinate event exhibitors, etc. (used interchangeably with “event planner” and “meeting planner”).

Exhibitor Person, organization or contractor responsible for managing the display area a company uses to exhibit products or convey a message.

Occupancy Hotel rooms sold divided by rooms available.

Revenue Per Available Room (RevPAR) Hotel rooms revenue divided by rooms available.

San Francisco Travel Association Destination marketing organization, or convention and visitor bureau, whose goal is to promote the long-term development and marketing of the City.

San Francisco Tourism Improvement District (SFTID) Community Benefit district established in 2008 for the purpose of strengthening the local tourism hotel industry through hotel-specific marketing and promotional activities through San Francisco Travel. The SFTID provides for an assessment of 0.75% or 1.00% (by zone, depending on hotel proximity to the main San Francisco tourism infrastructure) levied on gross hotel room revenue.

San Francisco Moscone Expansion District (SFMED) Community Benefit District established in 2013 for the purpose of financing the recently completed expansion of the Moscone Convention Center and to attract more and larger Conventions The SFMED

provides for an assessment of 0.3125% or 1.25% (by zone, depending on hotel proximity to the main San Francisco tourism infrastructure) levied on gross hotel room revenue.

San Francisco Tourism Improvement District Management Corporation

(SFTIDMC): Non-profit organization that manages SFMED and SFTID. It is governed by a board of industry representatives and oversees the use of funds assessed by SFMED and SFTID to attract conventions and other meeting and leisure visitors to San Francisco.

Transient Occupancy Tax (TOT): 14.0% tax on rental of accommodations for stays of less than 30 days, also known as the hotel tax. It is collected by hotel operators and short-term rental hosts/sites and remitted to the City.

Venue Location of an event (convention center, hotel meeting room, etcetera).

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C. Key Stakeholder Organizations

The following organizations provided input to the Civil Grand Jury’s investigation, interviews and documentation. They are key contributors to Moscone’s success.

- ASM Global
- International Union of Operating Engineers, Stationary Engineers, Local 39
- International Union of Painters and Allied Trades District Council 16
- International Alliance of Theatrical Stage employees and Moving Picture Machine Operators of the United States and Canada Theatrical Employees Union Local B-18
- San Francisco Convention Facilities Department
- San Francisco Hotel Council
- San Francisco Office of Economic and Workforce Development
- San Francisco Travel Association
- SEIU United Service Workers West
- Yerba Buena Community Benefits District

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Press Release: San Francisco Civil Grand Jury Report, "Strengthen Our Behavioral Health Services"
Date: Thursday, October 1, 2020 2:57:00 PM
Attachments: [MentalHealth Press Release.pdf](#)

From: Civil Grand Jury <CGrandJury@sftc.org>
Sent: Thursday, October 1, 2020 10:26 AM
Subject: Press Release: San Francisco Civil Grand Jury Report, "Strengthen Our Behavioral Health Services"

Please see attached.

The full report is available here: <https://civilgrandjury.sfgov.org/report.html>.

Thank you.



City and County of San Francisco 2019-2020 Civil Grand Jury

FOR IMMEDIATE RELEASE

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***** PRESS RELEASE *****

STRENGTHEN OUR BEHAVIORAL HEALTH SERVICES

Today, the San Francisco Civil Grand Jury (SFCGJ) released its report identifying opportunities to improve services within the San Francisco Department of Public Health (SFDPH). The SFCGJ found issues relating to staffing, including understaffing, inefficient hiring processes, and non-optimal reporting structures all of which contribute to the difficulties facing the department as it attempts to deal with the mental health crisis in our city. In some cases, the issues have gone unaddressed for many years.

On a daily basis San Francisco residents witness a growing population of homeless individuals, recently reported to be over 8,000. It is the task of the SFDPH with a budget of \$2.4 billion and a staff of 7,000 to care for the behavioral health needs for this population. However, the Behavioral Health Services department, within SFDPH, is buried in a myriad of hierarchical reporting structures, has suffered from frequent changes in leadership, and lacks a sufficient staff of intensive case managers. Yet it is still expected to serve 30,000 mentally ill individuals annually with a budget of only \$280 million dollars. Lastly, the SFCGJ found that the website for SFDPH does not provide sufficient information to identify and locate department leaders and other staff. And at the same time, there is a dearth of information at SFDPH sites as to how to locate departments and associated staff.

The Superior Court selects nineteen San Franciscans to serve year-long terms as Civil Grand Jurors. The Jury has the authority to investigate City and County government by reviewing documents and interviewing public officials and private individuals. At the end of its inquiries, the Jury issues reports of its findings and recommendations. City and County agencies identified in the report must respond to these findings and recommendations.

Civil Grand Jury reports may be viewed online at <http://civilgrandjury.sfgov.org/report.html>.

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Civil Grand Jury Reports may be viewed online at civilgrandjury.sfgov.org/report.html



City and County of San Francisco 2019-2020 Civil Grand Jury



Strengthen our Behavioral Health Services

"Ladies, Ladies, please, help me. Can you help me? Please? Help." It's dusk in cool, dry December, as we leave City Hall. A coatless young man drops his bag with a thud on the sidewalk. It's a curious parcel, like wash-n-fold laundry. Bright white socks climb a dozen stone steps, diagonally, to reach us. Two Civil Grand Jurors stand stunned into silence. Face to the sky, hands extended showing orange wristbands for inspection; this grown boy announces his formal appeal. It went something like this: "My name is J ___ A ___. I am a citizen. I promised my mother to be a good boy and to be a good citizen and to work hard and run for President. I just got out of jail today and this is the last day to file the petition and they won't let me in. Please, help me. Please, can you come with me to tell them why I need to get in to find the right office so I can file my petition because this is the last day and I couldn't do it before today because I had to stay in jail until today and I need to run for President because I promised. Can you, please?" Pinned in a dubious encounter, one juror asks, "Who is your caseworker? They will help." "Citywide, but they are closed."

---Everyday, crises like this person crying out for help are the reasons we are writing this report.



World Mental Health Day is observed on October 10th every year. We dedicate this report, published in this same month, to the cause of raising awareness of mental health issues. A green ribbon was once a label for insanity. Today it is worn as a symbol of Mental Health awareness.

The Civil Grand Jury

The Civil Grand Jury is a government oversight panel of volunteers who serve for one year. It makes findings and recommendations resulting from its investigations.

Reports of the Civil Grand Jury do not identify individuals by name. Disclosure of information about individuals interviewed by the jury is prohibited. California Penal Code, section 929

State Law Requirement California Penal Code, section 933.05

Each published report includes a list of those public entities that are required to respond to the Presiding Judge of the Superior Court within 60 to 90 days as specified.

A copy must be sent to the Board of Supervisors. All responses are made available to the public.

For each finding, the response must:

1. agree with the finding, or
2. disagree with it, wholly or partially, and explain why.

As to each recommendation the responding party must report that:

1. the recommendation has been implemented, with a summary explanation; or
2. the recommendation has not been implemented but will be within a set timeframe as provided; or
3. the recommendation requires further analysis. The officer or agency head must define what additional study is needed. The Grand Jury expects a progress report within six months; or
4. the recommendation will not be implemented because it is not warranted or reasonable, with an explanation.

Members of the Civil Grand Jury

Jaime Guandique, Foreperson

Peter Mills, Parliamentarian

Phyllis Deets, Correspondence Secretary

Jonathan Gohstand, Recording Secretary

Ruben Ahumada

Richard Bogan

Victoria Hanson

Rebecca Jordan

Diane Josephs

Steven Lei

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Judy Nadel

Charles Raznikov

Elwyn Wong

SUMMARY

It is hard to know where to start, but it's impossible to ignore where we find ourselves. On any given night, as many as 5,000 individuals can be found sleeping on our sidewalks and byways with 3,000 more in shelters. Of those, 4,000 are also suffering a mental illness that deepens their despair. Ironically San Francisco County is one of the richest counties in the United States. It's not like our city agencies are ignoring the less fortunate. The San Francisco Department of Public Health (DPH), Behavioral Health Services (BHS) sees and treats 30,000 annually. Yes, a great deal of good work is getting done, but what more could we do?

As 2019 came to a close, the Mayor and Board of Supervisors (BOS), authorized legislation entitled 'Mental Health SF'. This, coupled with the hiring of Dr. Anton Nigusse Bland in March 2019 as Director of Health Care Reform is a significant achievement for our City. Serving the unhoused, the unemployed, frequently behaviorally challenged is the purpose of some 7,000 dedicated staff members of the DPH. The department's funding sources are complex, a mix of federal, state, and local streams all with specific constraints on where and how a \$2.4 billion budget can be spent. The resultant mix of agencies, both public and private, coupled with a plethora of regulations, has created one of the more complex bureaucracies in modern government.

A bit more than half-way into the 2019-2020 San Francisco Civil Grand Jury's (SFCGJ) term, when our research was well underway, the coronavirus pandemic emerged. A few months later we learned that the pandemic would have a major negative impact on the city's finances. The jury is thus mindful that finding new funding will prove impractical. But it also means the city must be wise, looking to achieve the best possible results with the resources at hand.

With the prevailing conditions in mind, the SFCGJ set out to examine San Francisco's BHS, looking for potential weaknesses and inefficiencies that might be addressed without the need for additional funding. We make recommendations in the areas of hiring, organization, and public communications where we think more efficient administration, focused management, and just plain discipline will achieve better outcomes and thus improve service delivery - without significant increase in expense.

BACKGROUND

The SFCGJ could not ignore the longstanding situation that exists on San Francisco's streets where its residents pass people in obvious distress, high out of their minds or coping with some

other aspect of mental illness and desperate for help. It is routine for our local newspapers to write about the street scenes as well as the efforts of the DPH to address these people's needs¹.

In late winter early spring, the SFCGJ began to look more closely at the delivery of San Francisco City and County BHS. Our initial focus was to understand what appeared to be a delivery shortfall as anecdotal evidence and public reporting indicated the incidence of unwanted or threatening public behavior was growing worse. Then as our research progressed, the coronavirus pandemic erupted. We must acknowledge the DPH's extraordinary efforts to meet the challenge, both in its hospitals and clinics.

The coronavirus pandemic will have a substantial negative impact on San Francisco's public finances. In March of 2020 a report to the supervisors announced a significant reduction in revenue was to be expected. What had been a projected shortfall of \$420 million for the upcoming two-year plan was forecasted to increase to as much as \$1.7 billion.²

Recognizing that unfunded recommendations made by the SFCGJ would be difficult to implement, we chose to limit our report's recommendations to areas where we find room for improvement and for which changes would not necessarily demand significant additional investment. That said, we introduce our report with a discussion of the newly enacted legislation 'Mental Health SF' and its intended improvements.

METHODOLOGY

The SFCGJ centered its investigation around interviews and analysis of published reports. To a lesser degree it employed site visits and real time observations. Some of our activities:

- Examined six years of DPH periodic and incidental reporting
- Conducted two dozen interviews with department directors and staff
- Surveyed local press reporting on DPH initiatives for the preceding three years
- Reviewed Legislation related to behavioral health
- Examined formal reporting of other public health agencies
- Extracted current data from San Francisco's SF OpenData web portal.
- Conducted a Ride-Along with Emergency Medical Services
- Reviewed video transcripts of the Health Commission Meetings for the past year.
- Made site visits of selected DPH facilities

This report concerns itself with administrative practices and organizational structure. Thus we were most concerned with identifying actual vs. best practice. Our report reflects this research.

¹ ['They've been getting sicker': Inside SF's effort to help the toughest homeless cases](#)

² [Budget Outlook Update \(March Joint Report\) 3/31/2020 Kirkpatrick, Budget Director](#)

DISCUSSION AND ANALYSIS

Mental Health SF

This past year has seen a strong push by the Mayor and the BOS to address areas of concern in the delivery of BHS to San Franciscans. Below we note some developments.

In March of 2019, Mayor London Breed appointed Dr. Anton Nigusse Bland to serve in the new position of Director of Mental Health Reform. He reports to Dr. Grant Colfax, the Director of Public Health. Dr. Bland's mandate³ is to review existing programs looking for opportunities for reform and to improve efficiencies. In February 2020 Dr. Bland made an early presentation of his progress. His report can be found in the report [Homelessness and Behavioral Health](#)⁴.

In June 2019, Supervisors Haney and Ronen spoke to the SF Chronicle Editorial Board about a plan they were formulating to expand mental health care to all San Franciscans⁵. It was an early draft of what would eventually become Mental Health SF. Four months later, in October, the Mayor announced her own initiative titled UrgentCare SF⁶. The Mayor's plan appears to have been strongly influenced by the newly appointed Dr. Bland. Also in October, Supervisors Haney and Ronen announced revisions in their own plan with adjustments meant to gain wider support⁷. By November the competing legislation proposals had been reconciled to a single plan titled Mental Health SF⁸. It would guarantee '...mental health care to all San Franciscans who lack insurance or who are experiencing homelessness'.

In December, the BOS approved Mental Health SF ("the Plan"), a comprehensive proposal to transform the City's behavioral health system. The Plan's purpose is to overhaul the disjointed mental health care system to provide access to mental health services, substance use treatment, and psychiatric medications to all adult residents of San Francisco who are homeless, uninsured, or enrolled in Medi-Cal or Healthy San Francisco. To accomplish this, the Plan proposes to increase access to behavioral health services for San Francisco residents 18 and older; create a Mental Health Services Center to serve as a centralized access point open 24/7; establish a Crisis Response Street Team available 24/7 through a specific phone line to connect individuals in

³ [Mayor Breed Appoints Dr. Anton Nigusse Bland to Director- Mental Health Reform, 3/27/2019](#)

⁴ [SFDPH Mental Health Reform - Homelessness and Behavioral Health, Feb. 21, 2020](#)

⁵ [Editorial: S.F. mental health plan is a long way from fully cooked](#)

⁶ [Mayor London Breed Announces Comprehensive Mental Health Plan to Help City's Most Vulnerable Residents](#)

⁷ [Supervisors unveil revised vision for mental health care overhaul](#)

⁸ [Mayor London Breed, Supervisors Hillary Ronen and Matt Haney Announce Plan to Move Forward with Mental Health SF](#)

crisis with the care they need; and expand current mental health and substance use disorder services offered by BHS.

The future of the Plan is uncertain. The legislation as written will not become operative without either voter approved taxes, a single year budget expansion of at least 13%, or a BOS appropriation from the general fund. Recently announced budget cuts imperil the Plan's implementation. The Plan calls for the creation of a thirteen-member working group to recommend how best to implement the services the Plan envisions. That group was to have been in place by June 30, 2020 and to issue its findings by June of the following year. As of the date of our investigation, this group has not been formed.

Our research identifies two initiatives that were in development before Mental Health SF was announced - a Drug Sobering Center and Expanded Hours at Behavioral Health Access Center (BHAC) at 1380 Howard Street which acts as an entry point to substance abuse and mental health services. These two initiatives are as follows:

A Drug Sobering Center is a recommendation of the San Francisco Methamphetamine Task Force as described in its comprehensive final report published October 2019⁹.

Creating a 'trauma-informed sobering site' was the number one objective of three most impactful recommendations. Note this was published before the Plan. Three months after the plan was published, in March 2020, DPH in a report to the Health Commission proposed a sobering center to be quickly erected on an empty site at Turk and Jones¹⁰. Since then, progress has been held up because the site has been at the center of a neighborhood controversy¹¹. We are able to find the chosen site mentioned in a Healthy Streets Operations Center Report¹² centered on coronavirus response planning. However, we are not able to find what has become of the Task Force's intended sobering site.

Expanded hours of service at the BHAC. This initiative was announced by Mayor London Breed in September of 2019, in part as a result of Dr Bland's reform effort¹³. Four months later the Plan described a Mental Health Service Center operating 24/7, in essence expanding access to services already provided at the BHAC. Currently, the BHAC is only open 8-5 Monday through Friday, making Zuckerberg San Francisco General Hospital Psychiatric Emergency Services (PES) the sole emergency provider during off hours. The expanded hours of service at BHAC still have not been implemented.

⁹ [SF Methamphetamine Task Force Final Report 2019](#)

¹⁰ [Drug Sobering Center Proposal: "Project 180"](#)

¹¹ [SF Says no thanks to free housing for homeless on tenderloin parking lot](#)

¹² [Tenderloin Neighborhood Plan for COVID -19 May 7, 2020 Revision](#)

¹³ [Mayor's Office Press Release 9/4/2019 Plan to Help Those Suffering from Mental Illness](#)

These two service expansions, both solutions to crisis conditions existing for more than a year, were important enough to be announced as real plans being put into action. The jury endorses the enactment of the Drug Sobering Center, and the expanded hours of service as originally planned. They clearly fit into the strategy of Mental Health SF, and address an immediate need. We are hopeful these move to the top priority in an incremental rollout of Mental Health SF.

It's a Big Public Agency

San Francisco's DPH is one of the city's largest single enterprises. It has a current annual budget of nearly \$2.4 billion and employs nearly 7,000 people. BHS, a department within DPH, is itself the largest provider of services to individuals with serious mental illness and substance use disorders in the city. Its share of the DPH budget is \$446 million and its staff count is just under 700 full time equivalents (FTEs). Its services include prevention, early intervention, and inpatient and outpatient treatment.

The need is equally large as well, for both sheltered and homeless City residents. In the case of the homeless, 8,035 individuals were counted in San Francisco's 2019 point-in-time street and shelter count, an increase of more than 14% over the 2017 count¹⁴. A report from Tipping Point,¹⁵ a nonprofit organization working in the area of poverty and homelessness, finds that "...of the 10,856 individuals who experienced homelessness in 2016/2017 and accessed care at DPH, 58% had been treated for serious mental health disorders and 63% had a history of drug or alcohol misuse."

In Fiscal Year 2018-2019, BHS provided services to 20,382 mental health patients and 5,975 clients with substance use orders.¹⁶ The proportion of behavioral health clients who reported being homeless increased to 35% among mental health clients and 52% among substance use disorder clients.

In this large complex public agency, SFCGJ found three areas where improvement could have a positive impact: shortened lag time in hiring, more durable executive placement, and increased discipline in web site publishing.

A Hiring Bottleneck

Vacancy Rate Among Intensive Case Managers. BHS provides intensive case management services to individuals with acute and chronic behavioral health needs who require significant

¹⁴ [City Performance Scorecards, Homeless Population](#)

¹⁵ [Behavioral Health and Homelessness in San Francisco: Needs and Opportunities](#)

¹⁶ [Department of Public Health Annual Report 2018-2019](#)

support to remain in treatment and successfully return to the community; these are the city's most vulnerable population. An Intensive Case Manager ("ICM") paired with an individual in a behavioral health crisis is critical to a successful outcome. ICMs can play a critical role in reducing the use of psychiatric hospital emergency services, hospital care, and/or jail for high risk mentally ill individuals¹⁷. Without case management, at risk patients are more likely to be readmitted for treatment, thus increasing the BHS's workload and overall costs.

In its 2018 Performance Audit, the Budget and Legislative Analyst Office found the need for ICMs exceeded the available ICMs by a factor of 2 to 1 and recommended an increase in ICM staffing¹⁸. To date this increased staffing has not happened.

The External Quality Review Organization (EQRO) Report for Fiscal Year 2019-2020 made to BHS provided a glimpse of the continuing ICM short staffing¹⁹. The authors highlight ICM access as one of its performance measures study topics. The report indicates that timely ICM availability during transitioning, (step-down, when a patient moves from a higher level of care to a lower) remains of concern.

The DPH Mental Health Quality Improvement Work Plan for two years (FY 2018-2019²⁰, FY 2019-2020²¹) has identified ICM staff shortages as an issue contributing to extended wait times for clients to be paired with an ICM. In a March 2020 DPH SF Health Network presentation, the average wait to enter into ICM care is 'more than two months'²². BHS' is currently striving to reduce wait time for at least 50% of clients to one month.

Hiring is a significant bottleneck: In an April 2015 Controller's audit, the average lag to hire a registered nurse was 200 days²³. Four years later, in March 2019, the BOS Government Audit & Oversight Committee heard from the DPH Human Resources Director that same measure had only been reduced to 165.5 days²⁴. In the later report, the lag time for non-nursing staffing was 235 days and peaked at 300 days.

The COVID crisis demonstrates the possible: On March 17, 2020, the initial surge in the COVID-19 pandemic began overtaking the capacity of city services, and the Mayor temporarily waived provisions of the Civil Service Commission and the City Charter to expedite the hiring of

¹⁷ [UCSF Citywide Case Management Programs](#)

¹⁸ [Performance Audit of the Department of Public Health Behavioral Health Services, 4/19/2018](#)

¹⁹ [FY 2019-2020 Medi-Cal Specialty Mental Health External Quality Review](#)

²⁰ [DPH Quality Improvement Work Plan 2018-2019](#)

²¹ [DPH Quality Improvement Work Plan 2019-2020](#)

²² [SF Health Network Mental Health Services Capacity](#)

²³ [How Long Does it Take to Hire in the City and County of San Francisco?](#)

²⁴ [Presentation to BOS GAOC, 3/5/2020 Michael L. Brown Director of HR, Current State of RN Hiring](#)

health care professionals necessary to respond to the pandemic²⁵. The Mayor cut the bureaucratic steps in the hiring process, slashing the time it takes to hire a nurse from more than six months to just 45 days or less.

When the need is imperative, the hiring process can be streamlined. The DPH Human Resources must carefully consider how the existing protracted process is inhibiting filling approved and funded client service positions.

A Problem of Executive Turnover

In the four plus years since the retirement of Director of Behavioral Health, Jo Robinson, the department has had four different directors.

- While Dr. Marcellina A. Ogbu continued as SF Network Deputy Director, she was named to replace Ms. Robinson as Director of Behavioral Health in April 2016 in an acting capacity.
- Ms. Ogbu held the position for just eight months. She was replaced by Kavoo Ghane Bassiri in January 2017. Mr. Bassiri left Richmond Area Multi-Services (RAMS), a mental health agency serving San Francisco's Richmond District, to take the director's position.
- Mr. Bassiri served for twenty-seven months. In May 2019, Dr. Irene Sung was named to replace Mr. Bassiri in an acting capacity. Dr. Sung had previously served as Chief Medical Officer of BHS.
- Dr. Sung held the position for nine months. In February 2020, Marlo Simmons was named to replace Dr. Sung, also in an acting capacity. Ms. Simmons had been serving as Deputy Director of Behavioral Health.

In that four year period, the turnover rate for BHS directors hovered at 100%. Noting the brevity of the service terms, and three of the four appointments as 'acting', it appears the DPH has been unable to establish stable leadership for the BHS department.

Reported executive turnover in the healthcare industry has trended up and is currently at 19%²⁶. DPH's record for this position far exceeds the norm.

Another factor may be at play. The Director of Behavioral Health reports to the Director of Ambulatory Care, who in turn reports to the Director of SF Health Network with ten other direct reports. That position is one step down from the Director of DPH who has eight direct reports.

²⁵ [Press Release, Office of Mayor London Breed, 3/17/2020; Expedited Hiring of Health Professionals](#)

²⁶ [Workforce at Risk: Addressing Healthcare's High Turnover Rates for Executives](#)

Despite the fact that the Director of Behavioral Health leads a 700 employee team, manages a near half billion dollar annual budget, and oversees one of the largest departments in the DPH, yet reports three levels away from executive leadership. One would not find a parallel in a public company.

The reasons behind this turnover are not stated. It is possible that stronger leadership, organizational realignment, and greater recognition could bring about improvement in stability and visibility.

Public Visibility

During the Jury’s research, we accessed the SFDPH.ORG website extensively. We found it to be inconsistently organized, however our chief concern is its lack of maintenance. We note that Laguna Honda, Zuckerberg General Hospital, and SFHIV, all agencies within DPH, have their own web domains which are contemporary, organized, and appear to be well-maintained. These are largely client service focused. SFDPH.ORG, while also providing notice of client services, is the publishing site for ongoing reporting of the department's activities. We note the 2017-2018 SFCGJ in it’s report [Crisis Intervention: Bridging Police and Public Health](#)²⁷, also describes difficulties using the SFDPH website.

Most inexplicable is the inconsistent accrual of ongoing periodical reports - the simple addition of the next publication in a series of regularly reported events. We encountered missing reports, reports misfiled under the wrong date, search requests not returning a report we could find posted when we found it’s location. This indicates a lack of routine administrative discipline.

We found attempts to make phone connections with DPH personnel challenging. The DPH home page SFDPH.ORG presents no point of entry to a phone directory. If the search term ‘phone directory’ is entered into the DPH home page search box, of the four results, only one provides a phone number - and that is a single number - the main number for the San Francisco Department of Health. Upon dialing the number, an automated voice answers, in part saying “...there is no operator”.

On one occasion, a juror walked to 101 Grove Street, and asked to be directed to the DPH Office of Human Resources. There was not a person nor a directory in the lobby that indicated where the Office of Human Resources was located or the name of the director. Finally, after searching, the juror found the office but no one could identify the name of the director until finally an administrator came to the rescue.

²⁷ [Crisis Intervention: Bridging Police and Public Health](#)

Correcting these weaknesses in DPH’s public visibility is not primarily a matter of money. Improvements can be made by tightening internal procedures and improving publicly visible directories.

CONCLUSION

The economic impact of the coronavirus pandemic on the city finances will force hard choices for years into the future²⁸. The homeless, unemployed, and uninsured rely heavily on city hospitals and clinics for behavioral health care. Given the consequences of the coronavirus pandemic, these services will be even more in demand in the months ahead.

The SFCGJ has written this report fully aware of these headwinds. We have kept our recommendations focused on improving processes and strengthening the SFDPH organization and administration. At the same time, recognizing that the Mental Health SF Legislation remains central to the city's plans to improve delivery of behavioral health services, we ask that two of its proposed developments; the Sobering Center, and Expanded Hours program at the BHAC be considered as items of the highest priority. Given the depth of crises witnessed every day on our streets, we urge city administration and the DPH to give their favored attention to this report and our recommendations.

FINDINGS

Based on the facts set forth above, the SFCGJ highlights here its principal findings.

Finding #	Findings	Required Responses
1	High staff vacancy rates inhibit the ability to care for individuals with mental illness and substance abuse disorders.	Director of Public Health Director of Human Resources
2	The shortage of Intensive Case Managers is chronic.	Director of Public Health Director of Human Resources
3	Lengthy and inefficient hiring protocols are contributing to a shortage of Intensive Case Managers.	Director of Public Health Director of Human Resources

²⁸ [Mayor London Breed Announces Updated Budget Impacts as a Result of COVID_19](#)

4	The position of Director of Behavioral Health has been filled with five different individuals in five years.	Director of Public Health San Francisco Health Commission
5	BHS' scale of operation in terms of staff count, budget size, and public impact are not reflected in its deeply nested reporting position in DPH.	Director of Public Health San Francisco Health Commission
6	Regularly published DPH reports are not consistently published on the department web site.	Director of Public Health
7	DPH Headquarters at 101 Grove St. provides no public directory of offices and services.	Director of Public Health
8	DPH website provides no public directory of phone numbers.	Director of Public Health

RECOMMENDATIONS

Pursuant to the above findings, the SFCGJ recommends the following actions:

Rec #	Recommendation	Assoc. Findings	Required Responses
1	By March 2021, re-evaluate the hiring process for ICM's in light of the success of the expedited strategy for hiring registered nurses executed in March 2020. Leverage it to inform a redesign of existing policy.	1,2,3	Director of Public Health Director of Human Resources San Francisco Health Commission
2	By June 2021, fill 50% of ICM vacancies in 21 days or less.	1,2,3	Director of Public Health Director of Human Resources San Francisco Health Commission
3	By March 2021, engage the Budget and Legislative Analyst or other	4,5	Director of Public Health Director of Human Resources San Francisco Health

	external consultancy to examine the policy and practice of executive placement and compensation for the Director of Behavioral Health.		Commission Board of Supervisors
4	By September 2021, in light of the study findings, redesign and realign the position of BHS in the organizational structure as a direct report to the Director of Health.	4,5	Director of Public Health Board of Supervisors
5	By September 2021, ensure discipline surrounding regular document and event reporting to ensure timely, accurate web access.	6	Director of Public Health
6	By September 2021, provide local site directories for public display.	7	Director of Public Healths
7	By September 2021, publish direct contact information of offices and service personnel to enhance public access to DPH services.	8	Director of Public Health

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From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Press Release: San Francisco Civil Grand Jury Report, "A Recycling Reality Check: What Actually Happens to Things We Put in Our Blue Recycling Bins?"
Date: Thursday, October 1, 2020 2:57:00 PM
Attachments: [Recycling Press Release.pdf](#)

From: Civil Grand Jury <CGrandJury@sftc.org>
Sent: Thursday, October 1, 2020 10:31 AM
Subject: Press Release: San Francisco Civil Grand Jury Report, "A Recycling Reality Check: What Actually Happens to Things We Put in Our Blue Recycling Bins?"

Please see attached.

The full report is available here: <https://civilgrandjury.sfgov.org/report.html>.

Thank you.



CITY AND COUNTY OF SAN FRANCISCO 2019-2020 CIVIL GRAND JURY

FOR IMMEDIATE RELEASE

Contacts: Jaime Guandique, Foreperson, 415-819-2677
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***** PRESS RELEASE *****

A Recycling Reality Check: What Actually Happens to Things We Put in Our Blue Recycling Bins?

San Francisco, CA, October 1, 2020 –

The 2019-2020 Civil Grand Jury (SFCGJ) today released a report focusing on a simple question: When San Franciscans put things in their blue recycling bins, where do those items end up? Are they really recycled, or just incinerated or landfilled? The SFCGJ investigation found that while this material does for the most part get recycled, more communication to educate residents on how the process works would increase buy-in and participation in recycling programs.

San Franciscans deposit an average 500 tons of material into their blue bins every day. What happens after that is a mystery to most of us. The material is processed at Recology's "Recycle Central" facility at Pier 96. The San Francisco Office of the Environment and Recology have developed a sorting process that results in over 80% of the material being recycled. This is considered to be the highest recycling rate of any large city in the US and is a testament to the commitment of San Francisco to sustainability.

However, the Grand Jury recommends that the San Francisco Office of the Environment enhance its educational efforts by providing more information about where the blue bin material goes, as well as explaining what items should *not* be put in the blue bins at all. This education would increase residents' buy-in and support of the program, and it would also decrease the level of contaminants in blue bin material, making it even more viable for recycling.

The report includes a variety of information about the process so that residents can make better choices in how they dispose of their trash. The report also includes a short video that shows the process used by Recology to sort the material we put in our blue bins. There is also a short quiz residents can take to test their knowledge.

The Superior Court selects nineteen San Franciscans to serve year-long terms as Civil Grand Jurors. The Jury has the authority to investigate City and County government by reviewing documents and interviewing public officials and private individuals. At the end of its inquiries,



CITY AND COUNTY OF SAN FRANCISCO 2019-2020 CIVIL GRAND JURY

the Jury issues reports of its findings and recommendations. City and County agencies identified in the report must respond to these findings and recommendations.

Civil Grand Jury reports may be viewed online at <http://civilgrandjury.sfgov.org/report.html>.

###



City and County of San Francisco
2019-2020 Civil Grand Jury

A Recycling Reality Check:
What Actually Happens to Things We Put
in Our Blue Recycling Bins?

The Civil Grand Jury

The Civil Grand Jury is a government oversight panel of volunteers who serve for one year. It makes findings and recommendations resulting from its investigations.

Reports of the Civil Grand Jury do not identify individuals by name. Disclosure of information about individuals interviewed by the jury is prohibited. California Penal Code, section 929

State Law Requirement California Penal Code, section 933.05

Each published report includes a list of those public entities that are required to respond to the Presiding Judge of the Superior Court within 60 to 90 days as specified.

A copy must be sent to the Board of Supervisors. All responses are made available to the public.

For each finding, the response must:

- 1) agree with the finding, or
- 2) disagree with it, wholly or partially, and explain why.

As to each recommendation the responding party must report that:

- 1) the recommendation has been implemented, with a summary explanation; or
- 2) the recommendation has not been implemented but will be within a set timeframe as provided; or
- 3) the recommendation requires further analysis. The officer or agency head must define what additional study is needed. The Grand Jury expects a progress report within six months; or
- 4) the recommendation will not be implemented because it is not warranted or reasonable, with an explanation.

Members of the Civil Grand Jury

Jaime Guandique, Foreperson

Peter Mills, Parliamentarian

Richard Bogan, Recording Secretary

Phyllis Deets, Correspondence Secretary

Jonathan Gohstand, Technology Secretary

Ruben Ahumada

Victoria Hanson

Rebecca Jordan

Diane Josephs

Steven Lei

Patricia Levenberg, PhD

Judy Nadel

Charles Raznikov

Elwyn Wong

SUMMARY

Recycling and sustainability have long been hot topics in San Francisco, but misconceptions persist. In particular, there is little public understanding of what actually happens to the material we deposit in our blue recycling trash cans. Does it really get recycled, and if so where? Doesn't it just end up in a landfill, now that China won't take it? What can I do to improve the city's recycling performance? The 2019-2020 San Francisco Civil Grand Jury (SFCJG) investigated these questions.

In general, the SFCGJ found good news. San Francisco city government, in partnership with Recology (the monopoly processor of our blue bin material, or "BBM"), does ensure that roughly 80% of what goes into those bins is indeed recycled. This is one of the highest rates in the country¹, and should be commended (FINDING 1) given that most anything can be thrown in a blue bin, even things that obviously can't easily be recycled.

However, the SFCGJ found that more public communication of the disposition of the BBM is needed, so that citizens better understand that their efforts are paying off. To this end, we recommend that the San Francisco Department of the Environment (ENV) undertake new initiatives to make this information available to SF residents and businesses using both Internet website(s) and an existing mobile application. Also, we found that while significant educational efforts are being made, citizens still are unclear on what should be put into their blue bins, and what is the appropriate level of preparation that should be done to that material prior to disposal. This led to a recommendation that ENV endeavors to educate the public on what *not* to put in the blue bins.

This report will detail the following:

- The structure of the relationship between the City of San Francisco (in particular ENV) and Recology;
- Where the material placed in the blue bins ends up;
- What public communication vehicles are used to educate the public on the disposition of blue bin material; and
- A number of informational points related to the city's recycling, including:
 - What types and volume of material is the city actually recycling?
 - Where does recycling take place, and what are the business conditions related to that process?
 - What are the things most commonly put in the blue bins that cause real problems?

¹ Katie Brigham, "How San Francisco sends less trash to the landfill than any other major U.S. city", CNBC, July 14, 2018, <https://www.cnbc.com/2018/07/13/how-san-francisco-became-a-global-leader-in-waste-management.html>

- What can citizens and businesses do to increase our recycling performance?

The report will begin with a section of background information, followed by eight topics of interest to San Franciscans with respect to recycling, followed by Findings and Recommendations.

BACKGROUND

Unique Relationship between the City and Recology

The city of San Francisco depends on Recology to collect the city's refuse, and to recycle as much of that material as possible. The relationship between the city and Recology is atypical when compared with most other municipalities in the US. Most cities sign long-term (~10 year) contracts with private companies for commercial and residential waste disposal, including recycling. These contracts are tightly drawn up, and making changes to them mid-contract is usually challenging.

San Francisco is different. Under laws dating back to 1932², San Francisco licenses and permits refuse collection across the city. Back in the day, many small companies handled trash collection for small sections of the city, but these firms consolidated over time into what is now Recology³. Like utilities or public transport, trash collection is a “natural monopoly”, that is, there isn't a strong financial case to be made for a fragmented market where multiple providers operate simultaneously. However like any monopoly situation, regulation and oversight is extremely important to avoid abuse of monopoly power.

The relationship between the City of San Francisco and Recology can roughly be split into two components:

- **Rate Setting:** Recology can request an adjustment to the rates they charge for waste collection at any time, though in practice they do so at roughly five year intervals. Rate setting is a complex process, involving multiple city departments, and takes roughly a year to complete.
- **Ongoing Operations:** Independent of the rate setting process, the city works with Recology on a continuous basis to handle tasks including aligning goals and monitoring performance, including recycling. SF Department of the Environment (ENV) is the primary city department that interfaces with Recology to discuss ongoing operations and provide oversight. They meet at least weekly and sometimes more frequently depending

² The 1932 ordinance: <http://www.amlegal.com/pdf/files/sanfran/1932-11-08-Prop06.pdf>

³ Zero-Waste Case Study: San Francisco; US EPA, <https://www.epa.gov/transforming-waste-tool/zero-waste-case-study-san-francisco>

on circumstances⁴. Recology reports performance metrics to ENV and the Department of Public Health, including the rough distribution of recycling material processed by type.⁵ Under the CalRecycle initiative,⁶ quarterly and annual disposal data must be provided. The relationship between ENV and Recology has evolved over the years, but both entities informed SFCGJ members that the current relationship is largely cooperative.

Among the issues that ENV and Recology collaborate on is San Francisco's "Zero Waste" initiative. Currently, this initiative mandates working towards reducing waste generation by 15% and disposal by 50% by 2030. To that end, ENV works with Recology and the residential and commercial customers on disposal volume reduction, better separation of recyclables, and maximizing recovery of recyclable materials.

In the opinion of the EPA, the rather unique relationship between ENV and Recology has the advantages of strong policy leadership, and collaboration and flexibility with respect to rate setting. On the other hand, the disadvantages are that there is a greater dependency on the rate-making process, and limited competition.⁷

Processing Blue Bin Material

Since 2000, Recology has processed 100% of the residential and commercial blue bin material at its "Recycle Central" facility on Pier 96, in a warehouse leased to Recology by the city. Their trucks deposit an average of almost 500* tons of material every day at the facility. What happens next is basically a huge sorting exercise, to identify and separate the recyclable material into categories: cardboard, aluminum, etc. The material is sent through a series of high-volume machines that each have a specific sorting task. The sorted recyclable material is compressed into large bales, which are transported to processors that do the actual recycling into new products. What can't be identified as recyclable is landfilled. So Pier 96 isn't really a "recycling facility", it's a "sorting facility".

To understand the challenges of accurately sorting the blue bin material, it's crucial to keep in mind the scale of the operation. As it's hard to imagine what 500 tons of trash looks like, let's consider a simple mix of items we're familiar with. A beer bottle, 12 oz aluminum soda can, a single use plastic water bottle, and a medium sized Amazon box all together weigh about one pound. Pier 96 ingests roughly one million pounds of material a day. So if the incoming BBM

⁴ A San Francisco ENV employee remarked to CGJ members "I talk to Recology every day."

⁵ See for example Table 8 in:

<https://sfpublicworks.org/sites/default/files/R2018%20Q4%20Quarterly%20Report.pdf>

⁶ See <https://www.calrecycle.ca.gov/>

⁷ Zero-Waste Case Study: San Francisco; US EPA,

<https://www.epa.gov/transforming-waste-tool/zero-waste-case-study-san-francisco>

*: While the peak daily amount of material approaches 650 tons, the daily average across a typical 7-day week is roughly 500 tons.

was all made up of our sample mix of items, four million items would need to be handled per day. When you have to handle that many items, two things become obvious:

- You have to automate heavily. It would be prohibitively expensive to try to do the work by hand; and
- You can't spend much time processing individual items. The material is racing along on conveyor belts at a jogging pace. So you can't take apart complex packages, unpack things that have been stuffed into a bag, or clean off contaminants.

Confusion Persists

Despite educational efforts by the city, some residents remain confused about what should be put in the blue bin.⁸ While some items are obvious (e.g. an aluminum can), many are not. The roots of this confusion include inconsistency across municipalities, confusing labeling, and a lack of clarity about what is actually recyclable locally. And while on-line and printed resources are available to help, not everyone takes the time to look up every type of item they are unsure about. The result is that inappropriate material ends up being sent to Recycle Central at Pier 96. Recology attempts to remove as much of this material as possible during sorting, but inevitably some of it finds its way into the bales of recyclable output, contaminating it to some degree.

The SFCGJ's investigation centered on the processing and final disposition of blue bin material, and the corresponding public communication. We investigated the San Francisco Department of the Environment (ENV), and reviewed the operations of Recology with respect to processing of the material placed in the blue bins. We investigated the level of communication and outreach related to educating the public, identified common misconceptions about the process, and identified steps citizens can take to help optimize San Francisco's recycling effort.

METHODOLOGY

The SFGJ interviewed Recology and the San Francisco Department of the Environment, the primary city agency responsible for recycling oversight. The SFCGJ visited the recycling

⁸ Confirmed during discussions with ENV and Recology. See also:

This New Resource Aims to Help Clear Up Recycling Confusion, Ensia, September 26, 2019,

<https://ensia.com/notable/recycling-confusion-labels-posters/>

Recycling Tips: How To Avoid Throwing The Wrong Stuff In Your Bin, Huffpost, June 12, 2019,

https://www.huffpost.com/entry/how-to-recycle_n_5cfff18e4b02c23d2d282fd

Recycling in a Crisis, Recycle Across America, <https://www.recycleacrossamerica.org/us-recycling-collapse>

facility at Pier 96, and conducted multiple follow-up conversations with Recology staff to verify information. The SFCJG communicated with California state legislative assistants to understand the status of relevant bills currently under consideration. We also gathered extensive publically available material about the subject of recycling in general, and San Francisco's efforts in particular.

DEFINITION OF SCOPE

In this report the SFCGJ focused on two narrow topics:

- Where does the material we place in our blue recycling bins actually end up; and
- What does the city do to educate the public on where the blue bin material ends up?

In the course of our investigation, we learned a number of things about the recycling process that we felt would be valuable to include in our report, as the better educated we are about the process, the better we can participate in it. However, it should be emphasized that we kept the scope of the investigation narrow and didn't investigate any number of other topics related to recycling and material disposition. These include but are not limited to the following:

- Zero Waste initiative
- Previous or pending litigation
- Construction refuse disposition
- Disposition and composting of green bin material

DISCUSSION AND ANALYSIS

The balance of this report is organized as a series of topics that are unclear to many San Franciscans:

- How does one find out where the things I put in the blue bin actually go?
- Yes, our blue-bin material *does* get recycled!
- Where does the recycled material actually go?
- Welcome to the World of Pier 96: What recycles and what does not,
- Just Say NO...to contaminants!
- Wishful Recycling...It's a Thing!
- So YOU want to strike it rich recycling?! Good luck!
- Take it from the Top: Improving recycling at the source
- Think you're a recycling pro?! Take this quiz!

Before discussing these core questions, it is helpful to understand how the relationship between Recology and the city works, as this forms the backdrop for our recycling efforts. Unlike the arrangement in most other municipalities, Recology does not have a fixed term (e.g. 10 years) contract for trash collection. Rather, as long as Recology meets its service requirement obligations and maintains sufficient customer satisfaction, the relationship is open-ended. Rates are reviewed “as needed”, which in practice means every five years. These rate reviews are requested by Recology and are to be expected given the ever-increasing cost of providing services. The rate process was last completed in 2017, is very complex, and takes the better part of a year. San Francisco trash collection rates, while not the very highest, do tend to be in the upper half to upper third of rates in the Bay Area. This is to be expected, as both labor and real estate costs are relatively high in San Francisco.

An advantage of the structure of the relationship with Recology is that it's beneficial for recycling efforts, because it means that Recology can invest in (expensive) processing equipment knowing that they will be working in the city long enough to make the investment worthwhile. This makes the relationship less contentious than it otherwise would be. In situations where a fixed contract is in place, if either side wants to change something mid-contract, the entire contract becomes open for re-negotiation, creating extra work and potential pitfalls. So while both types of relationships have their pros and cons, we found no evidence that, on balance, the arrangement in San Francisco has negatively affected our recycling efforts.

How does one find out where the things put in the blue bin actually go?

This question was the starting point for this SFCGJ investigation. We were concerned that the material placed in the blue bins might not end up being recycled at all. This is a common concern, as many public data sources and articles describe how recycling efforts have actually gone backwards over time⁹. Staff members at Recology confirmed that people often tell them that they are concerned that recyclable material is just being landfilled, and therefore there is little point in worrying about which bin to put it in. This is a serious issue, because effective recycling depends on the public to sort recyclable material – if we don't use the blue bins, we certainly aren't going to get much recycled.

The SFCGJ investigated whether city agencies answer the question about where material placed in the blue bins ends up. We sought to locate readily accessible, up-to-date data sources a resident or business could go to find out the ultimate destination of such material. Unfortunately, we found that this information is not easily obtained. No city department or agency, nor Recology, publishes this information for public consumption. The information is not on any publically accessible website, nor is it on the mobile application provided and supported by Recology.

We find this lack of information troubling (FINDING 2) because it undermines the confidence of residents in the recycling system and thereby retards the potential level of their support of the process. Two of our recommendations (RECOMMENDATIONS 1 AND 2) suggest that ENV remedy this deficiency by curating this data and making it available on both a public facing website and the existing Recology mobile application. We furthermore recommend that it be updated at least every six months as the situation changes over time. While we cannot guarantee that such information will be consumed by the public, we believe that such communication is the logical starting point to allay concerns about where the material goes, and in that way encourage better participation in the process. This will be crucial as San Francisco moves towards its next set of milestones on the path to zero waste.

⁹ We're recycling but garbage keeps piling up: What you may not know about the recycling industry. Isabelle Philippe, ABC News, November 17, 2019, <https://abcnews.go.com/Technology/recycling-garbage-piling-recycling-industry/story?id=66863085>

Yes, our blue-bin material *does* get recycled!

One of the most common misconceptions is that the material that is thrown in the blue bins doesn't actually get recycled. Many people think that "because China isn't taking it anymore", or "there's no market for it", this material just ends up in landfill. This is incorrect. Recology, in partnership with ENV, does indeed recycle over 81%¹⁰ of everything that is put in the blue bins. The remaining ~19% is not suitable to recycle, and is sent to landfill.

So what material is being recycled? To answer this question we need to understand that the market for recyclable materials changes over time. There is always a market for some items, but others may come and go, and prices can be volatile. The "primary" materials that are always sorted and sold for recycling by Recology are the following:

- Mixed paper
- Cardboard
- Aluminum
- Steel
- Glass
- PET (polyethylene terephthalate, the chemical name for polyester) 
- HDPE (High-density polyethylene) 

The "secondary" materials that may or may not be sorted and recycled are the less desirable plastics (codes 3 through 7¹¹). This material can be baled as "Mixed Plastic" and sent to processors for recycling. The challenge is that there isn't always a market for Mixed Plastic – that is, no one wants it. While Recology rarely if ever landfills bales of Mixed Plastic, if there's no processor willing to buy such plastic, it makes no sense to sort and bale them. (Bales get dirty over time and take up space, so it's not a great idea to stockpile them.) Lastly, Polypropylene ("PP" or Type #5) has a much more consistent recycling market than Type 3, 4, 6, and 7. So when there isn't a market for Mixed Plastic, Recology will bale and sell Type 5 Polypropylene for recycling. Polypropylene is used in things like yogurt, soup and syrup containers.

¹⁰ Based on summary data for 2019. Source: Recology

¹¹ For an explanation of plastic identification codes see https://en.wikipedia.org/wiki/Resin_identification_code

Where does the recycled material actually go?

Our investigation confirmed that there is a significant degree of confusion and unfamiliarity among San Francisco residents on the question of where material placed in the blue bins ultimately ends up. Many residents have heard of China's 2017 policy change to stop accepting refuse for recycling, but few understand the details and the implications. The first thing to understand is that recycling is an ever-changing landscape: What may be true today isn't true tomorrow. So be skeptical if you read that a particular type of material is going to a particular place: It might have been true at the time, but it no longer is. That said, as of Spring 2020, here's where the material is going:

Paper and Cardboard: Currently, there is only limited waste paper and cardboard recycling processing happening in the United States, relative to the global market. Recently, new plants have started to open (largely in response to China's change in policy and increased demand for cardboard for home deliveries), but many are on the east coast, which means high surface transport costs. Consequently, San Francisco's paper and cardboard is currently sent to multiple Asian countries (e.g. Malaysia and Indonesia) via the port of Oakland to be pulped¹², and the pulp is sold onward to other plants that turn it into new product. In the future, new plants coming on-line in the north-west U. S. may become viable destinations for our material, but that would require the material to be transported by truck, increasing both costs and environmental impact.

Steel and aluminum: These are processed domestically. Multiple foundries are broadly distributed across the country and produce a variety of goods with the material.

Glass: Glass is processed here in the Bay Area, in Fairfield, where it is turned into new glass bottles.

Plastics: The situation for plastics is more complex and dynamic. High value plastic (Types 1, 2, and 5) is recycled in domestic plants. Low-value plastic must be shipped to a variety of Asian countries to be recycled, including Malaysia, Vietnam, South Korea, and others. This happens because there is either no infrastructure or insufficient capacity for processing in the USA.

¹² For a technical primer on making pulp from waste paper, see "Waste Paper Pulp Making", CNBM International, <http://www.paperpulpingmachine.com/applications/waste-paper-pulp-production-process/>

San Francisco residents are also in the dark with respect to just how much of each type of material ends up in the blue bins. Currently San Francisco’s distribution of material type being received at the Pier 96 facility is as follows:

Material	Percentage of all blue bin recycling (by weight)
Paper and Cardboard	75%
Glass	17.5%
Plastics	5%
Steel	1.5%
Aluminum	1%
Total	100%

This table makes it clear that the majority of recycling is paper and cardboard.

It should be noted that the SFCGJ received the above information via interviews with Recology staff. We were unable to find this information in the Recology app, Recology website, or the San Francisco Department of the Environment website.

Welcome to the World of Pier 96: What recycles and what does not

Are you ever unsure what can be recycled and what can’t? You’re not alone. There are so many possible combinations of material and contaminants that it’s really difficult to be sure. However, it’s much easier to figure out if you understand how recycling processing actually works in San Francisco. So let’s get up close and personal with what goes on at Recycle Central on Pier 96.

The first thing to keep in mind is that each municipality has a different system for sorting recyclable material. Each city makes investments at different times, and since the technology changes quickly, that means the equipment purchased will vary. They also will have different priorities and budgets. So while it’s common for people and news outlets to distribute recycling

information via the web or social media, the details may not apply to San Francisco's process. The bottom line is that you can't rely on information that's based on a different city. What applies in San Jose may not be true in San Francisco.

The second important consideration is the sheer volume of material that must be processed: almost 500 tons a day on average, and up to 650 tons on a busy day. There are only a small number of people working on the line at any one time, and their primary job is to pull out large pieces of material that can't be recycled. The material that is recycled is machine sorted, at very high speed. This means the material must be able to be automatically sorted, or it's unlikely to be recycled. Very small things will end up with the glass, while larger things are periodically cleared off the conveyor belts and sent to landfill.

Some municipalities go out of their way to inform the public what not to throw in the recycling bin. As an example, a paper flyer was sent to all residents of the Hammersmith and Fulham region of London in early 2020, explaining how to figure out what goes where. Fully half the flyer is dedicated to what not to recycle. And one part of the flyer says not to recycle "Any items not ticked in green". This greatly simplifies the thought process for residents: If you don't see it specifically listed, don't try to recycle it.

San Francisco has chosen not to go down the route taken by Hammersmith and Fulham to clearly delineate what should be put in the blue bin. This has the advantage of flexibility: All sorts of things will be thrown in the bin, which gives us at least the possibility to recycle it. The downside from the citizen's perspective is that it makes it more difficult to know what they should do.

In the opinion of the SFCGJ, the San Francisco Department of the Environment should maintain and publish a list of items that should *not* be placed in the blue bins (RECOMMENDATION 3). The focus should be on items a) Commonly discarded in the blue bins; b) Constitute a significant portion of the blue bin material, or create problems for the Recycle Central sorting system; and c) Unlikely to be recyclable over the medium term (two years).

As a result, based on San Francisco's sorting system at Pier 96, what are the things that really should be avoided in the blue bin? To start with, don't recycle Styrofoam and shredded paper. Styrofoam is double trouble: the facility doesn't collect it for recycling, and because it's so light, it can go flying off the conveyor belt and end up in the dark recesses of the building, or even worse, blow into the bay. Shredded paper has the same problem: it just flies all over the place and ends up tangled in the machinery or on the floor. So both should go in the black bin. However, note that Recology does have a special program for recycling Styrofoam: If you have

large pieces, you can take it to the Recology transfer station at 501 Tunnel Road, San Francisco, where special equipment can turn it into recyclable material.

Another consideration is the depth of the item. In the Pier 96 system, very flat material usually ends up being sorted as Mixed Paper. This means that anything that is flat but isn't paper should be avoided. The same is true of any material that is very small (well under an inch in all dimensions) and will either fly off the conveyor belt, or end up in the glass at the end of the process.

While these guidelines may be somewhat useful, what people really need is a simple way of figuring out what *should* go in the blue bin. Unfortunately, the answer to that question is a balance between “accuracy” and “simplicity” because trying to define exactly what to do becomes extremely complex, and changes over time. That said, the SFCGJ, in consultation with Recology, has come up with the following simple guideline:

Only put an item in the blue bin if these two things are true:

- The item consists of a single type of material that can be recycled (cardboard, paper, aluminum, glass, steel, or one type of plastic); and
- The item is reasonably clean and dry. It can't be contaminated with food, chemicals and such. It doesn't have to be perfectly clean, but reasonably clean.

The first guideline says “single type” because Pier 96 can't take things apart to separate the different materials. For example let's say you went to Costco and bought a case of Coke, which is packaged in a cardboard tray, surrounded by plastic. You slice open the plastic at one end and pull out the cans of Coke. You obviously recycle the cans as you use them. Now you are left with cardboard surrounded by plastic. Pier 96 has no easy way to separate these two materials for proper sorting. So you should tear open the plastic, get the cardboard tray out, and put it in the blue bin. The plastic wrap should either be collected with other lightweight flexible plastic (e.g bags) until you have a basketball sized lump of it for the blue bin, or thrown away (black bin).

The second guideline is that the material is “clean and dry”, which is required to minimize contaminants in the material to be recycled. We'll cover this topic next.

For more comprehensive advice, Recology and the San Francisco Department of the Environment have multiple online resources to help people figure out what goes in which bin. For general information about what goes in which bin, there are two options:

<https://www.recology.com/recology-san-francisco/what-goes-where/>

or at: <https://sfrecycles.org/>

For more specific advice, Recology has established an interactive page where you can type in a specific item and find out where it should go:

<https://www.recology.com/recology-san-francisco/what-bin/> (Google “recology sf whatbin”)

Just type in what you have to get rid of, and the website will tell you in which bin to put it. Give it a try: type in “pizza box” and you’ll see it goes into the green bin.

Keep it Clean! Just Say NO to Contaminants!

One big reason why San Francisco is able to recycle such a large percentage of discarded material is that we work hard to keep our recyclable material clean. The typical requirement for processors to accept municipal recyclables is that contaminants be kept under 1% of the material.

So what sort of things contaminate our material? Assuming we are able to sort the material accurately, what’s left of concern are primarily the following:

- Liquids (drinks, chemicals, etc)
- Food
- Any residue left over inside a container (shampoo, mustard, soap, etc).

Therefore, a simple rule of thumb is that the blue bin material *must be clean and dry*. It’s really important to clean or rinse the item to be recycled before putting it in the blue bin if it needs it. It doesn’t have to be perfectly clean (you don’t have to put it in the dishwasher), but it needs to be reasonably clean. As a general rule all food and drink never goes in the blue bin; they belong in the green bin if feasible.

So, for example if you can rinse out the left-over peanut butter in a plastic jar, by all means do so and recycle the jar. On the other hand, if your (almost) empty bottle of dishwasher soap has a special cap which makes it impossible to rinse out, then it’s not worth putting in the blue bin. It has to be landfilled, so put it in the black bin.

Wishful Recycling...It's a Thing

Have you ever looked at something you knew deep down was unlikely to be able to be recycled, but you put it in the blue bin hoping you were wrong? You're not alone! That's known in the business as "Wishful recycling", and yes, it's a thing. The term refers to anything that clearly is not in the list of acceptable items, or is in a form that makes it impossible to deal with¹³.

One culprit that encourages wishful recycling is the recycling symbol that appears on all sorts of packaging:



It's completely reasonable to think "If I see the symbol, I can recycle it", but it's just not true. The Federal Trade Commission (FTC) interprets the symbol as indicating that a package is capable of being recycled *in areas where collection facilities for the material exist*. Furthermore, the FTC guidelines for using this symbol state that if there are no accompanying text or numbers, it means that the packaging is made of 100% recycled materials and is recyclable *in a substantial majority of U.S. communities*.¹⁴ Obviously none of this provides any guarantee that the item can be recycled in *your* community! Since each municipality is capable of recycling different things, there's no way to guarantee that a particular type of material can be recycled in your town.

China's pre-2017 policy of accepting very poor quality material also contributed to the problem. Because it was easy for municipalities to ship such material to China, they had little incentive to educate and encourage proper sorting by citizens.¹⁵ So off to China it went, and much of it ended up in rivers and oceans, as it couldn't be recycled. But now that China has changed its policies (and other Asian countries have followed suit) this is no longer the case.

Or consider this example: You buy a new mobile phone. The packaging consists of a wide variety of items: A colorful cardboard box; a plastic insert to hold the phone; a very small instruction booklet you're not going to keep; a wire twist-tie that held the charging cable; a couple of sticky plastic labels that you removed as you unpacked the phone. And so on. The bad news is that none of that is worth putting in the blue bin because it either can't be recycled, or is

¹³ How To Cut Down On "Wishful Recycling", Global Trash Solutions(blog), Nov 30, 2018, globaltrashsolutions.com/blog/how-to-cut-down-on-wishful-recycling/

¹⁴ Environmental Claims on Packaging, Alameda County, <http://guides.stopwaste.org/packaging/avoiding-pitfalls/universal-recycling-symbol>

¹⁵ Edward Humes, "The US Recycling System Is Garbage", Sierra, June 26, 2019, <https://www.sierraclub.org/sierra/2019-4-july-august/feature/us-recycling-system-garbage>

too small to be sorted. You have this sinking feeling that this is the case, but all the same put all the bits and pieces back in the box, and throw the whole thing in the blue bin. Unfortunately, there isn't an army of humans or robots to handle this level of complexity.

Pier 96 staff deals with Wishful Recycling every day. Here are some real world examples – all things that have turned up at Pier 96:

- Running shoes and sandals
- Garden hoses
- Baby car seats
- Car bumpers
- Lawn furniture

Wishful recycling causes more harm than good. Throwing this material in the blue bin contaminates the inbound stream of recyclable material¹⁶. This can lead to less material being recycled because the contamination becomes too high. It also can be dangerous, if the item is hazardous to the people who sort the incoming material. Sometimes it gets stuck in the machinery, leading to downtime. Lithium-ion batteries cause minor fires. It clearly leads to greater expenses¹⁷ which ends up leading to higher trash bills for citizens and businesses. The capacity of the overall system is reduced because some of that capacity is wasted dealing with material that shouldn't be there in the first place. For those reasons, it's better to just put such things in the black bin to be landfilled.

So YOU want to strike it rich recycling?! Good luck!

If you're interested in getting into a very volatile business, sorting and selling material for recycling is as good a choice as any. All municipalities have to deal with rapid swings in prices for recycling material. On the other hand, they have to make large capital investments in equipment in order to sort the material. This creates a big challenge for planning and budgeting, and San Francisco is no exception.

As an example, consider "Old corrugated containers" (OCC), a commonly recycled material. The national price for OCC went from \$105 per ton in November 2017, to \$25 per ton in June 2019.¹⁸ At the same time, the quality requirements have increased: The OCC contaminant standard used to be 2% but now is 1%.

¹⁶ Nyssa Baechler, 'Wishful Recycling': More Harm Than Good, Currents: A Student Blog, Navigating Society And Sea (blog), W School Of Marine And Environmental Affairs, Feb 12, 2018, smea.uw.edu/currents/wishful-recycling-more-harm-than-good/

¹⁷ Wishful Recycling, Sustainable Connections(blog), May02, 2020, sustainableconnections.org/wishful-recycling/

¹⁸ Megan Smalley, "Working through the worst of times", Recycling Today, October 22, 2019, <https://www.recyclingtoday.com/article/working-through-the-worst-of-recovered-paper-markets/>

Many things have contributed to the volatility and uncertainty of recyclable materials. Prices fluctuate based on the economic cycle, as they did in the recession a decade ago. Prices vary based on location. Politics plays a role, in particular the decision by China and other Asian countries to stop taking foreign sourced, low-quality material and to impose tariffs¹⁹. China's decision to stop taking many types of material (the "National Sword Policy") was a huge shock to the market, as China was by far the largest purchaser of such material. China no longer accepts low-grade mixed paper but does accept higher grade material like double-sorted corrugated. But it's not that simple: If a US city sends a number of containers full of cardboard to China, one of the containers will be visually (not scientifically) inspected by government officials when they arrive. If the officials reject one container, the sending city will have to find a new buyer and pay to have all the containers shipped there. At that point they're losing money and impacting the environment with the additional transportation. Given the poor political climate between the two countries, this is a risk that may not be worth taking which decreases the potential number of buyers, and hence the price floor for the material.

Another challenging material is glass. At the end of Recology's Pier 96 processing, glass is collected, but it contains a lot of contaminants because there's no scalable way to remove tiny bits of junk that make it to this stage of the process. The glass processor has to pick out the usable glass and send the rest to landfill. Recology must pay the disposal fee for the contaminants, and the transport fees. So while Recology does receive a small payment for the glass itself, the associated costs outweigh the payment, and recycling glass is a net expense. This calculation doesn't include the CRV rebate (see below), which makes a significant difference. The point being made is that the recycling of glass as a "stand-alone" business isn't profitable.

And then there's plastic. PET and HDPE always have markets, but types 3 through 7 often do not, or the prices obtainable are very low. Because we generate so much plastic waste, municipal recycling efforts have a major burden sorting and disposing of it.

Below are the average rates for some of the most common materials. These are the actual prices received by Recology for 2019, and include CRV payments they receive as part of the CRV rebate program administered by the state for aluminum, glass, and plastic. Note that the CRV payments greatly increase the revenue received for those materials.

¹⁹ "Recycling Industry Responds to China Tariffs on Paper, Plastics", Waste360, August 9, 2018, <https://www.waste360.com/business/recycling-industry-responds-china-tariffs-paper-plastics>

Material	Price per Ton
Mixed Paper	\$25
Cardboard	\$88
PET Plastic	\$744
Aluminum	\$3,627
Steel	\$85
Glass	\$138

Source: Recology

These figures do not show the volatility of the prices. More detailed analysis showed that during 2019, individual monthly commodity prices swung as much as 56% above and 36% below the average for the year.

The conclusion is that it is unrealistic to think of municipal recyclables sorting as a profitable business. It is true that certain material (e.g. aluminum and certain plastics) is definitely profitable. But when the entire processing and disposal chain is considered, along with capital investment requirements and business risk, the bottom line is that recycling is something municipalities do because it reduces landfill volume and decreases the burden we place on our environment. It's not realistic to assume that the revenue from selling the material will even offset the cost of the effort, let alone generate a viable return on investment. This may of course change over time, but it is the situation currently.

Take it from the Top: Improving Recycling at the Source

Here's a trick question: How do you recycle packaging that uses materials that can't be recycled? Answer: You don't! While it's true you can come up with innovative solutions, such as turning a ketchup bottle into a flower pot, those solutions simply don't scale. Instead, what's needed is to

encourage and incentivize the packaging producers to take more responsibility for the problem, and create packaging that's viable to recycle.

So why don't producers already do this? Because there are good reasons for them to use non-recyclable packaging, and little incentive not to. Specifically, packaging can make the overall product more attractive or differentiated, and it can reduce costs. To those ends, producers do two things that negatively impact the city's ability to recycle their packaging:

- They combine materials in such a way that they can't realistically be recycled. Remember that ketchup bottle? Ever notice how "silky" it looks? That's because it's a blend of a number of different plastics, the result being that it's very difficult to recycle. Individual tea bag envelopes, toothpaste tubes, and potato chip bags have the same problem, combining plastics with non-plastics.
- Packaging producers have created a huge variety of plastics, including exotic types that can't be realistically recycled at scale. It is simply not true that all plastics in use fit neatly into those numbered categories in the recycling symbol. So the package may indeed be made of a single material, but that material can't be recycled.

Efforts to improve this situation are a component of a broader term known as "sustainable packaging"²⁰, and it will take time for these efforts to bear fruit. In the meantime, San Franciscans can do three things to help improve the immediate situation:

- Alter our buying choices based on the package. For example, avoid plastic. Choose glass over plastic, for example for pickle relish or mustard. And definitely avoid flimsy plastic such as bags and film – this material is next to impossible to recycle at scale.
- If you have to buy something wrapped in plastic, favor plastic codes 1 and 2, as San Francisco's municipal recycling system always recycles these materials. For example, many "clamshell" packages are made of PET (code 1). Just make sure they are clean, and deposited where they will actually be recycled.
- Social media makes it relatively easy for consumers to make their opinion known to the producers. Pressuring them to change their ways may eventually have an effect.

Longer term, legal changes will be needed to push the costs of packaging choices back onto the producers, or to force more use of recyclable materials. This is a parallel effort to the more

²⁰ Wikipedia, "Sustainable Packaging", https://en.wikipedia.org/wiki/Sustainable_packaging

well-known laws that simply prohibit certain items such as plastic straws or bags.²¹ The California state legislature has been working on proposed legislation that would require single-use packaging to be recyclable: “SB-54 / AB-1080: Solid waste: packaging and products”. However this is still a “work in progress” and is not yet law. If the legislation is not approved by the end of August 2020 (the end of the legislative session), bills are effectively “dead” for the year.²² San Franciscans concerned about this topic should consider letting their state representatives know how they feel about it.

Think you’re a recycling pro?! Take this quiz!

San Francisco takes recycling seriously and that includes a lot of its citizens. Think you’re one of those people who can correctly identify recycling opportunities like Steph Curry hits three-pointers? Take this quiz to find out how good you really are! *The answers are in the Appendix*

	Item	Correct Bin (Blue, Green, Black)
1	Used pizza box	
2	Milk or orange juice carton (“aseptic” cartons)	
3	Potato chip bag or granola bar wrapper	
4	Used tin foil	
5	A plastic bag (e.g. for holding loose vegetables)	
6	White Amazon pouch (or any padded envelope)	

²¹ Megan Smalley, “Year packed with packaging regulations”, Recycling Today, September 12, 2019, <https://www.recyclingtoday.com/article/northeast-recycling-council-webinar-extended-producer-responsibility-packaging-laws/>

²² State of California, “California Legislative Information: AB-1080”, https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1080

7	Wine cork	
8	Plastic utensils (not the compostable type)	
9	Clothing	
10	To-go coffee cup, sleeve, and rigid plastic lid	

Conclusion

Recycling at the municipal level isn't particularly complex, but it is a dynamic business and is not done consistently, even between cities in the same county. There is a level of complexity in the details however, for example when it comes to the use of plastics in packaging. Overall, the SFCGJ was impressed with several aspects of the city's recycling program and the team that supports it:

- The high rate of recycling relative to other cities in the United States;
- The commitment of both the San Francisco Department of the Environment and Recology towards recycling;
- The generally positive relationship between the San Francisco Department of the Environment and Recology; and
- The availability, depth of knowledge, and candor of staff at both Recology and the San Francisco Department of the Environment

The SFCGJ does feel that Recology and the San Francisco Department of the Environment should increase their level of communication and public awareness with respect to the disposition of recycled material, as it will encourage citizens to take recycling even more seriously. It *appears* vaguely suspicious that there is plenty of information on how the public is supposed to recycle, but very little information on what actually happens as a result of their actions. We believe this appearance is unintended and benign, but the optics do count. If a person knows that his or her choices will lead to better environmental outcomes and lower waste disposal rates, he or she is more likely to take the time to become well informed and make the right decisions.

FINDINGS

Based on the facts set forth above, the Civil Grand Jury highlights here its principal Findings.

Finding #	Findings	Required Responses
1	San Francisco Department of the Environment and Recology are to be commended for their commitment to maximizing the effectiveness of their recycling efforts. San Francisco sets a positive, powerful example for how a commitment to recycling can pay off in the form of reduced landfill use.	(i) San Francisco Department of the Environment (ii) Mayor's Office (iii) Board of Supervisors
2	San Francisco Department of the Environment and Recology do not provide a sufficient amount of timely information to the public related to the disposition of material placed in the blue bins.	(i) San Francisco Department of the Environment (ii) Mayor's Office (iii) Board of Supervisors
3	While significant efforts are being made by the San Francisco Department of the Environment and Recology, many residents still struggle to understand what belongs in the blue bin and what does not.	(i) San Francisco Department of the Environment (ii) Mayor's Office (iii) Board of Supervisors

RECOMMENDATIONS

Pursuant to the above Findings, the Civil Grand Jury recommends the following actions.

Recommendation #	Recommendation	Associated Findings	Required Responses
1	City government should establish a web page (available on both Recology SF and the San Francisco Department of the Environment sites) that summarizes the recent disposition of blue bin material. The website should be updated not less than twice a year, with data for the preceding six months. Key trends should be identified in simple language or graphical elements.	F2	(i) San Francisco Department of the Environment (ii) Mayor's Office (iii) Board of Supervisors
2	The existing mobile application related to recycling (https://play.google.com/store/apps/details?id=com.recology.android) should be updated to provide information that summarizes the recent disposition of blue bin material. The information should be refreshed not less than twice a year, with data for the preceding six months. Key trends should be identified in simple language or graphical elements.	F2	(i) San Francisco Department of the Environment (ii) Mayor's Office (iii) Board of Supervisors

3	City government should enhance citizen educational efforts on what <i>not</i> to place in the blue bins, so that the volume, quality, and associated revenue from blue bin recycling can be increased, while decreasing the confusion some citizens have on this topic.	F3	<ul style="list-style-type: none"> (i) San Francisco Department of the Environment (ii) Mayor's Office (iii) Board of Supervisors
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REQUIRED RESPONSES

Pursuant to Penal code section 933.05, the Civil Grand Jury requests responses as follows:

Required Respondents	Findings	Recommendations
San Francisco Department of the Environment	F1, F2, F3	R1, R2, R3
Mayor's Office	F1, F2, F3	R1, R2, R3
Board of Supervisors	F1, F2, F3	R1, R2, R3

APPENDIX

Representative/Illustrative Newspaper Articles

https://www.fastcompany.com/90482128/how-americas-least-sustainable-city-learned-to-love-recycling?utm_campaign=eem524%3A524%3As00%3A20200327_fc&utm_medium=Compass&utm_source=newsletter

<https://www.consumerwatchdog.org/report/trashed-how-california-recycling-failed-and-how-fix-it>

https://issuu.com/daniellegambogi/docs/sustainability_report_issuu_3-88?fr=sMDE5OTU5OTY4Nw

https://www.fastcompany.com/90456454/inside-adidas-ambitious-plan-to-end-plastic-waste-in-a-decade?utm_campaign=eem524%3A524%3As00%3A20200128_fc&utm_medium=Compass&utm_source=newsletter

<https://www.epa.gov/transforming-waste-tool/zero-waste-case-study-san-francisco>

https://www.surfsantamonica.com/ssm_site/the_lookout/news/News-2015/March-2015/03_16_2015_Santa_Monicas_Strives_for_Zero_Waste_with_New_App.html

[The major source of ocean plastic pollution you've probably never heard of](#), The Conversation, Feb. 14, 2019

[It is time to cut use of plastics](#), San Francisco Chronicle, Monday, December 24, 2018, by Michael J. Sangiacomo, President and CEO of Recology

[Inside the long war to protect plastic](#), [The Center for Public Integrity](#), May 16

[Report: Impact of Plastics Reveals “Severe” Climate Damage](#), Waste360, May 21

[Experts say many whales die from plastic](#), VOX, May 25

[Monterey Bay is a natural wonder – poisoned with microplastic](#), Wired.com, June 6

[Tiny plastic pieces are spread throughout the deep sea](#), National Geographic, June 6

[California takes on an ocean of plastic waste, considers crackdown on industry](#), SF Chronicle, June 12

[Canada Plans to Ban Single-Use Plastics, Joining Growing Global Movement](#), New York Times, June 10

[As the world grapples with plastic, the US makes more of it — a lot more](#), The Center for Public integrity, June 13

[Vermont follows 127 nations that taxed or banned plastic bags](#), National Geographic, June 18

[Upset about the plastic crisis? Stop trying so hard](#), The Guardian, June 24, by Roland Geyer

[Big Oil Plans to Unleash a Wave of Plastic From the Gulf Coast](#), Bloomberg News, July 10

[As plastics foul the world’s oceans, world leaders struggle over how to respond](#), The Washington Post, July 18, 2019

[How the Plastics Industry is Fighting to Keep Polluting The World](#), The Intercept, July 20, 2019

[It’s now raining plastic](#), Colorado Public Radio, July 26, 2019

[As plastic bans spread, industry went on attack](#), Houston Chronicle, July 31, 2019

[A plastic bottle ban that’s so crazy it just might work](#), Los Angeles Times, August 9, 2019, by the Times Editorial Board

[We’re choking on plastic. California must take the lead in reducing its use](#), CalMatters, August 12, 2019

[Recycling won’t save us — using less plastic is our only option](#), Los Angeles Times, Aug. 13, 2019

[We’re Drowning in Plastic – the California Legislature Aims to Do Something About It](#), OB Rag, serving Ocean Beach, the Peninsula, and San Diego Beaches, August 13, 2019

[How to Eat Less Plastic](#), Consumer Reports, August 13, 2019

[Plastic particles falling out of sky with snow in Arctic](#), BBC News, August 14, 2019,

[Plastic bags are killing horses and cows across the state. What's Texas to do?](#), Texas Tribune, August 14, 2019

[It's in Business' Interest to Back California Single-Use Plastic Legislation](#), Union Tribune, August 14, 2019

[How a state senator blocked Pennsylvania bans on plastic bags](#), Morning Call., August 14, 2019

[Plastic Utensils Are a Now Top Five Beach Polluter](#), Food and Wine, September 3, 2019

[Lake Tahoe is latest victim of our addiction to plastics](#), San Francisco Chronicle, Sept. 1, 2019

[Plastic Utensils Are a Now Top Five Beach Polluter, Ocean Conservancy Says](#), Food and Wine, Sept. 3, 2019

[Visualizing the world's addiction to plastic bottles](#) (stunning graphic), Reuters, September 4, 2019

[San Francisco is surviving the global recycling crisis. But it's not easy](#)
SF Chronicle, Monday, September 09, 2019, by Elena Shao

[McDonald's Is Testing Plastic-Free Concept Stores](#), Food and Wine, September 10, 2019

[California should phase out use of plastics that aren't recyclable](#), Mercury News & East Bay Times Editorial Boards, September 10, 2019

[How California can create a future free of unnecessary plastic waste](#), Mercury News, September 11, 2019, by Julie Packard, Executive Director of the Monterey Bay Aquarium

[California considering toughest plastic pollution laws in United States](#), Mercury News, Wednesday, September 12, 2019

[Plea against plastics](#), News Review, September 12, 2019

[Today's Special: Grilled Salmon Laced With Plastic](#), Mother Jones, Thursday, September 12, 2019

[Where Does All the Plastic Go?](#), The New Yorker, September 17, 2019

[Most Plastic Products Contain Potentially Toxic Chemicals, Study Reveals](#), Consumer Reports, Sept. 17, 2019

[Three-quarters of plastic products are toxic](#), Fast Company, Sept. 18, 2019

Appendix A

Answers to Quiz

	Item	Correct Bin (Blue, Green, Black)
1	Used pizza box	Green. Or for the real pros: rip off the (clean) lid and put it in blue, put the rest (dirty) in green.
2	Milk or orange juice carton (“aseptic” cartons)	Blue
3	Potato chip bag or granola bar wrapper	Black
4	Used tin foil	Blue, if it’s clean, you can collect enough to make a ball of it the size of a baseball. Otherwise black
5	A plastic bag (e.g. for holding loose vegetables)	Blue, if you can collect enough to make a ball of it the size of a basketball. Otherwise black
6	White Amazon pouch (or any padded envelope)	Black
7	Wine cork	Green
8	Plastic utensils	Black (or clean and re-use)
9	Clothing	Black (or donation if usable)
10	To-go coffee cup, sleeve, and rigid plastic lid	All in blue; just make sure they aren’t very wet.

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Fish and Game Commission



*Celebrating 150 Years of
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September 23, 2020

TO ALL INTERESTED AND AFFECTED PARTIES:

This is to provide you with a copy of the notice of proposed regulatory action relative to amending sections 29.80, 29.85 and 701, Title 14, CCR, relating to Recreational Crab Trap Fishery Marine Life Protection Measures.

Please note the date of the public hearings related to this matter and associated deadlines for receipt of written comments. Additional information and associated documents may be found on the Fish and Game Commission website at <https://fgc.ca.gov/Regulations/2020-New-and-Proposed>.

Senior Environmental Scientist, Ryan Bartling, Department of Fish and Wildlife, Ryan.Bartling@wildlife.ca.gov or (415) 761-1843, has been designated to respond to questions on the substance of the proposed regulations.

Sincerely,

Sherrie Fonbuena
Associate Governmental Program Analyst

Attachment

RECEIVED
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TITLE 14. Fish and Game Commission Notice of Proposed Changes in Regulations

NOTICE IS HEREBY GIVEN that the Fish and Game Commission (Commission), pursuant to the authority vested by sections 200, 205, 265, 270, 275, 713, 1050, 1053.1, 7075, 7078 and 7149.8 of the Fish and Game Code and to implement, interpret or make specific sections 200, 205, 265, 270, 275, 713, 1050, 1053.1, 1055.1, 7050, 7055, 7056 and 7149., of said Code, proposes to amend sections 29.80, 29.85 and 701, Title 14, California Code of Regulations, relating Recreational Crab Trap Fishery Marine Life Protection Measures.

Informative Digest/Policy Statement Overview

Current regulations for the recreational take of rock crab and Dungeness crab specify seasons, size limits, bag and possession limits, closed fishing areas, and gear restrictions. Like most recreational fisheries, a recreational fishing license is the only license required to participate in recreational crab fishing. In addition to traps, crabs can also be taken recreationally by hand, crab loop traps (snares), or hoop nets. Individuals are generally not allowed to operate a trap owned by another person unless they have in possession written permission from the owner.

Individual fishermen may fish using their own gear, or may join a scheduled fishing trip on a Commercial Passenger Fishing Vessel (CPFV). CPFVs take customers on fishing trips and provide fishing gear for use by their clients or passengers. Current regulations limit the number of crab traps used to take Dungeness crab by a CPFV to 60 and specify that the commercial boat registration number of the CPFV must be affixed to each trap and trap buoy deployed by that vessel. Current regulations specify that traps not operated from CPFVs must be marked with buoys with the operator's GO ID number.

There is currently no limit to how many traps an individual may deploy, no required service interval (how often traps must be raised, cleaned and emptied), and no other buoy or trap marking requirements for recreational crab fishing.

The Fish and Game Commission (Commission) and the Department of Fish and Wildlife (Department) are proposing to amend sections 29.80, 29.85, and 701, Title 14, California Code of Regulations (CCR). The proposed regulatory changes would be the first step in addressing entanglement risk posed by the recreational crab fishery in California towards species listed under the federal Endangered Species Act (ESA). Between 2014 and 2019, three Humpback whale entanglements were attributed to the recreational crab fishery in California. The proposal would also allow the Department to gather essential fishery information.

The fishing gear responsible for entanglement could not be identified in 44% of all confirmed entanglements between 1982 and 2017, and the recreational crab fishery may be responsible in some of these instances. This uncertainty, along with the scarcity of essential fishery information, makes development of mitigation measures very difficult.

The proposed regulations would establish some restrictions to minimize entanglement risks as well as allow the state to collect crucial information that would contribute to future management. The proposed regulations include the following provisions:

- **Enhanced Gear Marking:** Proposed subsection 29.80(c)(3), Title 14, CCR, would require all recreational crab traps be marked with a main buoy that is at least 5 inches in diameter and 11 inches in length and that a red marker buoy that is 3 inches in diameter and 5 inches in length be attached no more than three feet from the main buoy. Current regulation requiring buoy marking, and in the case of CPFV's, trap marking, would be consolidated in this subsection.
- **Service Interval:** Proposed subsection 29.80(c)(5), Title 14, CCR, would establish a maximum service interval of 9 days, weather conditions at sea permitting, and would prohibit abandoned traps.
- **Trap Limit:** Proposed subsection 29.80(c)(6), Title 14, CCR, would establish an individual trap limit of 10 traps. The current 60-trap limit for Commercial Passenger Fishing Vessels (CPFVs) targeting Dungeness crab will be moved from subsection 29.85(a)(4) to this subsection and will apply to CPFVs targeting any crab. The proposed regulation would allow an individual to service up to 10 additional traps if they possess written permission from the operator(s) of the additional traps whose gear are identified in accordance with subsection 29.80(c)(3).
- **Director Authority:** Proposed subsection 29.80(c)(7), Title 14, CCR, would provide authority for the Director of the Department, after consulting with the President of the Commission, to delay the fishery opener or close the season early in ocean waters of the state when the concentrations of Humpback whales, Blue whales, or Pacific Leatherback sea turtles exceed thresholds established in the Risk Assessment and Mitigation Program (Section 132.8, Title 14, CCR). Starting at least 5 days in advance of the opening of the recreational Dungeness crab fishing season, the Director shall, on at least a monthly basis until the season opens statewide and March 1 through June 15, evaluate and respond to risk. Any delay or closure could apply statewide or by zone(s). The proposed regulation provides that before implementing a delay or closure, the recreational crab trap fishery will be given at least 5-days' notice through a Director's declaration on the Department's "Whale Safe Fisheries" webpage (<https://wildlife.ca.gov/Conservation/Marine/Whale-Safe-Fisheries>). In addition, the Director will notify the Commission of any actions taken and request the Commission schedule a public discussion of any such action at the next regularly-scheduled Commission meeting. References to this authority will be added to subsections 29.85(b)(2) and (c)(1).
- **Trap Validation Program:** Proposed subsections 29.85(b) and 701(h), Title 14, CCR, would establish a "Recreational Crab Trap Validation" program that would require those individuals who fish for crabs with recreational crab traps to purchase an annual validation. A small fee of \$2.25 would be required for each validation.

The proposed regulatory package also includes clarifying, organizational and non-substantive edits to sections 29.80, 29.85, and 701, Title 14, CCR.

Benefits of the Regulations

The proposed regulation would help reduce marine life entanglement caused by the recreational crab fishery. It would also establish a framework by which the Commission and the Department can collect the requisite information to better manage the fishery to further reduce entanglement and to better meet the state's fishery management goals.

Consistency and Compatibility with Existing Regulations

Article IV, Section 20 of the State Constitution specifies that the Legislature may delegate to Commission such powers relating to the protection and propagation of fish and game as the Legislature sees fit. The Legislature has delegated authority to the Commission to promulgate sport fishing regulations (Fish and Game Code sections 200, 205, 315, and 316.5). Commission staff has searched the California Code of Regulations and has found no other state regulations that address the recreational take of crabs using trap gear. The Commission has reviewed its own regulations and finds that the proposed regulations are consistent with other recreational fishing regulations and marine protected area regulations in Title 14, CCR, and therefore finds that the proposed regulations are neither inconsistent nor incompatible with existing state regulations.

Public Participation

NOTICE IS GIVEN that any person interested may present statements, orally or in writing, relevant to this action at a webinar/teleconference hearing to be held on Wednesday, October 14, 2020 at 8:30 a.m., or as soon thereafter as the matter may be heard. Instructions for participation in the webinar/teleconference hearing will be posted at www.fgc.ca.gov in advance of the meeting or may be obtained by calling 916-653-4899.

NOTICE IS ALSO GIVEN that any person interested may present statements, orally or in writing, relevant to this action at a webinar/teleconference hearing to be held on Wednesday, December 9, 2020 at 8:30 a.m., or as soon thereafter as the matter may be heard. Instructions for participation in the webinar/teleconference hearing will be posted at www.fgc.ca.gov in advance of the meeting or may be obtained by calling 916-653-4899.

It is requested, but not required, that written comments be submitted on or before November 30, 2020 at the address given below, or by email to FGC@fgc.ca.gov. **Written comments mailed, or emailed to the Commission office, must be received before 12:00 noon on December 4, 2020.** All comments must be received no later than December 9, 2020, during the webinar/teleconference hearing. If you would like copies of any modifications to this proposal, please include your name and mailing address. Mailed comments should be addressed to Fish and Game Commission, PO Box 944209, Sacramento, CA 94244-2090.

Availability of Documents

Copies of the Notice of Proposed Action, the Initial Statement of Reasons, and the text of the regulation in underline and strikeout format can be accessed through the Commission website at www.fgc.ca.gov. The regulations as well as all related documents upon which the proposal is based (rulemaking file), are on file and available for public review from the agency representative, Melissa Miller-Henson, Executive Director, Fish and Game Commission, 1416 Ninth Street, Box 944209, Sacramento, California 94244-2090, phone (916) 653-4899. Please direct requests for the above-mentioned documents and inquiries concerning the regulatory process to Melissa Miller-Henson or Sherrie Fonbuena at FGC@fgc.ca.gov or at the preceding address or phone number. **Senior Environmental Scientist Specialist, Ryan Bartling, Department of Fish and Wildlife, (415) 761-1843 or Ryan.Bartling@wildlife.ca.gov**, has been designated to respond to questions on the substance of the proposed regulations.

Availability of Modified Text

If the regulations adopted by the Commission differ from but are sufficiently related to the action proposed, they will be available to the public for at least 15 days prior to the date of adoption. Circumstances beyond the control of the Commission (e.g., timing of Federal regulation adoption, timing of resource data collection, timelines do not allow, etc.) or changes made to be responsive to public recommendation and comments during the regulatory process may preclude full compliance with the 15-day comment period, and the Commission will exercise its powers under Section 265 of the Fish and Game Code. Regulations adopted pursuant to this section are not subject to the time periods for adoption, amendment or repeal of regulations prescribed in sections 11343.4, 11346.4, 11346.8 and 11347.1 of the Government Code. Any person interested may obtain a copy of said regulations prior to the date of adoption by contacting the agency representative named herein.

If the regulatory proposal is adopted, the final statement of reasons may be obtained from the address above when it has been received from the agency program staff.

Impact of Regulatory Action/Results of the Economic Impact Assessment

The potential for significant statewide adverse economic impacts that might result from the proposed regulatory action has been assessed, and the following initial determinations relative to the required statutory categories have been made:

- (a) Significant Statewide Adverse Economic Impact Directly Affecting Business, Including the Ability of California Businesses to Compete with Businesses in Other States:

The proposed action will not have a significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states because the proposed regulations are for a recreational marine fishery and are not anticipated to change the level of fishing activity. CPFVs that take fishers on crab fishing trips would be required to attach additional buoys to crab trap lines at a cost of \$4.00 per buoy for up to the maximum 60 traps per vessel, resulting in industry costs of \$15,360 in initial costs and approximately \$7,680 in subsequent years to replace lost or damaged buoys. The additional costs for CPFVs to purchase marker buoys is not anticipated to be significant because these costs are a very small share of CPFV operating costs and would not change procedure. As a result of fishing season closures or delays, CPFV operations could be impacted depending on the percentage of their group fishing trips that are solely or predominantly for crab trapping. Vessels that pursue multiple species could more readily shift effort away from trap-taken crabs should crab season delays or closures occur. These impacts are not anticipated to be more than those due to the typical season variation due to weather and other unknown influences.

- (b) Impact on the Creation or Elimination of Jobs Within the State, the Creation of New Businesses or the Elimination of Existing Businesses, or the Expansion of Businesses in California; Benefits of the Regulation to the Health and Welfare of California Residents, Worker Safety, and the State's Environment:

The Commission does not anticipate any impacts on the creation or elimination of jobs, the creation of new business, the elimination of existing businesses or the expansion of businesses in California because the proposed regulations are not anticipated to affect the volume of recreational crab trapping activity nor result in significant costs to CPFVs that serve recreational crab trappers.

The Commission does not anticipate any benefits to the health and welfare of California residents or to worker safety.

The Commission anticipates benefits to the state's environment by reducing the potential for marine life entanglement in recreational fishing gear.

(c) Cost Impacts on a Representative Private Person or Business:

Recreational crab fishers would be required to purchase a \$2.25 Recreational Crab Trap Validation annually to participate in any crab trap fishery. Fishers may also incur costs for up to ten buoys at approximately \$4.00 each if they elect to fish the maximum number of traps. The proposed changes are not expected to change the level of fishing activity. CPFVs that take individual fishers on crab fishing trips would be required to attach additional buoys to crab trap lines at a cost of \$4.00 per buoy for up to the maximum 60 traps, summing to \$240 in initial costs and approximately \$120 in subsequent years to replace lost or damaged buoys.

The proposed regulation also includes the provision of authority for the Director of the Department to take action to reduce the risk of marine life entanglement. This component of the regulation is not anticipated to have cost impacts to individuals. However, CPFV operations could be impacted depending on the percentage of their group fishing trips that are solely or predominantly for crab trapping. Vessels that pursue multiple species could more readily shift effort away from trap-taken crabs should crab season delays or closures occur.

(d) Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State:

The proposed regulations are anticipated to introduce some start-up and ongoing implementation and enforcement costs that will be re-covered with the proposed Recreational Crab Trap validation program. An estimated additional \$13,500 in validation revenue is anticipated to be collected by the Department. The Commission does not anticipate any savings to State agencies or costs/savings in federal funding to the State.

(e) Nondiscretionary Costs/Savings to Local Agencies:

None.

(f) Programs Mandated on Local Agencies or School Districts:

None.

(g) Costs Imposed on any Local Agency or School District that is Required to be Reimbursed Under Part 7 (commencing with Section 17500) of Division 4, Government Code:

None.

(h) Effect on Housing Costs:

None.

Effect on Small Business

It has been determined that the adoption of these regulations may affect small business. The Commission has drafted the regulations in Plain English pursuant to Government Code Sections 11342.580 and 11346.2(a)(1).

Consideration of Alternatives

The Commission must determine that no reasonable alternative considered by the Commission, or that has otherwise been identified and brought to the attention of the Commission, would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposed action, or would be more cost effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

FISH AND GAME COMMISSION

Melissa Miller-Henson
Executive Director

Dated: September 15, 2020

Commissioners
Eric Sklar, President
Saint Helena

Samantha Murray, Vice President
Del Mar

Jacque Hostler-Carmesin, Member
McKinleyville

Russell E. Burns, Member
Napa

Peter S. Silva, Member
Jamul

STATE OF CALIFORNIA
Gavin Newsom, Governor

Fish and Game Commission



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Wildlife Heritage and Conservation
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Notice of Change of Date of Adoption Hearing for Simplification of Statewide Inland Sport Fishing regulations (OAL Notice Number Z-2020-0707-01)

On July 10, 2020, the Fish and Game Commission (Commission) provided notice of its intent to amend sections 3.00, 4.00, 5.00, 5.41, 5.85, 7.00, 7.50, 8.10; and add sections 5.84, 5.89 and 7.40, Title 14, California Code of Regulations, relating to Simplification of Statewide Inland Sport Fishing Regulations. The notices were published in California Regulatory Notice Register 2020, 28-Z and appears on the Commission's website at www.fgc.ca.gov.

The date of the hearing relevant to this action has been changed from Thursday, October 15, 2020 to Wednesday, October 14, 2020, at 8:30 a.m. or as soon as the item may be heard. Access for participation in the webinar/teleconference hearing will be posted at www.fgc.ca.gov in advance of the meeting or may be obtained by calling 916-653-4899. Due dates for public comment remain unchanged from that which was noticed.

FISH AND GAME COMMISSION

Jon Snellstrom
Associate Government Program Analyst

Date: September 22, 2020

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From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Corruption at DHR (EEO Investigative Process and Leadership)
Date: Friday, September 18, 2020 8:49:00 AM
Attachments: [Copy of Letter from City Attorney.pdf](#)
[Ltr to HRC Jan 2 2020.pdf](#)

From: Black Employee Alliance <blackemployeealliance@gmail.com>
Sent: Thursday, September 17, 2020 9:19 PM
To: Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>
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Subject: Corruption at DHR (EEO Investigative Process and Leadership)

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Good evening Mayor Breed, Board of Supervisors, Human Rights Commission, and Office of Racial Equity –

As members of the Black Employee Alliance we are writing to you because we are gravely concerned about recent situations that have unfolded at the City and County of San Francisco's Department of Human Resources over the last month. The events have diminished full faith and confidence of employees across a variety of departments. As you may and should be aware corruption, failure of ethics, and moral turpitude have surfaced throughout the past two weeks within the City and County of San Francisco's DHR-EEO Investigatory Process, managed by the Department of Human Resources.

Multiple employees filed a complaint with DHR-EEO, under the direction of Linda Simon. Several employees were manipulated, aggrieved, assaulted, and defrauded by DHR-EEO, after having met with them for months, and in some cases years. DHR EEO (representing the City Attorney's Office) informed employees that the City and County of San Francisco had decided to settle EEO complaints via settlement. As a result, the employees were provided with settlement agreements. The settlement agreements provided to employees were fraudulent.

In one case, the DHR-EEO required one employee remove a previously filed case from San Francisco Superior court, as part of the agreement. The employee was notified by the City Attorney's Office that they had been defrauded by DHR-EEO who presented the employee with a false settlement agreement.

As you were made aware through a letter sent by Ron Weigel, former DPH Human Resources Director (dated January 2nd, 2020; see attached), the DHR-EEO complaint process is biased against African Americans and Black employees, and has worked against African Americans and Black employees consistently. The events that have unfolded over the last week, under the direction of Linda Simon, EEO Director, and Micki Callahan, DHR Director, proves that the City and County's EEO Investigatory function is functioning unethically, without integrity minimally; compromised by moral turpitude; is dysfunctional and is in need of new leadership and new process to reestablish faith. Therefore, the Black Employee Alliance and Coalition of Anti-Blackness are asking you to execute the following:

- o Uphold the original agreement the employee was provided by DHR-EEO, minimizing additional pain, grief, suffering, embarrassment, and further harm to the employee.
- o Remove Linda Simon as the Director of DHR-EEO, and Micki Callahan as the Director of DHR, immediately and replace them both with a trusted leaders who have yours and the Board of Supervisors' confidence; while attempting to **locate an external agency to assume all Citywide EEO investigatory processes.**
- o Immediately request an ongoing investigation of Linda Simon and Micki Callahan by the Ethics Commission or an external investigatory agency for corruption, and moral turpitude for attempting to cover-up unethical practices.
- o Launch an investigation into **ALL DHR-EEO investigations between 2017-2020** to reevaluate further corruption.
- o Consider replacing all leadership in DHR's EEO Division.

Questions:

- o How is it possible both Linda Simon, Director of EEO and Micki Callahan, Director of the Department of Human Resource were unaware of the elaborate scheme devised by their employees?
- o How does EEO Investigative case management compliance process function within DHR EEO (or the lack thereof), resulting in the substantial risk and exposure to the City and County represented here?
- o How many more employees have been harmed; and are being harmed currently through the DHR-EEO process?

There is documentation proving Micki Callahan and Linda Simon were aware of complaints involving similar matters about the DHR-EEO process, and did not respond to

those complaints or correct the situation. And yet another situation regarding an employee within a different department has surfaced. There has been and remains a lack of leadership, oversight, integrity, and ethics at DHR and the EEO Complaint Process.

The Black Employee Alliance and its members continue to lack faith and confidence in the Department of Human Resources EEO process. We urge you and the Board of Supervisors to move swiftly in these matters. We look forward to your swift leadership and support.

Best,

Black Employee Alliance and Coalition Against Anti-Blackness

CITY AND COUNTY OF SAN FRANCISCO



DENNIS J. HERRERA
City Attorney

OFFICE OF THE CITY ATTORNEY

[REDACTED]
Deputy City Attorney

Direct Dial: [REDACTED]
Email: [REDACTED]

[REDACTED]

BY ELECTRONIC & CERTIFIED MAIL

[REDACTED]

I was just made aware this afternoon of the purported settlement agreement regarding the above-referenced case. I have enclosed what I believe is a copy of that purported agreement. The purpose of this letter is to inform you that this settlement is not valid. The signatures of the attorneys in my office and of [REDACTED] are all forged. The Office of the City Attorney has not approved any settlement of this matter and neither has the [REDACTED]. In addition, I have just learned that [REDACTED] has misled you regarding the status of your EEO complaints.

As you have previously indicated that you dismissed this action as part of a settlement agreement, and because no such agreement exists, the City will stipulate to have the dismissal of this action set aside under California Code of Civil Procedure § 473. The case will then be placed back on the Court's active calendar. I can draft this stipulation and send it to you if that is easier for you.

Please contact me at [REDACTED] if you have any questions. Thank you.

Sincerely,

DENNIS J. HERRERA
City Attorney

[REDACTED]

Enclosure

January 2, 2020

San Francisco Human Rights Commission (HRC) - Sheryl Davis, Executive Director
25 Van Ness Avenue, 8th Floor San Francisco, CA 94102

Re: City of San Francisco Equal Employment Opportunity complaint process

Dear Director Davis,

On November 6, 2019 I sent you a letter regarding the City of San Francisco hiring process and the bias inherently built into the system as it exists. The other area that I believe is badly in need of a reform is the Equal Employment Opportunity (EEO) Complaint process as managed by the Department of Human Resources (DHR). My knowledge of human resources comes from decades of experience doing process improvement work in human resources as a Human Resources Director, most recently spending six years as the Director of Human Resources for the largest San Francisco City Department. I have a Master's Degree in Public Administration and a Certification as a Senior Professional in Human Resources.

After six years working as a Department Human Resources Director working directly with the Department of Human Resources (DHR), my own observations and that of others (including the feedback of three different managers who worked directly with DHR EEO over that period) is that the City system is inefficient and extremely unresponsive to the employees filing the complaints. The system itself is biased. If I could guarantee City staff protection from retribution and retaliation by DHR, there are City staff who would be willing to speak about the general and specific concerns they have about the DHR EEO complaint system. The EEO complaint system does not serve the City or the complaining employee well.

Under the City of San Francisco EEO complaint system, either the Departments take the initial Complaint from the employee or DHR does. If the Department does the intake then they must notify DHR for logging of the case and guidance as to the direction the investigation is to take. DHR always takes control of the complaint. Often, the Department is directed to do the investigation but systems are in place to ensure DHR controls the final outcome. These investigations can take the Department months. At the conclusion of the investigation by the Department it must again go to SF DHR for review and direction, this has taken up to 3 years.

Years ago, I was mentoring a young African American man who worked for me. He was a great worker, smart, and dedicated. After he had proven himself as extremely capable, I promoted him to the position of acting manager for the Public Health Department EEO unit in a temporary capacity. As he continued to develop as a manager, I was hoping to promote him into a role more appropriate for the level of work he was doing (he and I both realized that he was under classified). When I processed a temporary category 18 civil service exempt manager position to initiate this promotion, it was stopped by DHR. They would not move it forward for approval by the Mayor's office. I met with Ted Yamasaki (the DHR Deputy Director at the time) several times and explained that I needed the temporary manager position approved along with a number of classification 1231 positions so that we could catch up on our backlog of investigations. In the end, Ted disclosed to me that he and the DHR Director of the EEO program (Linda Simon) had been speaking and that the only way they would agree to release these positions is if the DHR EEO Director was allowed to select the acting manager. I would not be allowed to promote the person I had been mentoring and who had worked so hard for the City. While I argued vehemently against this manipulation, in the end, feeling I had no choice, I agreed to their conditions. DHR then directed that I hire one of the staff working in DHR. My African American mentee soon quit in anger and disgust at how this turned out, I certainly couldn't blame him.

The manger that DHR directed me to hire as my EEO Manager worked in that position for a few years and was then promoted back into DHR, having gained the necessary supervisory experience for an additional promotion. There

are still staff working at the Department of Public Health (DPH) who can verify this sequence of events. The rumor is that the manager I was directed to hire was being groomed to eventually take the DHR EEO Director's place when she retires, but who knows? This was not the first time I had positions held up by DHR and was directed to hire specific people. Thinking that this practice is not limited to my situation, I am wondering how widespread the practice is of DHR holding up positions and strong arming the placement of staff at DHR's direction. I also provided three African American women promotional opportunities, only to have DHR senior leadership frequently make disparaging remarks about my choices.

All of these factors are symptoms of a DHR EEO program that is more dedicated to management preservation and the preservation of the status quo than to timely and responsive investigations and the resolution of complaints. The status quo is designed to protect senior management by tightly controlling complaints and their outcomes, and by ensuring that key positions are not held by leaders, only loyal followers. These efforts serve to protect DHR senior managers from external criticism or review. This leaves very little time for management and staff to spend on outreach to resolve workplace discrimination and disputes through empathy, engagement, and transparency. The few changes that have occurred in the system have happened because of litigation or public outcry (for example, as a result of BOS Hearings). The forced changes (ever so slight as they have been), have been only recently. These minor changes do not counter decades of status quo or worse. For example, the changing of a few words in a letter doesn't change the behavior or attitudes of those in charge.

Recently, DHR has hired more and more at will (civil service exempt) temporary employees in place of permanent staff. They tend to promote from within as well (but, always into new temporary at will positions). DHR uses temporary positions in a way that other City departments are prohibited from. This repetitive over use of temporary positions by DHR is done in order to ensure that staff remain loyal through assured promotion or fear of job loss due to their "at will" status. This sort of blind loyalty to management does not equate to loyalty to the City, and certainly it does not breed new ideas, process improvement, and transparency. This atmosphere of fear breeds blind loyalty to management over loyalty to governmental duties and ethics. In that environment, transparency is the last thing that management wants. Fearful staff have nowhere to turn to uncover corruption, inefficiencies, or cronyism. Staff are forced into a position of where they must put preservation of the status quo and their own self-preservation over conscientious performance of governmental duties. Using civil service exempt positions also allows a barrier to external hires and fresh ideas, which means no risk of transparency or a challenger to management or the status quo.

What is needed to fix the City of San Francisco DHR EEO program is absolute transparency. This would include an outside review by an entity not aligned with DHR (so, not the Controller, not a City Department, not DHR staff, not someone or a consultant handpicked by DHR). Metrics need to be established and standards set for completion of cases and those standards need to be monitored by an external party such as the SF Human Rights Commission. Outside of DHR there are staff in the Departments who have ideas about how to fix this system, but they will not come forward under the current management for fear of retribution. In order to improve the EEO complaint system the perspective of staff outside of DHR is essential. A lean continuous process improvement exercise called Value Stream Mapping could be used to map out the entire process and identify wasted time and effort so that it can be more responsive.

I have brought these things to your attention, as well as my earlier letter, in the hope that you are the one that can figure out how to bring about needed changes. If you would like to discuss any of these concepts or other matters relating to the EEO complaint process or civil service please don't hesitate to reach out.

Best Regards,

Ron Weigelt

ron@ronweiglt.com

415 713-4965

From: [Board of Supervisors. \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Corruption at DHR (EEO Investigative Process and Leadership)
Date: Monday, September 21, 2020 9:54:00 AM
Attachments: [image001.png](#)

From: Black Employee Alliance <blackemployeealliance@gmail.com>

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Subject: Fwd: Corruption at DHR (EEO Investigative Process and Leadership)

Good afternoon BEACAAB -

Please see response below from Micki Callahan Department of Human Resources.

Our leadership committee met earlier this afternoon and we will discuss at our next meeting.

----- Forwarded message -----

From: **Callahan, Micki (HRD)** <micki.callahan@sfgov.org>

Date: Fri, Sep 18, 2020 at 2:09 PM

Subject: Corruption at DHR (EEO Investigative Process and Leadership)

To: blackemployeealliance@gmail.com <blackemployeealliance@gmail.com>

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Dear Black Employees Alliance and Coalition Against Anti-Blackness:

We too are shocked and outraged at the malfeasance and bad faith of one of our former EEO staff members, and the devastating impact her deceptions had on an employee who was pursuing a complaint of discrimination.

One week ago, Rebecca Sherman, an EEO manager in our department, resigned unexpectedly. That same day, she admitted in writing that she had forged documents and lied to a City employee about that employee's EEO case. While the City Attorney's Office is still investigating Sherman's actions, we do know the following as admitted by Ms. Sherman:

- Sherman lied to the employee and told her that her closed case had been reopened and reinvestigated, and that she would be receiving a financial settlement and a promotion as a result.
- Sherman deleted records from reports printed from the EEO Division's database to ensure that there was no record of the case in the EEO reports reviewed by DHR and the employee's department head.

- Sherman forged an unauthorized settlement agreement and forged a department head and two Deputy City Attorneys' names on the document.
- Sherman provided the forged agreement to the employee, assuring the employee that the settlement had been approved and that a financial settlement and promotion were pending. She did so despite knowing, and concealing from the employee, that the settlement was not authorized and would not be implemented.
- Sherman forged email and text messages to the employee, purporting to be from the departmental payroll director, that stated the financial settlement was soon to be paid.
- On the basis of Sherman's assurances, the employee dismissed a pending lawsuit related to her EEO complaint. The City Attorney's Office has informed the employee that it will stipulate to her withdrawing the dismissal, and file the necessary papers with the court to restore that lawsuit.
- Sherman misrepresented the status of at least one other case as well, both to the complainant and to DHR EEO and DHR leadership.

The City is required by state and federal law to provide a process to investigate and resolve complaints of discrimination, harassment, and retaliation by employees and applicants. The Charter vests authority for that function with the Human Resources Director. Our EEO investigators are committed to the mission of fairly and thoroughly investigating and resolving these complaints. The actions of one rogue employee are not indicative of the EEO staff's dedication to that mission. Ms. Sherman's lies are unethical, unacceptable, and hurtful to the employee caught in the middle of them. Her actions have also shaken the trust that employees and members of the public put in their government. To ensure transparency, accountability and fairness DHR and its EEO division are taking the following steps as a result of these disclosures:

- Auditing all cases handled or overseen by Rebecca Sherman.
- Proactively notifying all employees with open EEO complaints of the incident, with a request that they report any concerns they have about the status of their own cases. Concerns can be sent to DHR-Concerns@sfgov.org
- Reviewing standard operating procedures to include additional safeguards to prevent any reoccurrence of this type of egregious misconduct.

While the City Attorney's office will work with the employee to reinstate the lawsuit, that cannot undo the impact of this deceit on the employee who filed a claim in good faith and had every reason to believe that complaint was being resolved.

We have already begun auditing all other complaints in which Sherman was involved but, we are

very concerned at your statement that you have information regarding other fraudulent settlements. If you have information on such cases, please share that information directly with us or send it to DHR-Concerns@sfgov.org so that we may intervene and ensure they are handled fairly and professionally.

We also want to take this opportunity to share our commitment to improving the City's record on racial equity, and look forward to working with the HRC Office of Racial Equity and the Racial Equity Working Groups in areas where we know we need to improve. Only in partnership will we be able to meaningfully advance this cause.

Regards,



Micki Callahan
Human Resources Director
(she, her, hers)
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From: Black Employee Alliance <blackemployeealliance@gmail.com>
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To: "Breed, Mayor London (MYR)" <mayorlondonbreed@sfgov.org>
Cc: "Bruss, Andrea (MYR)" <andrea.bruss@sfgov.org>, "Board of Supervisors, (BOS)" <board.of.supervisors@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>, "Fewer, Sandra (BOS)" <sandra.fewer@sfgov.org>, "Ronen, Hillary" <hillary.ronen@sfgov.org>, "Safai, Ahsha (BOS)" <ahsha.safai@sfgov.org>, "Stefani, Catherine (BOS)" <catherine.stefani@sfgov.org>, "Walton, Shamann (BOS)" <shamann.walton@sfgov.org>, "Yee, Norman (BOS)" <norman.yee@sfgov.org>, "Simley, Shakirah (HRC)" <shakirah.simley@sfgov.org>, "Davis, Sheryl (HRC)" <sheryl.davis@sfgov.org>, "Chicuata, Brittini (HRC)" <brittini.chicuata@sfgov.org>
Subject: Corruption at DHR (EEO Investigative Process and Leadership)

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Good evening Mayor Breed, Board of Supervisors, Human Rights Commission, and Office of Racial Equity –

As members of the Black Employee Alliance we are writing to you because we are gravely concerned about recent situations that have unfolded at the City and County of San Francisco's Department of Human Resources over the last month. The events have diminished full faith and confidence of employees across a variety of departments. As you may and should be aware corruption, failure of ethics, and moral turpitude have surfaced throughout the past two weeks within the City and County of San Francisco's DHR-EEO Investigatory Process, managed by the Department of Human Resources.

Multiple employees filed a complaint with DHR-EEO, under the direction of Linda Simon. Several employees were manipulated, aggrieved, assaulted, and defrauded by DHR-EEO, after having met with them for months, and in some cases years. DHR EEO (representing the City Attorney's Office) informed employees that the City and County of San Francisco had decided to settle EEO complaints via settlement. As a result, the employees were provided with settlement agreements. The settlement agreements provided to employees were fraudulent.

In one case, the DHR-EEO required one employee remove a previously filed case from San Francisco Superior court, as part of the agreement. The employee was notified by the City Attorney's Office that they had been defrauded by DHR-EEO who presented the employee with a false settlement agreement.

As you were made aware through a letter sent by Ron Weigel, former DPH Human Resources Director (dated January 2nd, 2020; see attached), the DHR-EEO complaint process is biased against African Americans and Black employees, and has worked against African Americans and Black employees consistently. The events that have unfolded over the last week, under the direction of Linda Simon, EEO Director, and Micki Callahan, DHR Director, proves that the City and County's EEO Investigatory function is functioning unethically, without integrity minimally; compromised by moral turpitude; is dysfunctional and is in need of new leadership and new process to reestablish faith.

Therefore, the Black Employee Alliance and Coalition of Anti-Blackness are asking you to execute the following:

- o Uphold the original agreement the employee was provided by DHR-EEO, minimizing additional pain, grief, suffering, embarrassment, and further harm to the employee.
- o Remove Linda Simon as the Director of DHR-EEO, and Micki Callahan as the Director of DHR, immediately and replace them both with a trusted leaders who have yours and the Board of Supervisors' confidence; while attempting to **locate an external agency to assume all Citywide EEO investigatory processes.**
- o Immediately request an ongoing investigation of Linda Simon and Micki Callahan by the Ethics Commission or an external investigatory agency for corruption, and moral turpitude for attempting to cover-up unethical practices.
- o Launch an investigation into **ALL DHR-EEO investigations between 2017-2020** to reevaluate further corruption.
- o Consider replacing all leadership in DHR's EEO Division.

Questions:

- o How is it possible both Linda Simon, Director of EEO and Micki Callahan, Director of the Department of Human Resource were unaware of the elaborate scheme devised by their employees?
- o How does EEO Investigative case management compliance process function within DHR EEO (or the lack thereof), resulting in the substantial risk and exposure to the City and County represented here?
- o How many more employees have been harmed; and are being harmed currently through the DHR-EEO process?

There is documentation proving Micki Callahan and Linda Simon were aware of complaints involving similar matters about the DHR-EEO process, and did not respond to those complaints or correct the situation. And yet another situation regarding an employee within a different department has surfaced. There has been and remains a lack of leadership, oversight, integrity, and ethics at DHR and the EEO Complaint Process.

The Black Employee Alliance and its members continue to lack faith and confidence in the Department of Human Resources EEO process. We urge you and the Board of Supervisors to move swiftly in these matters. We look forward to your swift leadership and support.

Best,

| Black Employee Alliance and Coalition Against Anti-Blackness

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Corruption at DHR (EEO Investigative Process and Leadership)
Date: Monday, September 21, 2020 10:52:00 AM
Attachments: [image001.png](#)
[Ltr to HRC Jan 2 2020.pdf](#)
[Ltr to HRC Nov 2019.pdf](#)
[San Francisco Managers, Department Heads, Leaders.pdf](#)
[Pay by Race.pdf](#)

From: Black Employee Alliance <blackemployeealliance@gmail.com>

Sent: Saturday, September 19, 2020 11:20 AM

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Subject: Re: Corruption at DHR (EEO Investigative Process and Leadership)

Good morning Director Callahan –

Your response to the Black Employee Alliance about this situation displays gross incompetence as a leader, minimally. Rebecca Sherman was an EEO Manager who reported directly to Linda Simon, EEO Director. Linda Simon reports to you. This is not about one employee, Rebecca Sherman. This is a reflection of yours and Linda Simon's incompetent leadership and malfeasance. It is also a magnified demonstration of your longstanding unwillingness to address anti-Black racism that is rampant throughout DHR practices and processes; also reflected throughout past and current disproportionate outcomes in job classifications, pay (see attached), [discipline](#), leadership (see attached pdf - Leadership), and all other areas of the workforce.

Many Black Employee Alliance and Coalition Against Anti-Blackness members have experienced firsthand trauma that has been a direct result of continued mishandling, mistreatment, and gaslighting, by DHR, its EEO process, and other departmental operations. As stated repeatedly during both hearings on African [American Workforce Hiring, Retention, and Promotional Opportunities - Workplace Discrimination and Complaints in 2018 \(Part One and Part Two\)](#), DHR-EEO consistently closed-out cases filed by African Americans without investigating them properly or at all. These cases were not handled by Rebecca Sherman only. There are multiple EEO Investigators and Managers (past and present) at DHR who have participated in the mismanagement, negligence, and corruption expressed by employees in those hearings; additionally, expressed by former DPH Director Ron Weigelt (see attached). We are ready to provide additional names and examples to City leadership, if necessary. Both you and Linda Simon have led an operation rife with corruption, moral turpitude; and have remained aware of disparate practices and mistreatment. An example of this was the suffering of former DHR employee Darin Conley, who sued the City and County of San Francisco, and named both you and Linda Simon directly. You have both demonstrated continued apathy and callousness towards the daily and ongoing harm, disenfranchisement and suffering of Black employees.

We do not believe you and the response you have rendered about this situation. We want to make this point abundantly clear to you.

We have solicited support from the Mayor's Office, Board of Supervisors, City leadership, Labor Partners and are expecting follow-through about actions requested in our original message. While African American and Black Employees have experienced the severity of DHR's discrimination and corruption, we realize this impacts all employees. All City employees deserve to have faith and believe fairness and ethics exists within the organization's processes and practices. This situation is a clear demonstration of a lack of integrity, ethics, and leadership in DHR.

The City and County in good faith cannot continue business as usual at this point. If nothing is done, then this will be a stain on the City and County of San Francisco and not DHR leadership, only. However, we have belief in Mayor Breed, many on the Board of Supervisors (including Supervisors

Walton, Ronen, Fewer, Haney, Peskin, Mar, Safai, Mar Mandelman, and Yee), and our Labor Partners.

This is also a call for all Department Heads and Human Resources Directors, to begin confronting structural and systematic anti-Black racism across San Francisco City and County. We are calling on all City departments to begin implementing racial equity and anti-racist frameworks and actions identified in the [Racial Equity Ordinance](#), [Resolution Declaring Anti-Black Racism a Public Health Emergency in San Francisco](#) – which have all been mandated by the Human Rights Commission, under the leadership of Director Sheryl Davis, and the [Citywide Office of Racial Equity](#), led by Director Shakirah Simley.

We wish you well in your retirement.

Black Employee Alliance

On Fri, Sep 18, 2020 at 2:09 PM Callahan, Micki (HRD) <micki.callahan@sfgov.org> wrote:

Dear Black Employees Alliance and Coalition Against Anti-Blackness:

We too are shocked and outraged at the malfeasance and bad faith of one of our former EEO staff members, and the devastating impact her deceptions had on an employee who was pursuing a complaint of discrimination.

One week ago, Rebecca Sherman, an EEO manager in our department, resigned unexpectedly. That same day, she admitted in writing that she had forged documents and lied to a City employee about that employee's EEO case. While the City Attorney's Office is still investigating Sherman's actions, we do know the following as admitted by Ms. Sherman:

- Sherman lied to the employee and told her that her closed case had been reopened and reinvestigated, and that she would be receiving a financial settlement and a promotion as a result.
- Sherman deleted records from reports printed from the EEO Division's database to ensure that there was no record of the case in the EEO reports reviewed by DHR and the employee's department head.
- Sherman forged an unauthorized settlement agreement and forged a department head and two Deputy City Attorneys' names on the document.
- Sherman provided the forged agreement to the employee, assuring the employee that the settlement had been approved and that a financial settlement and promotion were pending. She did so despite knowing, and concealing from the employee, that the settlement was not authorized and would not be implemented.
- Sherman forged email and text messages to the employee, purporting to be from the departmental payroll director, that stated the financial settlement was

soon to be paid.

- On the basis of Sherman's assurances, the employee dismissed a pending lawsuit related to her EEO complaint. The City Attorney's Office has informed the employee that it will stipulate to her withdrawing the dismissal, and file the necessary papers with the court to restore that lawsuit.
- Sherman misrepresented the status of at least one other case as well, both to the complainant and to DHR EEO and DHR leadership.

The City is required by state and federal law to provide a process to investigate and resolve complaints of discrimination, harassment, and retaliation by employees and applicants. The Charter vests authority for that function with the Human Resources Director. Our EEO investigators are committed to the mission of fairly and thoroughly investigating and resolving these complaints. The actions of one rogue employee are not indicative of the EEO staff's dedication to that mission. Ms. Sherman's lies are unethical, unacceptable, and hurtful to the employee caught in the middle of them. Her actions have also shaken the trust that employees and members of the public put in their government. To ensure transparency, accountability and fairness DHR and its EEO division are taking the following steps as a result of these disclosures:

- Auditing all cases handled or overseen by Rebecca Sherman.
- Proactively notifying all employees with open EEO complaints of the incident, with a request that they report any concerns they have about the status of their own cases. Concerns can be sent to DHR-Concerns@sfgov.org
- Reviewing standard operating procedures to include additional safeguards to prevent any reoccurrence of this type of egregious misconduct.

While the City Attorney's office will work with the employee to reinstate the lawsuit, that cannot undo the impact of this deceit on the employee who filed a claim in good faith and had every reason to believe that complaint was being resolved.

We have already begun auditing all other complaints in which Sherman was involved but, we are very concerned at your statement that you have information regarding other fraudulent settlements. If you have information on such cases, please share that information directly with us or send it to DHR-Concerns@sfgov.org so that we may intervene and ensure they are handled fairly and professionally.

We also want to take this opportunity to share our commitment to improving the City's record on racial equity, and look forward to working with the HRC Office of Racial Equity and the Racial Equity Working Groups in areas where we know we need to improve. Only in partnership will we be able to meaningfully advance this cause.

Regards,



Connecting People with Purpose

Micki Callahan
Human Resources Director
(she, her, hers)

Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4845
Website: www.sfdhr.org

From: Black Employee Alliance <blackemployeealliance@gmail.com>

Date: September 17, 2020 at 9:19:27 PM PDT

To: "Breed, Mayor London (MYR)" <mayorlondonbreed@sfgov.org>

Cc: "Bruss, Andrea (MYR)" <andrea.bruss@sfgov.org>, "Board of Supervisors, (BOS)" <board.of.supervisors@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>, "Fewer, Sandra (BOS)" <sandra.fewer@sfgov.org>, "Ronen, Hillary" <hillary.ronen@sfgov.org>, "Safai, Ahsha (BOS)" <ahsha.safai@sfgov.org>, "Stefani, Catherine (BOS)" <catherine.stefani@sfgov.org>, "Walton, Shamann (BOS)" <shamann.walton@sfgov.org>, "Yee, Norman (BOS)" <norman.yee@sfgov.org>, "Simley, Shakirah (HRC)" <shakirah.simley@sfgov.org>, "Davis, Sheryl (HRC)" <sheryl.davis@sfgov.org>, "Chicuata, Brittnei (HRC)" <brittnei.chicuata@sfgov.org>

Subject: Corruption at DHR (EEO Investigative Process and Leadership)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good evening Mayor Breed, Board of Supervisors, Human Rights Commission, and Office of Racial Equity –

As members of the Black Employee Alliance we are writing to you because we are gravely concerned about recent situations that have unfolded at the City and County of San Francisco's

Department of Human Resources over the last month. The events have diminished full faith and confidence of employees across a variety of departments. As you may and should be aware corruption, failure of ethics, and moral turpitude have surfaced throughout the past two weeks within the City and County of San Francisco's DHR-EEO Investigatory Process, managed by the Department of Human Resources.

Multiple employees filed a complaint with DHR-EEO, under the direction of Linda Simon. Several employees were manipulated, aggrieved, assaulted, and defrauded by DHR-EEO, after having met with them for months, and in some cases years. DHR EEO (representing the City Attorney's Office) informed employees that the City and County of San Francisco had decided to settle EEO complaints via settlement. As a result, the employees were provided with settlement agreements. The settlement agreements provided to employees were fraudulent.

In one case, the DHR-EEO required one employee remove a previously filed case from San Francisco Superior court, as part of the agreement. The employee was notified by the City Attorney's Office that they had been defrauded by DHR-EEO who presented the employee with a false settlement agreement.

As you were made aware through a letter sent by Ron Weigel, former DPH Human Resources Director (dated January 2nd, 2020; see attached), the DHR-EEO complaint process is biased against African Americans and Black employees, and has worked against African Americans and Black employees consistently. The events that have unfolded over the last week, under the direction of Linda Simon, EEO Director, and Micki Callahan, DHR Director, proves that the City and County's EEO Investigatory function is functioning unethically, without integrity minimally; compromised by moral turpitude; is dysfunctional and is in need of new leadership and new process to reestablish faith.

Therefore, the Black Employee Alliance and Coalition of Anti-Blackness are asking you to execute the following:

- o Uphold the original agreement the employee was provided by DHR-EEO, minimizing additional pain, grief, suffering, embarrassment, and further harm to the employee.
- o Remove Linda Simon as the Director of DHR-EEO, and Micki Callahan as the Director of DHR, immediately and

replace them both with a trusted leaders who have yours and the Board of Supervisors' confidence; while attempting to **locate an external agency to assume all Citywide EEO investigatory processes.**

- o Immediately request an ongoing investigation of Linda Simon and Micki Callahan by the Ethics Commission or an external investigatory agency for corruption, and moral turpitude for attempting to cover-up unethical practices.

- o Launch an investigation into **ALL DHR-EEO investigations between 2017-2020** to reevaluate further corruption.

- o Consider replacing all leadership in DHR's EEO Division.

Questions:

- o How is it possible both Linda Simon, Director of EEO and Micki Callahan, Director of the Department of Human Resource were unaware of the elaborate scheme devised by their employees?

- o How does EEO Investigative case management compliance process function within DHR EEO (or the lack thereof), resulting in the substantial risk and exposure to the City and County represented here?

- o How many more employees have been harmed; and are being harmed currently through the DHR-EEO process?

There is documentation proving Micki Callahan and Linda Simon were aware of complaints involving similar matters about the DHR-EEO process, and did not respond to those complaints or correct the situation. And yet another situation regarding an employee within a different department has surfaced. There has been and remains a lack of leadership, oversight, integrity, and ethics at DHR and the EEO Complaint Process.

The Black Employee Alliance and its members continue to lack faith and confidence in the Department of Human Resources EEO process. We urge you and the Board of Supervisors to move swiftly in these matters. We look forward to your swift leadership and support.

| Best,

| Black Employee Alliance and Coalition Against Anti-Blackness

January 2, 2020

San Francisco Human Rights Commission (HRC) - Sheryl Davis, Executive Director
25 Van Ness Avenue, 8th Floor San Francisco, CA 94102

Re: City of San Francisco Equal Employment Opportunity complaint process

Dear Director Davis,

On November 6, 2019 I sent you a letter regarding the City of San Francisco hiring process and the bias inherently built into the system as it exists. The other area that I believe is badly in need of a reform is the Equal Employment Opportunity (EEO) Complaint process as managed by the Department of Human Resources (DHR). My knowledge of human resources comes from decades of experience doing process improvement work in human resources as a Human Resources Director, most recently spending six years as the Director of Human Resources for the largest San Francisco City Department. I have a Master's Degree in Public Administration and a Certification as a Senior Professional in Human Resources.

After six years working as a Department Human Resources Director working directly with the Department of Human Resources (DHR), my own observations and that of others (including the feedback of three different managers who worked directly with DHR EEO over that period) is that the City system is inefficient and extremely unresponsive to the employees filing the complaints. The system itself is biased. If I could guarantee City staff protection from retribution and retaliation by DHR, there are City staff who would be willing to speak about the general and specific concerns they have about the DHR EEO complaint system. The EEO complaint system does not serve the City or the complaining employee well.

Under the City of San Francisco EEO complaint system, either the Departments take the initial Complaint from the employee or DHR does. If the Department does the intake then they must notify DHR for logging of the case and guidance as to the direction the investigation is to take. DHR always takes control of the complaint. Often, the Department is directed to do the investigation but systems are in place to ensure DHR controls the final outcome. These investigations can take the Department months. At the conclusion of the investigation by the Department it must again go to SF DHR for review and direction, this has taken up to 3 years.

Years ago, I was mentoring a young African American man who worked for me. He was a great worker, smart, and dedicated. After he had proven himself as extremely capable, I promoted him to the position of acting manager for the Public Health Department EEO unit in a temporary capacity. As he continued to develop as a manager, I was hoping to promote him into a role more appropriate for the level of work he was doing (he and I both realized that he was under classified). When I processed a temporary category 18 civil service exempt manager position to initiate this promotion, it was stopped by DHR. They would not move it forward for approval by the Mayor's office. I met with Ted Yamasaki (the DHR Deputy Director at the time) several times and explained that I needed the temporary manager position approved along with a number of classification 1231 positions so that we could catch up on our backlog of investigations. In the end, Ted disclosed to me that he and the DHR Director of the EEO program (Linda Simon) had been speaking and that the only way they would agree to release these positions is if the DHR EEO Director was allowed to select the acting manager. I would not be allowed to promote the person I had been mentoring and who had worked so hard for the City. While I argued vehemently against this manipulation, in the end, feeling I had no choice, I agreed to their conditions. DHR then directed that I hire one of the staff working in DHR. My African American mentee soon quit in anger and disgust at how this turned out, I certainly couldn't blame him.

The manger that DHR directed me to hire as my EEO Manager worked in that position for a few years and was then promoted back into DHR, having gained the necessary supervisory experience for an additional promotion. There

are still staff working at the Department of Public Health (DPH) who can verify this sequence of events. The rumor is that the manager I was directed to hire was being groomed to eventually take the DHR EEO Director's place when she retires, but who knows? This was not the first time I had positions held up by DHR and was directed to hire specific people. Thinking that this practice is not limited to my situation, I am wondering how widespread the practice is of DHR holding up positions and strong arming the placement of staff at DHR's direction. I also provided three African American women promotional opportunities, only to have DHR senior leadership frequently make disparaging remarks about my choices.

All of these factors are symptoms of a DHR EEO program that is more dedicated to management preservation and the preservation of the status quo than to timely and responsive investigations and the resolution of complaints. The status quo is designed to protect senior management by tightly controlling complaints and their outcomes, and by ensuring that key positions are not held by leaders, only loyal followers. These efforts serve to protect DHR senior managers from external criticism or review. This leaves very little time for management and staff to spend on outreach to resolve workplace discrimination and disputes through empathy, engagement, and transparency. The few changes that have occurred in the system have happened because of litigation or public outcry (for example, as a result of BOS Hearings). The forced changes (ever so slight as they have been), have been only recently. These minor changes do not counter decades of status quo or worse. For example, the changing of a few words in a letter doesn't change the behavior or attitudes of those in charge.

Recently, DHR has hired more and more at will (civil service exempt) temporary employees in place of permanent staff. They tend to promote from within as well (but, always into new temporary at will positions). DHR uses temporary positions in a way that other City departments are prohibited from. This repetitive over use of temporary positions by DHR is done in order to ensure that staff remain loyal through assured promotion or fear of job loss due to their "at will" status. This sort of blind loyalty to management does not equate to loyalty to the City, and certainly it does not breed new ideas, process improvement, and transparency. This atmosphere of fear breeds blind loyalty to management over loyalty to governmental duties and ethics. In that environment, transparency is the last thing that management wants. Fearful staff have nowhere to turn to uncover corruption, inefficiencies, or cronyism. Staff are forced into a position of where they must put preservation of the status quo and their own self-preservation over conscientious performance of governmental duties. Using civil service exempt positions also allows a barrier to external hires and fresh ideas, which means no risk of transparency or a challenger to management or the status quo.

What is needed to fix the City of San Francisco DHR EEO program is absolute transparency. This would include an outside review by an entity not aligned with DHR (so, not the Controller, not a City Department, not DHR staff, not someone or a consultant handpicked by DHR). Metrics need to be established and standards set for completion of cases and those standards need to be monitored by an external party such as the SF Human Rights Commission. Outside of DHR there are staff in the Departments who have ideas about how to fix this system, but they will not come forward under the current management for fear of retribution. In order to improve the EEO complaint system the perspective of staff outside of DHR is essential. A lean continuous process improvement exercise called Value Stream Mapping could be used to map out the entire process and identify wasted time and effort so that it can be more responsive.

I have brought these things to your attention, as well as my earlier letter, in the hope that you are the one that can figure out how to bring about needed changes. If you would like to discuss any of these concepts or other matters relating to the EEO complaint process or civil service please don't hesitate to reach out.

Best Regards,

Ron Weigelt

ron@ronweiglt.com

415 713-4965

November 6, 2019

San Francisco Human Rights Commission (HRC)
Sheryl Davis, Executive Director
25 Van Ness Avenue, 8th Floor
San Francisco, CA 94102

Re: Report on Civil Service rules, process, and biases

Dear Director Davis,

As you know the civil service system was established to discourage favoritism and patronage in the hiring and appointing of City workers. I believe that the system has failed to accomplish its intended purpose because favoritism and patronage are ever present in our civil service process. Patronage is any non-merit based appointment based on relationships and loyalty, in our system it goes far beyond loyalty to a political party or elected official. In the City system patronage extends to loyalty to appointed officials such as Department Directors, and loyalty to others. The City system still tends to be largely based on who you know, not what you know. Appointing staff based on loyalty, favoritism, or patronage does not necessarily result in the appointment of unqualified or incompetent staff, it simply means that many positions are not in the pool for diversity hiring or for giving the rank and file opportunities to rise to the top.

The playing field is not level for everyone. Merit is a beloved but misguided assumption which supports the mythology of individualism. But, in reality, unconscious bias and structural bias based on social class, gender, ethnicity, and other factors impeded a fair system for all.¹

²With that in mind, let's look at some of the principles typically used to evaluate a civil service system to see how the San Francisco system is doing:

- 1. Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a workforce from all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills after fair and open competition which assures that all receive equal opportunity.** *The City fails in this regard. There are many examples of this failure. The Controller's office, for example, lacks diversity in its workforce. The Controller's office runs programs for the City to hire accounting staff City wide. Using DPH as an example, 50% of finance staff are Asian. This information was presented at the October 15, 2019 Health Commission. Unfortunately, those documents were not included in the packet by the Commission Secretary, if you would like to review the statistics a copy of the documents will have to be requested by public disclosure from the Health Commission. Regardless, the lopsided diversity of Finance staff (likely Citywide) is one example of our*

¹ Viewpoint, HR Magazine Sept/Oct 2018, Barbara Adams
<https://www.shrm.org/hr-today/news/hr-magazine/0918/pages/the-myth-of-meritocracy.aspx>

² Federal Civil Service Reform Act

failure to recruit from all segments of society. To correct this the hiring of finance staff should not be handled by the Controller's office given their own lack of diversity and the results that have been produced over the years. I would also propose that a rule be established that requires that any recruitment for a City wide position must meet a criteria for a minimum diversity makeup of the applicant pool. For example, we might require that not less than 12% of applicants must be African American before a position can be closed. This can easily be done because human resources can see the diversity of applicants during any point in the process. While I am not an attorney, I believe this would be legal because we are not setting a goal or a percentage for hiring, we are setting a goal or objective for applicants.³ Over representation by a specific race(s) suggests a built in bias in the hiring process. So, if the census data for San Francisco or the census data for the counties we hire workers from is not reflected in the diversity of a specific department or unit, that department or unit should be analyzed for bias in process, practice, and pathways to hire. We should also consider making it mandatory that departments recruit in specific publications if there applicant diversity statistics do not match established targets. And, we should require and review specific plans for increasing diversity.

- 2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.** *The City fails in this regard. The City exam system, while claiming to be merit based (and thereby implying fairness) is biased based on who develops the exams, the type of exams, and the outcomes of the rankings. I have been told that 10 years ago staff could be hired with an application review. That meant that those staff who had been doing a job for a very long time could qualify for a hire or for a promotion regardless college degrees or success on a difficult exam. Within the past 10 years the City human resources department hired an expert in exams (John Kraus). The common practice of application screening as an exam qualifying technique all but ended. This change stranded some minority staff in provisional positions or in their initial classification because they were not successful at taking rigorous exams to promote, even though common sense would suggest they have been doing the work required and are in fact qualified. At the same time, minimum qualifications were increased and degrees and other hurdles were added to job descriptions. These changes impacted African Americans in particular because they had suffered institutional racism in the past and were not able to demonstrate the same degrees, certifications, and prior job experience as the new more stringent minimum qualifications required. The frustration these staff have felt is palpable. I found that career coaching helped some of these staff, placing them in civil service exempt promotional opportunities also helped (until the City tightened the qualifications for getting into these positions as well). The other area that clearly results in a lack of fair and equitable treatment is the post referral process (the time after the exam when a list is established and interview panels take over the process). Anonymity might be the only way to guarantee a truly diverse workforce. A diverse labor force—diverse in terms of ethnicity, gender, age, religion, sexual orientation, thinking style, and disability—means more creativity and innovation, a broad spectrum of*

³ Proposition 209 amended the state constitution to prohibit state governmental institutions from considering race, sex, or ethnicity, specifically in the areas of public employment, public contracting, and public education.

perspectives on problem-solving, positive performance, and lesser attrition. In the 1970s and 1980s, orchestras began using blind auditions. Candidates are situated on a stage behind a screen to play for a jury that cannot see them. In some orchestras, blind auditions are used just for the preliminary selection while others use it all the way until a hiring decision is made. Even when the screen is only used for the preliminary round, it has a powerful impact; researchers have determined that this step alone makes it 50% more likely that a woman will advance to the finals.⁴ The City attempt at blind hiring was de-identification. This attempt needs to be statistically analyzed for impact, analyzed not by the Department of Human Resources (DHR) but by an entity independent of DHR. If we wanted to use blind hiring after the list is published we might want to consider telephone interviews where the race and other characteristics of a person are more difficult to identify, thus reducing implicit bias. For example, a person could come in and be placed in a room with a phone, etc. but with no access to the internet or friends to assist with answering questions. Initial interviews could then be conducted by phone with either a panel or an individual without them knowing the race etc. of the applicant. It's a different idea, but then again we obviously need to do something different if we want a fairer and more equitable outcome. Personally, I believe that the fastest way to correct the inequities after the exam process is to create permanent panels for all hiring. Multiple panels would be made up of permanent staff or possibly rotating staff for assignments of a year at a time. Category 18 civil service exempt positions might be ideal for this. As an example, we would hire 4 permanent panelists (3 primary and an alternate), the panel of 3 would conduct all interviews for a department. The department would only be allowed to add a hiring manager and one subject matter expert. The total panel size would be 5. All panel members would be trained in proper interviewing techniques and required to disclose conflicts of interest while acknowledging their understanding of implicit bias, racism, etc. This process could be piloted in a department or division with clear over or under representation. For example, in the Department of Public Health (DPH), Laguna Honda Hospital has clear over representation of Filipino staff so that would be a good division for a pilot of this process.

- 3. Equal pay should be provided for work of equal value.** *This is an area where a City wide audit is needed as well as a review of how pay decisions are made. In a presentation I gave to the Health Commission on October 15th I presented living wage data as well as information on who within DPH is paid the most and who gets the advantages of discretionary premium pay (e.g. supervisory differential, acting pay, and initial salary placement). Those who benefit from the status quo also benefit the most from pay premiums: (<https://www.sfdph.org/dph/hc/nextMeeting10152019.asp>), enclosure 1. We need updated and standardized processes for awarding premium pay as well as a statistical analysis of existing impacts.*
- 4. Employees should be protected against reprisal for disclosure of information they believe evidences violations of civil service rules, abuse of authority, or mismanagement.** *I believe that the current relationship between the Civil Service staff and DHR staff is overly blended resulting in unfairness for those who take matters to either one. Frequently, for example, the Civil Service Commission staff will receive complaints which they will turn over to either a Department or DHR to investigate. The Commission*

⁴ Hackerearth.com/blog talent assessment, diversity and inclusion

staff may ask questions but there is typically an absence of independent interviews or an independent investigation. There is also confusion about how complaints are handled. Sometimes the Controller's whistleblower program receives a complaint and works with a department to investigate, other times they delegate it to the Civil Service Commission staff where the staff again issue the complaint and the primary investigative responsibilities to the Department or DHR. One idea is to require that all whistleblower type complaints received by the Civil Service Commission be turned over to the Controller's office whistleblower program for response. While the Civil Service Commission staff call the complaints whistleblower complaints when providing them to the department, I do not think that they provide staff with the same protections offered by the official whistleblower program. This should be clarified. Additionally, I am concerned about how the staff (both DHR and the Commission staff) view employees who come before the Commission to complain. I have heard some awful things from DHR staff regarding employees who have brought matters to the Civil Service Commission.

Additional observations:

- 5. Minimum Qualifications Review.** *Minimum qualifications are not being consistently evaluated. The City may benefit from consolidating this tasks or by offering specific published guidelines on how to review and document minimum qualifications. This also impacts diversity in hiring because some staff know the rules and some don't. For example, some staff will get a letter to document experience because they have the knowledge to know to do that, and they have the connections to make it happen. How qualifications are analyzed varies from position to position and from department to department, for that reason centralized review might be more appropriate. Additionally, we should consider making cultural competency a minimum qualification for all positions. Helping staff to meet the minimum qualifications should be a primary focus for training and resources available to staff. A more complete review should also be done to see if minimum qualifications can be further altered to allow broader access to positions.*
- 6. Hiring of Exempt Staff.** *Civil Service Exemptions (e.g. category 16, 17, 18) are great potential tools for increasing diversity. These civil service exempt categories have long been used as a pathway to permanent status at the City. I know of many cases where students from local colleges were brought in by alumni of those schools into very low level positions as an entry into the system. Those entry level positions rapidly turned into higher and higher level positions with the help of their mentors. That's great for them but no so great for all of those not privy to this pathway. I've also observed staff hired into category 18 positions limited to 3 years only to be repeatedly renewed. Again, great for them not so great for those not given a chance to be hired.*
- 7. Complete and accurate demographic analysis.** *Several years ago I sent you a demographic report done by the City Auditor for the City of Sacramento. San Francisco needs that same sort of detailed report in order to address issues of diversity and equity (enclosure 2) <http://www.cityofsacramento.org/-/media/Corporate/Files/Auditor/Audit-Reports/2017Audit-of-the-Citys-Gender-and-Ethnic-Diversity.pdf?la=en> The Executive branch could create their own auditor to do this work. Or, your office could build an office with the ability to do business analytics unit. Without access to data, without analysis of*

data, the Human Rights Commission cannot quickly and effectively get to the root cause of these problems. The current system of allowing DHR to create and analyze their own data is a bit like having the fox guard the hen house.

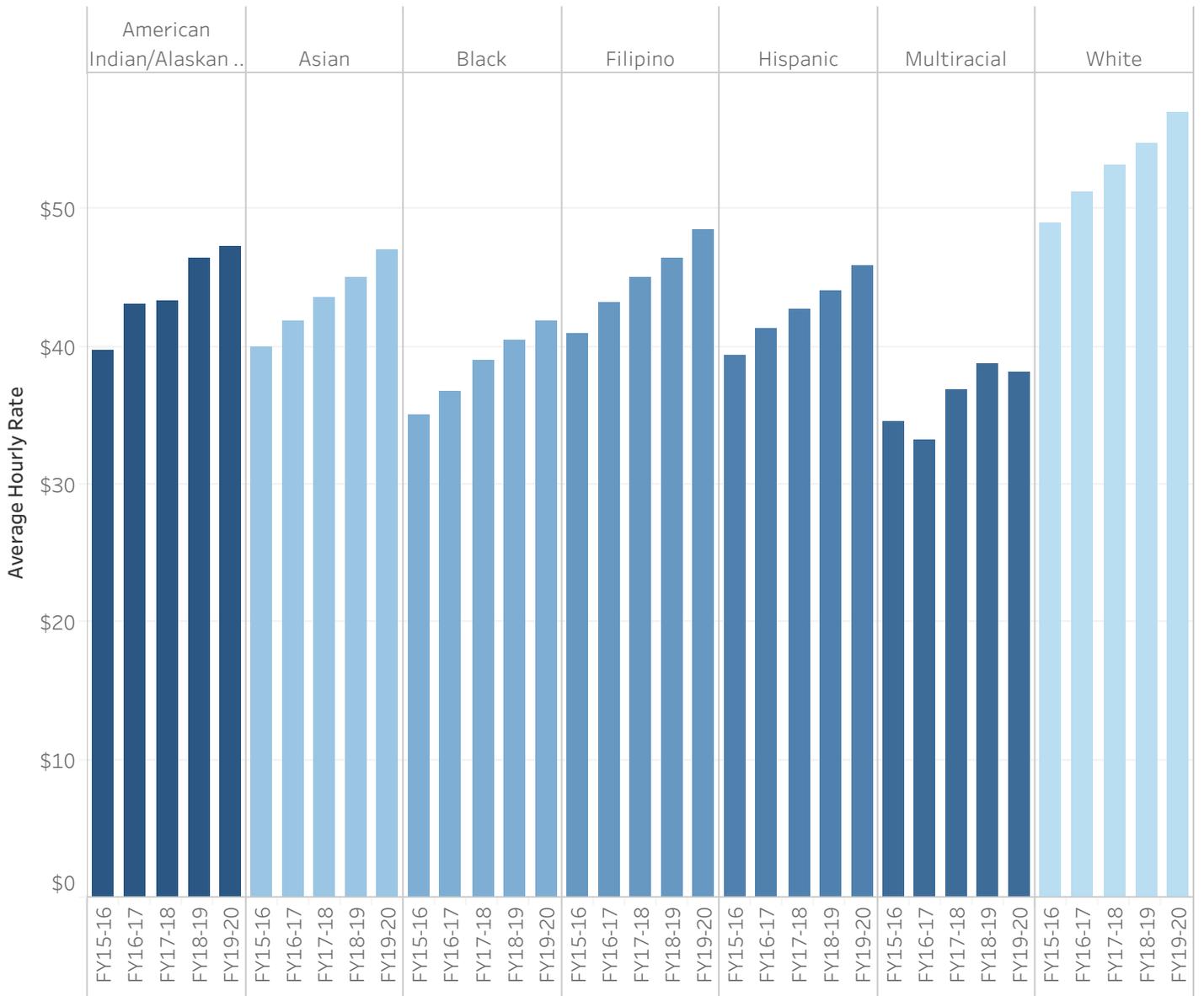
If you would like to discuss any of these concepts or other matters relating to civil service please don't hesitate to reach out. I am in the process of looking for a new job so sooner would be better than later.

Best,

Ron Weigelt

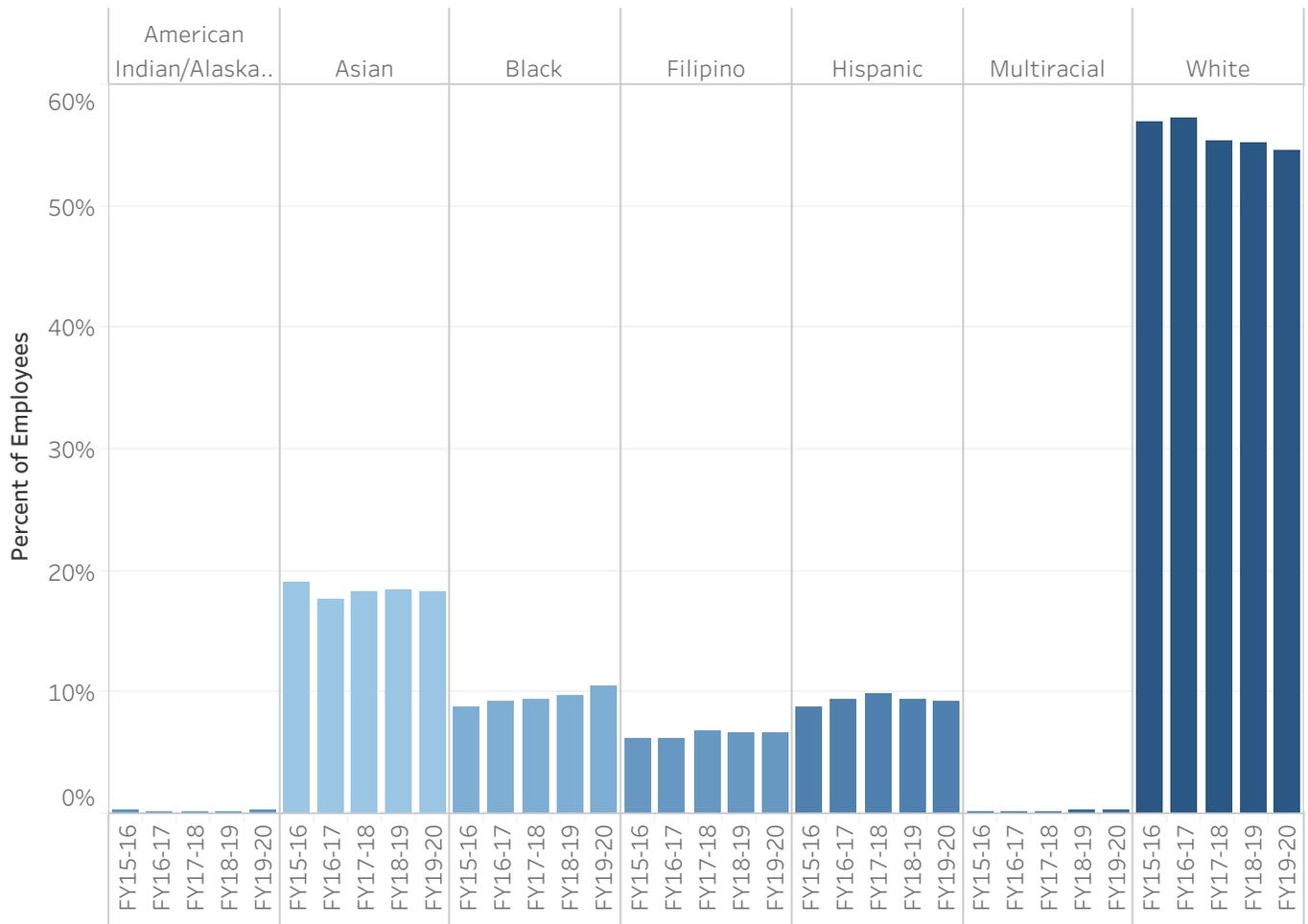
Ron Weigelt
ron@ronweigt.com
415 713-4965

P.S. Congratulations on the establishment of the new Office of Racial Equity! I was proud to speak in support of the idea at the BOS Committee hearing and I am very happy to see it become a reality!



Classification
Multiple values

Classification: 0922 - Manager I, 0923 - Manager II, 0931 - Manager III and 10 more



From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Corruption at DHR (EEO Investigative Process and Leadership)
Date: Wednesday, September 23, 2020 8:16:00 AM
Attachments: [image001.png](#)
[Ltr to HRC Jan 2 2020.pdf](#)
[Ltr to HRC Nov 2019.pdf](#)
[San Francisco Managers, Department Heads, Leaders.pdf](#)
[Pay by Race.pdf](#)

From: Black Employee Alliance <blackemployeealliance@gmail.com>

Sent: Tuesday, September 22, 2020 6:33 PM

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Subject: Fwd: Corruption at DHR (EEO Investigative Process and Leadership)

Good afternoon District Attorney Boudin -

The Black Employee Alliance was made aware through recent news articles that you are planning to investigate the recent criminal offenses at DHR. While we support and believe such an investigation is necessary, we are also seeking your support in addressing unethical practices and conduct at DHR, which predate and is concurrent with Ms. Sherman's employment.

As highlighted below, unethical practices have led to perpetual harms and assaults against Black employees across a variety of departments throughout the City (i.e. Sheriff's Department, Department of Public Health, Municipal Transportation Agency, Public Utilities Commission, Department of Public Works, Recreation and Parks, Airport, and others) through the persistent misconduct by both the HR Director, Micki Callahan, and EEO Director, Linda Simon, who manage and oversee the EEO function for most departments across the City. Admittedly, Director Callahan shared that DHR committed crimes against a Black employee, and yet failed to disclose that the Black employee was not the only employee a crime was committed against. This point needs to be amplified and engaged to understand the full scope and magnitude of DHR's mismanagement and inefficient processes.

In addition, the Black Employee Alliance and Coalition Against Anti-Blackness has grave concerns about the crimes admitted by Director Micki Callahan, her's and Ms. Simon's direct involvement, the ways in which this situation has unfolded and the number of employees impacted. As noted below:

- How is it possible both Linda Simon, Director of EEO and Micki Callahan, Director of the Department of Human Resource were unaware of the elaborate scheme devised by their employees?

- How does EEO Investigative case management compliance process function within DHR EEO (or the lack thereof), resulting in the substantial risk and exposure to the City and County represented here?

- How many more employees have been harmed; and are being harmed currently through the DHR-EEO process?

- In addition, who was or was not checking Ms. Sherman's work over the last 5 years?

We are hoping you are able to engage Mayor Breed, the Board of Supervisors, Human Rights Commission, and Civil Service Commission - to launch a full investigation into DHR-EEO complaint process, practices and operations which led to the misconduct of DHR-EEO Manager Rebecca Sherman, an additional DHR-EEO Manager Matthew Valdez, and other DHR-EEO Investigators.

We are again attaching the letter shared by former HR Director Ron Weigelt, who provided feedback

earlier this year about the Citywide EEO process.

Lastly, we want to reiterate the points made in our response to Director Callahan. The City and County in good faith cannot continue business as usual at this point. If nothing is done, then this will be a stain on the City and County of San Francisco and not DHR leadership, only. However, we have belief in Mayor Breed, the Board of Supervisors (including Supervisors Walton, Ronen, Fewer, Haney, Peskin, Mar, Safai, Mar, Mandelman, and Yee), our Labor Partners, and you.

Sincerely,

Black Employee Alliance

----- Forwarded message -----

From: **Black Employee Alliance** <blackemployeealliance@gmail.com>

Date: Sat, Sep 19, 2020 at 11:20 AM

Subject: Re: Corruption at DHR (EEO Investigative Process and Leadership)

To: Callahan, Micki (HRD) <micki.callahan@sfgov.org>

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Good morning Director Callahan –

Your response to the Black Employee Alliance about this situation displays gross incompetence as a leader, minimally. Rebecca Sherman was an EEO Manager who reported directly to Linda Simon,

EEO Director. Linda Simon reports to you. This is not about one employee, Rebecca Sherman. This is a reflection of yours and Linda Simon's incompetent leadership and malfeasance. It is also a magnified demonstration of your longstanding unwillingness to address anti-Black racism that is rampant throughout DHR practices and processes; also reflected throughout past and current disproportionate outcomes in job classifications, pay (see attached), [discipline](#), leadership (see attached pdf - Leadership), and all other areas of the workforce.

Many Black Employee Alliance and Coalition Against Anti-Blackness members have experienced firsthand trauma that has been a direct result of continued mishandling, mistreatment, and gaslighting, by DHR, its EEO process, and other departmental operations. As stated repeatedly during both hearings on African [American Workforce Hiring, Retention, and Promotional Opportunities - Workplace Discrimination and Complaints in 2018 \(Part One and Part Two\)](#), DHR-EEO consistently closed-out cases filed by African Americans without investigating them properly or at all. These cases were not handled by Rebecca Sherman only. There are multiple EEO Investigators and Managers (past and present) at DHR who have participated in the mismanagement, negligence, and corruption expressed by employees in those hearings; additionally, expressed by former DPH Director Ron Weigelt (see attached). We are ready to provide additional names and examples to City leadership, if necessary. Both you and Linda Simon have led an operation rife with corruption, moral turpitude; and have remained aware of disparate practices and mistreatment. An example of this was the suffering of former DHR employee Darin Conley, who sued the City and County of San Francisco, and named both you and Linda Simon directly. You have both demonstrated continued apathy and callousness towards the daily and ongoing harm, disenfranchisement and suffering of Black employees.

We do not believe you and the response you have rendered about this situation. We want to make this point abundantly clear to you.

We have solicited support from the Mayor's Office, Board of Supervisors, City leadership, Labor Partners and are expecting follow-through about actions requested in our original message. While African American and Black Employees have experienced the severity of DHR's discrimination and corruption, we realize this impacts all employees. All City employees deserve to have faith and believe fairness and ethics exists within the organization's processes and practices. This situation is a clear demonstration of a lack of integrity, ethics, and leadership in DHR.

The City and County in good faith cannot continue business as usual at this point. If nothing is done, then this will be a stain on the City and County of San Francisco and not DHR leadership, only. However, we have belief in Mayor Breed, many on the Board of Supervisors (including Supervisors Walton, Ronen, Fewer, Haney, Peskin, Mar, Safai, Mar Mandelman, and Yee), and our Labor Partners.

This is also a call for all Department Heads and Human Resources Directors, to begin confronting structural and systematic anti-Black racism across San Francisco City and County. We are calling on all City departments to begin implementing racial equity and anti-racist frameworks and actions identified in the [Racial Equity Ordinance](#), [Resolution Declaring Anti-Black Racism a Public Health Emergency in San Francisco](#) – which have all been mandated by the Human Rights Commission,

under the leadership of Director Sheryl Davis, and the [Citywide Office of Racial Equity](#), led by Director Shakirah Simley.

We wish you well in your retirement.

Black Employee Alliance

On Fri, Sep 18, 2020 at 2:09 PM Callahan, Micki (HRD) <micki.callahan@sfgov.org> wrote:

Dear Black Employees Alliance and Coalition Against Anti-Blackness:

We too are shocked and outraged at the malfeasance and bad faith of one of our former EEO staff members, and the devastating impact her deceptions had on an employee who was pursuing a complaint of discrimination.

One week ago, Rebecca Sherman, an EEO manager in our department, resigned unexpectedly. That same day, she admitted in writing that she had forged documents and lied to a City employee about that employee's EEO case. While the City Attorney's Office is still investigating Sherman's actions, we do know the following as admitted by Ms. Sherman:

- Sherman lied to the employee and told her that her closed case had been reopened and reinvestigated, and that she would be receiving a financial settlement and a promotion as a result.
- Sherman deleted records from reports printed from the EEO Division's database to ensure that there was no record of the case in the EEO reports reviewed by DHR and the employee's department head.
- Sherman forged an unauthorized settlement agreement and forged a department head and two Deputy City Attorneys' names on the document.
- Sherman provided the forged agreement to the employee, assuring the employee that the settlement had been approved and that a financial settlement and promotion were pending. She did so despite knowing, and concealing from the employee, that the settlement was not authorized and would not be implemented.
- Sherman forged email and text messages to the employee, purporting to be from the departmental payroll director, that stated the financial settlement was soon to be paid.
- On the basis of Sherman's assurances, the employee dismissed a pending lawsuit related to her EEO complaint. The City Attorney's Office has informed the employee that it will stipulate to her withdrawing the dismissal, and file the necessary papers with the court to restore that lawsuit.
- Sherman misrepresented the status of at least one other case as well, both to the complainant and to DHR EEO and DHR leadership.

The City is required by state and federal law to provide a process to investigate and resolve complaints of discrimination, harassment, and retaliation by employees and applicants. The Charter vests authority for that function with the Human Resources Director. Our EEO investigators are committed to the mission of fairly and thoroughly investigating and resolving these complaints. The actions of one rogue employee are not indicative of the EEO staff's dedication to that mission. Ms. Sherman's lies are unethical, unacceptable, and hurtful to the employee caught in the middle of them. Her actions have also shaken the trust that employees and members of the public put in their government. To ensure transparency, accountability and fairness DHR and its EEO division are taking the following steps as a result of these disclosures:

- Auditing all cases handled or overseen by Rebecca Sherman.
- Proactively notifying all employees with open EEO complaints of the incident, with a request that they report any concerns they have about the status of their own cases. Concerns can be sent to DHR-Concerns@sfgov.org
- Reviewing standard operating procedures to include additional safeguards to prevent any recurrence of this type of egregious misconduct.

While the City Attorney's office will work with the employee to reinstate the lawsuit, that cannot undo the impact of this deceit on the employee who filed a claim in good faith and had every reason to believe that complaint was being resolved.

We have already begun auditing all other complaints in which Sherman was involved but, we are very concerned at your statement that you have information regarding other fraudulent settlements. If you have information on such cases, please share that information directly with us or send it to DHR-Concerns@sfgov.org so that we may intervene and ensure they are handled fairly and professionally.

We also want to take this opportunity to share our commitment to improving the City's record on racial equity, and look forward to working with the HRC Office of Racial Equity and the Racial Equity Working Groups in areas where we know we need to improve. Only in partnership will we be able to meaningfully advance this cause.

Regards,



Connecting People with Purpose

Micki Callahan
Human Resources Director
(she, her, hers)
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4845
Website: www.sfdhr.org

From: Black Employee Alliance <blackemployeealliance@gmail.com>
Date: September 17, 2020 at 9:19:27 PM PDT
To: "Breed, Mayor London (MYR)" <mayorlondonbreed@sfgov.org>
Cc: "Bruss, Andrea (MYR)" <andrea.bruss@sfgov.org>, "Board of Supervisors, (BOS)" <board.of.supervisors@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>, "Fewer, Sandra (BOS)" <sandra.fewer@sfgov.org>, "Ronen, Hillary" <hillary.ronen@sfgov.org>, "Safai, Ahsha (BOS)" <ahsha.safai@sfgov.org>, "Stefani, Catherine (BOS)" <catherine.stefani@sfgov.org>, "Walton, Shamann (BOS)" <shamann.walton@sfgov.org>, "Yee, Norman (BOS)" <norman.yee@sfgov.org>, "Simley, Shakirah (HRC)" <shakirah.simley@sfgov.org>, "Davis, Sheryl (HRC)" <sheryl.davis@sfgov.org>, "Chicuata, Brittnei (HRC)" <brittnei.chicuata@sfgov.org>
Subject: Corruption at DHR (EEO Investigative Process and Leadership)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good evening Mayor Breed, Board of Supervisors, Human Rights Commission, and Office of Racial Equity –

As members of the Black Employee Alliance we are writing to you because we are gravely concerned about recent situations that have unfolded at the City and County of San Francisco's Department of Human Resources over the last month. The events have diminished full faith and confidence of employees across a variety of departments. As you may and should be aware corruption, failure of ethics, and moral turpitude have surfaced throughout the past two weeks within the City and County of San Francisco's DHR-EEO Investigatory Process, managed by the Department of Human Resources.

Multiple employees filed a complaint with DHR-EEO, under the direction of Linda Simon. Several employees were

manipulated, aggrieved, assaulted, and defrauded by DHR-EEO, after having met with them for months, and in some cases years. DHR EEO (representing the City Attorney's Office) informed employees that the City and County of San Francisco had decided to settle EEO complaints via settlement. As a result, the employees were provided with settlement agreements. The settlement agreements provided to employees were fraudulent.

In one case, the DHR-EEO required one employee remove a previously filed case from San Francisco Superior court, as part of the agreement. The employee was notified by the City Attorney's Office that they had been defrauded by DHR-EEO who presented the employee with a false settlement agreement.

As you were made aware through a letter sent by Ron Weigel, former DPH Human Resources Director (dated January 2nd, 2020; see attached), the DHR-EEO complaint process is biased against African Americans and Black employees, and has worked against African Americans and Black employees consistently. The events that have unfolded over the last week, under the direction of Linda Simon, EEO Director, and Micki Callahan, DHR Director, proves that the City and County's EEO Investigatory function is functioning unethically, without integrity minimally; compromised by moral turpitude; is dysfunctional and is in need of new leadership and new process to reestablish faith.

Therefore, the Black Employee Alliance and Coalition of Anti-Blackness are asking you to execute the following:

- o Uphold the original agreement the employee was provided by DHR-EEO, minimizing additional pain, grief, suffering, embarrassment, and further harm to the employee.
- o Remove Linda Simon as the Director of DHR-EEO, and Micki Callahan as the Director of DHR, immediately and replace them both with a trusted leaders who have yours and the Board of Supervisors' confidence; while attempting to **locate an external agency to assume all Citywide EEO investigatory processes.**
- o Immediately request an ongoing investigation of Linda Simon and Micki Callahan by the Ethics Commission or an external investigatory agency for corruption, and moral turpitude for attempting to cover-up unethical practices.

- o Launch an investigation into **ALL DHR-EEO investigations between 2017-2020** to reevaluate further corruption.
- o Consider replacing all leadership in DHR's EEO Division.

Questions:

- o How is it possible both Linda Simon, Director of EEO and Micki Callahan, Director of the Department of Human Resource were unaware of the elaborate scheme devised by their employees?
- o How does EEO Investigative case management compliance process function within DHR EEO (or the lack thereof), resulting in the substantial risk and exposure to the City and County represented here?
- o How many more employees have been harmed; and are being harmed currently through the DHR-EEO process?

There is documentation proving Micki Callahan and Linda Simon were aware of complaints involving similar matters about the DHR-EEO process, and did not respond to those complaints or correct the situation. And yet another situation regarding an employee within a different department has surfaced. There has been and remains a lack of leadership, oversight, integrity, and ethics at DHR and the EEO Complaint Process.

The Black Employee Alliance and its members continue to lack faith and confidence in the Department of Human Resources EEO process. We urge you and the Board of Supervisors to move swiftly in these matters. We look forward to your swift leadership and support.

Best,

Black Employee Alliance and Coalition Against Anti-Blackness

January 2, 2020

San Francisco Human Rights Commission (HRC) - Sheryl Davis, Executive Director
25 Van Ness Avenue, 8th Floor San Francisco, CA 94102

Re: City of San Francisco Equal Employment Opportunity complaint process

Dear Director Davis,

On November 6, 2019 I sent you a letter regarding the City of San Francisco hiring process and the bias inherently built into the system as it exists. The other area that I believe is badly in need of a reform is the Equal Employment Opportunity (EEO) Complaint process as managed by the Department of Human Resources (DHR). My knowledge of human resources comes from decades of experience doing process improvement work in human resources as a Human Resources Director, most recently spending six years as the Director of Human Resources for the largest San Francisco City Department. I have a Master's Degree in Public Administration and a Certification as a Senior Professional in Human Resources.

After six years working as a Department Human Resources Director working directly with the Department of Human Resources (DHR), my own observations and that of others (including the feedback of three different managers who worked directly with DHR EEO over that period) is that the City system is inefficient and extremely unresponsive to the employees filing the complaints. The system itself is biased. If I could guarantee City staff protection from retribution and retaliation by DHR, there are City staff who would be willing to speak about the general and specific concerns they have about the DHR EEO complaint system. The EEO complaint system does not serve the City or the complaining employee well.

Under the City of San Francisco EEO complaint system, either the Departments take the initial Complaint from the employee or DHR does. If the Department does the intake then they must notify DHR for logging of the case and guidance as to the direction the investigation is to take. DHR always takes control of the complaint. Often, the Department is directed to do the investigation but systems are in place to ensure DHR controls the final outcome. These investigations can take the Department months. At the conclusion of the investigation by the Department it must again go to SF DHR for review and direction, this has taken up to 3 years.

Years ago, I was mentoring a young African American man who worked for me. He was a great worker, smart, and dedicated. After he had proven himself as extremely capable, I promoted him to the position of acting manager for the Public Health Department EEO unit in a temporary capacity. As he continued to develop as a manager, I was hoping to promote him into a role more appropriate for the level of work he was doing (he and I both realized that he was under classified). When I processed a temporary category 18 civil service exempt manager position to initiate this promotion, it was stopped by DHR. They would not move it forward for approval by the Mayor's office. I met with Ted Yamasaki (the DHR Deputy Director at the time) several times and explained that I needed the temporary manager position approved along with a number of classification 1231 positions so that we could catch up on our backlog of investigations. In the end, Ted disclosed to me that he and the DHR Director of the EEO program (Linda Simon) had been speaking and that the only way they would agree to release these positions is if the DHR EEO Director was allowed to select the acting manager. I would not be allowed to promote the person I had been mentoring and who had worked so hard for the City. While I argued vehemently against this manipulation, in the end, feeling I had no choice, I agreed to their conditions. DHR then directed that I hire one of the staff working in DHR. My African American mentee soon quit in anger and disgust at how this turned out, I certainly couldn't blame him.

The manger that DHR directed me to hire as my EEO Manager worked in that position for a few years and was then promoted back into DHR, having gained the necessary supervisory experience for an additional promotion. There

are still staff working at the Department of Public Health (DPH) who can verify this sequence of events. The rumor is that the manager I was directed to hire was being groomed to eventually take the DHR EEO Director's place when she retires, but who knows? This was not the first time I had positions held up by DHR and was directed to hire specific people. Thinking that this practice is not limited to my situation, I am wondering how widespread the practice is of DHR holding up positions and strong arming the placement of staff at DHR's direction. I also provided three African American women promotional opportunities, only to have DHR senior leadership frequently make disparaging remarks about my choices.

All of these factors are symptoms of a DHR EEO program that is more dedicated to management preservation and the preservation of the status quo than to timely and responsive investigations and the resolution of complaints. The status quo is designed to protect senior management by tightly controlling complaints and their outcomes, and by ensuring that key positions are not held by leaders, only loyal followers. These efforts serve to protect DHR senior managers from external criticism or review. This leaves very little time for management and staff to spend on outreach to resolve workplace discrimination and disputes through empathy, engagement, and transparency. The few changes that have occurred in the system have happened because of litigation or public outcry (for example, as a result of BOS Hearings). The forced changes (ever so slight as they have been), have been only recently. These minor changes do not counter decades of status quo or worse. For example, the changing of a few words in a letter doesn't change the behavior or attitudes of those in charge.

Recently, DHR has hired more and more at will (civil service exempt) temporary employees in place of permanent staff. They tend to promote from within as well (but, always into new temporary at will positions). DHR uses temporary positions in a way that other City departments are prohibited from. This repetitive over use of temporary positions by DHR is done in order to ensure that staff remain loyal through assured promotion or fear of job loss due to their "at will" status. This sort of blind loyalty to management does not equate to loyalty to the City, and certainly it does not breed new ideas, process improvement, and transparency. This atmosphere of fear breeds blind loyalty to management over loyalty to governmental duties and ethics. In that environment, transparency is the last thing that management wants. Fearful staff have nowhere to turn to uncover corruption, inefficiencies, or cronyism. Staff are forced into a position of where they must put preservation of the status quo and their own self-preservation over conscientious performance of governmental duties. Using civil service exempt positions also allows a barrier to external hires and fresh ideas, which means no risk of transparency or a challenger to management or the status quo.

What is needed to fix the City of San Francisco DHR EEO program is absolute transparency. This would include an outside review by an entity not aligned with DHR (so, not the Controller, not a City Department, not DHR staff, not someone or a consultant handpicked by DHR). Metrics need to be established and standards set for completion of cases and those standards need to be monitored by an external party such as the SF Human Rights Commission. Outside of DHR there are staff in the Departments who have ideas about how to fix this system, but they will not come forward under the current management for fear of retribution. In order to improve the EEO complaint system the perspective of staff outside of DHR is essential. A lean continuous process improvement exercise called Value Stream Mapping could be used to map out the entire process and identify wasted time and effort so that it can be more responsive.

I have brought these things to your attention, as well as my earlier letter, in the hope that you are the one that can figure out how to bring about needed changes. If you would like to discuss any of these concepts or other matters relating to the EEO complaint process or civil service please don't hesitate to reach out.

Best Regards,

Ron Weigelt

ron@ronweigelt.com

415 713-4965

November 6, 2019

San Francisco Human Rights Commission (HRC)
Sheryl Davis, Executive Director
25 Van Ness Avenue, 8th Floor
San Francisco, CA 94102

Re: Report on Civil Service rules, process, and biases

Dear Director Davis,

As you know the civil service system was established to discourage favoritism and patronage in the hiring and appointing of City workers. I believe that the system has failed to accomplish its intended purpose because favoritism and patronage are ever present in our civil service process. Patronage is any non-merit based appointment based on relationships and loyalty, in our system it goes far beyond loyalty to a political party or elected official. In the City system patronage extends to loyalty to appointed officials such as Department Directors, and loyalty to others. The City system still tends to be largely based on who you know, not what you know. Appointing staff based on loyalty, favoritism, or patronage does not necessarily result in the appointment of unqualified or incompetent staff, it simply means that many positions are not in the pool for diversity hiring or for giving the rank and file opportunities to rise to the top.

The playing field is not level for everyone. Merit is a beloved but misguided assumption which supports the mythology of individualism. But, in reality, unconscious bias and structural bias based on social class, gender, ethnicity, and other factors impeded a fair system for all.¹

²With that in mind, let's look at some of the principles typically used to evaluate a civil service system to see how the San Francisco system is doing:

- 1. Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a workforce from all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills after fair and open competition which assures that all receive equal opportunity.** *The City fails in this regard. There are many examples of this failure. The Controller's office, for example, lacks diversity in its workforce. The Controller's office runs programs for the City to hire accounting staff City wide. Using DPH as an example, 50% of finance staff are Asian. This information was presented at the October 15, 2019 Health Commission. Unfortunately, those documents were not included in the packet by the Commission Secretary, if you would like to review the statistics a copy of the documents will have to be requested by public disclosure from the Health Commission. Regardless, the lopsided diversity of Finance staff (likely Citywide) is one example of our*

¹ Viewpoint, HR Magazine Sept/Oct 2018, Barbara Adams
<https://www.shrm.org/hr-today/news/hr-magazine/0918/pages/the-myth-of-meritocracy.aspx>

² Federal Civil Service Reform Act

failure to recruit from all segments of society. To correct this the hiring of finance staff should not be handled by the Controller's office given their own lack of diversity and the results that have been produced over the years. I would also propose that a rule be established that requires that any recruitment for a City wide position must meet a criteria for a minimum diversity makeup of the applicant pool. For example, we might require that not less than 12% of applicants must be African American before a position can be closed. This can easily be done because human resources can see the diversity of applicants during any point in the process. While I am not an attorney, I believe this would be legal because we are not setting a goal or a percentage for hiring, we are setting a goal or objective for applicants.³ Over representation by a specific race(s) suggests a built in bias in the hiring process. So, if the census data for San Francisco or the census data for the counties we hire workers from is not reflected in the diversity of a specific department or unit, that department or unit should be analyzed for bias in process, practice, and pathways to hire. We should also consider making it mandatory that departments recruit in specific publications if there applicant diversity statistics do not match established targets. And, we should require and review specific plans for increasing diversity.

- 2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.** *The City fails in this regard. The City exam system, while claiming to be merit based (and thereby implying fairness) is biased based on who develops the exams, the type of exams, and the outcomes of the rankings. I have been told that 10 years ago staff could be hired with an application review. That meant that those staff who had been doing a job for a very long time could qualify for a hire or for a promotion regardless college degrees or success on a difficult exam. Within the past 10 years the City human resources department hired an expert in exams (John Kraus). The common practice of application screening as an exam qualifying technique all but ended. This change stranded some minority staff in provisional positions or in their initial classification because they were not successful at taking rigorous exams to promote, even though common sense would suggest they have been doing the work required and are in fact qualified. At the same time, minimum qualifications were increased and degrees and other hurdles were added to job descriptions. These changes impacted African Americans in particular because they had suffered institutional racism in the past and were not able to demonstrate the same degrees, certifications, and prior job experience as the new more stringent minimum qualifications required. The frustration these staff have felt is palpable. I found that career coaching helped some of these staff, placing them in civil service exempt promotional opportunities also helped (until the City tightened the qualifications for getting into these positions as well). The other area that clearly results in a lack of fair and equitable treatment is the post referral process (the time after the exam when a list is established and interview panels take over the process). Anonymity might be the only way to guarantee a truly diverse workforce. A diverse labor force—diverse in terms of ethnicity, gender, age, religion, sexual orientation, thinking style, and disability—means more creativity and innovation, a broad spectrum of*

³ Proposition 209 amended the state constitution to prohibit state governmental institutions from considering race, sex, or ethnicity, specifically in the areas of public employment, public contracting, and public education.

perspectives on problem-solving, positive performance, and lesser attrition. In the 1970s and 1980s, orchestras began using blind auditions. Candidates are situated on a stage behind a screen to play for a jury that cannot see them. In some orchestras, blind auditions are used just for the preliminary selection while others use it all the way until a hiring decision is made. Even when the screen is only used for the preliminary round, it has a powerful impact; researchers have determined that this step alone makes it 50% more likely that a woman will advance to the finals.⁴ The City attempt at blind hiring was de-identification. This attempt needs to be statistically analyzed for impact, analyzed not by the Department of Human Resources (DHR) but by an entity independent of DHR. If we wanted to use blind hiring after the list is published we might want to consider telephone interviews where the race and other characteristics of a person are more difficult to identify, thus reducing implicit bias. For example, a person could come in and be placed in a room with a phone, etc. but with no access to the internet or friends to assist with answering questions. Initial interviews could then be conducted by phone with either a panel or an individual without them knowing the race etc. of the applicant. It's a different idea, but then again we obviously need to do something different if we want a fairer and more equitable outcome. Personally, I believe that the fastest way to correct the inequities after the exam process is to create permanent panels for all hiring. Multiple panels would be made up of permanent staff or possibly rotating staff for assignments of a year at a time. Category 18 civil service exempt positions might be ideal for this. As an example, we would hire 4 permanent panelists (3 primary and an alternate), the panel of 3 would conduct all interviews for a department. The department would only be allowed to add a hiring manager and one subject matter expert. The total panel size would be 5. All panel members would be trained in proper interviewing techniques and required to disclose conflicts of interest while acknowledging their understanding of implicit bias, racism, etc. This process could be piloted in a department or division with clear over or under representation. For example, in the Department of Public Health (DPH), Laguna Honda Hospital has clear over representation of Filipino staff so that would be a good division for a pilot of this process.

- 3. Equal pay should be provided for work of equal value.** *This is an area where a City wide audit is needed as well as a review of how pay decisions are made. In a presentation I gave to the Health Commission on October 15th I presented living wage data as well as information on who within DPH is paid the most and who gets the advantages of discretionary premium pay (e.g. supervisory differential, acting pay, and initial salary placement). Those who benefit from the status quo also benefit the most from pay premiums: (<https://www.sfdph.org/dph/hc/nextMeeting10152019.asp>), enclosure 1. We need updated and standardized processes for awarding premium pay as well as a statistical analysis of existing impacts.*
- 4. Employees should be protected against reprisal for disclosure of information they believe evidences violations of civil service rules, abuse of authority, or mismanagement.** *I believe that the current relationship between the Civil Service staff and DHR staff is overly blended resulting in unfairness for those who take matters to either one. Frequently, for example, the Civil Service Commission staff will receive complaints which they will turn over to either a Department or DHR to investigate. The Commission*

⁴ Hackerearth.com/blog talent assessment, diversity and inclusion

staff may ask questions but there is typically an absence of independent interviews or an independent investigation. There is also confusion about how complaints are handled. Sometimes the Controller's whistleblower program receives a complaint and works with a department to investigate, other times they delegate it to the Civil Service Commission staff where the staff again issue the complaint and the primary investigative responsibilities to the Department or DHR. One idea is to require that all whistleblower type complaints received by the Civil Service Commission be turned over to the Controller's office whistleblower program for response. While the Civil Service Commission staff call the complaints whistleblower complaints when providing them to the department, I do not think that they provide staff with the same protections offered by the official whistleblower program. This should be clarified. Additionally, I am concerned about how the staff (both DHR and the Commission staff) view employees who come before the Commission to complain. I have heard some awful things from DHR staff regarding employees who have brought matters to the Civil Service Commission.

Additional observations:

- 5. Minimum Qualifications Review.** *Minimum qualifications are not being consistently evaluated. The City may benefit from consolidating this tasks or by offering specific published guidelines on how to review and document minimum qualifications. This also impacts diversity in hiring because some staff know the rules and some don't. For example, some staff will get a letter to document experience because they have the knowledge to know to do that, and they have the connections to make it happen. How qualifications are analyzed varies from position to position and from department to department, for that reason centralized review might be more appropriate. Additionally, we should consider making cultural competency a minimum qualification for all positions. Helping staff to meet the minimum qualifications should be a primary focus for training and resources available to staff. A more complete review should also be done to see if minimum qualifications can be further altered to allow broader access to positions.*
- 6. Hiring of Exempt Staff.** *Civil Service Exemptions (e.g. category 16, 17, 18) are great potential tools for increasing diversity. These civil service exempt categories have long been used as a pathway to permanent status at the City. I know of many cases where students from local colleges were brought in by alumni of those schools into very low level positions as an entry into the system. Those entry level positions rapidly turned into higher and higher level positions with the help of their mentors. That's great for them but no so great for all of those not privy to this pathway. I've also observed staff hired into category 18 positions limited to 3 years only to be repeatedly renewed. Again, great for them not so great for those not given a chance to be hired.*
- 7. Complete and accurate demographic analysis.** *Several years ago I sent you a demographic report done by the City Auditor for the City of Sacramento. San Francisco needs that same sort of detailed report in order to address issues of diversity and equity (enclosure 2) <http://www.cityofsacramento.org/-/media/Corporate/Files/Auditor/Audit-Reports/2017Audit-of-the-Citys-Gender-and-Ethnic-Diversity.pdf?la=en> The Executive branch could create their own auditor to do this work. Or, your office could build an office with the ability to do business analytics unit. Without access to data, without analysis of*

data, the Human Rights Commission cannot quickly and effectively get to the root cause of these problems. The current system of allowing DHR to create and analyze their own data is a bit like having the fox guard the hen house.

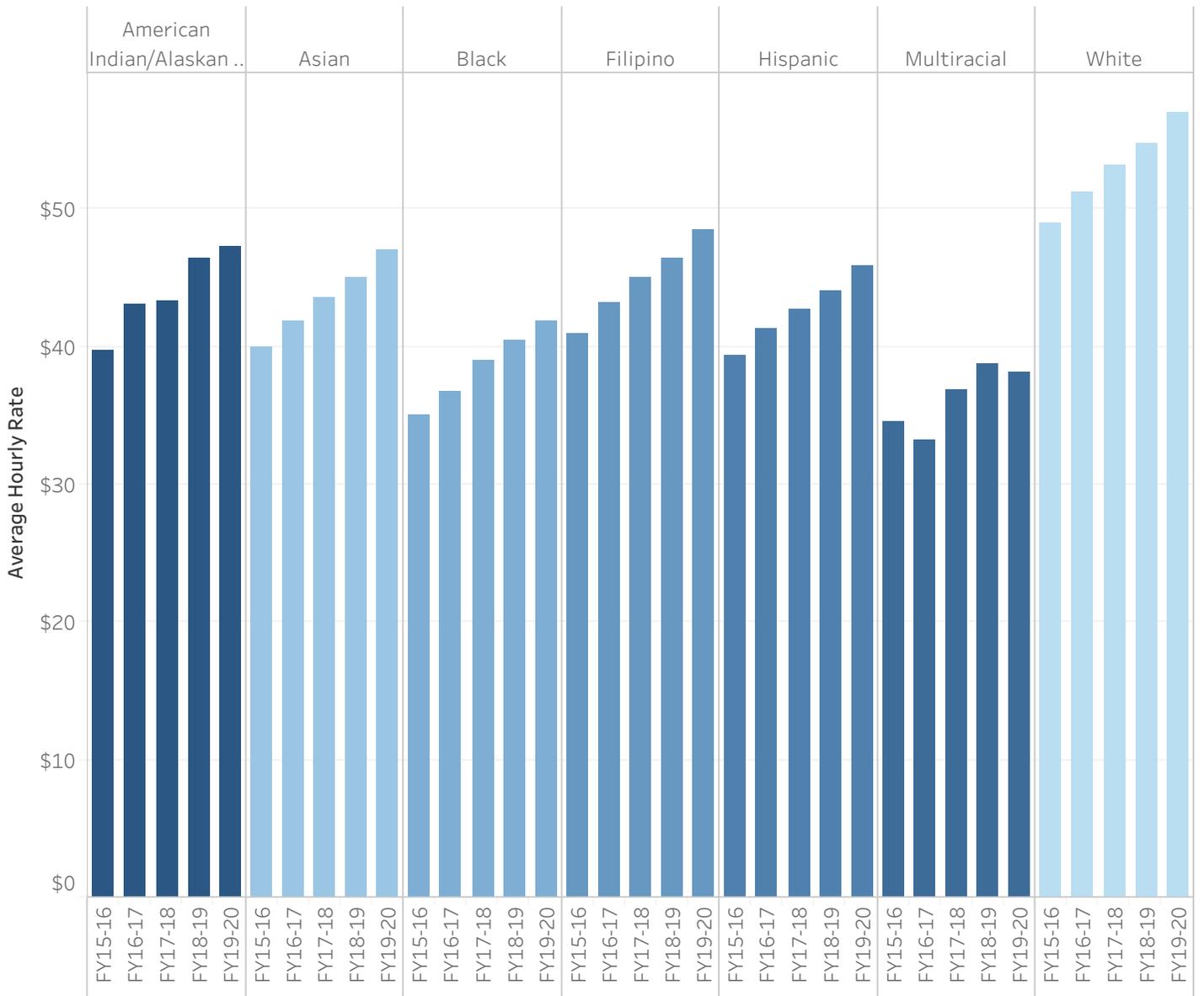
If you would like to discuss any of these concepts or other matters relating to civil service please don't hesitate to reach out. I am in the process of looking for a new job so sooner would be better than later.

Best,

Ron Weigelt

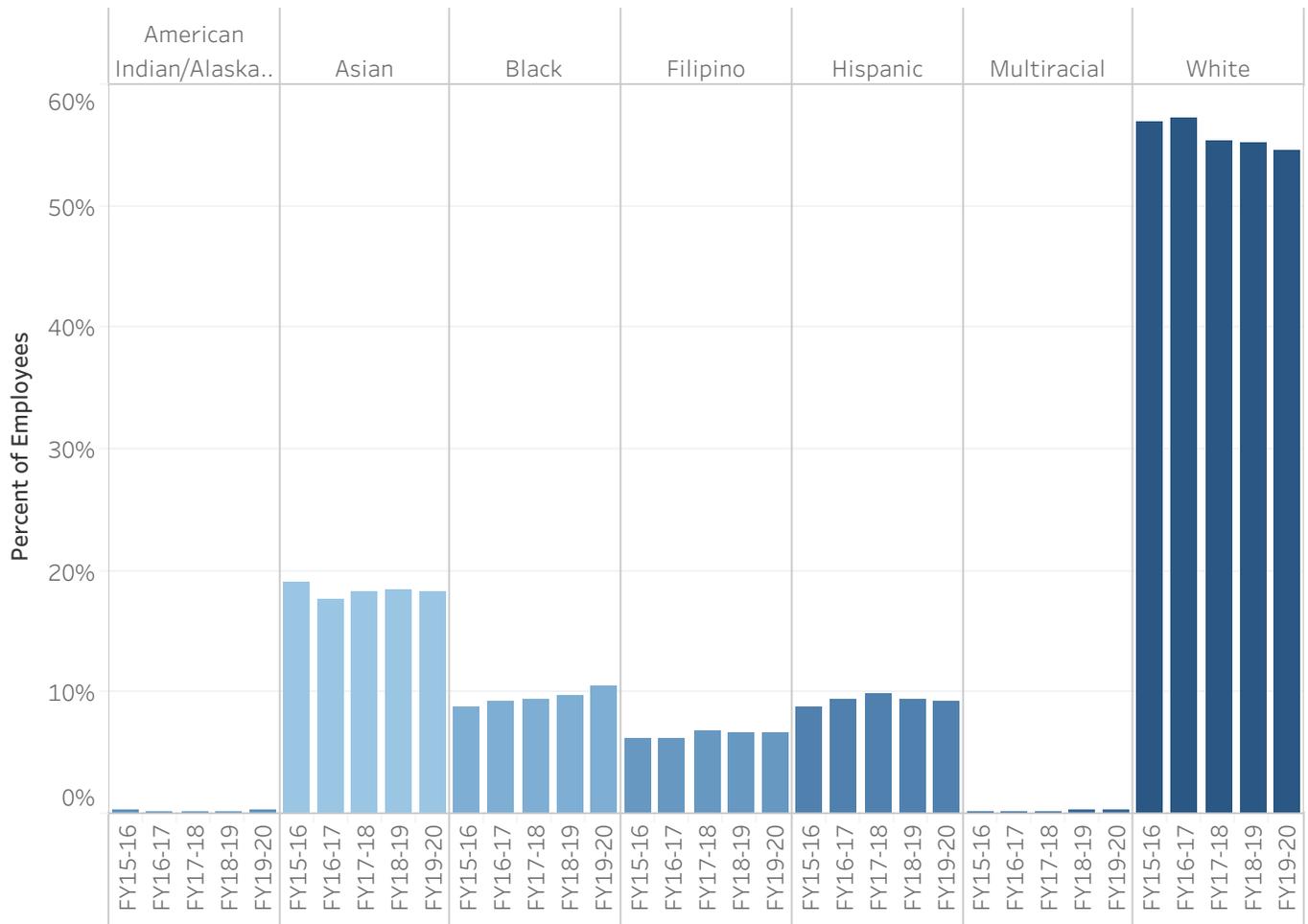
Ron Weigelt
ron@ronweigt.com
415 713-4965

P.S. Congratulations on the establishment of the new Office of Racial Equity! I was proud to speak in support of the idea at the BOS Committee hearing and I am very happy to see it become a reality!



Classification
Multiple values

Classification: 0922 - Manager I, 0923 - Manager II, 0931 - Manager III and 10 more



From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: CCSF EEO Investigation & Information Request
Date: Wednesday, September 23, 2020 1:35:00 PM
Attachments: [CCSF EEO INVESTIGATION REQUEST.pdf](#)

From: Black Employee Alliance <blackemployeealliance@gmail.com>

Sent: Wednesday, September 23, 2020 12:20 PM

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Subject: Fwd: CCSF EEO Investigation & Information Request

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good afternoon,

The Black Employee Alliance fully supports the request submitted by LiUNA /Local 261.

We ask that all other labor partners submit similar requests; specifically:

- Local 21, under the leadership of Debra Gabrelle
- SEIU 1021, under the leadership of Joseph Bryant and Theresa Rutherford
- MEA, under the leadership of Raquel Silva
- Local 250A, under the leadership of Roger Marengo
- Local 200, under the direction and leadership of Jasmin Charles

We are asking others of you to do this to ensure the safety, health, well-being and security of your members; and to ensure solidarity with the Black Employee Alliance and LiNA/Local 261.

Sincerely,

Black Employee Alliance

----- Forwarded message -----

From: **Theresa Foglio** <laborers261@gmail.com>
Date: Wed, Sep 23, 2020 at 11:33 AM
Subject: Fwd: CCSF EEO Investigation & Information Request
To: Black Employee Alliance <blackemployeealliance@gmail.com>

FYI

----- Forwarded message -----

From: **Theresa Foglio** <laborers261@gmail.com>
Date: Wed, Sep 23, 2020 at 11:33 AM
Subject: CCSF EEO Investigation & Information Request
To: <cityattorney@sfcityatty.org>, Yee, Norman (BOS) <norman.yee@sfgov.org>, <sandra.fewer@sfgov.org>, <catherine.stefani@sfgov.org>, <Aaron.Peskin@sfgov.org>, <gordon.mar@sfgov.org>, <shamann.walton@sfgov.org>, Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>, <prestonstaff@sfgov.org>, <haneystaff@sfgov.org>, <mandelmanstaff@sfgov.org>, <RonenStaff@sfgov.org>
Cc: ramonliuna261@gmail.com <ramonliuna261@gmail.com>, Conchita Lozano-Batista <clozano@unioncounsel.net>, <districtattorney@sfgov.org>

Greetings,

Please see attached letter from LiUNA, Local 261, Business Manager, Ramon Hernandez.

Original to follow via USPS.

--

Theresa Foglio-Ramirez

City Representative/Business Agent
LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110
(415) 823-7566 cell
(415) 826-4550 office
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

--

Theresa Foglio-Ramirez
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LiUNA! LOCAL 261

Feel the Power

VIA EMAIL AND U.S. MAIL

September 23, 2020

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689

Norman Yee, Board President
Norman.Yee@sfgov.org

Sandra Lee Fewer
Sandra.Fewer@sfgov.org

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Dennis Herrera
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Hillary Ronen
RonenStaff@sfgov.org

Dear San Francisco Board of Supervisors and City Attorney, Dennis Herrera:

As you are aware, last week the City revealed that its Manager of Equal Employment Opportunity Programs within the Department of Human Resources was involved in egregious fraudulent conduct in her role as EEO Manager, in order to manipulate an employee of color to drop a lawsuit against the City. In recent years, Laborers' Local Union No. 261 and its members have repeatedly raised concerns regarding racially discriminatory practices of the City and the Department of Human Resources, including in disciplinary matters, assignment of work, failure to provide equipment, required health and safety training in blood borne pathogens and infectious diseases, de-escalation,...to name a few. We continue to receive reports from Local 261 members that their complaints of discrimination to the City's EEO program are left to languish for protracted periods of time, and are resolved improperly or arbitrarily. As you know, the San Francisco Black Employees Alliance has also presented similar concerns to the City.

RAMON HERNANDEZ
Business Manager

DAVID DE LA TORRE
Secretary-Treasurer

JESUS VILLALOBOS
President

JAVIER FLORES
Vice-President

VINCE COURTNEY
Recording Secretary

JOSE DE LA MORA
Executive Board

OSCAR DE LA TORRE
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3271 - 18th Street
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*Affiliated with the Laborers' International Union of North America
serving San Francisco, San Mateo and Marin Counties*

These practices not only destroy employee morale, they undermine the careers, and economic and emotional welfare of the City's black employees, employees of color, and others. The City has completely failed to ensure its EEO Program is efficient, effective, and robust. As a result it fails in its mandate to lead in the area of racial justice, and instead reinforces the racially stratified status quo. Laborers Local 261 demands that the City conduct a comprehensive investigation into the processing of EEO complaints in an effort to reverse this pattern immediately and address any wrongs committed by City managers.

The City must institute a neutral, independent investigation on its handling of all employee complaints to the EEO Program within the last five years, including an investigation of its responses to employee complaints, settlement terms, and whether any monetary settlements were correctly paid and administered without fraud. The investigation must be conducted by an independent party outside of the Department of Human Resources, and must be overseen by the Board of Supervisors. In addition, the City must take immediate measures to ensure that the EEO Program is operated with the goal of correcting racial and social injustice, and that complaints to the EEO Program are taken seriously, properly investigated, and timely resolved with oversight until faith in this program is restored and proper procedural safeguards are put in place to ensure this will not happen again.

Finally, Laborers Local 261 hereby makes a request for information under the California Public Records Act, Government Code section 6250, *et seq.* The Union request all records pertaining to EEO complaints by its bargaining unit members within the last five years, including copies of the complaints, the investigation materials, names of individuals handling such complaints from the EEO office, settlement agreements, and records showing settlement payments were in fact made pursuant to the terms of any settlement agreements. Please provide a timely response to this request as required by the Act.

Sincerely,



Ramon Hernandez
Business Manager

cc: Chesa Boudin, District Attorney
districtattorney@sfgov.org

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Friday, October 2nd - 1:00p.m.: Justice for Black Employees at the City and County of San Francisco - Demonstration
Date: Monday, September 28, 2020 9:14:00 AM
Attachments: [Black Employee Alliance and Coalition Against Anti-Blackness Flyer.pdf](#)

From: Black Employee Alliance <blackemployeealliance@gmail.com>

Sent: Sunday, September 27, 2020 10:19 AM

To: Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>; Bruss, Andrea (MYR) <andrea.bruss@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@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>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Yee, Norman (BOS) <norman.yee@sfgov.org>; Simley, Shakirah (HRC) <shakirah.simley@sfgov.org>; Davis, Sheryl (HRC) <sheryl.davis@sfgov.org>; Chicuata, Brittini (HRC) <brittini.chicuata@sfgov.org>

Subject: Friday, October 2nd - 1:00p.m.: Justice for Black Employees at the City and County of San Francisco - Demonstration

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good morning!

The Black Employee Alliance and Coalition Against Anti-Blackness, SEIU1021 AFRAM, SEIU1021 Misc. ZSFGH Chapter, SF Black Leadership Forum, Labor Local 261, SFPD Officers for Justice, and NAACP SF Chapter invites Mayor London Breed, the Board of Supervisors, Director Simley from the Office of Racial Equity, Director Sheryl Davis from the Human Rights Commission, Labor Representatives, and all members and allies to **join together this Friday, October 2nd, across from City Hall (flyer attached).**

We are gathering in support of all Black Employees across all departments at the City and County of San Francisco, in support of:

- **Fair and equitable employment practices for Black employees**
- **Resisting and challenging anti-black racism and racial bias persisting across many departments**
- **Calling on Mayor Breed to make substantial changes in leadership, policies, and practices, at the Department of Human Resources as a show of good faith towards transformative systemic changes**

We are inviting Mayor Breed, along with Directors Davis and Simley, to speak about their commitments towards racial justice and equity; as well as her specific support for change for Black employees. We are also inviting specific members from the Board of Supervisors to speak - who have demonstrated consistent support for the challenges faced by Black employees and residents of San Francisco - Sandra Fewer, Shamann Walton, Hilary Ronen, Ahsha Safai, Matt Haney, Gordon Mar, and Aaron Peskin; along with D.A. Boudin and representatives from the District Attorney's Office.

We will continue to fight against the rampant injustices and abuses experienced by Black employees at the City and County of San Francisco; the result of unfavorable bias towards Black people.

Please join us for this in-person demonstration across from City Hall. Please bring and wear masks, gloves, and hand sanitizer. We will be following social distancing guidelines and want to ensure everyone is as safe as possible.

If you have any questions, please feel free to reply here or **text** (510) 833-9175 with questions or comments.

We look forward to seeing you!

Black Employee Alliance and Coalition Against Anti-Blackness



**SF BLACK EMPLOYEES AND ALLIES
UNITED AGAINST ANTI BLACKNESS AT
DHR AND CITY WIDE**

**CALLING ON MAYOR BREED TO APPOINT
NEW LEADERS WHO ARE COMMITTED TO
ADDRESSING ANTI BLACKNESS RACIAL
EQUITY AND JUSTICE AT THE DEPARTMENT
OF HUMAN RESOURCES AND THROUGHOUT
THE CITY AND COUNTY OF SAN
FRANCISCO.**

**2ND
OCT
020** | **1PM**



City Hall - Polk Street Entrance.

Contact San Francisco Black Employee Alliance



blackemployeealliance@gmail.com

**Sponsored by SF Black Employee Alliance and Colation
Against Anti Blackness, SEIU 1021 AFRAM, MISC,SFGH
Chapter, SF Black Leadership forum, Labour261
SF Police Department Officers For Justice and
SF Chapter of the NAACP.**

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Addressing Issues of Persistent and Pervasive anti-Black Racism Surfacing through Disciplinary Actions at SFMTA
Date: Tuesday, September 29, 2020 9:56:00 AM
Attachments: [Letter to the Board 1.docx](#)
[Disciplinary Data SFMTA2020 \(3\).pdf](#)
[Internship Program Pages \(2\).pdf](#)

From: BAAAG BAAAG <baaag2019@gmail.com>

Sent: Monday, September 28, 2020 8:10 AM

To: MTABoard@sfmta.com

Cc: Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>; Simley, Shakirah (HRC) <shakirah.simley@sfgov.org>; Bruss, Andrea (MYR) <andrea.bruss@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; blackemployeealliance@yahoo.com; CAC@sfmta.com; tneep@oe3.org; clavery@oe3.org; cityworker@sfcwu.org; doherty@ibew6.org; debra.grabelle@ifpte21.org; smcgarry@nccrc.org; larryjr@ualocal38.org; SEichenberger@local39.org; Richard Koenig <richardk@smw104.org>; Charles, Jasmin (MTA) <Jasmin.Charles@sfmta.com>; roger marenco <rmarenco@twusf.org>; laborers261@gmail.com; bart@dc16.us; dharrington@teamster853.org; MLeach@ibt856.org; jason.klumb@seiu1021.org; pmendeziamaw@comcast.net; raquel@sfmea.com (contact) <raquel@sfmea.com>; rudy@sflaborcouncil.org; blackemployeealliance@gmail.com; BAAAG BAAAG <baaag2019@gmail.com>

Subject: Addressing Issues of Persistent and Pervasive anti-Black Racism Surfacing through Disciplinary Actions at SFMTA

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To the SFMTA Board of Directors,

(cc: Mayor London Breed, Board of Supervisor Government Audit and Oversight Committee, Supervisor Walton, Office of Racial Equity, Labor Partners, SFMTA Citizens Advisory Council, and all other applicable parties)

Over the last year, the Black and African American Affinity Group (BAAAG) has met with the Director of Transportation, Jeff Tumlin (previously Tom Maguire), and Director of Human Resources Kimberly Ackerman (October 4 2019, November 21, 2019 – with Tom and Kimberly; December 19, 2019 – with Jeff; February 19, 2020 – with Jeff and Kimberly; June 12, 2020) to address issues of persistent and pervasive anti-Black racism surfacing through disciplinary actions at the SFMTA.

Over the course of the last year, we were assured both by Kimberly and Jeff (previously Tom), that they would address the disproportionate discipline occurring within the agency. Dante King, acting Ombudsperson, has continued to raise issues of anti-Black racial bias and racism to Directors Tumlin and Ackerman and additional Division Directors. However, Dante does not have any authority to stop such actions from happening, although he has tried on many occasions.

Now one year later, Black and African Americans are still being abused at the SFMTA. Specific details that stand out for the years 2019 to 2020 are:

1. While African Americans and Black people make-up **27.9%** of the employee population at the SFMTA, **African Americans and Black people represent more than 50% of disciplinary charged offenses and resolved actions (370 out of 735) of all disciplinary actions issued across the agency.**
2. Out of **167 disciplinary actions issued against all female employees** across the agency, **147 disciplinary actions were issued against Black females (88%);** seven (7) issued against Asian females; and 13 issued against Hispanic females. **No disciplinary actions were issued against White females during the 2019 to 2020 fiscal year.**
3. **Out of 94 Written Warnings issued against females, 83 were issued against Black females (88%);** six (6) were issued against Asian females; and five (5) issued against Hispanic females. **No written warnings were issued against White women during the 2019 to 2020 fiscal year.**
4. **Out of 61 suspensions issued to females across the agency, 55 (90%) were issued against Black females;** one (1) suspension was issued against an Asian female; six (6) were issued against Hispanic females. **No suspensions were issued against White females during the 2019 to 2020 fiscal year.**
5. While African American men make-up **21%** of the SFMTA's total male population, they represent **40%** of the disciplinary actions issued to all men across the agency.

There were no disciplinary charges or actions issued against White females in 2019 to 2020; White males make-up 15% of all men across the agency, but represent only 7% of all disciplinary actions issued to males across the agency (40 out of 568)
6. While Black females represent **49%** of all females across the agency, they represent **85 to 90%** of all disciplinary actions issued to all females.
7. Out of 12 dismissals, seven (7) were African American (2 out of 3 females; and 5 out of 9 males)

Anti-Black racism and racial bias are rampant in every aspect at the SFMTA (recruitment, hiring, promotions, pay, retention, and disciplinary actions). Attached to this email includes the disciplinary actions report and pages referencing hiring from the SFMTA internship

program. SFMTA leadership has been aware of this issue and has continued to be ineffective at addressing and solving the problem.

Pursuant to San Francisco's Office of Racial Equity under the Human Rights Commission; San Francisco's Racial Equity Ordinance; Declaration of Anti-Black Racism as a Public Health Crisis in San Francisco; and Mayor London Breed's commitment to addressing racism in San Francisco – BAAAG is requesting the SFMTA Board commit to the following six actions:

1. Issue a **moratorium on all disciplinary actions** with a commitment to locating processes and practices that will reduce racism in the agency's disciplinary outcomes. Until such a time of locating sufficient resources, training, and processes that regulate and establish balanced practices – no disciplinary actions should be issued.
2. Identify and locate a restorative justice process that will be implemented to replace the abusive and punitive disciplinary process.
3. Per the letter BAAAG sent to the SFMTA Board in December/January 2020, require that all division directors, supervisors, and managers undergo implicit bias and Anti-Black bias trainings.
4. The Director of Human Resources, Kimberly Ackerman, implement racial bias competencies into the performance plans of all SFMTA supervisors and managers, that require assessments and ratings in disproportional outcomes.
5. Plan and dedicate adequate funding and staff resources to create a fully functional racial equity team, rather than one Racial Equity Officer position.
6. Provide a plan and deadline to implement all of the recommendations from the Dolores Blanding report.

We have additional requests, but first want the six actions outlined above to be mandated and adopted by the SFMTA Board so that SFMTA leadership began to work on the recommendations noted above. It is time for racial equity to become a reality at SFMTA.

Further, we would like to be included on the SFMTA Board's agenda on November 10 or 17 to speak further about the issues and actions raised within this letter.

WE CAN'T BREATHE!!

Sincerely,

Black and African American Affinity Group (more than 320 concerned Black SFMTA employees)

cc: Black Employee Alliance and Coalition Against Anti-Blackness

BLACK & African American Affinity Group



September 28, 2020

To the SFMTA Board of Directors,

(cc: Mayor London Breed, Board of Supervisor Government Audit and Oversight Committee, Supervisor Walton, Office of Racial Equity, Labor Partners, SFMTA Citizens Advisory Council, and all other applicable parties)

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WE CAN'T BREATHE!!

Sincerely,

Black and African American Affinity Group (more than 320 concerned Black SFMTA employees)

cc: Black Employee Alliance and Coalition Against Anti-Blackness



Transit division accounts for 97% of all discipline cases. Transit-only details can be found starting on Page 3.

Discipline Charge, by Race and Gender, FY2020 (All MTA- Counts)

Discipline Description	Female							Male						
	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total
Written Warning		76		6	5		87	20	132	5	137	45	1	340
PIP/Probation Extension								1	2		3	1		7
Probationary Release		5			1		6	5	2		6	1	1	15
Suspension, 5 days or less		58		1	5		64	8	73	1	60	26		168
Suspension, 10 or more days		6			1		7	4	6		7	5		22
Dismissal		2			1		3	2	9	1	5	1		18
Total		147		7	13		167	40	224	7	218	79	2	570

Discipline Charge, by Race and Gender, FY2020 (All MTA - Percentages)

Discipline Description	Female							Male						
	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total
Written Warning		10.3%		0.8%	0.7%		11.8%	2.7%	17.9%	0.7%	18.6%	6.1%	0.1%	46.1%
PIP/Probation Extension								0.1%	0.3%		0.4%	0.1%		0.9%
Probationary Release		0.7%					0.8%	0.7%	0.3%		0.8%	0.1%	0.1%	2.0%
Suspension, 5 days or less		7.9%		0.1%	0.7%		8.7%	1.1%	9.9%	0.1%	8.1%	3.5%		22.8%
Suspension, 10 or more days		0.8%			0.1%		0.9%	0.5%	0.8%		0.9%	0.7%		3.0%
Dismissal					0.1%		0.4%	0.3%	1.2%	0.1%	0.7%	0.1%		2.4%
Total		19.9%		0.9%	1.8%		22.7%	5.4%	30.4%	0.9%	29.6%	10.7%	0.3%	77.3%

Final Discipline Resolution, by Race and Gender, FY2020 (All MTA - Counts)

Resolution Description	Female							Male						
	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total
Written Warning		83		6	5		94	23	139	5	141	46	1	355
PIP/Probation Extension								1	2		3	1		7
Probationary Release		5			1		6	5	2		6	1	1	15
Suspension, 5 days or less		54		1	5		60	7	69	1	56	27		160
Suspension, 10 or more days		1			1		2	2	6		10	3		21
Dismissal		2			1		3	2	5	1	1			9
Recission		2					2					1		1
Total		147		7	13		167	40	223	7	217	79	2	568

2 cases are still pending final resolution.

Final Discipline Resolution, by Race and Gender, FY2020 (All MTA - Percentages)

Resolution Description	Female							Male						
	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total
Written Warning		11.3%		0.8%	0.7%		12.8%	3.1%	18.9%	0.7%	19.2%	6.3%	0.1%	48.3%
PIP/Probation Extension								0.1%	0.3%		0.4%	0.1%		1.0%
Probationary Release		0.7%			0.1%		0.8%	0.7%	0.3%		0.8%	0.1%	0.1%	2.0%
Suspension, 5 days or less		7.3%		0.1%	0.7%		8.2%	1.0%	9.4%	0.1%	7.6%	3.7%		21.8%
Suspension, 10 or more days		0.1%			0.1%		0.3%	0.3%	0.8%		1.4%	0.4%		2.9%
Dismissal		0.3%			0.1%		0.4%	0.3%	0.7%	0.1%	0.1%			1.2%
Recission		0.3%					0.3%					0.1%		0.1%
Total		20.0%		1.0%	1.8%		22.7%	5.4%	30.3%	1.0%	29.5%	10.7%	0.3%	77.3%

Resolution Description	Female							Male						
	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total
Written Warning		82		4	5		91	22	138	5	139	44	1	349
PIP/Probation Extension								1	1		3	1		6
Probationary Release		5			1		6	4	2		6			12
Suspension, 5 days or less		54		1	4		59	7	69	1	56	27		160
Suspension, 10 or more days		1			1		2	2	6		10	3		21
Dismissal								1	2		1			4
Recission		2					2					1		1
Total		144		5	11		160	37	218	6	215	76	1	553

2 staff members are missing a final resolution in ELR files

Final Resolution, by Race and Gender, FY2020 (Transit Only- Percentages)

Resolution Description	Female							Male						
	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total
Written Warning		11.5%		0.6%	0.7%		12.8%	3.1%	19.4%	0.7%	19.5%	6.2%	0.1%	48.9%
PIP/Probation Extension								0.1%	0.1%		0.4%	0.1%		0.8%
Probationary Release		0.7%			0.1%		0.8%	0.6%	0.3%		0.8%			1.7%
Suspension, 5 days or less		7.6%		0.1%	0.6%		8.3%	1.0%	9.7%	0.1%	7.9%	3.8%		22.4%
Suspension, 10 or more days		0.1%			0.1%		0.3%	0.3%	0.8%		1.4%	0.4%		2.9%
Dismissal							0.0%	0.1%	0.3%		0.1%			0.6%
Recission		0.3%					0.3%					0.1%		0.1%
Total		20.2%		0.7%	1.5%		22.4%	5.2%	30.6%	0.8%	30.2%	10.7%	0.1%	77.6%

Reason for Discipline, by Race and Gender, FY2020 (Transit Only- Counts)

Discipline Reason	Female							Male						
	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total
Attendance		54		1	4		59	18	64	1	41	23		147
Non-Safety Related		30		1	1		32	7	37	3	54	16		117
Safety Related		60		3	6		69	12	118	2	121	37	1	291
Total		144		5	11		160	37	219	6	216	76	1	555

Reason for Discipline, by Race and Gender, FY2020 (Transit Only- Percentages)

Discipline Reason	Female							Male						
	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total
Attendance		7.6%		0.1%	0.6%		8.3%	2.5%	9.0%	0.1%	5.7%	3.2%		20.6%
Non-Safety Related		4.2%		0.1%	0.1%		4.5%	1.0%	5.2%	0.4%	7.6%	2.2%		16.4%
Safety Related		8.4%		0.4%	0.8%		9.7%	1.7%	16.5%	0.3%	16.9%	5.2%	0.1%	40.7%
Total		20.1%		0.7%	1.5%		22.4%	5.2%	30.6%	0.8%	30.2%	10.6%	0.1%	77.6%

Discipline Charge, by Race and Gender, FY2020 (Transit Only- Counts)

Discipline Description	Female							Male						
	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total
Written Warning		75		4	5		84	19	131	5	135	43	1	334
PIP/Probation Extension								1	1		3	1		6
Probationary Release		5			1		6	4	2		6			12
Suspension, 5 days or less		58		1	4		63	8	73	1	60	26		168
Suspension, 10 or more days		6			1		7	4	6		7	5		22
Dismissal								1	6		5	1		13
Total		144		5	11		160	37	219	6	216	76	1	555

Discipline Charge, by Race and Gender, FY2020 (Transit Only- Percentages)

Discipline Description	Female							Male						
	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total	White	Black	American Indian /Alaskan Native	Asian	Hispanic	Multiracial	Total
Written Warning		10.5%		0.6%	0.7%		11.7%	2.7%	18.3%	0.7%	18.9%	6.0%	0.1%	46.7%
PIP/Probation Extension								0.1%	0.1%		0.4%	0.1%		0.8%
Probationary Release		0.7%			0.1%		0.8%	0.6%	0.3%		0.8%	0.0%		1.7%
Suspension, 5 days or less		8.1%		0.1%	0.6%		8.8%	1.1%	10.2%	0.1%	8.4%	3.6%		23.5%
Suspension, 10 or more days		0.8%			0.1%		1.0%	0.6%	0.8%		1.0%	0.7%		3.1%
Dismissal								0.1%	0.8%		0.7%	0.1%		1.8%
Total		20.1%		0.7%	1.5%		22.4%	5.2%	30.6%	0.8%	30.2%	10.6%	0.1%	77.6%

GOAL: Understand how diverse applicants progress through the intern selection process

The collection of demographic data for applicants began in 2017 but it was never analyzed. This year, a goal was set of analyzing demographic data to understand potential barriers to racial diversity amongst interns within the selection process.

By keeping track of this data throughout the entire selection process, the demographics of the applicant pool at each step in the selection process was able to be viewed.

2018-2019 Outreach and Promotion

This year several outreach efforts were utilized to attract candidates from a wide array of backgrounds. Digital and in-person outreach efforts are detailed below.

Informational Flyer

Program flyers used in previous years to advertise for the summer internship listed the various SSD teams that were accepting interns but didn't give any additional information. This year, to give applicants more information about SFMTA opportunities as well as to help inform their applications, two new program flyers were developed, each with summaries of each team as well as useful skills those teams would look for in an applicant. The flyer was distributed in person and digitally.

Email Distribution List

An email distribution list is maintained by the Intern Committee for yearly outreach. This year, to get applicants from a larger variety of colleges and universities, Historically Black Colleges and Universities (HBCUs) that had transportation centers were included in the digital outreach efforts. In addition to HBCUs, the Intern Committee also included various American Planning Association chapters in their targeted outreach. Emails with the flyers were sent to the various schools and student organizations, and the job posting was posted to several campus job boards.

In-Person Events

In November 2018, two SFMTA engineers attended the NSBE Regional conference in Las Vegas and hosted a table for the intern program. They collected contact info, handed out flyers, and answered questions about the application process and the program itself. Electronic flyers were sent to each student who gave their contact info at this event.

In December 2018, the Intern Committee Chairs attended the San Francisco State University Engineering Internship Fair. They handed out flyers and answered questions about the program.

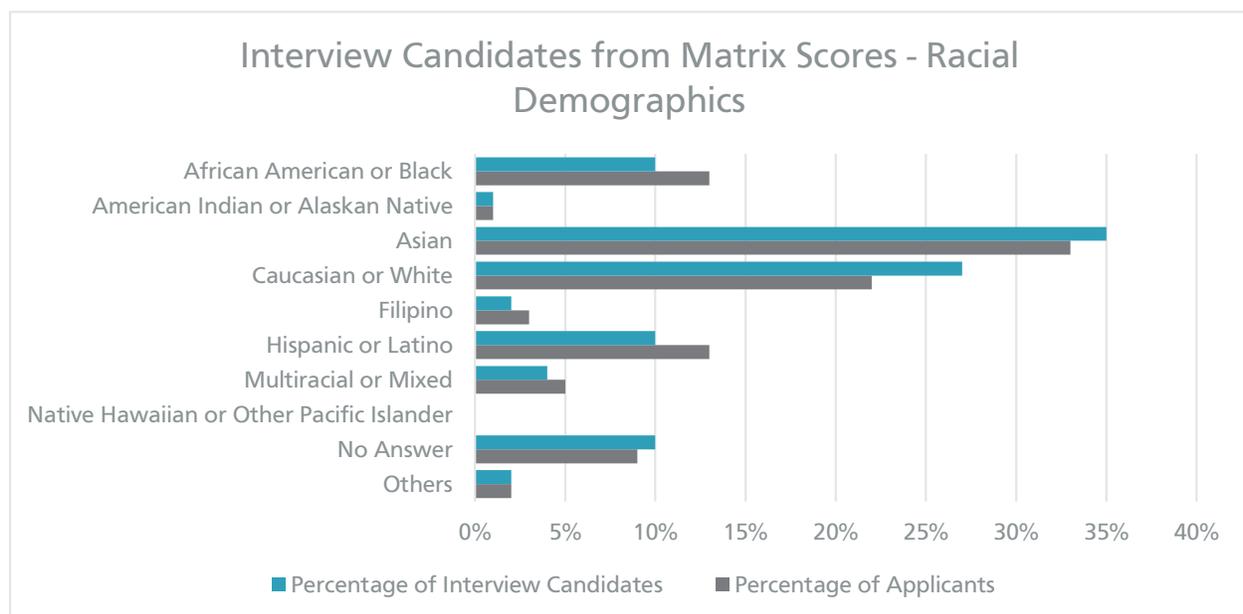
The scoring matrix consisted of eight categories which were primarily based on the KSAs. Each category of the matrix was worth one to two points and candidates could be awarded points in half point increments. Guidelines on how to assign points were provided for each classification (Student Design Trainee I, II, or III) of intern.

Each applicant was evaluated by two committee members. The applicant’s final score was the total of the values given by each evaluator, whose scores could not differ by more than two points. If the scores between evaluators differed by more than two points, then they were asked to provide clarification for their scores by sharing the breakdown of score per matrix category.

Outcomes and Observations

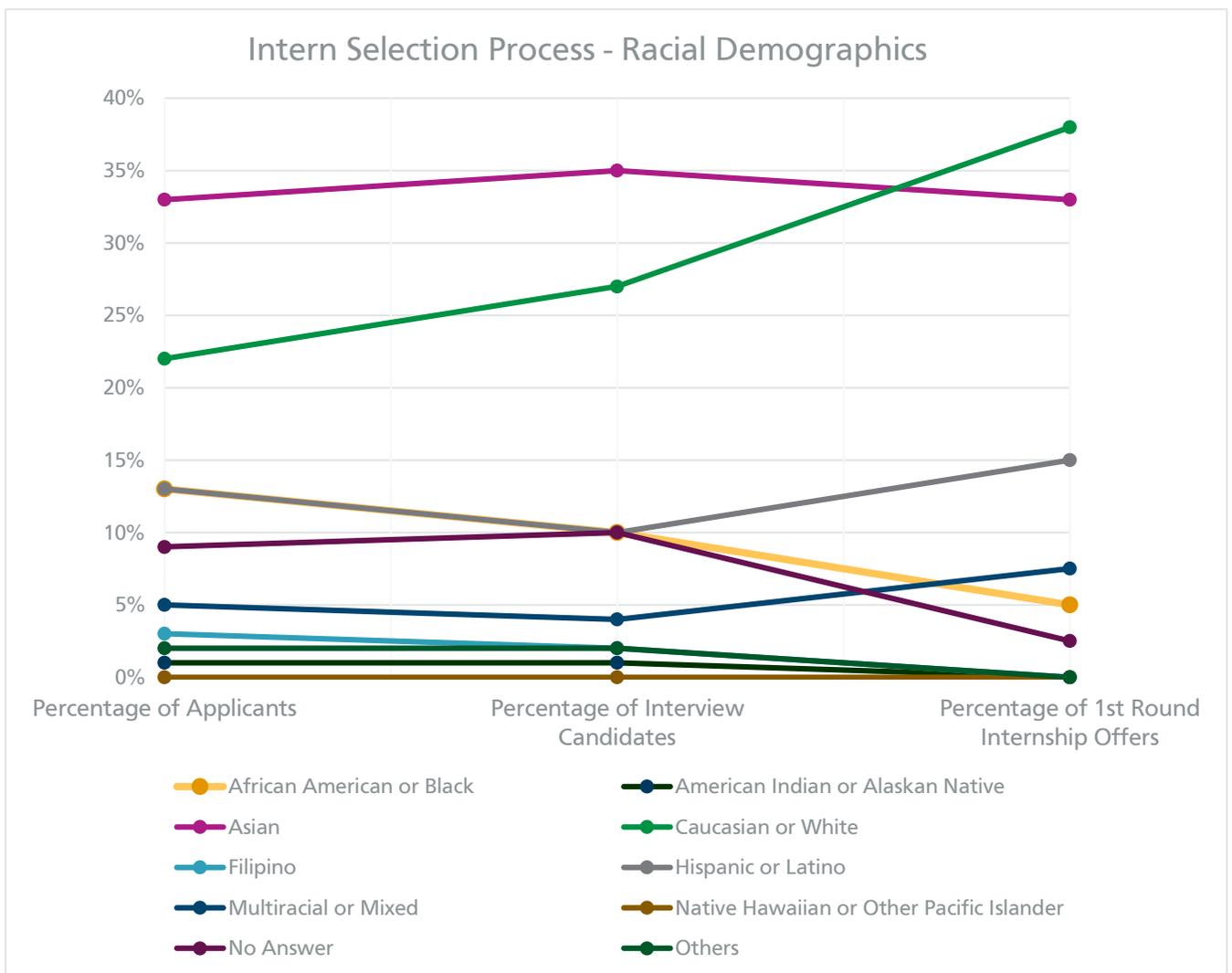
Utilizing a scoring matrix made it easier to settle score discrepancies between evaluators. It also provided additional accountability and transparency as Intern Committee Chairs could ask a committee member how they scored a candidate in each category. The guidelines set for the categories helped to reduce bias. For example, if an evaluator scored a candidate low for a specific category but the application materials clearly demonstrated that the criteria specified in the matrix was met, then scores would be adjusted accordingly. Similarly, if a candidate was scored particularly high in a category but did not actually meet the criteria specified, the score would be adjusted. The average matrix score was used to determine who would be invited for an interview.

Following the matrix evaluation process, there was a slight shift in racial demographics of the applicant pool, particularly for Latinx and Black/African American candidates. Latinx and Black/African American applicants each accounted for 13% of the candidate pool, and 10% were selected for interviews. Both Asian and White applicants increased in proportion.



Outcomes and Observations

This year meeting EEO hiring requirements was a challenge given the makeup of the Intern Committee, especially for the engineering interview panels. Specifically, the engineering representatives on the Intern Committee were made up of Asian and White identifying reviewers. In order to ensure diverse representation, several alternates were utilized for engineering intern candidate interviews. These alternates were not involved in the final selection process and consequently, there was no Black or Latinx representation in the selection of engineering candidates. Alternates were also utilized for planning intern candidate interviews, but there was Black and Latinx representation in the selection of planning candidates. This was accomplished by including one alternate from the planning interview panel in the selection process in addition to the Intern Committee members.



From candidate selection for interviews to first round internship offers there was a significant shift in racial demographics of the applicant pool. White applicants made up 22% of the

applicant pool but received the highest percentage (38%) of internship offers. The most significant increase in representation throughout the process was seen in applicants who identified as White or Caucasian; this suggests the presence of favorable bias towards this racial demographic. The proportion of Asian candidates from interviews (35%) to offers (33%) remained relatively steady, while Latinx applicants saw a slight increase from interviews (10%) to offers (15%). The proportion of Black/African American applicants decreased every step of the selection process, dropping from 13% of the overall applicant pool to 5% of first round internship offers. There was also no representation of Native Hawaiian or Pacific Islander candidates.

In January 2019, the Intern Committee Chairs requested bias training for interview panelists and offered to identify a training in exchange for financial support from the SSD Administration. However, this request for resources was not supported. The Intern Committee Chairs then offered a series of resources for panelists to familiarize with themselves the role bias can play in hiring processes. However, they could not make it mandatory for the interview panelists to review the materials shared. In-person training offers a more in-depth introduction to bias and structural discrimination. Therefore, the lack of a mandatory, in-person training likely influenced the diversity outcomes of first round internship offers.

Overall Recommendations for Future Intern Selection Processes

Although significant milestones were achieved within this program cycle, there were several constraints that impacted the overall diversity of the final cohort and general committee efficacy. Key opportunity areas identified by staff for the intern program included: lack of diversity among applicants, no clear ownership to institutionalize process improvements, and bias in the interview scoring/final candidate selection. These recommendations were informed by analysis of the 2018/2019 intern selection process as well as input from staff of all levels.

Intern Committee Selection

Typically, the Intern Committee has consisted of relatively junior level planners and engineers within SSD and more recently, Transit Division. These staff have either volunteered or been assigned to serve on the Intern Committee for one or two years in various roles. This year, for the first time, one of the two Chairs was recommended by the SFMTA Government Alliance of Race Equity (GARE) cohort. Moving forward, this should continue to be the practice. For consistency and progression, SSD Administration and the Intern Committee should consider chair terms to be two years in length, as opposed to one year as it has typically been. The Intern Committee should not only have diverse representation of the various teams within the Agency, which has been the priority so far, but should also be diverse per EEO standards. Potentially for the entire Intern Committee, maybe for the proposed interview and selection sub-committee, but at the very least for the members serving as panelists, there should be a mix of staff levels involved, not just relatively junior level staff (Junior and Assistant Engineers and Planner I and II). Furthermore, these panelists should be from a variety of groups other than SSD and Transit only (e.g. – FIT).

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Cc: [Young, Victor \(BOS\)](#)
Subject: FW: Mayoral Appointment of Ed Harrington, Public Utilities Commission (File No. 201041)
Date: Tuesday, September 29, 2020 10:07:00 AM
Attachments: [SNS-Ed Harrington.pdf](#)

From: SolutionsNotSandbags San Francisco <solutionsnotsandbags@gmail.com>
Sent: Tuesday, September 29, 2020 9:57 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Mayoral Appointment of Ed Harrington, Public Utilities Commission

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Memo to: San Francisco Board of Supervisors
Re: Board of Supervisors Meeting, September 29, 2020, Agenda: Recommendations of the Rules Committee, Item 39 [201041]. Mayoral Appointment of Ed Harrington, Public Utilities Commission.

September 29, 2020

Dear Supervisors,

On behalf of Solutions Not Sandbags I'd like to congratulate Ed Harrington on his mayoral appointment to the San Francisco Public Utilities Commission. With his extensive experience at the PUC he will be intimately familiar with the problem of sewer-floods in San Francisco.

We welcome his leadership as a Commissioner. We look forward to the establishment of a policy under his direction which guarantees every San Franciscan access to a fully-functioning sewer system that keeps sewage out of our streets, sidewalks, homes, and businesses and in the sewers where sewage belongs.

Harrington is uniquely qualified because of his knowledge of the SFPUC and its staff. In his new position he'll be able to protect San Franciscans from sewage and the city from the sewer-flooding liability claims caused by an inadequate sewer system.

We look forward to working with Commissioner Harrington as he tackles this problem which has remained unsolvable for such a long time.

Sincerely,

Lisa Dunseth, on behalf of Solutions Not Sandbags

SolutionsNotSandbags@gmail.com

SOLUTIONS NOT SANDBAGS

Bringing Awareness to SF's Failing Sewer System

Website: SolutionsNotSandbags.org

[YouTube](#) | [Instagram](#) | [Twitter](#) | [Facebook](#)

**SOLUTIONS
NOT
SANDBAGS**

Memo to: San Francisco Board of Supervisors

Re: Board of Supervisors Meeting, September 29, 2020, Agenda:
Recommendations of the Rules Committee, Item 39 [201041]. Mayoral
Appointment of Ed Harrington, Public Utilities Commission.

September 29, 2020

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We look forward to working with Commissioner Harrington as he tackles this problem which has remained unsolvable for such a long time.

Sincerely,

Lisa Dunseth, on behalf of Solutions Not Sandbags
SolutionsNotSandbags@gmail.com

From: [Jordan Davis](#)
To: [Board of Supervisors, \(BOS\)](#)
Cc: [Fewer, Sandra \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Safai, Ahsha \(BOS\)](#)
Subject: Scott Wiener Resolution/Boards and Commissions Hate
Date: Saturday, September 26, 2020 4:25:32 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Supervisors, I have remain quiet about this issue as I am a frequent opponent of Scott Wiener and was probably one of the instigators of what happened at Trans March 2016, but I do agree with the decision of 8 supervisors (four of those supervisors being Jewish) to rescind the vote on the problematic resolution talking about hatred experienced by only one elected official.

While the anti-Semitic attacks on Scott Wiener are unacceptable, the dynamics of the original resolution (introduced by a non-Jewish member of the Board who is a political ally of Senator Wiener's when he is facing a competitive re-election challenge from a Queer woman of color) were extremely troubling, and while the Deputy City Attorney may find that the original resolution was legal, given that he is an incumbent office holder, and such hateful attacks were related to his work as a Senator, we must be Caesar's wife when it comes to these issues.

And can we also add appointed members of boards and Commissions and transphobia, ableism, and classism to this. There are a lot of people serving in appointed office who represent so many different communities, and as someone who was appointed by the Board of Supervisors to an advisory body and took a lot of risks putting myself out there, I have personally been the subject of hatred myself, as a low-income disabled transwoman who is formerly homeless and currently marginally housed. I have had to experience death threats, misogyny, being called a pedophile, being misgendered, deadnamed, been called things and accused of things that were so vile, I don't even want to share them here. And some of the microaggressions I have received are probably more hurtful than any one derogatory word.

Any commissioner (whether advisory or oversight) who belongs to a marginalized community, and especially those with an equity lens, could tell you stories of hatred from the outside and microaggressions from the inside. But where is OUR (not just mine, but OUR) resolution condemning this.

I'm sorry, but while I condemn the very real anti-Semitic hatred towards elected officials, I highly doubt Supervisor Stefani would have extended the same favor to Supervisors Ronen, Haney, Peskin, and Preston, and the dynamics are too questionable for me to support the singular focus on Wiener.

-J

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Letter from Equality California re: Resolution 201072
Date: Wednesday, September 30, 2020 5:08:00 PM
Attachments: [EQCA Letter to SF Board of Supervisors 9.28.2020.pdf](#)

From: Samuel Garrett-Pate <sam@eqca.org>
Sent: Monday, September 28, 2020 6:12 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@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>; Yee, Norman (BOS) <norman.yee@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>
Cc: Rick Zbur <rick@eqca.org>; Mike Ai <mike@eqca.org>
Subject: Letter from Equality California re: Resolution 201072

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors:

Please find the attached letter from Equality California Executive Director Rick Chavez Zbur regarding Resolution 201072 and the ongoing anti-LGBTQ+, anti-Semitic attacks against Senator Scott Wiener.

Thank you,

Samuel Garrett-Pate | **Communications Director**
Equality California | Equality California Institute | Silver State Equality
www.eqca.org | www.silverstateequality.org
[@eqca](mailto:sam@eqca.org) | [@silverstateeq](mailto:mike@eqca.org) | [@sgarrettpate](mailto:sgarrettpate@eqca.org)



September 28, 2020

Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689

Dear Supervisors:

On behalf of Equality California, I write to express our extreme disappointment and shock at the actions taken by certain members of the San Francisco Board of Supervisors on September 22, 2020, to obstruct the adoption of Resolution 201072, which condemns antisemitic and homophobic attacks against Senator Scott Wiener and the LGBTQ+ and Jewish communities. It is astounding and shameful that any member of the Board would choose to put political allegiances ahead of their responsibility to call out and condemn hate — especially at a time when anti-LGBTQ+ and anti-Semitic extremism are on the rise across the nation.

Over the past several weeks, Senator Wiener and the LGBTQ+ community have been the targets of a specific and sustained attack by proponents of the right-wing conspiracy theory known as QAnon. The actions taken by the San Francisco Board of Supervisors to obstruct and delay the resolution as proposed is an appalling failure to respond directly to attacks that have endangered the lives and safety of Senator Wiener, the LGBTQ+ community, Jewish people and pro-equality leaders throughout the state.

The attacks advance incendiary lies about an important LGBTQ+ civil rights bill authored by Senator Wiener and falsely accuse both him, specifically, and LGBTQ+ people and our allies, more broadly, of “normalizing pedophilia” and “endangering children.” They advance the same damaging lies and tropes that right-wing opponents of LGBTQ+ civil rights have used historically against LGBTQ+ people as a means of segregating us from society and stripping us of not only legal rights, but of our basic human dignity. We point out that many of the threats have included anti-Semitic tropes that are also abhorrent and harmful. This hate campaign is of such a magnitude that it has been amplified by right-wing purported “news” sites and television stations, and the falsehoods have been repeated by figures including Donald Trump, Jr., U.S. Senator Ted Cruz, Rush Limbaugh and Laura Ingraham — further inflaming QAnon and contributing to the spread of dangerous misinformation.

Within the past two months, Senator Wiener and his staff have received more than 10,000 anti-Semitic and homophobic attacks and messages filled with offensive lies too reprehensible to repeat, including more than 1,000 messages threatening their lives and the lives of their loved ones. These attacks have been directed primarily against Senator Wiener and his staff, but also against other pro-

equality elected officials and LGBTQ+ civil rights organizations who have stood with Senator Wiener, including Equality California.

This specific set of unrelenting and virulent attacks deserves a specific response. The resolution as proposed by Supervisor Stefani was the appropriate response.

Resolutions condemning specific acts of hate or violence are important expressions of the values of our communities. We are particularly troubled by the actions of Supervisor Peskin, who led the effort to water down the resolution beyond meaning. Supervisor Peskin's comments, echoed by other Supervisors, that the resolution should be broadened to include himself (because of emails and other communications he has received) or others exhibited a lack of understanding of the scale, scope, and vitriol of this very specific set of attacks. If specific acts of hate or threats against members of the Board of Supervisors arise, then the Board should consider specific resolutions condemning them. But Supervisor Peskin's comments demonstrated a gross ignorance of the lived experiences of LGBTQ+ people and the long history of the use of lies and tropes that we are "deviants" or "perverts" to *other* us, as well as a callous indifference to the safety of members of our community and our leaders. Moreover, Supervisor Peskin and the Supervisors who supported his actions, none of whom are members of the LGBTQ+ community, appeared to be motivated by petty and cynical political concerns rather than the safety and well-being of LGBTQ+ people. That is nothing short of shameful.

The LGBTQ+ community and LGBTQ+ leaders should never be used as a political football by those who claim to be our allies. In San Francisco, one of the cradles of the LGBTQ+ civil rights movement, a resolution condemning anti-LGBTQ+ and anti-Semitic hate directed at an openly gay Jewish legislator never should have been controversial.

We call on you to adopt the resolution as proposed by Supervisor Stefani on September 22, condemning the specific anti-Semitic and homophobic attacks against Senator Scott Wiener and the LGBTQ+ community. Doing anything less would be a stain on this Board and on the City and County of San Francisco. History will judge those who choose politics over principle accordingly.

Sincerely,

A handwritten signature in black ink that reads "Rick Zbur". The signature is written in a cursive, flowing style.

Rick Chavez Zbur
Executive Director
Equality California

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Wong, Linda \(BOS\)](#)
Subject: 12 letters for File Nos. 200567 & 200568
Date: Thursday, October 1, 2020 1:39:00 PM
Attachments: [12 letters regarding File Nos. 200567 & 200568.pdf](#)

Hello Supervisors,

Please see the attached 12 letters for File Nos. 200567 & 200568.

File No. 200567 - Budget and Appropriation Ordinance appropriating all estimated receipts and all estimated expenditures for Departments of the City and County of San Francisco as of July 31, 2020, for the Fiscal Years ending June 30, 2021, and June 30, 2022.

File No. 200568 - Annual Salary Ordinance enumerating positions in the Annual Budget and Appropriation Ordinance for the Fiscal Years ending June 30, 2021, and June 30, 2022, continuing, creating, or establishing these positions; enumerating and including therein all positions created by Charter or State law for which compensations are paid from City and County funds and appropriated in the Annual Appropriation Ordinance; authorizing appointments or continuation of appointments thereto; specifying and fixing the compensations and work schedules thereof; and authorizing appointments to temporary positions and fixing compensations therefore.

Regards,

Jackie Hickey
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-5184 | Direct: (415) 554-7701
jacqueline.hickey@sfgov.org | www.sfbos.org

From: [Janey Chan](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Monday, September 21, 2020 4:28:18 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco, and I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

I believe that every Supervisor should support this proposed budget that was unanimously passed by the Budget & Appropriations Committee.

Ten of you have committed to standing with labor — we are now urging you to act on that commitment by voting YES to approve the proposed budget on September 22nd.

We've been on the frontline risking our lives day in, day out, to keep our communities safe and our vital services running. We also have families who are more at risk to COVID-19 exposure and depend on us for stability in these challenging times. We are asking the Board of Supervisors to treat city workers with respect and dignity.

Vote yes on September 22nd!

Janey Chan
chanjaney@gmail.com

San Bruno, California 94066

From: [Charles Lim](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Monday, September 21, 2020 5:46:39 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco, and I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

I believe that every Supervisor should support this proposed budget that was unanimously passed by the Budget & Appropriations Committee.

Ten of you have committed to standing with labor — we are now urging you to act on that commitment by voting YES to approve the proposed budget on September 22nd.

We've been on the frontline risking our lives day in, day out, to keep our communities safe and our vital services running. We also have families who are more at risk to COVID-19 exposure and depend on us for stability in these challenging times. We are asking the Board of Supervisors to treat city workers with respect and dignity.

Vote yes on September 22nd!

Charles Lim
charles.dexter.lim@gmail.com
350 Union St, Apt 428
San Francisco, California 94133

From: [Hong Hunt](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Monday, September 21, 2020 6:36:17 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco, and I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

I believe that every Supervisor should support this proposed budget that was unanimously passed by the Budget & Appropriations Committee.

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Vote yes on September 22nd!

Hong Hunt
honghunt@gmail.com

Union City, California 94587

From: [Mary Delgado](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Monday, September 21, 2020 7:57:32 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco, and I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

I believe that every Supervisor should support this proposed budget that was unanimously passed by the Budget & Appropriations Committee.

Ten of you have committed to standing with labor — we are now urging you to act on that commitment by voting YES to approve the proposed budget on September 22nd.

We've been on the frontline risking our lives day in, day out, to keep our communities safe and our vital services running. We also have families who are more at risk to COVID-19 exposure and depend on us for stability in these challenging times. We are asking the Board of Supervisors to treat city workers with respect and dignity.

Vote yes on September 22nd!

Mary Delgado
vivaire7@gmail.com

San Leandro, California 94619

From: [Defund SFPD](#)
To: [Fewer, Sandra \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Haney, Matt \(BOS\)](#); [BOS-Supervisors](#); [BOS-Legislative Aides](#)
Cc: timredmondsf@gmail.com; getbackjoejoe@gmail.com; julian.mark@missionlocal.com; mlagos@kqed.org; Jrodriguez@kqed.org
Subject: URGENT: Read Before BoS Meeting -- Labor Will Lose Their Raises to POA If You Don't Act Before the Budget Is Passed
Date: Monday, September 21, 2020 11:22:46 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Supervisors and staff,

During a multiple hour public comment at last week's Board of Supervisors meeting, caller after call issued the same warning:

The mayor is threatening to use her executive powers to defund frontline and essential city workers in order to pay for police officer raises. **The only way to protect the workers who truly create public safety is through a budget amendment that sources funds for the \$37.9M in city worker raises from the general fund, not the city reserves.**

We'll break this down for you:

1. The mayor's budget is dependent on a renegotiation of the Police Officers Association contract, in which they postpone their scheduled raises this year.
2. This renegotiation is actually something that the POA wants as the raise is only postponed and they get additional raises in 2022 and 2023. Further, this extends the POA contract to 2023 -- locking in all (lack of) transparency and accountability measures -- and moves the next renegotiation into a mayoral election year, which they can use as leverage in the mayoral election.
3. This renegotiated contract still has to be passed by the Board of Supervisors. Based on the pledge most supervisors made to reject any POA donations, the general racism and toxicity of the POA, and the extremely generous terms of the contract amendment, it seemed like the votes were there to reject it.
4. However, this meant that the SFPD will have a budget shortfall of \$12 million in FY 2020-21 and a \$29 million shortfall in FY 2021-22 as they're forced to pay the originally planned raises.

5.

Since we're in a state of emergency (due to COVID), the mayor has the power to redirect city reserves to the police (as an "essential" service). However, the Board of Supervisors has already earmarked money (\$37.9M) in the city reserves for raises for other union-represented city workers. The mayor is not friendly with labor and publicly condemned the BoS for paying labor from the reserves. In addition, her allies have already organized a campaign that has sent dozens of emails to the BoS demanding city workers do not get raises. Once the POA contract is rejected, it is all but certain that the mayor will look to steal those labor funds for police raises instead.

6.

The mayor's emergency powers do not allow her to reallocate money in the general fund. If we defund SFPD and the Sheriff's department by at least \$37.9 million, we can ensure that labor funds are sourced entirely from the general fund and thus protected from the mayor.

If you do not propose the aforementioned budget amendment, then one of two things will happen:

1.

The POA contract amendment is rejected, the mayor funds POA raises from the originally allocated funds for city worker raises, and you fail labor unions and our communities.

2.

The POA contract amendment is accepted. Labor's raises are still not protected, but if the mayor is feeling kind, labor might keep their raises. However, you are held accountable for standing with racists.

Either way, the mayor and the racist POA have won and you and the people have lost.

Tomorrow, the 22nd, is your last chance this budget cycle to propose an amendment to protect city workers and demonstrate that "Black Lives Matter" is more than one of your campaign slogans. It's your last chance to demonstrate that you care more about city workers and our communities than the racist POA. **It is your last chance to not just do the right thing, but to make the most politically advantageous move.**

We've told you what will happen. You have no excuses. All that stands in the way of a victory for labor, the people, and yourselves is cowardice.

Sincerely,
DefundSFPDNow

From: [Asia Harrigan](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Tuesday, September 22, 2020 6:07:46 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco, and I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

I believe that every Supervisor should support this proposed budget that was unanimously passed by the Budget & Appropriations Committee.

Ten of you have committed to standing with labor — we are now urging you to act on that commitment by voting YES to approve the proposed budget on September 22nd.

We've been on the frontline risking our lives day in, day out, to keep our communities safe and our vital services running. We also have families who are more at risk to COVID-19 exposure and depend on us for stability in these challenging times. We are asking the Board of Supervisors to treat city workers with respect and dignity.

Vote yes on September 22nd!

Asia Harrigan
asiadominique@gmail.com

San Francisco, California 94118

From: [Bonnie Jean von Kristin gh](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Tuesday, September 22, 2020 7:56:58 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco and am also a San Francisco resident in District 1. I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

I believe that every Supervisor should support this proposed budget that was unanimously passed by the Budget & Appropriations Committee.

Ten of you have committed to standing with labor — we are now urging you to act on that commitment by voting YES to approve the proposed budget on September 22nd.

We've been on the frontline risking our lives day in, day out, to keep our communities safe and our vital services running. We also have families who are more at risk to COVID-19 exposure and depend on us for stability in these challenging times. We are asking the Board of Supervisors to treat city workers with respect and dignity.

Vote yes on September 22nd!

Bonnie Jean von Kristin gh
bvonkrogh@yahoo.com

San Francisco, California 94121

From: [Franco, Jonathan \(DPH\)](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Tuesday, September 22, 2020 7:57:35 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco, and I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

I believe that every Supervisor should support this proposed budget that was unanimously passed by the Budget & Appropriations Committee.

Ten of you have committed to standing with labor — we are now urging you to act on that commitment by voting YES to approve the proposed budget on September 22nd.

We've been on the frontline risking our lives day in, day out, to keep our communities safe and our vital services running. We also have families who are more at risk to COVID-19 exposure and depend on us for stability in these challenging times. We are asking the Board of Supervisors to treat city workers with respect and dignity.

Vote yes on September 22nd!

JONATHAN FRANCO
JONATHAN.FRANCO@SFDPH.ORG
360 Guerrero St. Apt 216
San Francisco, California 94103

From: [Tsegay, Estifanos \(DPH\)](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Tuesday, September 22, 2020 8:09:36 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco, and I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

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Vote yes on September 22nd!

Estifanos Tsegay
estifanos.tsegay@sfdph.org
4360 Spaulding Street
Antioch, California 94531

From: [Huy Thai](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Tuesday, September 22, 2020 8:34:59 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco, and I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

I believe that every Supervisor should support this proposed budget that was unanimously passed by the Budget & Appropriations Committee.

Ten of you have committed to standing with labor — we are now urging you to act on that commitment by voting YES to approve the proposed budget on September 22nd.

We've been on the frontline risking our lives day in, day out, to keep our communities safe and our vital services running. We also have families who are more at risk to COVID-19 exposure and depend on us for stability in these challenging times. We are asking the Board of Supervisors to treat city workers with respect and dignity.

Vote yes on September 22nd!

Huy Thai
thaihuy29@hotmail.com
10131 Meadow Ln
San Jose, California 95127

From: [Wendy Chan](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Tuesday, September 22, 2020 2:33:59 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco, and I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

I believe that every Supervisor should support this proposed budget that was unanimously passed by the Budget & Appropriations Committee.

Ten of you have committed to standing with labor — we are now urging you to act on that commitment by voting YES to approve the proposed budget on September 22nd.

We've been on the frontline risking our lives day in, day out, to keep our communities safe and our vital services running. We also have families who are more at risk to COVID-19 exposure and depend on us for stability in these challenging times. We are asking the Board of Supervisors to treat city workers with respect and dignity.

Vote yes on September 22nd!

Wendy Chan
yecoupons@gmail.com

Lafayette, California 94549-8312

From: [jessica bowker](#)
To: [BOS-Supervisors](#)
Subject: I am calling on you to pass an SF Budget for All
Date: Tuesday, September 22, 2020 4:49:31 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Board of Supervisors BOS,

I work for the City and County of San Francisco, and I support the Budget & Appropriation Committee's proposed budget, which protects our vital public services and the dedicated workers who serve our residents each day in the face of a dangerous pandemic.

I believe that every Supervisor should support this proposed budget that was unanimously passed by the Budget & Appropriations Committee.

Ten of you have committed to standing with labor — we are now urging you to act on that commitment by voting YES to approve the proposed budget on September 22nd.

We've been on the frontline risking our lives day in, day out, to keep our communities safe and our vital services running. We also have families who are more at risk to COVID-19 exposure and depend on us for stability in these challenging times. We are asking the Board of Supervisors to treat city workers with respect and dignity.

Vote yes on September 22nd!

jessica bowker
jlbowker@gmail.com

San Francisco, California 94118

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Beinart, Amy \(BOS\)](#); [Monge, Paul \(BOS\)](#); [Lerma, Santiago \(BOS\)](#); [Li-D9, Jennifer \(BOS\)](#)
Subject: FW: Complaint: Homeless & decay at Shotwell & 21st St.
Date: Monday, September 28, 2020 11:36:00 AM

From: Barney Popkin <bppopkin@yahoo.com>
Sent: Monday, September 28, 2020 8:26 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Complaint: Homeless & decay at Shotwell & 21st St.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear honorable board of supervisors, I own the 1885 Victorian at 701 Shotwell in the Inner Mission District for over 25 years. Unfortunately, the vicinity and neighborhood continue to have homeless sleeping and living on the streets and decay. What can be done about it? Please consider this a complaint. Please send me a formal complaint form if required. Thank you.

Do the best with what you have!
Barney P. Popkin, Tucson, Arizona
bppopkin@yahoo.com, 415.515.2024.

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Deputy Chief Of Operations
Date: Monday, September 28, 2020 8:13:00 AM
Attachments: [Endorse Deputy Chief of Operations.pdf](#)

From: Sherm Tillman <kingsherm@gmail.com>
Sent: Friday, September 25, 2020 4:37 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Fwd: Deputy Chief Of Operations

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

----- Forwarded message -----

From: **Sherm Tillman** <kingsherm@gmail.com>
Date: Fri, Sep 25, 2020 at 4:32 PM
Subject: Deputy Chief Of Operations
To: Ludwig, Theresa (FIR) <Theresa.Ludwig@sfgov.org>, <sean.elsbernd@sfgov.org>, Shamann Walton <shamannwalton@sbcglobal.net>, <Fire.Commission@sfgov.org>

Please see attached

--

Sherman Tillman
President
San Francisco Black Firefighters
NAACP Executive Committee
[4936 3rd street](#)
[San Francisco, CA 94124](#)
Phone: (415) 845-2378
Cell : (415) 999-2514
Fax: (415) 822-3456
www.sfbfa.org

--

Sherman Tillman
President
San Francisco Black Firefighters
NAACP Executive Committee
[4936 3rd street](#)
[San Francisco, CA 94124](#)

Phone: (415) 845-2378
Cell : (415) 999-2514
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President Sherman Tillman
Vice-President Tami Turner
Recording Secretary Jacob Hill
Director Natasha Parks



Treasurer Marc Evans
Secretary Antoine Davis
Sgt. At Arms John Smith
Director Zach Pumphrey

September 25th, 2020

Chief Jeanine Nicholson
698 Second Street
San Francisco, CA 94107

Dear Chief Nicholson,

The San Francisco Fire Department was established in 1866. In that 154 year history there has never been an African American as Chief of Operations. You have an opportunity to stop the business as usual streak. By picking someone with time, experience and who would have the full backing of the men and women of our great Department. We whole heartily endorse Marc Johnson, Zach Pumphrey, and Mike Thompson for Deputy Chief of Operations.

Fraternally Yours

Sherman Tillman
President
San Francisco Black Firefighters
NAACP Executive Committee
People of Color For Change
4936 3rd Street
San Francisco, CA 94124

cc: Mayor London Breed
SF Board of Supervisors
SF Fire Commission

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Catholic Sacraments
Date: Thursday, September 24, 2020 4:02:00 PM

From: Joseph G. Leach <josephgleach@gmail.com>
Sent: Thursday, September 24, 2020 12:59 PM
To: Yee, Norman (BOS) <norman.yee@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Catholic Sacraments

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Mayor London Breed, Director of Public Health Dr. Grant Colfax, and San Francisco Health Officer Dr. Tomás Aragón,

... past time to ease unfair restrictions on public worship in San Francisco.

Time to provide **SAFE** and **REASONABLE** opportunities for CATHOLICS to receive the SACRAMENTS OF THE CHURCH.
1st Amendment Constitutional RIGHT.

Respond to the submitted Archdiocesan protocols **NOW**.
Why the delay?

We have been exemplary in our cooperation. Don't risk losing our support for your efforts to govern during the pandemic.

--

Joseph G. Leach

Joseph G. Leach

3528 21st Street

San Francisco, CA 94114-3027

415-282-0394

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Close Indoor Dining Until Mask Mandate Ends
Date: Wednesday, September 30, 2020 2:09:00 PM

From: Jordan Davis <jodav1026@gmail.com>
Sent: Wednesday, September 30, 2020 1:54 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; grant.colfax@sfgov.org; Aragon, Tomas (DPH) <tomas.aragon@sfdph.org>; Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>
Subject: Close Indoor Dining Until Mask Mandate Ends

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear everyone,

So, you finally did it, you brought back indoor dining, and yet you keep the mask mandate (which I still 100% oppose for disability and anti-cop reasons)

Uh, you do know that people have to lower their masks to eat? And this suddenly assumes that the virus magically becomes dormant when eating.

You are just being hypocrites with reopening indoor dining, and yet, you want to sick the cops on me for not being able to wear a mask for an extended period of time.

Keep physical distancing, contact tracing, hand sanitization, etc. and don't reopen stuff if disabled people who can't wear masks for extended periods of time can't participate.

Honestly, this is a problem I have with many on the left, you will screech and cry about an individual who can't wear a mask and discriminate against them, but don't care about economic justice for those affected by certain sectors, Democrats are COVIDiots too, the only difference between them and Republicans is that Democrats want to throw you in jail for not obeying the mask mandate.

I prefer the Doug Burgum approach to masks, wear it if you must, but it shouldn't necessarily be mandated, especially since passing people on the street without a mask will not spread COVID, unless one is symptomatic and/or you are around a person for more than 10 minutes.

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Enforce mask wearing?
Date: Friday, September 25, 2020 10:35:00 AM

From: Solange Martin <sallysanfrancisco@gmail.com>
Sent: Thursday, September 24, 2020 5:14 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Enforce mask wearing?

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Greetings, supervisors.

Now that Berkeley has enacted an ordinance to impose fines for refusal to wear masks, is San Francisco considering a similar approach? It's very frustrating to be breathed on by unmasked joggers on the sidewalk.

Thank you.
Sally Martin
District 3

Sally Martin

"Never try to teach a cow to sing. It doesn't work, & it annoys the cow." ~Michele Weiner-Davis

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Touchstone Climbing Gym Suddenly Closed
Date: Friday, September 25, 2020 10:36:00 AM

From: Jordan Crosby <jordaniscrosby@gmail.com>
Sent: Thursday, September 24, 2020 5:52 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Touchstone Climbing Gym Suddenly Closed

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors of San Francisco,

I am writing to you concerning the recent closure of the popular Touchstone climbing gyms Mission Cliffs and DogPatch Boulders located in the Mission and Dogpatch.

While the gym recently opened with limited capacity, strict covid-19 restrictions, and a tight reservation system for members only, it has suddenly closed due to a new regulation initiated by the mayor's office. This regulation cited that climbing gyms cannot operate due to "*the difficulty with adequately disinfecting (the wall) between each use*"...

Before this ordinance, I have been very pleased with cities' use of scientific driven policy to reduce the spread of COVID-19. This is why the new ordinance comes as a shock. Not only is the risk of surface transmission extremely low; this combined with compulsory hand sanitizer use between climbs, masks to limit spread of droplets, and temperature and symptom check before entering make this spreading event *extremely extremely* unlikely. In addition, a recent study from the University of Colorado at Boulder conducted a study showing the antiviral properties of [chalk](#) which covers the climbing holds on these walls. In summation, you have a much higher chance catching covid-19 on your *commute* to the gym, than at the gym itself.

With that said, let's imagine that this argument is not enough. You don't care that the risk of viral spread at the gym is astronomically low, and choose to keep it closed. Then what? When would these gyms **EVER** meet the criteria to open in San Francisco? Are we going to wait until mass vaccinations and new cases drop to <1 daily per 100k residents? For reference, this is only met with <9 positive tests per day. The city is currently at **64**. If this is the case, then the city should basically **bulldoze** these gyms and repurpose the land into a new "*outdoor dining gazebo*" that London Breed can walk through and call a "*great success*" as she takes pictures for the chronicle.

What I dislike most about this decision is the precedent it sets. It seems as if science has gone out the window, and the mayor's office can wave its magic wand to condemn businesses into bankruptcy. Not to mention banning residents from participating in an activity they not only love, but rely on to maintain a healthy lifestyle.

I am well versed on COVID-19 and even built a [website](#) to track and monitor the trends of COVID-19 within the city and greater Bay Area. The city is in insanely great shape to begin allowing more non-essential businesses to operate, and more so allow residents to engage in activities marginally more "dangerous" than being locked inside your home.

I ask again: if not now, then *when*?

As my supervisor in this city, I ask you to do everything in your power to retract this ordinance, and push for a greater use of scientific based policy to drive decisions within the government. If you won't do that for me and the thousands of climbers in my community, then I will do everything I can to create a reasonable government whose purpose is to actually represent the views of its constituents.

Thank you, and I look forward to your helping hand in this fight against psuedo-science.

Jordan Crosby

From: [Jamey Frank](#)
To: [Heather Knight](#)
Cc: [Temprano, Tom \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Breed, Mayor London \(MYR\)](#); [Mandelman, Rafael \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Brown, Vallie \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Peskin, Aaron \(BOS\)](#)
Subject: Twin Peaks
Date: Tuesday, September 29, 2020 8:02:37 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Heather,

I'm a volunteer with SFPD ALERT, and we patrol parks giving out free masks, and direct traffic at the Pier 30 COVID-19 testing site.

When we patrolled at Twin Peaks on a beautiful Sunday recently, it was nearly abandoned. I know you're a strong advocate for the handful of locals who might actually climb to the peak, but it's pretty clear that the other 98% don't go up there anymore.

Twin Peaks used to be a tourist icon, a destination for photographers. But now it's mostly abandoned and only available to the highly physically fit. Clearly discriminatory against the elderly and disabled, and made so inconvenient to others as to be not worth even bothering.

Now my block of Church Street has become a complete dead zone, with the unannounced, unwanted so-called "emergency" street closure actually harming the merchants and restaurants it was supposed to help.

San Francisco is pathologically, obsessively anti-car, successfully making our streets, parks, cultural icons and tourist destinations inaccessible except to immediate locals in the neighborhood. The democratic process has been completely eliminated; SFMTA and the board of supervisors are nothing but dictators at this point. The tiny percentage of bicyclists does not represent San Francisco.

Again, your column doesn't include the other side.

--Jamey Frank, Church Street

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Support for Item 83 on 9/29 BOS Agenda
Date: Wednesday, September 30, 2020 8:36:00 AM
Attachments: [2020.09.29 San Francisco Prop 17 Reso ACLUNC support.pdf](#)

From: Brittany Stonesifer <BStonesifer@acluca.org>
Sent: Tuesday, September 29, 2020 1:06 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Beinart, Amy (BOS) <amy.beinart@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@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>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Yee, Norman (BOS) <norman.yee@sfgov.org>
Subject: Support for Item 83 on 9/29 BOS Agenda

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good afternoon:

Please find attached a letter of support from ACLU of Northern California for Item 83 on today's Board of Supervisors' meeting agenda, regarding Proposition 17.

Thank you,



Brittany Stonesifer
Voting Rights Attorney
ACLU of CA Center for Advocacy & Policy
(916) 824-3261 | bstonesifer@acluca.org
Pronouns: she/her/hers



September 29, 2020

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, Ca. 94102

RE: Resolution supporting California State Proposition 17, File No. 201097 - SUPPORT

Dear Supervisors:

The ACLU of Northern California is pleased to support Item 83 on the Board of Supervisors' September 29, 2020, meeting agenda, *Resolution supporting California State Proposition 17*. We thank Supervisors Ronen, Walton, Preston, Haney, and Fewer for sponsoring this resolution. ACLU of California is a proud member of the Yes on 17 campaign and co-sponsored Proposition 17 when it was in the legislature as ACA 6. If passed by the voters this November, Proposition 17 would restore voting rights to California who have completed their prison terms by amending the state constitution.

It's time for California to join the growing national movement to strengthen our democracy by ensuring that everyone – including reentering people who have completed their prison time – can have their voices counted. Proposition 17 would align California with 19 other states and the District of Columbia that restore voting rights upon release from prison or have no felony disenfranchisement whatsoever. Felony disenfranchisement in the United States is part of a legacy of racially discriminatory Jim Crow laws. California, sadly, has its own role in this legacy: our state's Constitution included lifetime felony disenfranchisement from 1849 to 1974. After several judicial decisions and legislative actions¹ over recent decades, the California Constitution continues to disenfranchise individuals who are currently "imprisoned or on parole for the conviction of a felony."²

Felony disenfranchisement policies disproportionately impact people of color: three out of four men leaving California prisons today are either African American, Latino, or Asian American.³ Giving people who have finished their prison sentences access to civic participation is a deeply effective way to assure their successful reintegration. A 2016 study found that formerly incarcerated people in Florida who had their voting rights restored were less likely to commit

¹ The most recent legislation on felony voting rights in California was AB 2466 (Weber, 2016), which clarified that people in county jails or serving a period of Post-Release Community Supervision retain the right to vote.

² California Constitution Article II, section IV.

³ California Department of Corrections and Rehabilitation Office of Research, *Offender Data Points* (December 2017), 59.

crimes in the future: 0.4%, compared to an overall recidivism rate of 30%.⁴ Finally, blocking people returning home from prison – our neighbors who are working, paying taxes, and raising families in this state – from having a voice is the policies that shape their lives undermines our democratic system of government. By disenfranchising reentering people, California misses out not only on their civic contributions but also the participation of other community members with convictions who mistakenly believe that they too are prohibited from voting.⁵

For all of these reasons, ACLU of Northern California asks for your yes vote on this *Resolution supporting California State Proposition 17*.

Sincerely,

A handwritten signature in black ink, appearing to read "Brittany", with a stylized flourish extending to the right.

Brittany Stonesifer
Voting Rights Attorney

⁴ The Brennan Center, *Florida: An Outlier in Denying Voting Rights* (December 16, 2016), Erika Wood.

⁵ Ensuring that *all* otherwise eligible adults who are outside of prisons walls may vote will simplify and clarify voting rights for formerly convicted individuals overall. Many people on probation, mandatory supervision, or Post-Release Community Supervision, or who have finished their parole terms, choose not to vote out confusion or fear that they may face prosecution. *See, e.g.,* Associated Press, *Voting Can Be Devastating for Iowa Felons, AP Review Finds* (March 7, 2019).

From: Board of Supervisors, (BOS)
To: [BOS Legislation, \(BOS\)](#)
Subject: FW: 9/29 BOS Meeting - Support Letter for Item 83 (File No. 201097)
Date: Tuesday, September 29, 2020 8:15:00 AM
Attachments: [Prop 17 Support Letter - SF Resolution.pdf](#)

From: Daisy Chavez <daisy@initiatejustice.org>

Sent: Monday, September 28, 2020 10:25 PM

To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Beinart, Amy (BOS) <amy.beinart@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@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>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Yee, Norman (BOS) <norman.yee@sfgov.org>

Subject: 9/29 BOS Meeting - Support Letter for Item 83

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello,

Attached is our organization's letter of support for item #83 on tomorrow's agenda (Resolution in support of Prop 17).

Thank you,

--

Daisy Chavez
Policy Associate
Initiate Justice
Pronouns: she/her/ella ([What does this mean?](#))
Cell: 714.273.1770

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"Building the power of currently incarcerated people, formerly incarcerated people, and their loved ones."

September 28, 2020

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, Ca. 94102-4689

RE: Support for Resolution in Support of Proposition 17, Restores Right to Vote After Completion of Prison Term

Dear San Francisco Board of Supervisors,,

On behalf of the Initiate Justice, I write in support of the resolution brought before you to support Proposition 17, which seeks to restore voting rights for 50,000 people who have completed their prison sentence in CA.

Initiate Justice fights to end mass incarceration by activating the political power of those directly impacted by it. We advocate for policy change by sponsoring legislation, campaigning for state ballot initiatives, and leading strategic campaigns to ensure policy implementation in line with our goals.

Felony disenfranchisement in the United States is part of a legacy of racially discriminatory Jim Crow laws that date back to the time of slavery and post-Civil War reconstruction. Our state, sadly, has its own role in this legacy. Not only did California refuse to ratify the 15th Amendment - which prohibits voting restrictions based on race - until 1962, but the Golden State even included permanent felony disenfranchisement in its first constitution in 1849. Because of racial disparities in our criminal legal system and the over-policing of communities of color, felony disenfranchisement continues to thwart the political power of Black and Brown Americans today. Three out of four men leaving California prisons are either African American, Latino, or Asian American.¹

Nationwide, more than 4.5 million people are barred from voting because of a felony conviction. Over 50,000 of these individuals are disenfranchised because they are currently on parole in California. At a time when our national democratic institutions are under threat, California has a responsibility to do more to prevent the silencing of formerly incarcerated people.

¹ CDCR Offender Data Points, December 2017.

Voting is a fundamental right of citizenship. Proposition 17 will amend the California Constitution to ensure that Californians who have completed their prison term can fully participate in our democracy.² Giving people returning home from prison access to civic participation is one of the most effective ways to assure their successful reintegration home. Blocking people who have completed their prison term from voting means our neighbors who are working, paying taxes, and raising families in this state are deprived of the ability to have a say in the policies and representatives who shape their daily lives. This is out of step with our values as Californians.

For these reasons, Initiate Justice urges the City of Berkeley to adopt this resolution. Please contact me at taina@initiatejustice.org with any questions or concerns.

Sincerely,



Taina Vargas-Edmond
Executive Director, Co-Founder

cc: All Board members (Board.of.Supervisors@sfgov.org)
Amy Beinart (amy.beinart@sfgov.org)
Sandra Lee Fewer (Sandra.Fewer@sfgov.org)
Matt Haney (Matt.Haney@sfgov.org)
Rafael Mandelman (MandelmanStaff@sfgov.org)
Gordon Mar (Gordon.Mar@sfgov.org)
Aaron Peskin (Aaron.Peskin@sfgov.org)
Dean Preston (Dean.Preston@sfgov.org)
Hillary Ronen (Hillary.Ronen@sfgov.org)
Ahsha Safai (Ahsha.Safai@sfgov.org)
Catherine Stefani (Catherine.Stefani@sfgov.org)
Shamann Walton (Shamann.Walton@sfgov.org)
Norman Yee (Norman.Yee@sfgov.org)

² After AB 2466 (Weber, 2016) clarified that people in county jails or serving a period of Post-Release Community Supervision retain the right to vote, further re-enfranchisement of Californians with felony convictions requires amendment of the state constitution.

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: No on electronic monitoring
Date: Wednesday, September 30, 2020 2:12:00 PM

From: Michael Lyon <mlyon01mlyon01@gmail.com>
Sent: Wednesday, September 30, 2020 1:03 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; rafael.mandleman@sfgov.org; Walton, Shamann (BOS) <shamann.walton@sfgov.org>
Cc: Michael Lyon <mlyon01@comcast.net>
Subject: No on electronic monitoring

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

My name is Michael Lyon, a member of the No New Jails Coalition. No New Jails vehemently opposes ankle monitors and electronic monitoring.

Recently, the Board finally agreed to close the dangerous and decrepit City Jail 4 at 850 Bryant. Passed amid the uproar over racist police violence and over-incarceration, the ordinance to close 850 Bryant also pledged to make a new jail unnecessary by reducing incarceration, using social services, bail reform, and decriminalization of minor offenses.

Use of electronic monitoring might seem as though it reduces incarceration, but in fact, it doesn't. Between 2018 and early 2020, use of ankle monitors tripled, yet the jail population increased. Electronic monitoring does not decrease incarceration.

Well, you might argue, isn't the surveillance of electronic monitoring an improvement over locking people up? No New Jails says surveillance is NOT an improvement over incarceration if they're both being applied in the same racist and sexist manner, as is inevitable under today's existing racist and sexist policing and court procedures.

But, we do need data on who's been put on Electronic Monitoring, and for what offenses? How many who have been convicted of no crime? When will this be available?

But isn't it better to surveil people than punish them, particularly for

those awaiting trial? Wrong. Being monitored IS punishment. The monitors must be recharged every few hours, which may be OK for people working from home on-line, but it's next to impossible to work for lower-paid and largely so-called minority essential workers. And childcare is next to impossible for everyone.

Especially for arrestees who haven't even been convicted of a crime, there needs to be beefed-up Own Recognizance programs and pre-trial diversion.

Sentinel Offender Services, the Sheriff's proposed contractor, has been sued 15 times in federal courts in Georgia, Florida, and California.

The large amounts of money in the Sheriff's budget for administering the Electronic Monitoring program should be used for voluntary housing, community services, and the health and mental health care that would really promote public safety.



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LiUNA! LOCAL 261

Feel the Power

VIA EMAIL AND U.S. MAIL

September 23, 2020

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689

Norman Yee, Board President
Norman.Yee@sfgov.org

Sandra Lee Fewer
Sandra.Fewer@sfgov.org

Catherine Stefani
Catherine.Stefani@sfgov.org

Aaron Peskin
Aaron.Peskin@sfgov.org

Gordon Mar
marstaff@sfgov.org

Shamann Walton
waltonstaff@sfgov.org

Ahsha Safai
Ahsha.Safai@sfgov.org

Dennis Herrera
San Francisco City Attorney
Office of the City Attorney
City Hall, Room 234
1 Dr. Carlton B. Goodlett Pl.
San Francisco, CA 94102
cityattorney@sfcityatty.org

Dean Preston
prestonstaff@sfgov.org

Matt Haney
haneystaff@sfgov.org

Rafael Mandelman
mandelmanstaff@sfgov.org

Hillary Ronen
RonenStaff@sfgov.org

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
BY [Signature]
2020 SEP 29 PM 12:39

RAMON HERNANDEZ
Business Manager

DAVID DE LA TORRE
Secretary-Treasurer

JESUS VILLALOBOS
President

JAVIER FLORES
Vice-President

VINCE COURTNEY
Recording Secretary

JOSE DE LA MORA
Executive Board

OSCAR DE LA TORRE
Executive Board

Dear San Francisco Board of Supervisors and City Attorney, Dennis Herrera:

As you are aware, last week the City revealed that its Manager of Equal Employment Opportunity Programs within the Department of Human Resources was involved in egregious fraudulent conduct in her role as EEO Manager, in order to manipulate an employee of color to drop a lawsuit against the City. In recent years, Laborers' Local Union No. 261 and its members have repeatedly raised concerns regarding racially discriminatory practices of the City and the Department of Human Resources, including in disciplinary matters, assignment of work, failure to provide equipment, required health and safety training in blood borne pathogens and infectious diseases, de-escalation,...to name a few. We continue to receive reports from Local 261 members that their complaints of discrimination to the City's EEO program are left to languish for protracted periods of time, and are resolved improperly or arbitrarily. As you know, the San Francisco Black Employees Alliance has also presented similar concerns to the City.

3271 - 18th Street
San Francisco, CA 94110
(415) 826-4550 Office
(415) 826-1948 Fax

300 - 7th Avenue
San Mateo, CA 94401
(650) 344-7168 Office
(650) 344-5357 Fax

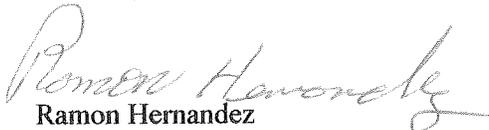
1114 Irwin Street
San Rafael, CA 94901
(415) 492-0936 Office
(415) 492-8233 Fax

These practices not only destroy employee morale, they undermine the careers, and economic and emotional welfare of the City's black employees, employees of color, and others. The City has completely failed to ensure its EEO Program is efficient, effective, and robust. As a result it fails in its mandate to lead in the area of racial justice, and instead reinforces the racially stratified status quo. Laborers Local 261 demands that the City conduct a comprehensive investigation into the processing of EEO complaints in an effort to reverse this pattern immediately and address any wrongs committed by City managers.

The City must institute a neutral, independent investigation on its handling of all employee complaints to the EEO Program within the last five years, including an investigation of its responses to employee complaints, settlement terms, and whether any monetary settlements were correctly paid and administered without fraud. The investigation must be conducted by an independent party outside of the Department of Human Resources, and must be overseen by the Board of Supervisors. In addition, the City must take immediate measures to ensure that the EEO Program is operated with the goal of correcting racial and social injustice, and that complaints to the EEO Program are taken seriously, properly investigated, and timely resolved with oversight until faith in this program is restored and proper procedural safeguards are put in place to ensure this will not happen again.

Finally, Laborers Local 261 hereby makes a request for information under the California Public Records Act, Government Code section 6250, *et seq.* The Union request all records pertaining to EEO complaints by its bargaining unit members within the last five years, including copies of the complaints, the investigation materials, names of individuals handling such complaints from the EEO office, settlement agreements, and records showing settlement payments were in fact made pursuant to the terms of any settlement agreements. Please provide a timely response to this request as required by the Act.

Sincerely,



Ramon Hernandez
Business Manager

cc: Chesa Boudin, District Attorney
districtattorney@sfgov.org

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: SEIU 1021 EEO letter
Date: Wednesday, September 23, 2020 1:36:00 PM
Attachments: [2465_001.pdf](#)

From: Wendy Frigillana <wendy.frigillana@seiu1021.org>
Sent: Wednesday, September 23, 2020 1:34 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Cityattorney <Cityattorney@sfcityatty.org>; Boudin, Chesa (DAT) <chesa@sfgov.org>
Cc: Jason Klumb <Jason.Klumb@seiu1021.org>; Theresa Rutherford <Theresa.Rutherford@seiu1021.org>; Wendy Frigillana <wendy.frigillana@seiu1021.org>
Subject: SEIU 1021 EEO letter

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Greetings all:

Attached please find the SEIU 1021 letter regarding the Discriminatory Practices in the San Francisco Equal Employment Opportunity Program. This letter requests a timely response to this request.

Wendy Frigillana for Jason Klumb & Theresa Rutherford
SEIU 1021
P: 415-848-3625
F: 415-431-6241
E: Wendy.Frigillana@seiu1021.org



Joseph Bryant
President

Akbar Bibb
VP Region A (North Central)

Mary Sandberg
VP Region B (North Coast)

Yeon Park
VP Region C (East Bay)

Theresa Rutherford
VP Region D (San Francisco)

Marcus Williams
VP Region E
(Amador/Calaveras/San Joaquin)

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Executive Board & Budget & Finance Committee
Aaron Cramer
Rhea Davis
Tina Diep
Julie Meyers
Tom Popenuck
Sunny Santiago
Rachal Valtakis

September 22, 2020

VIA EMAIL

Board of Supervisors
City & County of San Francisco
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689
Email: Board.of.Supervisors@sfgov.org

Mr. Dennis Herrera
Office of the City Attorney
City & County of San Francisco
City Hall, Room 234
1 Dr. Carlton B. Goodlett Pl.
San Francisco, CA 94102
Email: cityattorney@sfcityatty.org

Re: Discriminatory Practices in San Francisco Equal Employment Opportunity Program

Dear San Francisco Board of Supervisors and Mr. Herrera:

As you are aware, last week the City revealed that its Manager of Equal Employment Opportunity Programs within the Department of Human Resources was involved in egregious fraudulent conduct in her role as EEO Manager, in order to manipulate an employee of color to drop a lawsuit against the City. In recent years, SEIU Local 1021 has repeatedly raised concerns regarding racially discriminatory practices of the Equal Employment Opportunity office, specifically the lack of response and investigation into discriminatory practices and the lack of independence of the EEO. These issues have been raised in multiple forums including the Mayors Task Force on Race, Equity and Inclusion, as part of our Erase Racism campaign and evidence and testimony was presented by workers during hearings held by the Board of Supervisors. We continue to receive reports from employees that their complaints of discrimination to the City's EEO program are left to languish for protracted periods of time and are resolved improperly or arbitrarily. As you know, the San Francisco Black Employees Alliance has also presented similar concerns to the City.

These practices not only destroy employee morale, they undermine the careers, and economic and emotional welfare of the City's black employees, employees of color, and others. The City has completely failed to ensure its EEO Program is efficient, effective, and robust. As a result it fails in its mandate to lead in the area of racial justice, and instead reinforces the racially stratified status quo. SEIU Local 1021 demands that the City reverse this pattern immediately. To move forward this department must be independent and responsive to its mission.

The City must institute a neutral, independent investigation on its handling of all employee complaints to the EEO Program within the last five years, including an investigation of its responses to employee complaints, settlement terms, and whether such settlements were correctly paid and administered without fraud. The investigation must be conducted by an independent party outside of the Department of Human Resources, and must be overseen by the Board of Supervisors. In addition, the City must take immediate measures to ensure that the EEO Program is operated with the goal of correcting racial and social injustice, and that complaints to the EEO Program are taken seriously, properly investigated, and timely resolved.

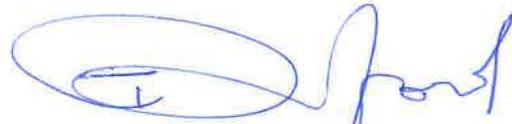


Finally, SEIU Local 1021 hereby makes a request for information under the California Public Records Act, Government Code section 6250, *et seq.* The Union requests all records pertaining to EEO complaints by its bargaining unit members within the last five years, including copies of the complaints, the investigation materials, names of individuals handling such complaints from the EEO office, settlement agreements, and records showing that settlement payments were properly issued. Please provide a timely response to this request as required by the Act.

Sincerely,



Jason Klumb
SF Regional Director
SEIU 1021



Theresa Rutherford
SF Regional Vice President
SEIU 1021

JK:wcf:seiu1021:ctw:cwa9410
cc: Mr. Chesa Boudin - chesa@sfgov.org

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: TWU Local 250A response to the latest discrimination scandal within EEO
Date: Friday, September 25, 2020 11:19:00 AM
Attachments: [Roger - letter to city officials re discriminatory practices at EEO.pdf](#)

From: Roger Marengo <rmarengo@twusf.org>
Sent: Friday, September 25, 2020 11:09 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Cityattorney <Cityattorney@sfcityatty.org>; Boudin, Chesa (DAT) <chesa@sfgov.org>
Subject: TWU Local 250A response to the latest discrimination scandal within EEO

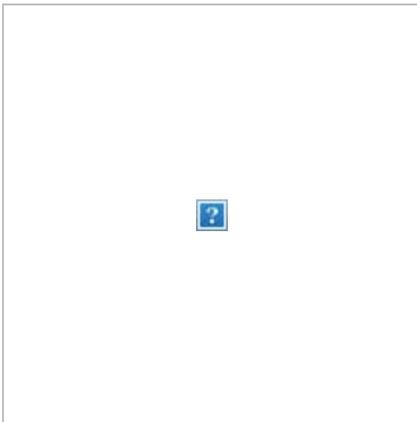
This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors, City Attorney and District Attorney,

Enclosed please find the response from TWU Local 250A regarding the latest scandal within EEO.

Please let us know how the city will be moving forward regarding this issue.

Roger Marengo
President
TWU 250A



[\(415\) 922-9495](tel:(415)922-9495) o
[\(415\) 412-4309](tel:(415)412-4309) c
rmarengo@twusf.org
www.twusf.org
1508 Fillmore St. #211

San Francisco, CA. 94115



TRANSPORT WORKERS UNION OF AMERICA

LOCAL 250A AFL-CIO

1508 FILLMORE ST. #211 ~ SAN FRANCISCO, CA. 94115

(415) 922-9495 www.twusf.org

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LUKE JONES

September 25, 2020

Dear Board of Supervisors City and County of San Francisco and City Attorney Herrera

As you are aware, last week the City revealed that its Manager of Equal Employment Opportunity Programs within the Department of Human Resources was involved in egregious fraudulent conduct in her role as EEO Manager, in order to manipulate an employee of color to drop a lawsuit against the City. The employee worked for the SFMTA, alongside TWU Local 250A. TWU membership is racially diverse and includes many employees of color. Many of our members have expressed their outrage regarding how their cases in EEO were handled and administered.

These practices not only destroy the morale of our members, they undermine our members' opportunities to advance in their careers and harm their emotional welfare and that of their families. Where the City fails to ensure its EEO Program is efficient and effective, it serves to reinforce the racially stratified status quo. The City must reverse this pattern immediately.

The City must institute a neutral, independent investigation on its handling of all employee complaints to the EEO Program within the last five years, including an investigation of its responses to employee complaints, settlement terms, and whether such settlements were correctly paid and administered without fraud. The investigation must be conducted by an independent party outside of the Department of Human Resources and must be overseen by the Board of Supervisors. In addition, the City must take immediate measures to ensure that the EEO Program is operated with the goal of correcting racial and social injustice, and that complaints to the EEO Program are taken seriously, properly investigated and timely resolved.

Finally, the Union hereby makes a request for information under the California Public Records Act, Government Code section 6250, *et seq.* The Union requests all records pertaining to EEO complaints by its bargaining unit members within the last five years, including copies of the complaints, names of individuals handling such complaints from the EEO office, the investigation materials, settlement agreements, and records showing settlement payments were properly issued. Please provide a timely response to this request as required by the Act.

Sincerely,

Roger Marengo
President
TWU, Local 250A

cc: Ms. Chesa Boudin - chesa@sfgov.org

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: HR forgery investigation
Date: Friday, September 25, 2020 10:35:00 AM

From: Allen Jones <jones-allen@att.net>
Sent: Thursday, September 24, 2020 5:00 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; M Barba <mbarba@sfxaminer.com>; newstips <newstips@sfxaminer.com>
Subject: HR forgery investigation

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Attention: All Members of the San Francisco Board of Supervisors,

San Francisco Human Resources forgery scandal is the latest proof, Black lives do not matter in San Francisco city employment.

The warning against the head of our Human Resources was made 2 years ago by more than 250 city employees and now we are going to trust supervisors to investigate?

<https://link.medium.com/C5NpDScpW9>

You did such a poor job the first time and we expect you now to do a better job on HR?

<https://www.sfxaminer.com/news/supes-see-answers-after-human-resources-manager-accused-of-forgery/>

Allen Jones
(415) 756-7733
jones-allen@att.net
Californiaclemency.org

The Only thing I love more than justice is the freedom to fight for it.

From: [Tricia Stauber](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: 1846 Grove Street Support Appeal
Date: Tuesday, September 29, 2020 3:40:03 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

We oppose the landlocked lot construction project at 1846 Grove Street and ask the Board to disapprove this proposal.

The project site has one narrow 3.5-foot-wide breezeway as its only entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes and deny this project's conditional use application.

Sincerely,

Tricia Stauber

Panhandle Residents Organization Stanyan Fulton (PRO|SF)

From: jasonchusfo@yahoo.de
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: URGENT: For Sept 29 hearing at 3pm - Disingenuous Developer -- I and my resident tenants all oppose development of 1846 Grove St
Date: Tuesday, September 29, 2020 12:00:06 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors and Mayor Breed:

Today you will hear public comment regarding the development at 1846 Grove St. I wanted to first state UNEQUIVOCALLY that I and the tenants at 1834-36 Grove, and 1840-42 Grove St OPPOSE this development in its entirety. Our reasons are the following:

- 1) Developer has not addressed issues of safety in construction, SFFD's inability to extricate a 25 foot long ladder from a narrow 3.5 ft, covered 25 foot long hallway, and Developer's consultant using outdated fire code to justify safety. His public statement in front of the planning commission was that his design would FORCE THE RESIDENTS TO STAY IN PLACE IN THE EVENT OF A DISASTER TO BE SAFE. -- ??????!
- 2) Development would fly in the face of a century of prior SF Planning Commission, Architects, and DBI wisdom that created **these "fire break" and evacuation vacant lots prevalent throughout the NOPA district after the 1906 earthquake** and gas line rupture fires. These empty flag lots were DESIGNED as a break to fire, to enable evacuation of residents, and to allow utilities to be installed from the center vacant lot
- 3) The Developer has been disingenuous about seeking public comment, suggestions or request, and has a history of the same in his development in Glen Park, where approval later led to building code violations and building outside of approved plans.
 - This developer claims there was no opposition to his plans as one public meeting he held had only 2 neighbors in attendance.
 - what he does not reveal is that he changed the location of the meeting at the last minute and his only notice was a piece of paper taped to the gate of the project. -- no emails, no telephone calls, no warning of meeting location change
 - at the request of the planning commission, the Developer met with

neighbors outside the PC chambers at City Hall. At that meeting I requested, politely, greater setback as his 18 foot high by 37 foot wide monolithic structure would block the sun from 25 of my tenants windows, and was being built literally up to the fence line of my property. He scowled, said "impossible", and turned away from me without another word. The neighbors in a semi circle around him protested his ignorance and audacity, but he simply smirked and said "next suggestion?"

4) 3-D drawing and claims by the developer are misleading
-- None of the 3D drawings (which look amazing) will show the 18 foot high by 37 foot wide monolithic box that he intends to build against the fence lines of 1834,46,40, and 42 grove street. He has done this on purpose because a box with no windows, no architectural features, other than a several foot high opaque glass portico to block pipes and other items from view is not innovative but intrusive and obstructive to his neighbors. Instead he highlights how he uses ECO-FRIENDLY living roofs that slant from 8 feet to 11 feet high. The MONOLITH we oppose DOES NOT HAVE the Living roof nor any slant. And for the record, an 8 foot high roof slanting to 11 foot high roof is still an 11 foot high roof -- despite the developer calling it 8 feet throughout any presentation. A 18' x 37' high wall is still an 18' high x 37' wide wall no matter how much you try to hide it. Standing at my fence line looking out towards the flag lot MONOLITH would be like standing at the base of the Bank of America Tower. No sun, no space to breathe.

5) An organization of neighbors was asked to agree to a mediation settlement, but one of the major issues is that this Developer has shown in the past that he cannot be trusted. He has built and had to abate against building and planning codes, he has ignored public comment, and he has deceptively chosen different classifications for his development to suit his needs. PUBLICALLY HE CHANGES HIS BUILDING TYPE TO SKIRT REGULATIONS. TO PASS CEQA requirements he chooses one classification, but that same classification would cause him problems with FIRE CODE, so he changes his building class again when dealing with the FIRE DEPT. Basically, he needs to SETTLE ON ONE BUILDING CLASSIFICATION and LIVE BY THE SAME RULES ALL SAN FRANCISCANS must follow. He treats SF fire and safety, environmental and building codes like TRUMP treats tax law -- to Suit his purposes. We want the developer to choose a building classification and stick to it. Moreover, he and his wealthy cannabis grower investors need to honor the RH2 zoning in place when they bought this lot. **One buys a lot knowing the rules in place at the time were put in place for healthy living, appropriate density, and SAFETY. Having cannabis money to throw around is NOT a reason to skirt laws and think you are above them.**

6) NO AFFORDABLE HOUSING COMPONENT

By his own admission these will be multimillion dollar luxury condos with NO AFFORDABLE HOUSING COMPONENT. YIMBY organizations are quick to support

development but fail to realize or highlight that these condos will be so hard to construct using wheelbarrow and shopping carts (as the Developer admitted to and the ex-President of the Planning Commission found fault with), that it will be hard for the common person to afford these units. "Theo" a YIMBY organization leader, is paid by developers to lobby for more housing units and states he has the dream of affording a home in San Francisco one day. **But Theo will not admit that the Developer who is paying him to appear at PC and BOS hearings will never afford the homes being built at 1846 Grove.**

When neighborhood groups asked the Developer to include an affordable housing component his only word was "IMPOSSIBLE."

7) Safety for disabled persons

whether a guest or a resident someone with a disability would never be able to evacuate from the structures proposed through a 3.5 foot wide 25 foot long hallway as first responders try to enter.

8) Development in the age of COVID -19

Dense housing developments such as the one proposed with shared ventilation and plumbing systems have been shown to cause transmission of COVID 19 (SARS-nCoV2) in Hong Kong, in China, and in NY City. The developer needs to address how creating dense housing in such a small lot will keep people safe.

As a side, there is NO PRACTICAL WAY TO SOCIALLY OR PHYSICALLY DISTANCE in a 3.5 foot hallway as the only means of egress and ingress.

I have a public health degree from the Yale School of Medicine and Public Health; I can offer scientific evidence about buildings enabling the spread of COVID 19.

9) Traffic problems and safety hazards from choosing Grove st instead of Fulton St as the actual address of the property

Despite the entrance to this lot being on FULTON Street, a very busy highly trafficked main thoroughfare, and NO location for cars to stop to let passengers alight, the developer has chosen the 1846 Grove st Address to avoid scrutiny as Grove st is a much less traveled street. Again the Developer chooses to deceive rather than pick a street address that corresponds with the address to the property. If the police, fire or paramedics need to respond to residents in this development they will invariably go to GROVE ST and find there is no entrance to the development and NO SUCH ADDRESS.

10) Impact to neighbors

I have had 1 sets of tenants move to avoid the development that is being planned, and another tenant is threatening to move if the development is approved. Moreover, as a licensed real estate agent, I have to disclose the development to prospective

tenants which has deterred renters from renting my property. My neighbor at 1828 Grove has moved out not wanting to fight this developer anymore, and is selling her condo.

Please stop this developer. He has a history of bad building practices, lying to the community. He is not being held accountable to the practices of consistency in design and building classification when it comes to planning, or building and fire code. The DEVELOPMENT OF THIS LOT goes against 114 years of SF CITY ARCHITECTS and PLANNING wisdom as a EVACUATION AND FIRE BREAK CENTER LOT which is prevalent throughout the neighborhood. Building such dense housing for the sake of more units cannot be at the compromise of safety. The developer needs to find a Fulton st address, and address how the disabled will be able to evacuate through a 3.5 foot hallway that could be blocked by fire, debris, or first responders trying to enter.

Thank you.

Jason Chu, MPH, MBA

From: [SB](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#)
Cc: [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: The 1846 Grove Street Project is Unsafe
Date: Tuesday, September 29, 2020 11:15:48 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

Please reject the extremely poorly planned 1846 Grove Street project. We should not be building housing in people's backyards.

This is density taken to a preposterous and unsafe extreme. Building housing units on the inside of a city block, surrounded entirely by pre-existing buildings, with the only access being a very narrow alleyway to the street? Surely this must be rejected.

I have seen the property, and if there were a fire - forget it! No access for firetrucks and no way to safely exit. Also, a fire would place the entire neighborhood at risk, not just these properties.

We have seen what fires can do. Let's not actually PLAN a death trap!

Thank you,
Susan Brock
SF Resident and Neighbor

From: [Tricia Stauber](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: 1846 Grove St Support of Appeal of Construction Project
Date: Tuesday, September 29, 2020 3:49:58 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

I am writing in opposition to the proposed development at 1846 Grove Street. The environmental impacts of four single-family dwelling units in a landlocked lot need to be properly analyzed by CEQA.

The developers have failed to meet California Environment Quality Act and San Francisco Policies and have not demonstrated that the proposed development will not have significant adverse impacts. We respectfully request that you vote to reverse the granting of the CEQA exemption and require a full environmental review of the potential impacts of the project.

Respectfully,

Tricia Stauber

Community Coordinator Panandle Residents Organization | Stanyan Fulton (PRO|SF)

From: [Lagunte, Richard \(BOS\)](#)
To: [BOS-Supervisors: BOS Legislation, \(BOS\)](#)
Subject: 10 letters regarding File Nos. 200746 and 200750
Date: Tuesday, September 29, 2020 12:05:00 PM
Attachments: [10 letters regarding File Nos 100746 and 200750.pdf](#)

Hello Supervisors,

Please see attached 10 letters for File Nos. 200746 and 200750.

- File No. 200746 - Hearing of persons interested in or objecting to the determination of exemption from environmental review under the California Environmental Quality Act issued as a Categorical Exemption by the Planning Department on February 12, 2019, for the proposed project at 1846 Grove Street, Assessor's Parcel Block No. 1187, Lot No. 003H; for the construction of four two-story single-family dwelling units on a vacant lot within an RH-2 (Residential, House - Two Family) and RH-3 (Residential, House - Three Family) Zoning District and a 40-X Height and Bulk District. (District 5) (Appellant: Brian Kingan) (Filed May 9, 2020) Hearing of persons interested in or objecting to the determination of exemption from environmental review under the California Environmental Quality Act issued as a Categorical Exemption by the Planning Department on February 12, 2019, for the proposed project at 1846 Grove Street, Assessor's Parcel Block No. 1187, Lot No. 003H; for the construction of four two-story single-family dwelling units on a vacant lot within an RH-2 (Residential, House - Two Family) and RH-3 (Residential, House - Three Family) Zoning District and a 40-X Height and Bulk District. (District 5) (Appellant: Brian Kingan) (Filed May 9, 2020)
- File No. 200750 - Hearing of persons interested in or objecting to the certification of Conditional Use Authorization pursuant to Planning Code, Sections 207, 209.1, and 303, for a proposed project at 1846 Grove Street, Assessor's Parcel Block No. 1187, Lot No. 003H, identified in Planning Case No. 2018-011441CUA, issued by the Planning Commission by Motion No. 20681, dated April 9, 2020, for residential density of one unit per 1,500 square feet of lot area to permit the construction of four two-story single-family dwelling units on a vacant lot within an RH-2 (Residential, House - Two Family) and RH-3 (Residential, House - Three Family) Zoning District and a 40-X Height and Bulk District. (District 5) (Appellant: Malinda Kai Tuazon) (Filed May 11, 2020)

Regards,

Richard Lagunte

Board of Supervisors - Clerk's Office
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102
P (415) 554-7709 | F (415) 554-5163

richard.lagunte@sfgov.org | www.sfbos.org

Pronouns: he, him, his

From: [Rose Alicia Allen](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: Deny conditional use application at 1846 Grove Street!
Date: Monday, September 28, 2020 9:41:29 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

We, the community, oppose the landlocked lot construction project at 1846 Grove Street and ask the Board to disapprove the proposal.

The project site has one narrow 3.5-foot-wide breezeway as its only entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes and **deny this project's conditional use application.**

Thank you,

Rose Allen

From: [Christine Boyle](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: The community opposes 1846 Grove Street
Date: Monday, September 28, 2020 10:52:44 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

We oppose the landlocked lot construction project at 1846 Grove Street and ask the Board to disapprove this proposal.

The project site has one narrow 3.5-foot-wide breezeway as its only entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes and deny this project's conditional use application.

Thank you,

Christine E Boyle

Christine E. Boyle
cell: (206) 979-1002

From: [Brandon Keefe](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: The community opposes 1846 Grove Street
Date: Monday, September 28, 2020 11:05:50 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

We oppose the landlocked lot construction project at 1846 Grove Street and ask the Board to disapprove this proposal. I am a neighbor affected directly by the development.

The project site has one narrow 3.5-foot-wide breezeway as its only entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes and deny this project's conditional use application.

Thank you,

Brandon Keefe

1858 Grove St, San Francisco, CA 94117

--

Brandon J Keefe
brandonkeefe@gmail.com
818.620.6645

From: [Becca Klarin](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#)
Cc: 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: The community opposes 1846 Grove Street
Date: Monday, September 28, 2020 11:53:30 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

I strongly oppose the landlocked lot construction project at 1846 Grove Street and ask the Board to disapprove this proposal.

The project site has one narrow 3.5-foot-wide breezeway as its *only* entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes, and deny this project's conditional use application.

Thank you,
Becca Klarin

Currently living on Ashbury Street, formerly a resident on Grove Street

From: [Christine Cali](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Cc: [Matt Langlois](#)
Subject: The community opposes 1846 Grove Street
Date: Monday, September 28, 2020 12:09:56 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

We oppose the landlocked lot construction project at 1846 Grove Street and ask the Board to disapprove this proposal.

The project site has one narrow 3.5-foot-wide breezeway as its only entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes and deny this project's conditional use application.

Thank you,

Christine Cali

--

Christine Cali
Chair & Associate Professor, [Theatre Arts & Dance](#)
[ACE Faculty-in-Residence](#), Sonoma State University
email: cali@sonoma.edu
Director, [CALI & CO dance](#)
San Francisco
email: christine@calidance.co

"The beauty of anti-racism is that you don't have to pretend to be free of racism to be an anti-racist. Anti-racism is the commitment to fight racism wherever you find it, including in yourself. And it's the only way forward." — Ijeoma Oluo

From: [cat.stevans](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: The community opposes 1846 Grove Street
Date: Monday, September 28, 2020 1:09:29 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

I oppose the landlocked lot construction project at 1846 Grove Street and ask the Board to disapprove this proposal.

The project site has one narrow 3.5-foot-wide breezeway as its only entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes and deny this project's conditional use application.

Thank you,

Cat Stevans
415.368.8097

From: [Guy Silvestro](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: The community opposes 1846 Grove Street
Date: Monday, September 28, 2020 6:49:31 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

We oppose the landlocked lot construction project at [1846 Grove Street](#) and ask the Board to disapprove this proposal.

The project site has one narrow 3.5-foot-wide breezeway as its only entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes and deny this project's conditional use application.

Thank you,

Guy Silvestro

From: [Guy Silvestro](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: The community opposes 1846 Grove Street
Date: Monday, September 28, 2020 6:50:01 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

We oppose the landlocked lot construction project at [1846 Grove Street](#) and ask the Board to disapprove this proposal.

The project site has one narrow 3.5-foot-wide breezeway as its only entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes and deny this project's conditional use application.

Thank you,

Guy Silvestro

From: [Grant Keefe](#)
To: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); 1846groveneighbors@gmail.com; [Board of Supervisors, \(BOS\)](#)
Subject: Objection to Fire Hazard at 1846 Grove Street
Date: Monday, September 28, 2020 8:09:37 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

Thank you for considering feedback of the surrounding neighbors in your consideration of this proposed application. The proposed development poses significant risks to the surrounding buildings due to lack of egress and only one entry/exit hallway that is smaller than code requirements.

We oppose the landlocked lot construction project at [1846 Grove Street](#) and ask the Board to disapprove this proposal.

The project site has one narrow 3.5-foot-wide breezeway as its only entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes and deny this project's conditional use application.

Thank you,

Grant Keefe and Gwendolyn Belomy

Adjacent neighbors at 1860 Grove Street

From: [Mark Anthony](#)
To: 1846groveighbors@gmail.com; [Peskin, Aaron \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary](#); [MandelmanStaff, \[BOS\]](#); [Haney, Matt \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: The community opposes 1846 Grove Street
Date: Tuesday, September 29, 2020 10:41:28 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

We oppose the landlocked lot construction project at 1846 Grove Street and ask the Board to disapprove this proposal.

The project site has one narrow 3.5-foot-wide breezeway as its only entrance and exit. Building four units at this site will lead to an unsafe situation for occupants and responding emergency personnel in the event of an emergency such as a fire. We ask that you enforce the applicable building and fire codes and deny this project's conditional use application.

Thank you,
Mark

From: [Sprague Terplan](#)
To: [Board of Supervisors, \(BOS\)](#)
Subject: Please support transit-only lanes
Date: Saturday, September 26, 2020 5:19:57 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To the Board of Supervisors,

Please support the SFMTA in their quest to implement temporary emergency transit-only lanes on various streets in our city and please reject any objection or appeal of such lanes. In light of the twin emergencies our city is facing (the pandemic and climate crisis), our city needs faster and more reliable public transit now more than ever.

Thank you,
Sprague Terplan and family
San Francisco
94114

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Proposed SFUSD's school name change.
Date: Monday, September 28, 2020 11:45:00 AM

From: Linda <laholmberg@astound.net>
Sent: Saturday, September 26, 2020 5:12 PM
To: MarkSanchez@sfusd.edu
Subject: Proposed SFUSD's school name change.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

September 26, 2020

Mark Sanchez
President of SFUSD

Hello, Mark...I would like to address the names changes of some San Francisco public schools.

First, here is a little bit of my background. I was born and raised in San Francisco, the "City by the Bay. I grew up in the Sunset District, went to Jefferson Elementary, Roosevelt Junior High, then on to A.P. Gianini Junior High when it opened in 1954, Lincoln High School, and then to San Francisco State. I lived in the City with my wife until 1971. We moved to Oakland and then to Walnut Creek in 1977. I worked in San Francisco from 1965 until 1997 in adverting, marketing and radio sales. In 1998 I started, along with a friend, a company marketing and selling online advertising on newspapers around the United States, but closed down after 9/11! In 2002 I began a career in teaching with the MDUSD...20 years full time and subbing in elementary schools.

It's my feeling that a strong education system is tantamount to a country's survival. Spending time and money on political show like renaming public schools is a huge waste of time and money, which I understand is in the \$150K per school range. Surely, using this money to educate our youth and support the hard working teachers makes more sense then selectively changing a schools name for some inane cause! Thanks for taking the time to read my short epistle and I deeply hope that you and your fellow supervisors will consider moving away from what seems to be your current path.

Onward and Upward,
Bill Holmberg (ALHS Class of Fall 1958)

From: [Board of Supervisors. \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [BOS Legislation. \(BOS\)](#)
Subject: 98 letters regarding File Nos. 200992 & 200996
Date: Thursday, October 1, 2020 1:29:00 PM
Attachments: [98 letters regarding File Nos. 200992 and 200996.pdf](#)

Hello Supervisors,

Please see attached 98 letters regarding File Nos. 200992 & 200996.

File No. 200992 - Hearing of persons interested in or objecting to the determination of exemption from environmental review under the California Environmental Quality Act issued as a Categorical Exemption by the Planning Department, for the proposed project at 2001-37th Avenue, Assessor's Parcel Block No. 2094, Lot No. 006; to permit the addition of new stadium lights on an existing football field at St. Ignatius College Preparatory, to propose a lighting system at the J.B. Murphy Field Athletic Stadium to allow for evening use and a Verizon macro wireless telecommunications services (WTS) facility consisting of nine panel antennas that will be screened; to construct four 90 foot tall poles with LED light fixtures and the north-west pole would include the WTS facility and ancillary equipment with installation of each pole requiring up to approximately 30 feet of excavation below ground surface, resulting in a total of approximately 60 cubic yards of soil disturbance. (District 4) (Appellants: Michael Graf of Michael W. Graf Law Offices, on behalf of Saint Ignatius Neighborhood Association (SINA)) (Filed August 24, 2020)

File No. 200996 - Hearing of persons interested in or objecting to the approval of a Conditional Use Authorization pursuant to Sections 209.1, 303, and 304 of the Planning Code, for the proposed project at 2001-37th Avenue, Assessor's Parcel Block No. 2094, Lot No. 006, to amend an existing planned unit development and allow a modification to the requirements for rear yard for the expansion of a private secondary school through the addition of four 90-foot tall light standards to the J.B. Murphy Field Athletic Stadium and to install a new Verizon macro wireless telecommunications service facility attached to the northwest light standard within the RH-1 (Residential-House, One Family) Zoning District and a 40-X Height and Bulk District. (District 4) (Appellant: Deborah Brown, on behalf of Saint Ignatius Neighborhood Association (SINA)) (Filed August 21, 2020)

Regards,

Jackie Hickey
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-5184 | Direct: (415) 554-7701
jacqueline.hickey@sfgov.org | www.sfbos.org

From: [Mr. John Regalia](#)
To: [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Subject: Lights on St. Ignatius Field
Date: Thursday, September 24, 2020 12:44:09 PM

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President Norman Yee and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: File No. 200992 and 200996

Dear President Norman Yee and Members of the San Francisco Board of Supervisors:

My name is John Regalia and I am the head football coach and a teacher of Mathematics at St. Ignatius College Preparatory. I have been a coach and member of the St. Ignatius faculty for 23 years.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law.

There are fewer spaces for students to practice field sports in San Francisco and allowing S.I. to build these lights will keep students closer to the campus rather than traveling great distances to practice. In addition to space, having lights will alleviate scheduling issues that extend student's schedules, taking time away from their studies and time at home. The lights help change schedules for students that promote student wellness and a healthier lifestyle for our students, teachers and coaches.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and get good grades but to be in service to others. Many of those lessons are learned through the shared experience on the field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

John Regalia

Head Football Coach, St. Ignatius College Preparatory
2001 37th Avenue, San Francisco, CA 94116 | www.siprep.org | (415) 731-7500 x. 453

From: [Jeff Isaacs](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996 (Please Vote Yes!)
Date: Thursday, September 24, 2020 12:51:16 PM

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Dear Supervisor Mandelman and Honorable Supervisors,

I was born and raised in Glen Park and have lived there almost my entire life (40+ years). One of the things I always appreciated was Glen Park and its fields where we were able to play sports. Luckily for me I grew up within walking distance, just a few blocks from the park, but many in the City do not have such an opportunity so close to their homes or schools. I know the Board of Supervisors has worked very hard to make the park I grew up playing in better, and my hope is that you will do the same for my High School, St. Ignatius College Preparatory.

I'm writing in the hope that you will approve of the lights at St. Ignatius Field. This will give students that do not live close to a park a place to practice at school, and will also allow S.I. to have a later start time. It has become harder for kids to practice sports in open fields in SF and allowing these lights will keep kids safe near their own campus rather than having them travel long distances just to practice.

St. Ignatius is a place that demands excellence from, and promotes excellence for, its students. I received an excellent education there, both academically as well as learning how to be a "person for others" as we called it, which included service to the community and to one another. I have many friends who formed lifelong bonds on the sports field as well as in the stands, and those bonds are important not only to them as people, but also contribute to the feeling of togetherness and the shared bonds of community that sometimes feel strained in SF, especially lately.

The San Francisco Planning Commission voted 6 to 1 in favor of this

approval back in July and the process has been ongoing for over seven long years. Please consider the young students whose lives will be improved by the addition of the lights to our field sports program and the impacts it will have on the positive development of thier lives.

Please vote YES! to the lights at St. Ignatius Field, and thank you for your consideration.

Sincerely,

Jeff Isaacs
Class of 1994

From: [Barbara Manzanares](#)
To: [Safai, Ahsha \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Thursday, September 24, 2020 5:18:55 PM

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President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Dear Supervisor Safai and Honorable Supervisors:

I am the mother of three St. Ignatius College Preparatory graduates. I am a native San Franciscan growing up in the Ingleside Terrace neighborhood and currently live in the Crocker Amazon neighborhood where I raised my three boys and have lived for the past 36 years. St. Ignatius athletics played a significant role in my sons' success as SI students and their continued education at the college level. As a single widowed mother of highschool aged boys, I recognized the influence a strong athletic program with proper safe facilities can have on a young student athlete.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others.

Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Barbara Manzanares
287 South Hill Blvd
San Francisco, Ca 94112
BManzanares13@gmail.com

From: [Jack Lum](#)
To: [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary; Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Thursday, September 24, 2020 5:42:31 PM

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**President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689**

Re: File No. 200992 and 200996

Dear Commissioners and Supervisors:

I am Pastor Jack Lum and have lived in the Sunset District since January of 2011. I am the father of two St. Ignatius students (son class of 2019 and daughter class of 2023).

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law. There are fewer spaces for students to practice field sports in San Francisco and allowing S.I. to build these lights will keep students closer to the campus rather than traveling great distances to practice.

I also feel that with the current uncertainty of school schedules, the lights give more options for flexible class and athletic scheduling.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and get good grades but to be in service to others. Many of those lessons are learned through the shared experience on the field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Jack Lum

2435 30th Ave, 94116

jacktlum@gmail.com

From: [Tita Bell](#)
To: [Board of Supervisors, \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#)
Subject: Please AFFIRM SI Lights (File No. F200992 and 20099)
Date: Thursday, September 24, 2020 5:53:12 PM

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24 September 2020

President Norman Yee &
The Members of San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244

San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 20099

Honorable Supervisors:

We are parents of two Saint Ignatius students and 21-year residents of San Francisco. We write to urge you to affirm the approval of proposed lights at Saint Ignatius's JB Murphy Field.

Sports are crucial to the health and development of kids -- physically and emotionally. After what we have all been through with the pandemic, kids need physical activity more than ever. When things finally reopen, San Francisco kids will need the support from the city government and community so they can resume active, vibrant lives. One of those ways is facilitating sports practices and events.

Installing lights at JB Murphy Field would greatly improve the ability of SI student athletes to dive back into sports practices. There are increasingly fewer practice fields available to students. If SI students could practice on their home field versus competing with other school teams for space to public fields with lights, that would open up space for other schools to hold their practices. The other benefit is that SI students can make good use of their time by staying on campus rather than having to travel great distances to various fields. They can then get home earlier and get to their homework sooner.

Our city has been through a lot this year. San Francisco's young people have been resilient and by and large respectful of the public health restrictions for the sake of more vulnerable populations. As San Francisco reopens, the kids deserve our support to the fullest extent possible. We are not privy to the grounds for the public appeal (objection) but we would just ask that the appellant (and the City) consider what the compassionate response should be under the circumstances, what result is fair and beneficial to our city and in particular our next generation.

Please AFFIRM the SF Planning Commission's 6 to 1 vote in favor of these lights.

Thank you,
Tita & Brian Bell
3719 22nd Street
San Francisco CA 94114

From: [Michael Bolcerek](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Thursday, September 24, 2020 6:55:37 PM

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September 24, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Dear Supervisor Stefani and Honorable Supervisors:

My family has lived in San Francisco for over 25 years in the Marina District and Cow Hollow. As you know, Aaron and Summer Bolcerek went to school with your children at SVDP and Summer was lucky to have interned in your office after graduating from Sacred Heart Cathedral, we share great experiences together, I also had the opportunity to coach your son Dom, at soccer which was a pleasure that I have shared previously.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law. With COVID-19, it looks as if a number of sports will unfortunately simultaneously play in the Spring season. Soccer, field hockey, lacrosse will all be played at the same time and with spring club soccer and lacrosse in the city it will be almost impossible for these high school players to practice. Having coached youth soccer in the city for years and the fact that my son Aaron is playing soccer in his junior season at SI, the time under lights in the spring will allow for proper training time to keep him and his teammates from injury. Accordingly I hope that the Board of Supervisors will look favorably on supporting the Planning Commission's vote.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Michael Bolcerek
1280 Lendrum Ct. Apt. B

San Francisco, CA 94129
bolcerek@gmail.com

From: [Christine Gardner](#)
To: [Stefani, Catherine \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Thursday, September 24, 2020 9:40:32 PM

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September 24, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244

San Francisco, CA 94102-4689

Dear Supervisor Stefani - I have been a resident of District 2 for almost 30 years and have had the great opportunity to not only live here as a young professional, but also raise our three kids in San Francisco. I also served on the Boards of the San Francisco Parks Trust and the San Francisco Parks Alliance for more than a decade during which I helped to raise millions of dollars for projects that benefit our entire community, including sports fields and playground renovations in every zip code of SF.

I was a strong proponent of the Beach Chalet field renovation and I attended the City Hall hearings which were held for years about how to make that project work for athletes (children and adults), as well as neighbors and environmental constituents who felt strongly about how to serve the goals for maximum use with the least possible disruption to the neighboring community or local habitat. I know that the lights were a barrier that had to be addressed. Those concerns were resolved and the Beach Chalet has become a shining example of San Francisco creating a safe and accessible athletic venue for all ages to access and enjoy, well beyond sunset.

I know very well that there are fewer and fewer spaces for students to practice field sports in San Francisco. As the mother of 3 athletes who play a multitude of sports, I have spent the last ten years criss-crossing the City and its environs just to find practice fields, often ending up in Marin, Treasure Island, Pacifica or farther South on the Peninsula. That driving is exhausting for kids, time-consuming for families and environmentally detrimental.

SI, where my youngest son is now a Freshman, is an institution in this City that has built a strong commitment to athletics, in addition to academics and spiritual growth. My older son was lucky enough to be a multi-sport athlete at the school and is now playing football at UCLA. He could not have accomplished that goal without the

amazing facility that SI offers its athletes. We have all invested in further upgrading this field and facility to expand its utility to as many of our kids as possible - including Summer camps and weekend programs such as Flag Football.

This field is a game-changer for the large community that is SI, but also for all who come to participate as spectators and guest athletes, striving to be their best. In July, the San Francisco Planning Commission voted 6-1 in favor of the lights at SI's JB Murphy Field. These lights will enable teams to increase study time, decrease the stress of traffic and alleviate the wear and tear of 100's of kids and their families who want to pursue sports at their high school. Imagine all the young drivers we could keep off the road and put in the library while waiting for a later practice, rather than driving themselves to and from a field outside the City on a dark, foggy night.....

Thank you for your consideration and for putting our kids first. I hope you will vote YES to the lights at St. Ignatius Field.

Sincerely,

Christine Gardner

Christine Gardner
2261 Jackson
SF 94115

From: [Laura Kelly](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: VOTE YES Lights at St. Ignatius Field File No. F200992 and 200996
Date: Thursday, September 24, 2020 9:42:49 PM

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Honorable Supervisors:

Our names are Laura, Bill, Julia, Kaitlin and Tyler Kelly. All five of us were born in San Francisco and we currently live in San Francisco. We have strong ties to St. Ignatius (family graduates include Bill's father, my two brothers and Bill's and my two daughters while our son is a current student).

We are a family who enjoys an outing together and our favorite involves sports. We believe many San Francisco residents would enjoy a Friday or Saturday night at a football game. It's good, clean fun for both players and spectators as it supports physical health, teamwork, school spirit and community camaraderie.

I'm writing to ask you to vote YES to approve lights and also to allow St. Ignatius to implement a later start time in accordance with CA State law. I'm sure you are aware that the San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years.

In addition, as you know, there are fewer and fewer spaces for athletes in San Francisco. Allowing SI to install these lights will allow more San Francisco residents to participate in sports. This is a win-win for everyone.

Please vote YES. Thank you for your time and consideration.

Sincerely,

Laura Kelly

From: [Martha Shaughnessy](#)
To: [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Subject: Lights at St. Ignatius College Preparatory
Date: Friday, September 25, 2020 11:29:05 AM

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President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: File No. 200992 and 200996

Dear Board of Supervisors -

My name is Martha Shaughnessy Convery, a lifetime resident of San Francisco, with both my childhood home and the home in which I am currently raising my children located in District 4. I am a founding member of Women's March SF and have had the pleasure of working with many of you in that capacity.

I am also a third generation Ignatian, having graduated within the first five years of coeducation at St. Ignatius College Preparatory.

My father, Michael Shaughnessy, retired last year after 40 years as a teacher and spiritual leader of generations of men and women who learned to serve others as part of their Jesuit education.

I am writing in strong support for approval of lights at St. Ignatius Field.

I grew up watching S.I. sports - both on this field and at Kezar among other more distant locales, and was a student athlete throughout my schooling - a Lakeshore Leopard who played on a traveling kickball team, a Giannini Jaguar who - with my sister - brought girls to the soccer team for the first time in the school's history, at S.I. and then at Cornell.

I've also played soccer on every field in the greater Bay Area, as a child and as an adult, up until my second child was born in 2014.

Adding lights to fields throughout The City has been a great boon - with Crocker Amazon and Beach Chalet being two more recent examples. Doing so at St. Ignatius will not only allow for later start times in accordance with CA State law, it will also give more equitable access to field time across sports, levels and between genders.

Having more consistent and extended access to our own field will also take St. Ignatius out of the competition for limited field space/time at Park & Rec fields that are already in greater demand than they can serve.

The Jesuit teachings of St. Ignatius College Prep run bone deep in me, and is teaching for which I will be forever grateful, and which serve the greater city in my role as a small business owner, a founding member of Women's March San Francisco, and a community organizer.

Along with what I learned on my father's proverbial knee and in the classroom, my time spent in service to my teammates is as instrumental as any in forming lifelong bonds to the community that raised me up.

Please vote YES! to the lights at St. Ignatius field and thank you for your consideration.

Sincerely,

Martha Shaughnessy Convery

2431 26th Avenue
martha@thekeypr.com
415-987-0285



Martha Shaughnessy
she/her/hers

E: martha@thekeypr.com

C: 415-987-0285

Sent via [Superhuman](#)

From: [branham.liz](#)
To: [Stefani, Catherine \(BOS\)](#)
Cc: [Board of Supervisors \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Friday, September 25, 2020 4:06:53 PM

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Hi Catherine,

Hope you and the family are staying well. It has been quite the year...to say the least.

Exciting that SVdP has been approved to go back to in person learning. I sure hope that SHC and SI and all the other high schools are not far behind. It is so tough on these kids (and everyone else no doubt)...

Speaking of SI, I am writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please please please vote **YES** to the lights at St. Ignatius Field!! Thank you so much Catherine, take good care and hope to see you all soon,

Liz and Eryc

From: hdo30@yahoo.com
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Friday, September 25, 2020 4:19:04 PM

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9/25/20

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Norman Yee and Honorable Supervisors:

My name is Hoang Leung and I currently live in West Portal and have lived in San Francisco since 2002. I have two kids born and raised in San Francisco that are students at Starr King.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Hoang Leung
339 West Portal Ave
Hdo30@yahoo.com

From: [Gareth Kay](#)
To: [MandelmanStaff.\[BOS\]](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors.\(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Friday, September 25, 2020 4:28:40 PM

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September 25, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Mandelman:

I'm Gareth Kay. We were lucky enough to move to San Francisco in 2009 and are grateful for the environment it has created for my family. I own a small marketing consultancy business in the Mission district and my wife Clare works for the SFUSD at McKinley Elementary. Our daughter Esme is a 7th grader at Everett Middle School and a keen musician and soccer player.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Gareth Kay
336 Gold Mine Drive, San Francisco CA 94131
garethkay@gmail.com

From: [Sonia Pasquali](#)
To: [MandelmanStaff. \[BOS\]](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors. \(BOS\)](#)
Subject: Lights at St. Ignatius Field, File No. F200992 and 200996
Date: Friday, September 25, 2020 4:42:28 PM

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September 25, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Mandelman and Members of the Board of Supervisors:
I am a long time San Francisco resident (past 25 years), living in the district that is currently under your supervision for the past 15. I am a working mom, parent to two school-aged boys who attend public schools and play competitive soccer. I know how hard it is for schools and sports organizations in the city to find lighted fields for practices and games as the days grow shorter and daylight savings ends. There are many evenings when I've stood on the sidelines in the dark, waiting for my boys as we lost daylight and practices were cut short because they were barely able to see the ball.

Thus, I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law. There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice, as well as free up shared fields for others to practice.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to the SI field sports program and the impacts it will have on the positive development of our youth.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,
Sonia Pasquali
782 14th Street, SF CA 94114
soniap@email.com

From: [Jennifer Mendoza](#)
To: [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary; Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Subject: File No. 200992 and 200996
Date: Friday, September 25, 2020 4:47:06 PM

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Dear San Francisco Board of Supervisors,

My name is Jennifer Mendoza, I was born and raised in the Sunset for the past 44 years. I graduated from St. Ignatius in 1994. I have 2 children in elementary and middle school and they love going by mom's high school and would love to one day attend SI.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law.

There are fewer spaces for students to practice field sports in San Francisco and allowing S.I. to build these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and get good grades but to be in service to others. Many of those lessons are learned through the shared experience on the field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,
Jennifer Mendoza
1408 38th Avenue, SF 94122
jenn.mendoza@gmail.com

From: [Rebecca Archer](#)
To: [Safai, Ahsha \(BOS\)](#)
Cc: [Board of Supervisors \(BOS\)](#)
Date: Friday, September 25, 2020 6:56:55 PM

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President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Safai:

I am a single parent, a county attorney (County of San Mateo) and a 12 year resident of District 11. My son is an avid soccer player and being able to play soccer throughout the pandemic has made the difference between sanity and depression for him. He does not attend SI but is on a team that is able to use the SI fields. I am well aware of the decision making process the BOS undergoes for each request. NIMBYism is ubiquitous. However, sometimes we have to do things that help our community as a whole.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes during the pandemic and into the future.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will allow students and the community to travel less for sports. I fully expect SI will open their fields to the community in exchange for this privilege so that we can increase equity in the City as well.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the community and athletes who will be impacted by this addition to the City's resources for field sports and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Rebecca Archer

21 Theresa Street

rebeccaarcher@gmail.com

From: [Kristyn Gherardi Bassi](#)
To: [Stefani, Catherine \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Support for Lights at St. Ignatius Field [File No. F200992 and 200996]
Date: Friday, September 25, 2020 8:54:39 PM

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9/25/2020

Dear Supervisor Catherine Stefani,

My name is Kristyn Bassi. I'm a 34 year old San Francisco resident and St Ignatius Alumni. My husband (also an SF native/SI grad) and I have lived in District 2 for 10 years. We have two young children. My husband sells residential real estate here in The City and I am a stay-at-home mom and Biotech consultant.

My husband and I were both multi-sport high school athletes who went on to play collegiate lacrosse. We put in our hours on the St. Ignatius athletic fields and I'm writing in strong support for approval of lights at SI Field in order to create more options for student athletes and also to allow SI to implement a later start time in accordance to CA State law.

There are fewer and fewer SAFE spaces for students to practice field sports in San Francisco and allowing S.I. to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and discussions surrounding this project have been underway since I was in high school 16 years ago!! Please consider the generations of students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Kristyn Bassi
161 28th Ave, SF 94121
kgherardi@gmail.com

From: [janice_kellogg](#)
To: [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Saturday, September 26, 2020 11:28:50 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisor Mar and Board of Supervisors:

I appreciate the opportunity to express my support of the proposed lighting project for the St. Ignatius stadium. I am a neighbor. I live on Ulloa near Sunset, and my daughter and family live at 43rd and Wawona. We moved to the Sunset deliberately to be close to SI to support my granddaughter who is a dedicated student athlete.

It was my understanding that this issue was previously negotiated and overwhelmingly approved after giving serious consideration to neighborhood impact. Some neighbors presented their concerns about traffic, noise, light post eye sores, parking, litter, support of a contact sport (football), and alcohol consumption. It seems to me that these concerns are really not changed because of the few extended hours of use that the lights would allow. These are normal concerns that neighbors of schools often deal with and express. If anything, it just slides the issues to a few hours later. Some mentioned concerns about disruptive sleep cycles, which seems a bit of a reach to me. . . . drapes closed, if necessary?

As I see it, it comes down (in my opinion) to a FEW local neighbors "suffering" added light on their block in exchange for the added benefits to MANY. Isn't that what we have to balance as we live together in community? Decisions that affect the greater good is our goal. SI has been a high school in the neighborhood for many years without a change in their primary operations and contributes much in addition to the vibrant youthful energy it brings to our hood. More than football will benefit from the lights. Girls' and boys' soccer, track, lacrosse, and other outdoor activities would be able to use the field in the early evening. In this time of Covid 19, having more outdoor options is a good thing.

There is one positive outcome that is not discussed by many but is really important to me.

Having the lights would provide the opportunity for the community and working parents to attend evening games. Being able to show support as neighborhood spectators and families, as our student athletes demonstrate their talents, would be a wonderful experience for all.

The health and social benefits of competitive sports seems obvious to me:

- decreased obesity and diabetes
- improved cardiovascular and pulmonary function
- lower rates of drug, alcohol, vaping, and cigarette use among athletes
- increased success in the classroom
- develop leadership, teamwork, determination and persistence

I am strongly in favor of the stadium lights at SI and anything we can do to encourage and elevate athletics and positive opportunities for good clean fun in our neighborhood. I'd like to encourage

our neighbors to "lighten up" and have some fun watching these dedicated student athletes under the lights.

Janice B Kellogg
3432 Ulloa Street
San Francisco, CA 94116

mobile 415 699 4499
email: jbkdirect@hotmail.com

From: [Jo Southern](#)
To: [Board of Supervisors, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Saturday, September 26, 2020 11:42:57 AM

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President Norman Yee and Members of the San Francisco Board of Supervisors

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

26th September 2020

Dear President Norman Yee and Members of the San Francisco Board of Supervisors,

My name is Johanna Southern and I live with my family in Mill Valley. Although our local Supervisor is Kate Sears, my daughter, Isabelle, attends St Ignatius Preparatory School in San Francisco and loves the school. She is a Junior and a very enthusiastic soccer player.

I know we don't live in the area of St. Ignatius and I understand that this clearly makes it so much easier for us to make this request and offer our support to the school compared to those residents in the immediate vicinity of the school field, however, I am writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory is an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the

students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Johanna Southern

From: [Collin Quock](#)
To: [Yee, Norman \(BOS\); Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field
Date: Saturday, September 26, 2020 11:47:54 AM

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President Norman Yee and Members of the San Francisco Board of Supervisors
City Hall
One Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

RE: Lights at St. Ignatius Field File No. F200992 and 200996

Dear President Yee and Honorable Supervisors:

My name is Collin P. Quock. I am a retired cardiologist and 80-year resident of San Francisco, the last 38 being in District 7.

I am an alumnus, father and grandfather of students at St. Ignatius College Preparatory. I am also a past member of its Board of Regents.

I write in vigorous support for your approval of lights at St. Ignatius Field to allow students later hours in field athletics without traveling off-campus.

St. Ignatius has been an excellent center of learning not only academics but life lessons as well, many of which are taught on the sports field.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July as part of a process which thus far has taken seven years.

Please consider the generations of our students who will benefit from this addition to our athletic program and the impact it will have on their lives and our City.

Please vote "Yes" for the lights at St. Ignatius Field.

Thank you for your consideration.

Very sincerely yours,

/s/ Collin P. Quock, MD
140 Casitas Avenue
San Francisco, CA 94127
cpquock@yahoo.com

From: [Jason Monberg](#)
To: [MandelmanStaff.\[BOS\]](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors. \(BOS\)](#); nharlan@siprep.org; [Joe Dugan](#); [Karli Sager](#)
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Saturday, September 26, 2020 1:57:21 PM

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September 26, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Dear Supervisor Mandelman and Honorable Supervisors,

I am a Bay Area native and have lived in San Francisco for 26 years, 24 of those in District 8. I have started and run two businesses in San Francisco which, combined, employ over 100 people and generate over \$25 million in gross receipts annually. I am currently raising 3 children who are student athletes attending a mix of public and private schools in San Francisco. My family and I have committed to San Francisco in so many ways because we believe it is a world class city that is setting positive trends for the rest of our country.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Jason Monberg
542 Valley St.
San Francisco, CA 94131
jasonmonberg@gmail.com

From: [joseph mcfadden](#)
To: [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary; Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Subject: Re: File No. 200992 and 200996
Date: Saturday, September 26, 2020 2:15:28 PM

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Dear Supervisors:

My name is Joseph McFadden, and I'm an Alumnus of St. Ignatius College Preparatory, as well as the Alumni Class Representative for the Class of 1981 and a parent of two SI graduates. I'm also a resident of the Sunset District and a native San Franciscan.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law.

There are fewer spaces for students to practice field sports in San Francisco and allowing S.I. to build these lights will keep students closer to the campus rather than traveling great distances to practice. If the field lights were in place during my time at S.I., I would have benefitted from them in so many ways, which is why I strongly support the approval of this project.

As a member of the football and soccer teams during my time at Saint Ignatius I used the fields regularly. I spent countless nights on the field and believe strongly that adding necessary lights would only enhance the experience of students who currently attend the college preparatory. It is also a safety issue for students these days. As a recently retired member of the San Francisco Police Department, after a 30 year career, I can tell that the addition of lights to the field would make not only the students feel safe, but also the surrounding neighbors. People of ill intent would be less likely to attempt crimes in a well-lighted area. Both my son and my daughter attended SI and I would have felt much more comfort as a parent knowing that the area was well lit. All of the St. Ignatius students, staff and the neighbors would feel more comfortable with lighting at night if you approve this project. As a former Captain of the Ingleside District I know that safety is a concern for all members of our communities and by your approval of the lights, this would provide a much needed feeling of security to the sunset residents, students and staff at Saint Ignatius.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and get good grades but to be in service to others. Many of those lessons are learned through the shared experience on the field. Even the students who participate as spectators gain a

strong feeling of community by supporting their friends and fellow classmates.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Joseph McFadden
2655 22nd Avenue
San Francisco, CA 94116

From: [guo ning huang](#)
To: [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary; Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Subject: File NO. 200992 and 200996 Lights at St. Ignatius Field
Date: Saturday, September 26, 2020 5:36:29 PM

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Hello President Norman Yee
and Member of the San Francisco Board of Supervisors

I am Eric Huang, I have been living in the Sunset district/San Francisco for more than 20 years. I am a parent of a student who is currently attending St. Ignatius.

I'm writing in strong support for approval for lights at St. Ignatius Field in order to create more options for later school start time as required by new CA State Law signed by Governor Newsom. Research studies by the American Academy of Pediatrics have confirmed starting school later in the morning leads to better overall health and school performance. This will be the new normal for most California schools. Another key benefit of the field lights will be allowing kids a safe option to participate in community building Friday night athletic games. These will be on the campus with supervision by faculty, parents and school security to make sure the kids are in a safe and organized event. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates. Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Eric Huang

1363 26th Ave, San Francisco email: ejhuang11@gmail.com

From: [Beth Mitchner](#)
To: [Preston, Dean \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at SI Field
Date: Saturday, September 26, 2020 6:52:15 PM

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September 26, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Preston:

My name is Beth Mitchner. My family and I have lived in the Inner Sunset for 20 years. My husband Doug Wertheimer and I, have raised our three sons (currently ages 23, 19 and 16) here. All of our boys have enjoyed years of playing sports on SF fields.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Beth Mitchner

1376 6th Avenue
San Francisco, CA 94122
bmitchner@me.com

From: nmurphy671@aol.com
To: [Board of Supervisors, \(BOS\)](#)
Subject: Appeal of CEQA Exemption Determination and Conditional Use Authorization - Proposed Project - 2001-37th Avenue CUA #2018-012648
Date: Sunday, September 27, 2020 10:35:39 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello,

As a resident on 39th Ave at Rivera for the past 25 years, we strongly oppose the installation of light towers at St. Ignatius HS. It is bad enough to have to endure the traffic during regular school activities during the week and on weekends during the day and now if the lights are installed at 90 feet, the evenings will be filled with unwanted lights, more traffic, more noise, more trash. The high school has managed to use portable lights when needed, and this has not caused many issues because the nights scheduled were limited.

Thanks,
Pat and Nancy Murphy

From: [Grace Hawthorne](#)
To: [Board of Supervisors, \(BOS\)](#)
Cc: nharlan@siprep.org
Subject: SI field lights
Date: Sunday, September 27, 2020 12:22:58 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Honorable Supervisors

I am writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA state law.

There are fewer and fewer spaces for student to practice field sports in SF and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice. As a parent of a lower classman, the safety of being remain on campus for practice and game versus needing to travel off campus in a vehicle is enormous.

St. Ignatius College Preparatory has been an excellent center of learning on both the academic front as well as the citizen/community front. Many lessons and inquiry of how to serve others is learned and developed through shared experiences in a school stadium, on and off the field, where community is built and emotional bonds are formed.

The SF Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be positively impacted by this addition to our field sports program and the wider school community.

Please vote YES to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely
Grace
SI Mom of '21 and '23

/////////
Grace Hawthorne
Founder/CEO, Paper Punk
Adjunct Professor, Stanford d.school
M 415.259.9966

From: [Musetta So](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: SI Lights Decision Goes to the Board of Supervisors
Date: Sunday, September 27, 2020 5:48:36 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

I am writing to urge you to support the St. Ignatius lights at JB Murphy Field. It is critical for our kids (as an SF native and alum I can attest to this) and their development through sports.

Thank you for your time and consideration,
Musetta So

Sent from my iPhone

From: [Ms. Jan Mullen](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No F200992 and 200996
Date: Sunday, September 27, 2020 6:38:32 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

September 27, 2020

President Norman Yee and Members of the San Francisco Board of Supervisors,

My name is Jan Mullen and I am a proud 4th generation San Franciscan. I have been a teacher and coach at St. Ignatius College Preparatory for 30 years.

I am writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student-athletes and also to allow St. Ignatius to implement a later school start time in accordance with California State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than travelling great distances for practices and games.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically, but to be in service to others. Many of these lessons are learned through the shared experience on the sports field. Even students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote **YES** to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Jan Mullen

--

Jan Mullen
Wellness 9 Faculty
Girls' Soccer Coach

St. Ignatius College Preparatory
2001 - 37th Avenue
San Francisco, CA 94116

(415)731-7500 (x5490)

www.siprep.org

From: [Michael Hughes](#)
To: [Fewer, Sandra \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Sunday, September 27, 2020 8:25:25 PM
Attachments: [image001.png](#)
[image002.png](#)

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September 27, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Fewer and Honorable Supervisors:

We are a family of three with a 13 year old son (hopefully) about to enter Saint Ignatius. My son is an athlete before all else but he still gets straight A's at Saint Vincent de Paul because he knows his success in sports is related to his success in academics. We have lived in The Richmond District for 35 years, and I was born down the peninsula in Redwood City and my wife was born in Brazil. We love the city and want to make it as family-positive as possible as that is what a community is if you think about it; families helping families, even if you're a family of one.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be

impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Michael B Hughes
7627 Geary Blvd, SF, CA 94121
mikebhughes@mkainc.com



**Construction
Consultants
& Engineers**

www.mkainc.com



Michael B. Hughes, PE

Madsen, Kneppers & Associates, Inc.

100 Pringle Avenue, Suite 340
Walnut Creek, CA 94596

O 925.934.3235 | **C** 415.819.6148 | **F** 925.934.3894 |
mhughes@mkainc.com

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From: [John Manning](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Please let SI put lights in!
Date: Monday, September 28, 2020 9:15:37 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing S.I. to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the generations of students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

johnpmanning@yahoo.com

415.317.2217

From: [Kate Ripple](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Monday, September 28, 2020 9:42:47 AM

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President Norman Yee and Members of the San Francisco Board of Supervisors

City Hall

1 Dr. Carlton B. Goodlett Place, Room 244

San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Board of Supervisors:

I am a parent of a sophomore student-athlete (my daughter plays 2 sports) at St. Ignatius College Prep and playing athletics is a very important aspect of my daughter's high school experience, both physically and mentally. I am writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student-athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically, but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Kate Ripple

kateripple@comcast.net

From: [Chelsea Bucoy](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Please Vote YES: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Monday, September 28, 2020 9:57:59 AM

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September 28, 2020
President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear President Norman Yee and Honorable Supervisors:

As a District 7 resident, and parent of a St. Ignatius student and athlete, I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

Team sports not only show positive effects on teen mental health, but also provide opportunities to play side-by-side with a diverse group of kids to create an inclusive environment for all. Now more than ever is a critical time to expand availability of fields through the approval of lights at St. Ignatius Field.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Chelsea Bucoy
366 Claremont Blvd
San Francisco, CA 94127
cmbucoy@gmail.com

From: [Tony Passanisi](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field file No. F200992 and 200996
Date: Monday, September 28, 2020 10:51:14 AM
Importance: High

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President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Yee and Honorable Supervisors:

I have been a student athlete, parent, mentor and life member of the Father's Club of St. Ignatius College Preparatory. I have lived and worked in San Francisco my entire life. I am in District 7 in Miraloma Park in San Francisco. I have also been a small business owner in San Francisco for the past 32 years.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing S.I. to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the generations of students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Anthony J. Passanisi
115 Teresita Blvd
San Francisco, CA 94122

passinvest@msn.com

From: [Yvonne Milham](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Monday, September 28, 2020 11:02:59 AM

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September 28th, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Yee and Honorable Supervisors:

My name is Yvonne Milham. I have been a San Francisco resident for the past 16 years. We moved to the city from Marin when I was pregnant with my first daughter (who now attends Saint Ignatius). In addition to being a parent of two children I am also a Licensed Marriage and Family Therapist. I focus exclusively on adolescent mental health. I run a high school wellness center and one of my go-to interventions for students who are struggling is physical activity.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law. In addition to the later start time being good for mental health, lights on the fields will enable students to practice and play even during daylight savings time. This will have a positive impact on so many students both mentally and physically.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July

and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives. In this time when adolescent mental health is more at risk than ever before, we need to make choices that positively impact this age group.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Yvonne Milham

906 Teresita Blvd. SF, CA 94127 (District 7)

ymilham@gmail.com

From: [Mr. Ricky Matthews](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Monday, September 28, 2020 11:35:12 AM

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President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Honorable Supervisors:

My name is Ricky Matthews and I am a seventh generation San Franciscan. I am an alumnus of St. Ignatius College Preparatory and currently serve as a teacher there. I was a multi-sport athlete at SI, and now I am a track and field coach. I know firsthand the benefits that lights would have for the student population here.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Ricky Matthews
2206 35th Ave.
San Francisco CA 94116

From: [William McDonnell](#)
To: [Stefani, Catherine \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No F200992 and 200996
Date: Monday, September 28, 2020 11:39:37 AM
Attachments: [Letter to Stefani.docx](#)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisor Stefani,

Attached is a letter in support of the San Francisco Planning Commission approval of lights at St. Ignatius Field.

Thank you for your consideration.

Bill McDonnell
234 32nd Avenue
San Francisco, CA 94121

September 28, 2020

Supervisor Catherine Stefani
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Stefani:

I was born and raised in San Francisco and a graduate of St. Ignatius College Prep. I have lived in District 2 for over 30 years. My two daughters, both student athletes, graduated from St. Ignatius. I am an attorney for a small financial services business in downtown San Francisco.

I am writing in strong support for approval of lights at St. Ignatius Field to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with California state law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing S.I. to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the generations of students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Bill McDonnell
234 32nd Avenue
San Francisco, CA 94121
billmcdonnell22@gmail.com

From: [Mrs. Staci Fleming](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Monday, September 28, 2020 12:11:32 PM

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Dear Supervisor Norman Yee and Honorable Supervisors:

My name is Staci Fleming and I am a SF resident and live in District 7. I am also a former St. Ignatius parent for 11 years and now a St Ignatius employee for the past 3 years. I am extremely dedicated to the SI mission of educating young men and women to be for and with others, who in turn better our world once they graduate from our school in the Sunset District. During these unprecedented times, this work is more important than ever.

I'm writing in strong support for approval of lights at St. Ignatius Field (File No. F200992 and 200996) in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing S.I. to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the generations of students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Staci Fleming District 7
65 Marcela Ave

SF, CA 96116

--

Enjoy this SI video:

[This is where it all happens](#)

Staci Fleming

Associate Director of Advancement

SI Parent, Class of '11,'13,'16,'19

St. Ignatius College Preparatory

2001 37th Avenue

San Francisco, CA 94116

(415) 731-7500 Ext. 5539

sfleming@siprep.org

www.siprep.org

From: [Eva Schuth](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Cc: nharlan@siprep.org
Subject: Letter of Support for lights at JB Murphy Field (Saint Ignatius High School) File No. F200992 and 200996
Date: Monday, September 28, 2020 2:06:00 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Regarding: Lights at St. Ignatius Field
(File No. F200992 and 200996)

Dear Supervisor Peskin or Honorable Supervisors:

Our family of five has lived in North Beach for almost 15 years and two of our three children currently attend Saint Ignatius High School. All our kids have been playing soccer and other field sports through childhood and into their teenage years. Unfortunately, there are very few practice fields in the Northern part of the city and access to fields in other parts of town is competitive.

There are fewer and fewer spaces for children to practice field sports in San Francisco and allowing SI to install these lights on their field will keep students closer to the campus rather than traveling great distances to practice.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Eva Schuth

1469 Kearny Street, San Francisco, CA94133

From: [Patrick Timons "21](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Cc: nharlan@siprep.org
Subject: Request from Senior in Highschool
Date: Monday, September 28, 2020 2:31:10 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisor Gordon Mar or Honorable Supervisors,

I am a high school senior at St. Ignatius College Prep in San Francisco. In addition to athletics, I spend my time on-taking a rigorous academic course load, surfing, and enjoying California's natural beauty. I've played football and lacrosse at St. Ignatius for four years, yet have never played a game under the lights. Amidst the turmoil and uncertainty associated with today's pandemic, sports and personal development have been the light at the end of the tunnel to help me make it through everything. The possibility of playing sports again motivates me to social distance, work hard in school, and see the bring side of these lockdowns.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically, but to be in service to others. Many of those lessons are learning through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission votes 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Sincerely,

Patrick Timons
ptimons21@siprep.org

From: [Jon Burke](#)
To: burke.miriam@gmail.com; [Yee, Norman \(BOS\)](#)
Cc: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field
Date: Monday, September 28, 2020 4:22:08 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisor Yee and Honorable Supervisors:

Our son Gustavo Burke initially became interested in attending St. Ignatius because of its soccer program and strong support for it by the community - support that we have not seen at any other schools.

I have lived in San Francisco and the Bay Area since I attended UC Berkeley as an undergrad. My wife Miriam has been living here since she immigrated from Brazil nearly two decades ago. We are both professionals with strong roots in San Francisco.

We are writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling further to practice.

St. Ignatius has been a fantastic school not just for academics but also to service others. Especially as we have been remote schooling, many of those lessons, and some of the few in person interactions, are on the sports field. SI has great spectator participation and we gain a strong feeling of community by supporting friends and classmates.

We understand the San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Jon and Miriam Burke

--

Jon Burke

415.309.7572

From: [Mr. Carlos Gazulla](#)
To: [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field.
Date: Monday, September 28, 2020 4:29:20 PM
Importance: High

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

San Bruno, September 28th 2020

Dear Honorable Members of the San Francisco Board of Supervisors:

My name is Carlos Gazulla and I have been a faculty member in the Language and Fine Arts Departments since 1997. I have also been a soccer coach for boys for several years. My son is a senior at Saint Ignatius and he is one of the goal keepers for the soccer varsity team.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Carlos Gazulla

1690 Monterey Dr.

San Bruno, CA 94066

cgazulla@siprep.org

Carlos Gazulla

Language / Fine Arts Faculty

St. Ignatius College Preparatory

2001 37th Avenue

San Francisco, CA 94116

cgazulla@siprep.org

www.siprep.org

From: [Kristi Tallerico](#)
To: [Board of Supervisors, \(BOS\)](#)
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Monday, September 28, 2020 4:33:55 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

September 28, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Dear Members of the Board of Supervisors or Honorable Supervisors:

My husband and I are parents of 2 teenage daughters who have been playing soccer for 11 yrs and have recently joined this Elite Club to continue their soccer development journey. We are very excited to be able to give our children the opportunity to be part of this Academy. There are not many clubs that offer what Elite has to offer, especially local in our backyard. Playing soccer or any sport during these unprecedented times is so critical to their physical health and mental wellbeing.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for local and student athletes.

As you may be aware of, there are fewer spaces for the local athletes and student athletes to practice field sports in San Francisco. Installing these lights at SI will keep students closer to the campus, rather than traveling great distances to practice.

In addition, installing lights can provide many benefits to the player and fans, , more flexible scheduling for games and practices and most importantly safety of the athletes

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Kristi and Dan Tallerico

tallericokristi@gmail.com

From: [Olivia Ripple "23](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field
Date: Monday, September 28, 2020 4:57:45 PM

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Dear Board of Supervisors:

I am a sophomore student-athlete (I play 2 sports) at St. Ignatius College Prep and playing athletics is a very important aspect of my high school experience, both physically and mentally. I am writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student-athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically, but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Olivia Ripple

oripple23@siprep.org

From: [Caoilinn Durkin "23](#)
To: [Board of Supervisors, \(BOS\)](#)
Cc: ["Tom Atencio"; Ms. Nicole Harlan](#)
Subject: Lights at St. Ignatius Field
Date: Monday, September 28, 2020 5:38:32 PM

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9/28/2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
[1 Dr. Carlton B. Goodlett Place, Room 244](#)
[San Francisco, CA 94102](#)-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Honorable Supervisors,

I am a sophomore at St. Ignatius. I live in Marin, but I love playing soccer for my school.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Caoilinn Durkin

cdurkin23@siprep.org

From: [katie dyos](#)
To: [Fewer, Sandra \(BOS\); Board of Supervisors. \(BOS\)](#)
Cc: sharlan@siprep.org
Subject: St Ignatius College Prep Field Lights
Date: Monday, September 28, 2020 6:08:34 PM

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September 28, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Fewer and Honorable Supervisors:

My name is Katie Dyos and I have lived in San Francisco's Sunset and Richmond Districts since 1995. We own a small business in San Francisco for the past 30 years, Soiree Valet Parking Service Inc. We have pivoted with the pandemic and opened a new company called ProtectRide.com. My husband and I have 2 sons (Our youngest is currently a Junior at SI and our oldest is a college Freshman, he attended all four years at St Ignatius College Prep. Our boys play year round soccer and are active players on the SI Soccer team. We are fully aware of the need of more fields for sports in San Francisco.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be of service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the

impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field, our beloved JB Murphy Field and thank you for your consideration.

Sincerely,

Katie Dyos

319 29th Ave
San Francisco, CA 94121
katiemcdyos@gmail.com

From: [Artie D](#)
To: [Marstaff \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Monday, September 28, 2020 6:16:50 PM

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President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear President Yee and Supervisor Mar and the rest of the Supervisors:

My name is Arthur DelNegro. I am the parent of two St. Ignatius College Prep athletic girls. This is the 3rd of 6 years I will have daughters at SI. They are both multi-sport athletes and have both become strong young women through athletics. My older daughter is currently in conversations with multiple Division 1 Lacrosse programs about continuing to play lacrosse in college.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law. My daughters have already lost their Spring and Fall sports seasons due to COVID-19. We understand why three seasons will be compressed into two in the Winter and Spring of 2021 but with this change, there is a challenge due to limited field space and daylight.

Even in a normal year, there are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Arthur DeINegro

arthur.delnegro3@gmail.com

From: [Mike Theoharis](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Pls vote YES- Lights at St. Ignatius Field File No. F200992 and 200996
Date: Monday, September 28, 2020 7:35:46 PM

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Dear Norman and Honorable Supervisors:

My name is Mike Theoharis and I grew up in San Francisco attending Commodore Sloat, Aptos Middle School, and then St. Ignatius. The reason I attended SI was because I had grown up spending much of my summers at West Sunset Playground. I saw the baseball team at SI and I aspired to be there. (I actually grew up a few doors down from the Yee family, small world.)

Thanks to the opportunities provided to me by the City of San Francisco, our public schools, and SI I later earned a baseball scholarship to Santa Clara University. From there I played a couple years of professional baseball before going into coaching.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law. Having both played and coached at SI, I know how important it is to create time and space for athletics. The constraint of not having lights is very limiting for the kids who attend SI and use the field and I believe it will cause minimal disruption for the neighboring community.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing S.I. to install these lights will keep students closer to the campus rather than traveling great distances to practice. As a former coach, I can attest to how difficult that can be.

Please vote yes to the lights at St. Ignatius Field and thank you for your consideration and all that you do as public servants. As a lifelong San Franciscan, I appreciate your efforts on behalf of our City.

Sincerely,

Mike Theoharis Mike.theoharis@gmail.com 415.515.9385 (cell)

From: [Richard Yuen](#)
To: [Board of Supervisors, \(BOS\)](#); [Nicole Harlan](#)
Subject: (Support) Lights at St. Ignatius Field File No. F200992 and 200996
Date: Monday, September 28, 2020 8:14:25 PM

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September 28, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA [94102-4689](tel:94102-4689)

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Honorable Supervisors:

My name is Rick Yuen, an alumni of St. Ignatius. I am a lifelong resident of San Francisco and cherish our City.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing S.I. to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the generations of students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Please take good care,

Rick Yuen
1592 Union Street #252
San Francisco, CA 94123

richardyuen00@gmail.com

Cc: Nicole Harlan, St. Ignatius College Preparatory

From: [Colleen Cotter](#)
To: [Preston, Dean \(BOS\)](#)
Cc: [Preston, Dean \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights @ St. Ignatius Field - Strong Support
Date: Tuesday, September 29, 2020 6:32:24 AM

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Date

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Dean Preston & Honorable Supervisors:

I am a San Francisco native & long time resident of San Francisco, I was born & raised in the sunset & I have lived in Hayes Valley for many years, I am also a real estate agent so I have the opportunity to connect with a lot of SF residents each day.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law. In this unique time, we need to allow for activities that encourage & support outdoor activities & there are fewer and fewer spaces for students to practice field sports in San Francisco and allowing S.I. to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an outstanding educational institution not just to take tests and excel academically but to be in service to others. So many of those lessons are learned through the shared experience on the sports field, not just for the athlete but for those who support them & for the community. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. More than ever, it is so important that we create & support areas for our students to remain outdoors & active. Please consider the generations of students who will be impacted by this addition to our field sports program and the impacts it will have on the positive

development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Colleen Cotter
11 Haight #3, SF CA
ccotter@vanguardsf.com

Colleen Cotter

Licensed Real Estate Salesperson, BRE Lic. # 01703078
Top Producer, 2009-2019
www.colleencottersf.com

Ranked in the top 1% of agents in San Francisco

1801 Fillmore Street, San Francisco, CA 94115
M: 415.706.1781
E: ccotter@Vanguardsf.com

From: [Kasey O'Connell](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 6:54:28 AM

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29 September 2020

Supervisor Rafael Mandelman
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Mandelman:

I have lived in District 8 for over 17 years and San Francisco for over 25. I am the mother of 2 boys, 17 and 13, and now more than ever it is imperative that children are able to exercise and play sport. Their well-being should be a top priority for our city. My 13 year old currently plays soccer for SF Elite Academy and practices on St. Ignatius Field. St. Ignatius College Preparatory so graciously enables so many student athletes to play sport on their fields every year. They are doing a great service to the larger San Francisco community.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law. There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will provide more opportunity for all to practice sports.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Again, it is imperative that we provide opportunities for the young to play sport and give them hope, health and a future. Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Kasey O'Connell
1516 Masonic Ave. 94117
kaseyzoconnell@gmail.com

From: [Mr. John Stiegeler](#)
To: [Board of Supervisors, \(BOS\)](#)
Subject: Field Light Approval
Date: Tuesday, September 29, 2020 10:09:43 AM

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San Francisco Board of Supervisors:

September 29, 2020

Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: File No. 200992 and 200996

My name is Mr. John Stiegeler and I am a Second Generation San Franciscan. I have taught and coached at Saint Ignatius College Preparatory for over forty years. I was also involved in the campaign to get fields and lights installed at Beach Chalet in Golden Gate Park. I believe that has been an overwhelming success for the City of San Francisco and that this project will be as well.

I grew up in the Richmond District, went to school at St Monica, and then went to Saint Ignatius. When I was growing up the facilities at Polo Fields, Crocker Amazon, and Beach Chalet were poor at best. Over the years I have seen the benefits of fields and especially what lighted fields bring to the City. I worked with both Jim Lucey and Quinton Kopp on getting the West Sunset field (Jim Lucey Fields) built years ago. As a youth coach at Saint Gabriel School I saw the immediate positive impact the lights had on the South Sunset field (Soccer & Baseball) for the youth of the city.

If you approve the project, students will no longer have to stretch themselves to the point of their health and wellness. These lights will help the students manage family, school, sports and other activities. Time is a very important commodity these days and installation of these lights will benefit all. **I believe the decision to**

approve the project at Saint Ignatius is a decision that will positively affect generations to come.

I highly support and recommend the lights for Saint Ignatius field. I see it as a win, win for both the Sunset District and the City. Please vote YES! to the lights on the Saint Ignatius field and thank you for your time and consideration.

Sincerely

Mr. John Stiegeler
Teacher and Coach
Saint Ignatius College Preparatory

--

Mr John Stiegeler
Social Science Department
Green Team Co-Moderator
Boys Freshman Soccer Coach
Girls and Boys State Coordinator
Saint Ignatius College Preparatory
jstiegeler@siprep.org

From: [Adam Handlos](#)
To: [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Subject: Lights at St. Ignatius Field - Re: File No. 200992 and 200996
Date: Tuesday, September 29, 2020 11:41:03 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Commissioners:

It was brought to my attention that there has been an appeal of the decision made by the Board of Supervisors over the summer. I have been notified that a new hearing is scheduled to be held in October and I wanted to once again send my support of a yes vote to the lights for the field. I hope the below will give you a sense of why, as a resident of the district and close neighbor of St. Ignatius, I am in strong support.

My name is Adam Handlos and I am a 4th generation San Franciscan, a third generation St. Ignatius alumnus and a former member of the Wildcat football and track teams. I grew up in Ingleside Terrace, have worked downtown as an accountant since my college graduation in 2006 and in 2017, I became a homeowner in District 4, just two blocks from S.I.

I'm writing in strong support for the approval of lights at St. Ignatius Field for many reasons but know that all of them are centered on one common theme; improving the experience for the students and community of S.I.

S.I. has come so far in its offerings to students since I graduated in 2002 and part of this has been the expansion of its sports programs. They have been using off campus fields and holding practices in the early morning before school since I attended. Sporting events that are held on campus often start in the early afternoon to ensure they end prior to sunset, leading to missed class time for the student athletes. There is a simple answer, which is the installation of lights on the main field which will lead to more sleep and adequate practice and game time for all. This will also strengthen our community by having more opportunities to come together to support its student athletes.

We all know that this has been a long and well thought out process. The leaders of S.I. have done their homework and are looking to implement state-of-the art technology within their lighting to ensure it is not disruptive to their neighbors. S.I. has always had a good relationship with its neighbors and been active in serving its community.

On a more personal note, as a former football player, there was nothing I looked forward to more than a Friday night game under the lights at Kezar. These games carried much more excitement which was evidenced by the increase in attendance and support from our students and the community as a whole. The only thing that could have topped this experience would have been replicating this environment and allowing the team to band together to defend their own home field with pride. These students and their community deserve the opportunity to experience what no other player in the 50-year history of this campus has.

St. Ignatius College Preparatory is an excellent center of learning, whether in preparation for

tests, battles on the field or in service to and justice for others. I have learned more than I sometimes realize during my time at S.I, but so many of those lessons were learned from my teammates and coaches, which is why the athletics programs and proper field time is so vital to the students.

Since I have lived in District 4, one way I have supported St. Ignatius is through an athletic sponsor pass and I have attended many events on campus with my family. I hope to be able to continue to do this as my children grow up and one day, experience the pride of watching them defend the same field I once did...under the lights!

I implore you to please vote **Yes** to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Adam Handlos
2174 35th Avenue
San Francisco, CA 94116
adam.handlos@gmail.com
415-370-8240

From: [Angela Sicord](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 11:56:10 AM

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President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Mar or Honorable Supervisors:

My name is Angela Sicord, native of San Francisco and the Sunset District. I still live in Sunset District with my husband and 3 kids. I've seen the Sunset District ebb and flow in good times and bad. However, what is promising is the the number of families choosing to stay in our neighborhood instead of moving out of SF. While still more work is needed, I see the sense of community expanding with new farmer market, more businesses, residents getting involved, and more activities and opportunities for families.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Angela Sicord

1579 37th Avenue

angela.sicord@sbcglobal.net

From: [Mike Strain](#)
To: [Fewer, Sandra \(BOS\)](#)
Cc: [Board of Supervisors \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 12:00:08 PM

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9/29/2020

Supervisor Sandra Fewer
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Fewer:

I am sending you this email, as a 25+ year resident of District 1. My wife and I moved into our current house in 2003, and the city has seen many changes in that time. We have made a conscience choice to stay in the city that we love, and send our children to schools here in San Francisco.

I'm writing in strong support for approval of lights at JB Murphy Field at St. Ignatius in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Mike Strain
130 Funston Ave
m_strain@yahoo.com
(415) 509-1541

From: [Ryan, Bill](#)
To: [Yee, Norman \(BOS\)](#)
Cc: [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius
Date: Tuesday, September 29, 2020 12:06:00 PM

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September 29, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Norman Yee and Honorable Supervisors:

My name is Bill Ryan, and I have had 3 children attend St. Ignatius College Prep in San Francisco over the past 8 years. My sons and daughter have played on 28 teams (and counting) at SI including football, baseball, lacrosse, field hockey, and soccer on the outdoor fields. This does not count summer teams, or indoors sports, so we have been to a few ballgames over on 37th Avenue, as you can imagine. My son Danny is now a receiver at USC. We need lights.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those

lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Bill Ryan

billyryan67@yahoo.com

From: [Joe Laveroni](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Cc: nharlan@siprep.org
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 12:25:54 PM

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Dear Supervisor,

My name is Joe Laveroni and I am a 23 year resident of San Francisco. I am a St. Ignatius Alumni, former student-athlete, and have close family members and friends who work at St. Ignatius.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing S.I. to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the generations of students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,
Joe Laveroni
25 Vasquez Avenue, San Francisco CA

Joe Laveroni | Class of 2020

Sports Business B.A. & Professional Sales Certificate

Arizona State University

<https://www.linkedin.com/in/joelaveroni/>

jlaveroni@comcast.net | (415) 806-8483

From: [Mr. Robert Marcaletti](#)
To: [Mike Strain](#)
Cc: [Fewer, Sandra \(BOS\); Board of Supervisors. \(BOS\)](#)
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 12:26:01 PM

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Great Email!

Thanks for the help!

On Tue, Sep 29, 2020 at 11:59 AM Mike Strain <m_strain@yahoo.com> wrote:
9/29/2020

Supervisor Sandra Fewer
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Fewer:

I am sending you this email, as a 25+ year resident of District 1. My wife and I moved into our current house in 2003, and the city has seen many changes in that time. We have made a conscience choice to stay in the city that we love, and send our children to schools here in San Francisco.

I'm writing in strong support for approval of lights at JB Murphy Field at St. Ignatius in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the

students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Mike Strain
130 Funston Ave
m_strain@yahoo.com
(415) 509-1541

--

Rob Marcaletti '96
Associate Athletic Director
St. Ignatius College Preparatory
2001 37th Avenue
San Francisco, CA 94116
O: 415-731-7500 ext. 5335
C: 650-455-1821
www.siprep.org

From: [Chris and Lilly Angelopoulos](#)
To: [Mar, Gordon \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Subject: SI lights! File No. 200992 and 200996
Date: Tuesday, September 29, 2020 2:30:31 PM

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September 29, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Mar and Honorable Supervisors:

My name is Chris Angelopoulos.

I am born and raised in the Sunset District of San Francisco and attended St. Ignatius Class of 1988 and still reside and do business here in the City with my family.

My oldest daughter graduated from SI in 2018, and I have a son and daughter still at SI. My son has entered his Senior year of Wildcat Football. I am a strong supporter of the lights at J.B. Murphy field and feel that it would enhance the experience for both the students and parents at St. Ignatius. SI is a place that teaches its students so much, and many of those lessons are taught through the sport programs that students participate in. Lights will allow for students to not have to travel far for certain games and practices and allows for a better experience all around.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Chris Angelopoulos
1348 22nd Avenue
San Francisco, CA 94122
clasangelopoulos@hotmail.com

From: [Heidi Gomozi](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); sandra.fewer@stqgov.org; [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: IN FAVOR OF: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 2:44:15 PM

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President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA [94102-4689](tel:94102-4689)

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Honorable Supervisors:

My family has been a part of the St. Ignatius College Preparatory community for 35 years. Included in our family are 3 SI graduates and one current student. We have remained active within the community since the early 1980's and find the administration, faculty, staff and student body continue to be a great asset to San Francisco. St. Ignatius has been a pillar of education in San Francisco dating back to 1855 and continues to this day. My husband played 2 sports at SI 1981-1985, as did my twin daughters 2013-2017, and now my son who will graduate in the class of 2023. Given the number of athletic teams and opportunities to play at SI, finding facilities to support all the student athletes and teams in San Francisco is always a challenge.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the

students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Heidi and Constantine Gomoziias '85

Heidi Gomoziias
President
CompWise Consulting
heidig@compwiseconsulting.com
Phone: 408-460-1365

From: [Heather Elder Email](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Yes to the lights at St. Ignatius Please!
Date: Tuesday, September 29, 2020 2:45:12 PM

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September 29, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Catherine Stefani or Honorable Supervisors:

I've live in District 2 for for just over eleven years. I am the mother of three children, two who graduated from and one who is currently enrolled at St. Ignatius. All of my children have been avid athletes, participating in the school's football and field hockey and basketball programs. They all have gained so much enrichment from their varsity experiences at St. Ignatius.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for my son and other student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Heather Elder
2165 Jackson Street, San Francisco, CA 94115
heather@heatherelder.com

From: [Jamie Dyos](#)
To: [Fewer, Sandra \(BOS\)](#); [Board of Supervisors. \(BOS\)](#)
Cc: SHarlan@siprep.org
Subject: St Ignatius College Prep Field Lights
Date: Tuesday, September 29, 2020 3:20:30 PM

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September 29, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Fewer and Honorable Supervisors:

My name Jamie Dyos and I have lived in San Francisco's Richmond Districts for over 30 years. I have owned and operated a small business in San Francisco for the past 30 years, Soiree Valet Parking Service Inc. We have pivoted with the pandemic and opened a new company called ProtectRide.com.

My wife and I have 2 sons, our youngest is currently a Junior at SI and our oldest is a college Freshman, he attended all four years at St Ignatius College Prep. Our boys play year round soccer and are active players on the SI Soccer team. We are fully aware of the need of more fields for sports in San Francisco.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be of service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on

the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field, our beloved JB Murphy Field and thank you for your consideration.

Thank you for your consideration,

Jamie S. Dyos

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Jamie S. Dyos

President

Soiree Valet Parking Service, Inc.

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San Francisco, CA 94103-2523

Phone: 415-284-9700 or 800-660-1906

Direct: 415-284-9711

Cell: 415-559-2469

Fax: 415-284-9770

Email: Jamie@soireevalet.com

Web: www.soireevalet.com

Web: www.ProtectRide.com

From: [Seana Patankar](#)
To: [Safai, Ahsha \(BOS\)](#)
Cc: [Board of Supervisors \(BOS\)](#); nharlan@siprep.org; [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Ronen, Hillary; Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 3:31:54 PM

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9/29/20

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Safai:

I grew up within walking distance of SI and my brother attended SI (at the time it was all boys). I have a son who just graduated and who used the fields almost every day and I have daughter currently attending SI who will be using the fields again once soccer starts back up.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Seana Patankar, *IIDA, NCIDQ, LEED AP*

EVOCO architecture | interiors
160 south linden avenue suite 210
so. san francisco, ca 94080
t: 415-312-0560
evoco@evocoarch.com
<http://www.evocoarch.com/>

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From: [Gary Sulentic](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Please support Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 3:39:54 PM

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09/29/2020

President Norman Yee, Supervisor Mandelman
and All Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Dear Supervisor Mandelman and Honorable Supervisors,

My wife Kamala Mostert and I have lived in San Francisco District 8 as homeowners and residents at 1515 Guerrero since 1998 and have raised our two kids in our SF home since birth. Our youngest Grayson is now a Sophomore at St. Ignatius and is active in sports, including football, track and swimming and our daughter is a Senior at University High School near The Presidio. Kamala is a small business owner, having run her architecture firm, Mostert Architecture, in The City for 23 years. I've worked in senior-level technology roles at SF-based offices for a number of companies, including Gap Inc., Dropbox, Bitly, and Autodesk.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Gerard Sulentic
1515 Guerrero Street, San Francisco, CA 94110
gjsulentic@yahoo.com

From: [Jennet Nazzal](#)
To: [Fewer, Sandra \(BOS\)](#); [Board of Supervisors. \(BOS\)](#); [Yee, Norman \(BOS\)](#)
Cc: [Don Nazzal](#)
Subject: In Support of lights at St. Ignatius Athletic Field
Date: Tuesday, September 29, 2020 3:42:25 PM

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September 29, 2020

President Norman Yee
Supervisor Sandra Fewer
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Fewer and Honorable Supervisors,

We are lifelong San Franciscans and have lived in the Richmond District for over 25 years. We are committed to strengthening our community with healthy, active outlets for our young people to enjoy their quality of life.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Jennet & Don Nazzal
734 21st Avenue
San Francisco, CA 94121

From: [Diane Cummings](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Cc: [Robert Cummings](#); cummings6@comcast.net
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 3:49:39 PM
Importance: High

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear President Norman Yee and Members of the San Francisco Board of Supervisors,

Our family has four children; graduates of Saint Ignatius in 2012, 2016, 2020 and our son Matthew will graduate in 2022. Raising teenagers is today's environment where digital media is flooding their lives, sports have been our successful tool to keep each of them healthy, focused and disciplined during their HS years. The SI community is not only where are children have made lasting friendships but we, as parents have formed solid friendships. Memories of sitting in the bleachers on so many cold foggy days, watching our children at a sporting event are priceless and will always be cherished.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.; There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.; St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students; The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it;

Please vote YES! to the lights at St. Ignatius Field! Thank you for your consideration and helping to keep our kids safe for generations to come.

and thank you for your consideration.;

Sincerely,

Diane & Robert Cummings
251 Richardson Drive, Mill Valley CA 94941
415-515-5243
Cummings6@comcast.net
Rob.cummings@comcast.net

From: [Mardi Dier](#)
To: mandelmannstaff@sfgov.org
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); shamann.walton@sfgov.org; [Board of Supervisors, \(BOS\)](#)
Subject: Support of lights at JB Murphy Field at St Ignatius Prep File No. F200992 and 200996
Date: Tuesday, September 29, 2020 4:01:38 PM

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September 29, 2020

President Norman Yee and Members of the SF Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA. 94102

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Mandelman or Honorable Supervisors:

I am Mardi Dier at 32-year resident of San Francisco and the last 25 of those in District 8 on Buena Vista Terrace. I work in biotechnology and am a parent of three sons whom I have raised in this City that we all love and care for greatly.

I am writing today in strong support for the approval of the adding lights to the JB Murphy Field at St. Ignatius College Prep. This will create more options for student athletes and also allow St. Ignatius to implement later start times in accordance with CA State Law.

As we all know, there are fewer spaces for students to practice field sports in SF and by allowing SI to install the lights, it will keeps students closer to school's campus rather than traveling great distances to practice or compete. With three sons - all of whom attended or still attend SI - I can attest to the extra driving and suboptimal practice spaces because of light restrictions. Adding the lights to the field is a significant and logical step for a school and field of this size. The positive impact for these kids would be considerable.

SI has been an excellent center of learning and tradition with sports being a critical part of the SI environment. Please consider the students who will benefit from additional field time and programs with the additions of the lights. This is a great benefit in the development of our young students.

The SF Planning Commission voted 6 to 1 in favor of the approval in July and the process has been underway for over seven years. I hope we can count on your and please vote YES! To the lights at the SI Field and thank you for your consideration.

Sincerely,

Mardi Dier
75 Buena Vista Terrace
SF, CA 94117
Mardicdier@gmail.com

Mardi Dier

415-509-3632 (c)

From: [Anthi Janssens](#)
To: [Yee, Norman \(BOS\)](#)
Cc: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File no. F200992 and 200996
Date: Tuesday, September 29, 2020 4:38:35 PM

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September 29, 2020

President Norman Yee and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Norman Yee,

My name is Anthi Janssens and I live with my family in the quiet Sherwood Forest neighborhood in Miraloma Park for 15 years.

I am a mother of two wonderful kids, a seventh grade boy at St. Stephen School and a daughter who is a sophomore at Saint

Ignatius Preparatory. My husband owns an engineering firm in downtown San Francisco. We both have been San Francisco residents for over 20 years.

I am writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to

Implement a later start time in accordance with CA State law.

As time goes by, there are fewer and fewer spaces for students to practice field sports in the city and allowing SI to install these lights will keep students closer to campus rather than traveling great distances to practice.

Ever since our kids were little, they have been in sports whether it is soccer, basketball, baseball, swimming, golf, or volleyball. Team sports help teach our students dedication, leadership and accountability, as well as improved cardiovascular health.

And they have made so many friends along the way.

St. Ignatius College Preparatory has been such an excellent center of learning not only academically but also in service to others. We are so proud and lucky to be in a school with so many service opportunities for our daughter. And because of that there is such a strong community bond.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years now.

Please consider our amazing students who will be impacted by this addition to our fields sports program and the impacts it will have on the positive development of young lives especially at the current times.

Our kids and their happiness mean the world to us! Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Anthi Janssens
415 Moilmo Drive @ Myra Way
anthigj@gmail.com

From: [Michele Trufelli](#)
To: [Stefani, Catherine \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 4:42:24 PM

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29 September 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Stefani and Honorable Supervisors:

My name is Michele Trufelli and I am fortunate to live with my family in beautiful District 2. We have lived within a few blocks of our current home for nearly 20 years. My youngest son attends St. Ignatius and loves to compete with his soccer teammates - he can't wait to get back out there on the field!

I am writing in strong support for approval of lights at St. Ignatius Field. Field lighting will create more options for student athletes and also allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco. Allowing SI to install these lights will enable the school to better utilize the field space we are so grateful to already have. Keeping students closer to the campus in the later afternoon and evening rather than traveling great distances to practice is both safer and more green.

St. Ignatius College Preparatory has been and continues to be an excellent center of learning, community and service to others. Many invaluable lessons are learned through the shared experience on the sports field. Even students who participate only as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will benefit by this addition to our field sports program and the impact it will have on the positive development of our future leaders.

Please vote YES! to the lights at St. Ignatius Field and thank you very much for your consideration.

Sincerely,

Michele Trufelli
440 El Camino Del Mar
San Francisco, CA 94121
mltsf00@gmail.com

From: [Colin Higgins](#)
To: [Mar, Gordon \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Action needed -Lights at St. Ignatius Field
Date: Tuesday, September 29, 2020 4:53:27 PM
Attachments: [image003.png](#)

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Dear Supervisor Mar:

I am a 15 year resident of the Sunset District and am the CEO of a wealth management firm and more relevant a long-time coach and supporter of youth based sports in the city. My wife is a 20+ year employee of SFUSD, we have two children who are student athletes and we have a deep appreciation for the value of youth athletics to this community.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice. This is not only a burden for the students but for the working parents who need to transport them as well.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Colin Higgins

th

1927 20 Avenue, SF CA 94116

Colin Higgins

Chief Executive Officer

919 E Hillsdale Blvd, Suite 150 Foster City, CA 94404

O: 650.212.2240 F: 650.212.2249 | summitry.com

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From: [Valerie Nicolson](#)
To: [Mar, Gordon \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 5:30:23 PM

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September 29, 2020

President Norman Yee and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Mar:

My husband and I bought our house on 23rd Ave. and Ulloa St. 26 years ago in 1994. Neither of us are San Francisco natives, and we were initially quite hesitant to settle here and raise a family, but we found a warm extended community through our children's schools, including St. Ignatius College Preparatory.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for students and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

When our daughter was a freshman at St. Ignatius, I remember asking her if there was a home football game that she and her friends would attend on Friday night. I was disappointed to learn that the only nighttime football was the Bruce-Mahoney game, and that was also the only game that everyone attended. Growing up in Iowa, fall Friday night football games were the centerpoint of life...the singers performed the national anthem, the musicians played in the pep band, the dancers and cheerleaders entertained us, the parents sold food and hot chocolate, and the athletes played football. In the spring, we all attended evening track meets to cheer on our friends. The school field was a safe place for everyone to have fun on Friday night. But of course, our field had lights.

Our last child is now a student at St. Ignatius, and he's our first football player. Practice ends at 6 pm, so by the end of the season the kids are finishing practice after sunset. It can't be much fun for the players or coaches, and I worry that someone will be injured in the dark. Lighting the field would solve the problem.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Valerie Nicolson
2507 23rd Ave., San Francisco 94116
mrsnicolson@gmail.com

From: [Mr. John Mulkerrins](#)
To: [Yee, Norman \(BOS\)](#); [Mar, Gordon \(BOS\)](#)
Cc: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field -- File No. F200992 and 200996
Date: Tuesday, September 29, 2020 5:31:12 PM

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President Norman Yee and Members of the San Francisco Board of Supervisors
City Hall - 1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Norman Yee, Supervisor Gordon Mar, and Honorable Supervisors:

My name is John Mulkerrins and I am the Athletic Director at St. Ignatius College Prep. I am a first-generation and native San Franciscan, grew up with my parents on 28th and Taraval (**District 4**), bought my first home on 14th and Judah (**District 7**), and am currently raising my family on Morningside Drive (**District 7**). My mom still lives in her home on 28th Avenue which she bought in 1958! I attended San Francisco State University and have been working with school-aged children my entire life -- teaching physical education, junior high math, coaching youth and high school sports, and been a sports administrator for nearly 30 years. It would be a very fair statement the Mulkerrins Family loves San Francisco -- so thank you for all the work you do to make our City a great place to live!

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice. I am in charge of scheduling practices and contests for SI's 66 teams. It's quite a puzzle and the transporting of students off-campus to practice is challenging for our students and coaches. Lights on our campus would really help our students manage their day between school and practice. For example, we would host study-halls for teams with later practices on our campus so students can get a majority of their homework done before practice.

St. Ignatius is a great school and when I attended SI, it was an all-boys school. SI went coed 30-years ago and the addition of female students has made the school even greater. It also doubled the size of our athletic department. Simply stated, lights on our field would benefit all SI students and coaches for practices and games. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

John Mulkerrins
62 Morningside Drive
SF, CA 94132
jmulkerrins@siprep.org

--

John Mulkerrins
Director of Athletics
St. Ignatius College Preparatory
2001 37th Avenue
San Francisco, CA 94116
O: 415-731-7500 ext. 5276
C: 415-613-7559
F: 415-682-5077
www.siprep.org
Go 'Cats!

From: [Mr. Michael Shaughnessy](#)
To: [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Subject: Supporting Lights at Saint Ignatius
Date: Tuesday, September 29, 2020 5:40:09 PM

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Dear Supervisors,

I am sending a copy of the letter I wrote to the Park and Rec Commission who looked at lighting SI field:

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law.

I am a life-long Sunset resident and retired last year after teaching for 40 years at Saint Ignatius. My three adult children played sports for AP Giannini and Saint Ignatius. I watched the Jim Lucey soccer fields being constructed from my classroom window and used to watch baseball, softball, soccer and lacrosse games at West Sunset when SI could still use City fields. I coached Viking soccer teams that practiced and played at West Sunset, including the lighted softball fields during the evenings with early sunsets.

I remember when the City refused to allow the soccer fields to be lighted after the neighbors objected. I'm not sure how many of you remember that part of the cause of the objection was in response to the City's granting permission for adult league games on weekends while not arranging for the restroom facilities to be opened.

Saint Ignatius is a good neighbor and works diligently to provide recreational opportunities to hundreds of student athletes, currently arranging transportation for hundreds of athletes to Pacifica for practice and competition. At Saint Ignatius, athletics are considered co-curricular, not extra-curricular. Lessons of commitment, discipline, service and community are learned on athletic fields as much as in classrooms.

Please vote YES!

Thank you for your consideration.

Sincerely,
Michael

--

Religious Studies - retired
St. Ignatius College Preparatory
mshaughnessy@siprep.org

1374 La Playa Street
San Francisco, CA, 94122



From: [Brett Bonthron](#)
To: [Yee, Norman \(BOS\)](#)
Cc: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: District 7 Resident - Let's let the kids win again
Date: Tuesday, September 29, 2020 5:48:38 PM

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Supervisor Yee - thank you for your years of service to the district. My family has been happy to call D7 our home for many years. We wish you luck in your next endeavor.

As a Board Member of the San Francisco Youth Soccer League that serves thousands of San Francisco children, I was on the front lines of the battle to develop Beach Chalet soccer fields and, yes, install lights there. Thanks to support from many Supervisors like yourself, Beach Chalet was built and it has served our children well.

So here we go again. This time, we're debating the lights at SI's athletic fields. Once again, I sat in Planning Commission meetings (though this time on Zoom!). I listened to the Commission's thoughtful questions and believe they made the right choice. I've also listened to all the arguments made by a small, vocal minority of residents against the lights. I've done my homework. The SI Athletic Field lighting proposal should go forward.

Please support the the proposal, support the Planning Commission's due diligence, and once again, **let the kids win.**

Brett Bonthron
421 Moraga St.
San Francisco, 94122

From: [Megan Mulkerrins](#)
To: [Yee, Norman \(BOS\)](#)
Cc: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 6:52:56 PM
Attachments: [Lights at St. Ignatius Field File No. F200992 and 200996.msg](#)

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From: [Megan Mulkerrins](#)
To: [Yee, Norman \(BOS\)](#)
Cc: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 6:52:40 PM
Attachments: [Letter to supervisor.pdf](#)

September 30, 2020

President Norman Yee and Members of the San Francisco Board of Supervisors
City Hall - 1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Norman Yee and Honorable Supervisors,

My name is Megan Mulkerrins and I have lived in San Francisco since I was born here 18 years ago. I recently graduated as part of the class of 2020 from Saint Ignatius and my time there was largely defined by being a three sport student-athlete for all 4 years of high school. I participated in 3 outdoor sports including field hockey, soccer, and crew. All 3 sports required the use of off campus facilities. One of the challenging parts of high school is managing time in a way that allows you to succeed in all aspects of your life and travelling to off campus practice facilities only added to this challenge. Everyday you would need to account for travel time to and from practice and it would make it difficult for both the athlete -- knowing you wont get the full practice time you are slotted, and, the student -- knowing this precious time driving and waiting for teammates could be spent studying or doing homework. Practices were always scheduled right after school in order to beat traffic and finish before the sun set which conflicted with having time to meet with teachers who usually only stay for a short period of time after the final school bell. Having lights on the field would allow all athletes to succeed more in an academic and athletic way. Later practice slots would allow teams to meet beforehand and have a study hall dedicated to homework. Teams would gain access to more resources like going to the library and meeting with teachers for extra help or classmates for group projects. This would also ensure teams get the complete time slot for their practices and have the joy of playing on campus gaining recognition from their peers for their dedication and hard work. I loved being an athlete at Saint Ignatius and many of my closest friends and most influential mentors came from my teammates and coaches. If there is a way to make this experience even better for people after me I would definitely urge for that opportunity to be taken and I believe the best way to do that is by adding lights to the field.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! To the lights at St Ignatius Field and thank you for your consideration.

Sincerely,

Megan Mulkerrins
62 Morningside Dr San Francisco, CA 94132
megan.mulkerrins2020@gmail.com

From: [Marco Smith "23](#)
To: [Stefani, Catherine \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Tuesday, September 29, 2020 9:40:39 PM

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29 September 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
[San Francisco, CA 94102-4689](#)

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Stefani and Honorable Supervisors:

My name is Marco and I am fortunate to live with my family in District 2. We have lived within a few blocks of our current home for my whole life. I am a sophomore at St. Ignatius and love to compete with my soccer teammates. I can't wait to get back out there on the field! GO CATS!

I am writing in strong support for approval of lights at St. Ignatius Field. Field lighting will create more options for student athletes and also allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco. Allowing SI to install these lights will enable the school to better utilize the field space we are so grateful to already have. Keeping students closer to the campus in the later afternoon and evening rather than traveling great distances to practice is both safer and more green.

St. Ignatius College Preparatory has been and continues to be an excellent center of learning, community and service to others. Many invaluable lessons are learned through the shared experience on the sports field. Even students who participate only as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will benefit by this addition to our field sports program and the impact it will have on the positive development of our future leaders.

Please vote YES! to the lights at St. Ignatius Field and thank you very much for your consideration.

Sincerely,

Marco Smith
[440 El Camino Del Mar](#)
[San Francisco, CA 94121](#)

From: [caitlin spaan](#)
To: [MandelmanStaff, \[BOS\]](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights for Saint Ignatius - Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 6:06:52 AM

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Hi Supervisor Mandelman,

I'm a longtime Noe Valley resident & parent of two Saint Ignatius College Prep athletes. Both my boys have played numerous sports in the city, so I'm deeply familiar with the facilities, from soccer pitches at Crocker Amazon and Beach Chalet to Flag football and baseball fields on Treasure Island. One of the reasons we've stayed in the city to raise our kids vs fleeing to the 'burbs is because of the excellent places the kids can play & the fun my whole family has had watching them.

That said, over the years we've noted that there are fewer and fewer spaces for students to practice field sports in San Francisco. Treasure Island has closed multiple fields, and the fields that are open have multiple teams competing to use them.

Both my boys play or played football at Saint Ignatius, and it's been a hugely positive part of their lives. We love watching them play as well. I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law. Allowing SI to install these lights will keep students closer to the campus rather than forcing them to travel great distances to practice.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Caitlin Spaan
970 Guerrero St. San Francisco

Caitlin@spaan.com

From: [Diane Matsumura](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Please vote yes to approve lights at Saint Ignatius Field
Date: Wednesday, September 30, 2020 7:12:25 AM

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September 29, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Stefan or Honorable Supervisors:

My name is Diane Matsumura, and I have lived in San Francisco my whole life, that's all of 59 years. I'm on staff at Alamo Elementary School and the mother of twins that currently attend Saint Ignatius College Prep High School.

I am writing to ask that you support the approval of the installation of lights for the St. Ignatius field which will allow the school a later start time in accordance with CA State law, Allowing SI to install these lights will have a positive impact on our kids by keeping them closer to the campus rather than traveling great distances for practice.

Being a school with high academic standards, having practices at school, will give them more time to keep up with their homework as well.

I understand that in July, the San Francisco Planning Commission voted 6 to 1 in favor of the approval for installing lights on the St. Ignatius Field. This process has been in the making for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Diane Matsumura
1223 27th Avenue
San Francisco CA 94121
di.mats@yahoo.com

From: [Wendy Morgan](#)
To: [Mar, Gordon \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at SI - Files No. F200992 and 200996
Date: Wednesday, September 30, 2020 7:22:12 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisor Mar and all Honorable Supervisors:

I am a parent at St. Ignatius College Prep and our son is a student athlete. I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,
Wendy Morgan
morgan.wendys@gmail.com

From: [Ian Milham](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: RE: Continued support/approval of lights at SI Field (File No. F200992 and 200996)
Date: Wednesday, September 30, 2020 8:36:33 AM

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September 28th, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Yee and Honorable Supervisors:

As you all know, one of the challenges (but also beauties) of San Francisco is how tightly we all live together. We moved here 16 years ago specifically to raise our kids in this environment of diversity and collaboration. One of the things, though, that's harder to come by in the city is space for physical activity, so it makes sense to maximize the use of the space we do have.

I'm writing to ask you to please support the installation of lights at Saint Ignatius' field, which was approved by a 6-1 vote by the SF Planning Commission in July, after a seven year process of approval. Especially during daylight savings time, it gets dark early here in SF, and these lights would allow SI to implement a later start time in accordance with CA state law. Physical activity is so critical for mental health, which we're all being challenged on at this time, and the proper, already approved, lighting would give thousands of kids the opportunity to use a resource that right now sits wasted too much of the time.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Ian Milham

906 Teresita Blvd. SF, CA 94127 (District 7)

ian.a.milham@gmail.com

From: [Jim Chapman](#)
To: [Stefani, Catherine \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 8:42:35 AM

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October 1, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Stefani and Honorable Supervisors:

My name is Jim Chapman and I was born and raised in San Francisco. Not only was I raised in District 2 but I also call District 2 my family home now with my wife and 2 teenage boys. My oldest is a Sophomore student athlete at SI and my younger 8th grader is planning on attending SI in 2021.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Jim Chapman
1849 Lyon Street, SF, CA 94115
jimchapman415@icloud.com

From: [Jim Chapman](#)
To: [Stefani, Catherine \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 8:59:59 AM

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October 1, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Stefani and Honorable Supervisors:

My name is Jim Chapman and I was born and raised in San Francisco. Not only was I raised in District 2 but I also call District 2 my family home now with my wife and 2 teenage boys. My oldest is a Sophomore student athlete at SI and my younger 8th grader is planning on attending SI in 2021.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Jim Chapman
1849 Lyon Street, SF, CA 94115
jimchapman415@icloud.com

From: [Emma Stecher '21](#)
To: [Board of Supervisors, \(BOS\)](#)
Subject: Fwd: City Lights
Date: Wednesday, September 30, 2020 10:35:57 AM

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----- Forwarded message -----

From: **Emma Stecher '21** <estecher21@siprep.org>
Date: Wed, Sep 30, 2020 at 10:33 AM
Subject: City Lights
To: <gordon.Mar@sfgov.org>, <norman.yee@sfgov.org>, <matt.haney@sfgov.org>, <MandelmanStaff@sfgov.org>, <Aaron.peskin@sfgov.org>, <dean.preston@sfgov.org>, <sandra.fewer@sfgov.org>, <ahsha.safai@sfgov.org>, <hillary.ronen@sfgov.org>, <catherine.stefani@sfgov.org>, <shamann.walton@sfgov.org>, <Board.of.supervisor@sfgov.org>

30 September 2020

Dear Supervisor Mar and Members of the San Francisco Board of Supervisors,
My name is Emma Stecher and I am a student-athlete at St. Ignatius College Preparatory School who plays field hockey. I have lived in the city for all of my life in the Outer Sunset/Parkside District. This place really holds a special place in my heart as it is in some parts very urban while in others it offers a natural escape to get away from the hustle of daily activities.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA state law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experiences on the sports field. Even the students who participate as spectators gain a strong sense of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,
Emma Stecher
2740 41st Avenue
SF, CA 94116
estecher21@siprep.org

From: [Abigayle F](#)
To: [Yee, Norman \(BOS\)](#)
Cc: [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 11:07:09 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Norman Yee,

My name is Abigayle Ferdon. I am a San Francisco native. My husband, Ben Ferdon, is also a San Francisco native. We are raising our two sons in the Lakeside district of San Francisco. My husband is an alumni of St. Ignatius College Preparatory School. Our oldest son is currently a junior at St. Ignatius. He is active in several sports teams and clubs.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

Allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice. It will help continue to build community. Outdoor activity is so important for our children especially now during this pandemic. It allows them to stay healthy both physically and mentally.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Abigayle & Ben Ferdon

From: [Mei Mei Chan](#)
To: [Yee, Norman \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 12:19:10 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisor Norman Yee and Members of the San Francisco Board of Supervisors,

This is Donald Luu and Mei Mei Chan, parents of SI students, Shanon Luu (junior) and Nathanael Luu (freshman). We have been living in this district for more than thirty years. My daughter has been playing for SI Lacrosse team for the last two years. Both of my children are athletes who are looking forward to be able to participate in school sports programs for this school year.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Donald Luu and Mei Mei Chan

99 Castenada Avenue, San Francisco

Mchan@meiarchitects.com

From: Marijoy.Arguelles@everestre.com
To: MadelmanStaff@sfgov.org
Cc: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); nharlan@siprep.org; MLGanzon@aol.com; randolf@arguell.es
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 2:27:03 PM

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September 30, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Madelman and other Honorable Supervisors:

As parents of a recent graduate and a new Freshman of St. Ignatius High School, and specifically for [Randolf Arguelles](#) - a long-time resident of San Francisco for more than 35 years, an alumni of St. Ignatius High School and a business owner in San Francisco, we are writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Marijoy & Randolph Arguelles
5149 Diamond Heights Blvd.
San Francisco, CA 941431

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From: [Brian Burnett](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 3:01:33 PM

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Dear Supervisor Fewer and other Honorable Supervisors,

My name is Brian Burnett, I have been a San Francisco resident for over 30 years, and have lived in the Richmond District (15th Ave between California and Clement) for the last 20.

We have raised our children (Jack and Samantha) here, both currently attend St Ignatius College Preparatory. **We have tried very hard to stay in San Francisco, even as we watched many of our friends flee to the suburbs once they started to raise families.**

I'm writing in strong support for the approval of lights at St. Ignatius Field in order to create more options for student-athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law. There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field. Please help keep families like ours in San Francisco.

Thanks for your consideration!

Sincerely,

Brian Burnett
255 15th Ave
San Francisco, CA
415-609-2677

briangburnett@gmail.com

From: [McFarland, Tessa](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Cc: [Board of Supervisors, \(BOS\)](#)
Subject: Support for Lights for Sports at St. Ignatius
Date: Wednesday, September 30, 2020 4:00:27 PM

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Dear Supervisor Yee, and Board of Supervisors:

We write in support of lights for the sports field at St. Ignatius. We live in District 7. We've raised three kids in SF, our youngest is a freshman at St. Ignatius. The importance of sports to the development of children into young adults is very well known – it builds character, friendships, teaches discipline and life lessons like how to win and lose with grace, how to manage your emotions when you try your heart out and you still fail. Ultimately, playing sports and being on a team bridges differences, creating unity. These are all so incredibly important, and seems even more important now in America. Lights would allow more time for use of the field, especially in the wintertime and to allow for distancing required by COVID. This is very important to the children and families here in San Francisco. Please support the lights – by doing so, you're supporting kids, families and the greater community.

Thank you,

Tessa & Bill McFarland

480 Castenada Avenue

tmcfarland@prometheusreg.com

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From: [maria.rivieccio](#)
To: [Ronen, Hillary](#)
Cc: [Board of Supervisors \(BOS\)](#)
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 7:54:43 PM

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September 30, 2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Supervisor Hillary Ronen,

My name is Maria Rivieccio, I'm a grand-mother of a student at Saint Ignatius. I have lived in San Francisco, since I immigrated here in 1969 and specifically in your district for 35 years.

I'm writing in **strong support** for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice. I myself have had to pick up my grandson many times and bring him to a field in Pacifica to practice baseball. It does not seem right to me that these kids can not practice at their own school due to not having lights.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote **YES!** to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Maria Riveccio
737 Silliman Street
mariariveccio@sbcglobal.net

From: [Marnie Nordquist](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Cc: [Steve Schirle](#)
Subject: Lights at SI Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 7:57:35 PM

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President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Honorable Supervisors:

My name is Marnie Nordquist and I have lived, attended law school, and worked in San Francisco since 1985. My husband Steve Schirle and I have lived in Forest Hill Extension (District 7) for over 28 years. Two of our kids are now in college and our third child is a sophomore at St. Ignatius College Prep.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

I played many years in SF softball leagues and tennis leagues, and all of my kids played sports during grammar school, for club teams, and in high school in San Francisco. There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice. My 16 year old currently has some practices at Fairmont Field in Pacifica. There are no convenient bus routes and it's not safe to expect a new teen driver to navigate this route regularly. Installation of these lights will keep our students safer.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Marnie Nordquist

76 Hernandez Ave.
San Francisco, CA 94127
marnienordquist@me.com
(415)370-1466

From: [Sloan Smith](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 9:14:42 PM

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Honorable supervisors,

The purpose of this email is to show my support for the addition of lights at Saint Ignatius field.

The addition of lights allows more opportunities for the student-athletes to utilize the facilities on SI's campus. Having additional opportunities for students to stay on campus and to create bonds and develop school unity are of great benefit--something that is especially apparent during these times.

As a parent of an SI student-athlete who commutes to school each day, I personally appreciate anything that will allow him to stay on campus and to experience every minute of what SI has to offer. I also like that he won't have to travel great distances to limited playing fields to play the sports he loves.

Saint Ignatius has been an excellent institution of learning and service for a long time. Its students, faculty, and alumni value the opportunities to come together to support its sports teams. This process of coming together develops and sustains the idea of 'community'. There will be more opportunities for these encounters with sporting events at night.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by the addition of lights and the positive impact on their SI experience.

Please vote YES! to the lights at St. Ignatius Field.

Thank you.

Sloan Smith
sloansmith72@comcast.net

9/30/2020

From: [Matthew Asiano "22](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 9:28:57 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisor Catherine Stefani,

My name is Matthew Asiano, I am 16 years old and I have lived in district 2 all of my life. I go to Saint Ignatius where I play football and lacrosse and I am also in troop 14 with your son, Dominic.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

Having lights on the field that I have worked so hard on for the past few years would be so much to me and thousands of others in the Saint Ignatius community. Having these lights would not only highlight football but all sports at Saint Ignatius. With COVID and everything that is going on our community needs something to look forward to in the future.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Matthew Asiano

From: [Brenda Hunsinger](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Wednesday, September 30, 2020 11:42:56 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Honorable Supervisors:

I am the parent of a Senior scholar athlete at St. Ignatius College Preparatory. My son has played and practiced football for the last four years on J.B. Murphy Field. The lessons learned on that field have been an instrumental part of his education, growth and character development as a young man for and with others.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes especially during the current circumstances that prioritize the safety of outdoor activities and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students, many of whom already commute, on campus rather than traveling great distances to practices.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Brenda Hunsinger

177 Avenida Miraflores

Tiburon, CA 94920

From: [Ben Boyden "22](#)
To: [Peskin, Aaron \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary; MandelmanStaff, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Stefani, Catherine \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Thursday, October 1, 2020 12:35:08 AM

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Dear Supervisor Stefani and Honorable Supervisors,

I am Ben Boyden, a student at Saint Ignatius. I have lived in the city my whole life and spend a lot of time at SI ever since my sister decided to attend their.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Ben Boyden

2339 Green Street

Bboyden22@siprep.org

From: [Michael Abendroth](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: File No. F200992 and 200996 St. Ignatius Field Lights
Date: Thursday, October 1, 2020 8:12:40 AM

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Dear Supervisor Yee,

My name is Michael Abendroth, and I have been a resident of San Francisco for 16 years, while living in District 7 for the past 9. Thank you for your service to our neighborhood. I am an alumni of St. Ignatius in the class of 2000. I work at mid-sized bank, serving local and family owned businesses. It is a privilege to witness first hand the positive impacts that these local businesses contribute to our community -- as I am sure you see first hand as well.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance to CA State law. Even though it is a private school, St. Ignatius students form a very diverse community.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing S.I. to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the generations of students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Michael Abendroth
136 Robinhood Dr.
San Francisco, CA 94127
michaelabendroth@gmail.com

From: [Josh Shaskan](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Thursday, October 1, 2020 8:33:21 AM

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Dear Supervisor Yee and fellow Supervisors,

My name is Josh Shaskan and I have lived in this district since 2005. I am currently a parent at SI and St. Brendan.

I am writing in support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

These are difficult times with Covid-19 and our city is at a crossroads. I see more and more families leaving San Francisco for other communities. Simple things like lights on a field that lesson the burden of shuttling kids from one distant field to the next or create an opportunity for the community to gather to celebrate the great joy of student athletics can keep families in this great city of ours.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experiences on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Josh Shaskan
125 Alton Ave., San Francisco, CA, 94116
jshaskan@gmail.com

Sent from my iPad

From: coyllino@yahoo.com
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: YES for Lights at SI Field
Date: Thursday, October 1, 2020 10:15:25 AM

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October 1, 2020

Re: Lights at St. Ignatius Field

Dear Supervisor Yee,

We are writing to support approval of lights at St. Ignatius Field, File No. F200992 and 200996. Our family has lived in the West Portal and Forest Hill neighborhoods of San Francisco for almost 30 years. We feel blessed to have been able to raise our children in such a diverse and vibrant city.

Over the years, we've seen athletic teams increasingly struggle to find practice fields in San Francisco, as many teams and sports all need access to a limited number of fields. Installing lights at St. Ignatius would greatly increase the number of practices that can be held on campus, freeing up city-owned fields for other teams. In addition, lighted fields would vastly improve the academic and athletic experience at St. Ignatius. Currently, practices are often limited to small portions of a field so that multiple teams can practice at the same time in order to get practices in during daylight. This is not a quality athletic experience at any level.

As I'm sure you know, high school sports are an essential part of any educational experience and an important element for many residents of San Francisco. They encourage community, sportsmanship and teamwork both on and off the field. The effects often last a lifetime. Please vote YES for field lights at St. Ignatius and thank you for your consideration.

Sincerely,

Cynthia Coyne and Chris Pollino

[85 Marcela Ave](#)

[San Francisco CA 94116](#)

coyllino@yahoo.com

From: [Don Clark](#)
To: [Board of Supervisors, \(BOS\)](#); [Mar. Gordon \(BOS\)](#)
Subject: Re: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Thursday, October 1, 2020 10:45:34 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

Our children have attended SI for 7 years. We love SI. Athletics at SI have played a huge role in our kids lives. In our experience, SI provides tremendous benefits to the Sunset community and beyond, including the positions of the incredible staff, the usage of the facilities including the pool by SF residences, and the economic impact of our meals out before and after games.

Our kids have faced numerous challenges with getting practice time on existing fields. Having lighting installed would help alleviate the shortage of fields.

As you know, the San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Don Clark

From: [Stephen Wynne](#)
To: [Yee, Norman \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Walton, Shamann \(BOS\)](#)
Cc: [Board of Supervisors, \(BOS\)](#)
Subject: Lights for the St. Ignatius JB Murphy field - File No. F200992 and 200996
Date: Thursday, October 1, 2020 10:54:15 AM

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**President Norman Yee and Members of the San Francisco Board of Supervisors
City Hall**

1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights for the St. Ignatius JB Murphy - Field File No. F200992 and 200996

Dear President Norman Yee, Supervisor Catherine Stefani and Honorable Supervisors,

My name is Stephen Wynne and I proudly call myself a Bay Area native... born and raised in Marin County before attending St. Ignatius College Preparatory (Class of 1990). I currently live in District #2 (since 1996) with my wife, Jessica Wynne, and three children - Hunter (16), Webb (14) & Iris (10). Our children love the outdoors and cherish their time on the playing fields.

With the COVID-19 pandemic and the quarantine measures in place, we have come to realize how essential playing outdoor sports is to our children's overall health and well-being. Also, the need for additional outdoor venues (specifically, playing fields with lights) has truly come to light throughout these difficult times. Not only do I speak from the heart, but I also serve as the vice president of the Olympic Club Foundation (OCF) - <https://www.olympicclubfoundation.org/>. The core mission of the OCF is to support youth athletics in underserved communities within the nine Bay Area counties. So, I speak from experience when I emphasize the importance of athletics toward a young student-athletes' upbringing and overall character building. This beautiful JB Murphy Field at St. Ignatius is used and appreciated during a daytime hours... but sits unused when the sun sets (in the Sunset!).

That said, I'm writing in strong support for approval of lights for the St. Ignatius JB Murphy Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

For 165 years, St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be

impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Thank you for taking the time to read my email. Please vote 'YES' to the lights at St. Ignatius JB Murphy Field. Thank you for your consideration.

Sincerely,
Stephen

Stephen Wynne
1824 Baker Street, SF, CA 94115
(415) 608-2611

From: [Niall Durkin](#)
To: [Board of Supervisors, \(BOS\)](#)
Subject: Lights at St. Ignatius Field File No. F200992 and 200996
Date: Thursday, October 1, 2020 11:29:45 AM

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10/1/2020

President Norman Yee
and Members of the San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: Lights at St. Ignatius Field File No. F200992 and 200996

Dear Honorable Supervisors,

My daughter is a sophomore at St. Ignatius. We live in Marin, but she loves playing soccer for her school.

I'm writing in strong support for approval of lights at St. Ignatius Field in order to create more options for student athletes and also to allow St. Ignatius to implement a later start time in accordance with CA State law.

There are fewer and fewer spaces for students to practice field sports in San Francisco and allowing SI to install these lights will keep students closer to the campus rather than traveling great distances to practice.

St. Ignatius College Preparatory has been an excellent center of learning not just to take tests and excel academically but to be in service to others. Many of those lessons are learned through the shared experience on the sports field. Even the students who participate as spectators gain a strong feeling of community by supporting their friends and fellow classmates.

The San Francisco Planning Commission voted 6 to 1 in favor of this approval in July and the process has been underway for over seven years. Please consider the students who will be impacted by this addition to our field sports program and the impacts it will have on the positive development of young lives.

Please vote YES! to the lights at St. Ignatius Field and thank you for your consideration.

Sincerely,

Niall Durkin

ndurkin@tbdconsultants.com



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Niall Durkin

Principal

111 Pine Street, Suite 1315

San Francisco, CA, 94111

www.tbdconsultants.com

Tel : 415 981 9430 San Francisco office

Direct : 415 872 0992

Cell : 415 359 5207

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Public Comment Re: BoS File 200701 (Item 1 of 9/21 Land Use)
Date: Wednesday, September 30, 2020 12:09:00 PM

From: Linda Ray <info@email.actionnetwork.org>
Sent: Tuesday, September 29, 2020 9:59 AM
To: Major, Erica (BOS) <erica.major@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>
Subject: Public Comment Re: BoS File 200701 (Item 1 of 9/21 Land Use)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Land Use Committee, Board of Supervisors, and Sup. Walton,

I'm a resident of San Francisco writing to strongly support prohibiting gas in new construction. The methane leaks, air pollution, and explosion dangers of natural gas are no longer necessary for the functioning of our homes and businesses. San Francisco can lead the state and the country in building a better future. I worked for many years as a Public Health Nurse and now know that children exposed to gas stoves and other appliances have a much higher rate of asthma than children in electric powered homes.

In addition to recommending the ordinance, I would also like to ask the Commission to recommend the changes to the ordinance as laid out by Earthjustice, the Sierra Club, the San Francisco Climate Emergency Coalition, and other local groups in their letter to the Commission and Board.

It is important to me that we:

1. Eliminate the feasibility exception to the electric-ready requirement and make fully electric-ready construction a baseline requirement for new construction. We know that the future is electric. Allowing any building to be built that will require massive retrofits in the near future is unacceptable. With full electric readiness, we minimize that retrofit cost.
2. Create a Clean Energy Building Hub through the City and County of San Francisco that provides for the outreach, resources, and education needed to eliminate barriers and maximize opportunity for all-electric new construction to benefit both climate and equity.
3. Expand the ordinance's definition of "mixed-fuel buildings" to include laboratory, industrial, and decorative uses of gas. Gas shouldn't be allowed for upscale decorative uses. It's

wrong to harm public health for private enjoyment.

4. Provide additional limitations and transparency in the exemption process to ensure any project found exempt for infeasibility is truly in the public interest. I'm concerned about the news of powerful and connected people being able to get favors from DBI. We need sunshine on the exemption process, and exemptions should only be given in the public interest.

5. Amend section 106A.1.17 to require that the Building Official find "sufficient evidence was submitted to substantiate the infeasibility of an All-Electric Building or Project design without regard to financial, floor-area, or amenity-related loss unless deemed to be in the public welfare." The housing crisis is real. And we need to find ways of fixing it without sacrificing our children's future. The space taken up by a transformer should not be an acceptable reason for an exemption.

6. Eliminate the blanket exemption for commercial kitchens delaying compliance until 2022. Existing restaurants are not helped by giving builders a pass on making future commercial kitchens all-electric.

Thank you for taking up this important issue and considering the health and safety of our residents and climate.

Linda Ray

dadaray@hotmail.com

1125 Potrero Ave.

San Francisco, California 94110

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Cc: [Major, Erica \(BOS\)](#)
Subject: FW: File No 200701 Ordinance Letter
Date: Thursday, October 1, 2020 11:08:00 AM
Attachments: [File No 200701 Ordinance Ltr.pdf](#)
Importance: High

From: Marlene Mares <mmares@ualocal38.org>
Sent: Thursday, October 1, 2020 10:54 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Larry Mazzola Jr. <larryjr@ualocal38.org>
Subject: File No 200701 Ordinance Letter
Importance: High

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good Morning Angela,

Please see the attached letter.

Thank you so much!

Regards,

Marlene Mares
Office Mgr/Admin Assistant
UA Local Union 38-Plumbers
415.626.2000 (main line) 415.626.2009 (fax)
415.558.3701 (direct line)
mmares@ualocal38.org



**UNITED ASSOCIATION OF JOURNEYMEN AND APPRENTICES
OF THE PLUMBING AND PIPE FITTING INDUSTRY**

LOCAL UNION NO. 38

1621 MARKET STREET • SAN FRANCISCO, CA 94103

October 1, 2020

Mayor London N. Breed
City Hall, Room 200
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Email: MayorLondonBreed@sfgov.org

Board of Supervisors
c/o Angela Calvillo, Clerk of the Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, Ca. 94102-4689
Email: Board.of.Supervisors@sfgov.org

Debbie Raphael
Director of the San Francisco Department of the Environment
1455 Market Street, Suite 1200
San Francisco, CA 94103
Email: environment@sfgov.org

RE: File No. 200701 Ordinance amending the Building Code to require new construction to utilize only electric power

Dear Mayor Breed, Board of Supervisors, and Ms. Raphael:

I am writing on behalf of Local 38 to request amendment of the proposal to adopt a local ordinance amending the San Francisco Building and Environment Codes to require new construction to utilize only electric power.

**I. Electrification of Buildings Must Address Impacts on Workers;
Electrification Eliminates an Entire Sector of Skilled Construction Work.**

Without amendment, Local 38 opposes the proposed ordinance banning gas piping and appliances in new construction because it fails to address the significant and immediate loss of good paying, skilled construction jobs that will result from this ban. While the UA and Local 38 support the goal of drastically reducing greenhouse

gas (GHG) emissions, eliminating gas plumbing from all new building construction poses a real and immediate threat to the livelihood of plumbers by eliminating an entire sector of new building construction work without any plan to replace these jobs.

As society takes the necessary policy steps to reducing GHGs, it cannot ignore to the unintended impacts some of these policy decisions have on workers. Where entire job sectors are being eliminated or minimized, we need to ensure steps are in place to provide the affected workers with a “just transition” to replacement work. And we need to ensure that those steps are taken concurrently because we know from experience that just transition never happens after the fact. Too often, “just transition” is just an empty promise.

Local 38 understands that the Board and many members of the community are impatient to adopt an electrification ordinance. But it cannot be ignored that this ordinance will create immediate significant job losses for Local 38’s members and others. An action with such significant job loss impacts should not be rushed through without ensuring that these job losses will be mitigated. Local 38 urges the committee to have staff sit down with Local 38 to ensure that a path for just transition is incorporated into this ordinance before it leaves this committee.

II. A Path for Just Transition Exists that Aligns with the City’s Energy and Water Efficiency Goals

The additional electrical work created by a mandatory electrification ordinance for new construction will be just a small fraction of the work hours lost by eliminating gas plumbing in buildings. Moreover, the minimal amount of additional work that would be created is performed by an entirely different craft and will not create substitute employment opportunities for the skilled plumbers whose livelihood is directly impacted by this ordinance. Nor can this work be replaced by “outreach, education, and support for workforce training” as recommended by the San Francisco Department of the Environment.

However, there is a path to mitigating the ordinance’s elimination of an entire sector of skilled plumbing new building construction work, while at the same time furthering San Francisco’s goals to reduce both energy and water use. In order to provide a just transition to plumbers that will no longer be employed installing gas piping and appliances in new building construction, the electrification ordinance should be tied to additional requirements to expand the use of graywater, rainwater and/or recycled water, with a particular focus on the use of alternative water sources within buildings for non-potable applications. Such a requirement would provide those workers most directly impacted by this ordinance with with new replacement work that will further benefit San Francisco by also providing substantial energy and water savings.

Specifically, the following requirements should be concurrently adopted by San Francisco:

A. New construction projects subject to the electrification ordinance should be required to pre-plumb buildings for indoor use of alternative water sources – either recycled water or on-site treated graywater/rainwater depending on availability.

B. New construction projects subject to the electrification ordinance should be required to install solar hot water systems or graywater heat recovery systems that preheat cold water with the heat from wastewater.

C. Buildings subject to electrification requirements should have the option to instead use renewable gas where available, including approval of pilot programs.

D. Certification – Require the use of a “skilled and trained workforce as defined in Public Resources Code Section 2600 for installation of graywater/rainwater systems over a certain size threshold, plumbing for indoor use of recycled water/graywater/rainwater, and onsite treatment systems.

III. Just-Transition Alternative Water Source Requirements Must Be Adopted Concurrently with the Effective Date of the New Construction Electrification Requirements

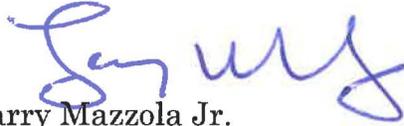
Local 38 strongly urges the Board to ensure that mandatory electrification requirements adopted for new construction are adopted concurrently with just-transition alternative water requirements. Experience shows that just transition solutions must be addressed concurrently with the policy changes that raise the need for a just transition. The proposed electrification ordinance for new construction will result in immediate and drastic impacts on the livelihood of plumbers who currently install gas infrastructure in buildings. Replacement work needs to be made available concurrently with the elimination of this existing work.

For that reason, the proposed electrification ordinance should be adopted with the following additional requirements incorporated into the ordinance: (1) staff shall immediately commence proceedings to develop and adopt mandatory dual plumbing and other alternative water requirements; (2) staff shall propose an ordinance with mandatory dual plumbing and other alternative water requirements for adoption no later than July 1, 2021; (3) the effective date of the proposed electrification ordinance for new construction shall be 30 days after adoption of an ordinance with mandatory dual plumbing and other alternative water requirements.

IV. Conclusion

Local 38 requests an opportunity to meet with staff prior to the next Committee hearing in order to work out a path to address this critical issue. The job losses that will result from this proposed ordinance are real and will be immediate.

Sincerely

A handwritten signature in blue ink, appearing to read "Larry Mazzola Jr.", written in a cursive style.

Larry Mazzola Jr.
Bus. Mgr. & Fin.Secty-Treas.
UA Plumbers & Pipefitters Local 38

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: My experience yesterday in the Tenderloin
Date: Thursday, October 1, 2020 9:54:00 AM

From: Helene McVanner <hmcvanner@yahoo.com>
Sent: Thursday, October 1, 2020 9:48 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: My experience yesterday in the Tenderloin

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Greetings,

I have worked at the federal building at 450 GG for over 30 years now and have seen many changes, many good, many not. Last year, it was great to finally see the area being cleaned and not to have pass by the drug dealers who congregate at the top of the steps and escalator at the UN Plaza Bart station. But then the pandemic hit.... dealers are back. Sigh. But even more disturbing was my experience at Walgreens yesterday at Van Ness and Eddy. It was a bit after 2pm and I went to add funds to my clipper card. As I walked in I was a man walking out with him arms full of stuff, barely able to hold onto it all. I got in the store and in line and noticed that there was, no other word for it, looting going on. There were several individuals grabbing stuff and putting into backpacks, their walkers, large garbage bags and then they walked out. One person called the police and was told that there wasn't anyone in the area. Absolutely insane and ridiculous. I am told that this Walgreens might be closing down. We all pay the price for this behavior - not having the convenience of a store, people directly losing their jobs as well as indirectly (those who sell and deliver), as well as paying higher prices to make up for losses.

Helene McVanner

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Cc: [Wong, Linda \(BOS\)](#)
Subject: FW: Support the Twin Peaks Gas Station Lease (File No. 200965)
Date: Thursday, October 1, 2020 9:53:00 AM

From: jrg2025@aol.com <jrg2025@aol.com>
Sent: Thursday, October 1, 2020 8:16 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Mandelman, Rafael (BOS) <rafael.mandelman@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>
Subject: Support the Twin Peaks Gas Station Lease

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Members of the Board,

I just read in the Examiner the opposition to the new lease for the Twin Peaks Gas Station.

The gas station is in the perfect location for its use -- at the intersection of two major thoroughfares and serves the residents of several neighborhoods. Moreover, it has been a good neighbor, keeping gas prices down while other stations continue to raise theirs due to the lack of competition. The City has lost dozens and dozens of gas stations over the years.

If the goal is to reduce climate change, it makes little sense to force people to drive farther to get gas -- and the length of the lease allows the owner sufficient time to recoup the investment for the environmental upgrades. If gas is no longer a commodity that is in demand, it makes sense that the owner will change with the marketplace. One can't stay in business selling a product that no one wants to purchase.

The Board has competing interests. The compelling interest is to make the City liveable for its business and residents, which includes ensuring that there are the services people need and supporting small businesses. The traffic at this intersection makes it an unsuitable spot for housing.

A handful of advocates should not dictate the decisions of the Board.

John Goldberg
Midtown Terrace

From: [aeboken](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#)
Subject: SUPPORTING Land Use and Transportation Committee Agenda Item #2 Administrative Code - COVID-19 Rent Resolution and Relief Fund File #200611
Date: Sunday, September 27, 2020 8:47:26 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 in support of establishing a COVID-19 rent resolution and relief fund.

Eileen Boken
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 Land Use and Transportation Committee Agenda Item #3 and BOS Agenda Item #76 Supporting California State Proposition 21 - Keep Families in Their Homes - November 3, 2020 Ballot File #201069
Date: Sunday, September 27, 2020 9:12:56 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 the proposed BOS legislation to support State Proposition 21 - keep families in their homes. The official title is -Expands Local Governments' Authority to Enact Rent Control on Residential Property.

Eileen Boken
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: SUPPORTING BOS Agenda Item #81 Urging Congress to Pass Senate Bill No. 4258 (Cornyn, Klobuchar) - Save Our Stages Act of 2020 File #201095
Date: Sunday, September 27, 2020 9:22:49 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 supporting the BOS legislation that would urge Congress to pass Senate Bill No. 4258 (Cornyn, Klobuchar) - Save Our Stages Act of 2020.

Eileen Boken
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 BOS Agenda Item #83 Supporting California State Proposition 17 - Free the Vote November 3, 2020 Ballot File #201097
Date: Sunday, September 27, 2020 9:36:07 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 the proposed BOS legislation in support of State Proposition 17 free the vote.

Proposition 17 is officially listed as Restores Right to Vote After Completion of Prison Term.

Eileen Boken
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: SUPPORTING BOS Agenda Item #86 ...Emergency Ordinance to Extend Commercial Eviction Protections ... File #201100
Date: Sunday, September 27, 2020 9:45:04 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 supporting extending commercial eviction protections which were originally enacted by File #201057.

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: Suing drug dealers
Date: Thursday, October 1, 2020 9:42:00 AM

From: Lilian Tsi <l-tsi@pacbell.net>
Sent: Wednesday, September 30, 2020 7:01 PM
To: Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>; Cityattorney <Cityattorney@sfcityatty.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Suing drug dealers

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Mayor Breed,

First of all, kudos on handling the pandemic brilliantly. It's still ongoing, and I run in Golden Gate park for exercise (with face covering), it's great to see people taking it seriously, wearing masks. Invariably, there's the odd person here and there, or the homeless person camping...you can only do so much. It is heartening to note that the city's response kept the virus in check as much as possible is working.

I read a short article about the City Attorney filing a lawsuit against some 20+ alleged drug dealers, and basically, my understanding is to tell these drug dealers to stay out of the Tenderloin. I'm a little dumbfounded. If one is going to bother to track down alleged drug dealers and file a lawsuit...why not extend the border to the entire city? Further, if you have enough information to identify alleged drug dealers...why not arrest them and put them out of business?

Will we now see drug dealers moving out to the Richmond or Pacific Heights or the Mission because there is no lawsuit stipulating they cannot go there?

A secondary question - I understand that the City provides clean needles to anyone who wants them. Is it possible to construe the City as aiding and abetting the alleged drug dealers' business? I understand the distribution of needles is originating from a humanitarian standpoint of providing drug users with safe equipment so as to minimize the spread of diseases from re-using needles. However, this has created hazardous materials strewn on our streets, which DPW doesn't seem to be able to clean.

As it is...with much of downtown zoned with Community Benefit Districts, the "sweeping" of homeless people out of these districts are shifting them further out into other parts of the city. Is the lawsuit a way to "sweep" alleged drug dealers away from where you can have a clear view from City Hall? Out of sight, out of mind?

It's a tough job running a small city but you've proven you can handle a pandemic. Now show the residents of San Francisco real solutions to the homeless problem plaguing this city.

Sincerely

Lilian Stielstra
30 year resident

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Demand Dennis Herrera fulfill his duties as Supervisor of Records re: SB 1421 records
Date: Wednesday, September 30, 2020 5:13:00 PM
Attachments: [Demand Dennis Herrera fulfill his duties as Supervisor of Records re SB 1421 records.msg](#)

-----Original Message-----

From: Anonymous <arecordsrequestor@protonmail.com>
Sent: Friday, September 25, 2020 9:57 PM
To: Dennis Herrera (City Attorney, SF) <dennis.herrera@sfgov.org>; Records, Supervisor (CAT) <Supervisor.records@sfcityatty.org>; Cityattorney <Cityattorney@sfcityatty.org>; COTE, JOHN (CAT) <John.Cote@sfcityatty.org>; FEITELBERG, BRITTANY (CAT) <Brittany.Feitelberg@sfcityatty.org>
Cc: Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Yee, Norman (BOS) <norman.yee@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; PrestonStaff (BOS) <prestonstaff@sfgov.org>; SOTF, (BOS) <sotf@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Demand Dennis Herrera fulfill his duties as Supervisor of Records re: SB 1421 records

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

From: [Anonymous](#)
To: [Dennis Herrera \(City Attorney, SF\)](#); [Records, Supervisor \(CAT\)](#); [Cityattorney: COTE, JOHN \(CAT\)](#); [FEITELBERG, BRITTANY \(CAT\)](#)
Cc: [Peskin, Aaron \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Haney, Matt \(BOS\)](#); [MandelmanStaff, J \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Yee, Norman \(BOS\)](#); [Ronen, Hillary; PrestonStaff \(BOS\)](#); [SOTF, \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Demand Dennis Herrera fulfill his duties as Supervisor of Records re: SB 1421 records
Date: Friday, September 25, 2020 9:57:25 PM
Attachments: [Ltr. to Muckrock 8.6.2020.pdf](#)
[signature.asc](#)

As a public communication to Dennis Herrera, the Board of Supervisors, and the Sunshine Ordinance Task Force (and to be included in agenda packets).

Board of Supervisors and SOTF: If you care about disclosure of SB 1421 police misconduct records, the below behavior by Dennis Herrera should not be tolerated. Please call on Dennis Herrera to comply with the Sunshine Ordinance, SF Admin Code sec. 67.21(d) as detailed below.

Dear Dennis Herrera:

As City Attorney, you have a legal responsibility under SF Admin Code 67.21(d) to respond to public records petitions in your role as the Supervisor of Records. You must provide the public a determination whether a record requested, *or any part thereof*, is public. When you find that it is public, "the supervisor of records shall **immediately** order the custodian of the public record to comply with the person's request."

On Aug 6, 2020, you issued a response (attached) to my 8.5-month-old petition to you dated Nov. 26, 2019 (which long predated COVID emergency orders) for SB 1421-related records. **In your response, you refused to actually review the SB 1421 Police Misconduct and bodycam records I requested and instead took SFPD at their word and denied nearly all of my petition without review.** Since you refused to review the records, what you had been doing with the petition for the prior 8.5 months (when the law gave you 10 days to respond), is truly a mystery. Surely you could have immediately denied my petition in 2019 if you didn't care to review the records, but by keeping me in limbo you delay relief. While you fault me for submitting so many petitions, note that for every single public records petition by me that you have previously denied (or simply closed without providing the required determination) that also has a corresponding Sunshine Ordinance Task Force final ruling, I have won the SOTF complaint.

Notwithstanding all of those other abdications of your duty as Supervisor of Records, **you did indeed grant one small part of that petition**, and you stated: "*Finally, we agree that the identity of individuals who made public records requests is not private and should be produced if it has not been already. Home addresses, personal email addresses, and personal phone numbers may be withheld based on privacy.*"

However, after making that determination, **you refused to "immediately order the custodian of the public record to comply with [my] request."** As of Sept. 25, 2020, you have never provided me with the Order I am owed under the law against SFPD to disclose "the identity of individuals who made public records requests". There is no reason for you not to provide such an Order to me.

This is not the first time you have violated SFAC 67.21(d). You continue to willfully violate

the Sunshine Ordinance to prevent members of the public from having their records requests fulfilled. You drag out response times to the petitions to ensure that you won't respond until the City can, through back channels, alter their responses (your staff have even told the Task Force that you do this), and **when the City still refuses, you don't issue orders to compel the City to comply with records requests, even when you determine that the City is wrong** - as the voters demanded you do so when they passed the Sunshine Ordinance.

Do your job: "The San Francisco City Attorney's office shall act to protect and secure the rights of the people of San Francisco to access public information and public meetings..." (Sec. 67.21(i)).

NOTE: 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. In no event shall the author be liable for any special, direct, 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



DENNIS J. HERRERA
City Attorney

Direct Dial: (415) 554-4700
Email: supervisor.records@SFCITYATTY.ORG

August 6, 2020

Sent via email (81227-34819567@requests.muckrock.com)

Re: Petition to Supervisor of Records

To Whom It May Concern:

This letter responds to your petition to the Supervisor of Records concerning your request to the San Francisco Police Department (“SFPD”) dated October 4, 2019, seeking certain police misconduct records. You requested all records SFPD had produced under SB1421. SFPD produced thousands of pages of documents and video footage with thousands of redactions on a number of bases. The department provided you a list of the legal exemptions it relied on. Your petition contests every redaction that SFPD made. Due to the extremely burdensome nature of your request and your petition, the fact that you have submitted at least 40 petitions to this office, and the local state of emergency that the Mayor declared on February 25, 2020, we have taken an extended period of time to review this petition and respond. Rather than review, summarize and address every redaction that you contest, covering thousands of pages, we are responding generally to your petition and find that SFPD properly redacted the records on the following bases:

1. Confidentiality of peace officer personnel records (Government Code § 6254(k), Penal Code §§ 832.7, 832.8);
 2. Privacy (Government Code § 6254(c), California Constitution Art. I, Sec. 1);
 3. Investigative files of a local law enforcement agency (Government Code § 6254(f); Administrative Code § 67.24(d));
 4. Identity of informer privilege (Government Code § 6254(k), Evidence Code § 1041);
 5. Official information privilege (Government Code § 6254(k), Evidence Code § 1040);
- and
6. Criminal offender record information and information derived from the California Law Enforcement Telecommunication System (Government Code § 6254(k), Penal Code §§ 11105, 11145, 13100 et seq.); and
 7. Attorney-client privilege and attorney work product doctrine (Government Code §§ 6254(k), 6276.04, Evidence Code § 954, Code of Civil Procedure § 2018.030).

We decline to address your technological complaints about the way SFPD produced footage from body cameras, including the information you believe they withheld based on the file format or compression. With regard to the blurred images, we understand that SFPD

Letter to Anonymous
August 6, 2020
Page 2

generally obscures portions of body camera footage, like faces, based on privacy, and we find that is generally proper.

Finally, we agree that the identity of individuals who made public records requests is not private and should be produced if it has not been already. Home addresses, personal email addresses, and personal phone numbers may be withheld based on privacy.

Very truly yours,

DENNIS J. HERRERA
City Attorney

A handwritten signature in black ink, appearing to read 'BR' followed by a stylized flourish.

Bradley A. Russi
Deputy City Attorney

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Public Comment: Case No. 2019-01996ENV, 148 -166 Kensington Way
Date: Wednesday, September 30, 2020 5:06:00 PM

From: Anastasia Glikshtern <apglikshtern@gmail.com>
Sent: Wednesday, September 30, 2020 4:23 PM
To: Craciun, Florentina (CPC) <florentina.craciun@sfgov.org>
Cc: Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; Yee, Norman (BOS) <norman.yee@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Brown, Vallie (BOS) <vallie.brown@sfgov.org>; Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>
Subject: Public Comment: Case No. 2019-01996ENV, 148 -166 Kensington Way

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Please require the necessary, full scale environmental impact review to ensure the safety and preserve environment in our city.

148-166 Kensington way currently has about an acre of forest with endangered species and wildlife.

This project is to take out this forest on a near-vertical unsteady hill in exchange for 5 huge luxury houses.

1.

The designated 148 -166 Kensington Way isn't an area with empty lots - it is an existing forest with trees, and animals. Taking out the forest will have a huge negative environmental impact: with killing of trees the stored Co2 will be released, carbon sequestration provided by these trees will be lost, the noise will increase, air pollution will increase, the soil stability will be jeopardized, the erosion accelerated by removal of the trees and their root system, the wildlife will lose its habitat.

2.

Those are not buildable lots - there is a long history of disasters connected to construction on the Edgehill. The big Knockash landslide, triggered by construction, happened quite recently - I had watched the octagonal house sliding downhill both on TV and from my window in 1997. There were many others.

3.

Traffic and safety are serious issues.

4.

The danger of rockfalls/landslides during the construction is huge. The construction would require taking out the footing of the hill. As digging would undermine the Kensington's rocky cliffs, a single rainstorm, or even just a rain, could instantly trigger a catastrophic event. The increase in possibility of a catastrophic landslide/rockfall with a rain or a seismic event would not disappear with the end of the construction but would remain with us for the years to come.

Sincerely,
Anastasia Glikshtern



Virus-free. www.avast.com

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Support the Japantown Peace Plaza!
Date: Wednesday, September 30, 2020 5:06:00 PM

From: Natasha Weiss <ntweiss@stanford.edu>
Sent: Wednesday, September 30, 2020 4:11 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Support the Japantown Peace Plaza!

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To the Members of the Board of Supervisors:

I urge you to support the \$25 million allocation for the Japantown Peace Plaza currently included in the proposed Health and Recovery Bond Measure. The Japantown community has waited nearly 20 years for the space to be properly repaired and to create an open space that appropriately reflects the priorities of our residents, community organizations, businesses and visitors.

As you are aware, the Peace Plaza is the only open space in Japantown and is deeply symbolic of the plight and struggles of San Francisco's Japanese American community. This project is particularly meaningful for the Japantown community because the PeacePlaza area was once occupied by Japanese American residents and businesses. After being forcibly removed and incarcerated by the military during World War II, the Japanese American community was forced out a second time by the San Francisco Redevelopment Agency. The eviction of our community resulted in the loss of a staggering amount of wealth for the families and businesses who had no choice but to accept whatever sale price was offered for their property.

While our community does not dwell on the fact that the city forcibly acquired ownership of the area where the Peace Plaza was built, we do feel that San Francisco has a responsibility to take care of the space. We understand that San Francisco has many urgent priorities, but our community is adamant that we have been more than patient and it is time for this city to address this matter. The residential base of our community may never return to this area and having the means to bring people back is critical to the economy of this neighborhood. Having an open space which addresses the needs and represents the character of Japantown is vital to the long-term sustainability of this community.

I urge you to support the full \$25 million current allocated for Peace Plaza in the Health and Recovery bond.

Sincerely,
Natasha Weiss

From: pmonette-shaw
To: [Yee, Norman \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Safai, Ahsha \(BOS\)](#)
Cc: [Elsbernd, Sean \(MYR\)](#); [Calvillo, Angela \(BOS\)](#); [Yu, Angelina \(BOS\)](#); [Fregosi, Ian \(BOS\)](#); [Boilard, Chelsea \(BOS\)](#); [Herzstein, Daniel \(BOS\)](#); [Bennett, Samuel \(BOS\)](#); [Mullan, Andrew \(BOS\)](#); [Falzon, Frankie \(BOS\)](#); [Angulo, Sunny \(BOS\)](#); [Hepner, Lee \(BOS\)](#); [Yan, Calvin \(BOS\)](#); [Souza, Sarah \(BOS\)](#); [Quan, Daisy \(BOS\)](#); [Wong, Alan \(BOS\)](#); [Wright, Edward \(BOS\)](#); [RivamonteMesa, Abigail \(BOS\)](#); [McDonald, Courtney \(BOS\)](#); [Mahogany, Honey \(BOS\)](#); [Zou, Han \(BOS\)](#); [Low, Jen \(BOS\)](#); [Maybaum, Erica \(BOS\)](#); [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 \(BOS\)](#)
Subject: My New Article: "COP's and Robberies (Bond Measures)" — Vote "No" on Prop. A (Plus ... \$136.4 Million to Renovate Two Old Wings at LHH ?)
Date: Monday, September 28, 2020 11:04:48 PM
Attachments: [COP"s_and_Robberies_20-09-28.pdf](#)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

My second September 2020 article, ("*COP's and Robberies (Bond Measures)*") is now available at www.stopLHHdownsize.com, and is on-line on the *Westside Observer* web site. A printer-friendly PDF file is attached. Hyperlinks to various supporting background files and media articles are available via my web site and in the attached PDF file.



Four "FingerWings": LHH's old "K," "L," "M," and "O" finger wings should have been abated of hazardous materials and asbestos; then demolished before 2010. Now, they're being remodeled as offices for 480 additional employees, at a cost of \$136.54 million.

Proposition "A" Bond

The November Prop. "A" bond proposes a hybrid \$487.5 million bond for three distinct types of projects, under the misguided claim CGOBOC will provide bond oversight. Tack on \$472.5 million in interest projected by the City Controller.

This bond will cost \$960 million, just shy of \$1 billion.

This hodgepodge bond includes \$239 million (49 percent) for parks improvements, \$41.5 million (8.5 percent) for street resurfacing and curb ramps, and \$207 million for a vast spectrum on homeless "*facilities*."

The \$207 million for homeless facilities enumerates 11 distinct types of facilities, including permanent and transitional supportive housing, shelters (currently closed during the COVID pandemic), psychiatric skilled nursing, respite, detox and sobering, and board-and-care facilities, among others. The \$207 million won't go far spread so thinly across 11 facility types.

For all we know, the City may have suspected voter fatigue might well doom another standalone \$200 million homeless housing bond so soon after the 2019 Bond, and may have deliberately "*ganged*" the street resurfacing and parks projects onto the November 2020 Prop. A bond to avoid voter fatigue killing another homelessness bond. So, the parks and street repairs may have been tacked on to sweeten moods of voters.

Vote "No" on Prop. A!

\$136.4 Million COP's to Renovate LHH "Finger Wings"

LHH's old "K," "L," "M," and "O" finger wings should have been abated of hazardous materials and friable asbestos; then demolished before 2010 to make room for an assisted living project on the campus but no funding has been identified for over a decade to fund the assisted living units, due mostly to a lack of "political will." Gallingly, after \$195 million in cost overruns on the LHH rebuild project in 2010, the City now wants to add another \$136.4 million to renovate the two buildings that were supposed to have been torn down.

In my book, that's \$331.4 million that has gone up in smoke, which could have been better spent on affordable housing or helping the homeless.

The Department of Public Health announced in 2018 that it would issue \$60 million in COP's to convert two of LHH's old patient wings into office spaces to accommodate moving 480 DPH employees from the Civic Center area to LHH's campus, identifying the "O" and "M" patient "*finger wings*" at the rear of the old main hospital as the two buildings that would be renovated.

Then, a City Controller's memorandum dated August 31, 2020 surfaced, showing the price tag of the COP's for the LHH office conversion project had jumped to at least \$73 million. The August 31 report said the project had been switched to the "K" and "M" finger wings. DPW's concerns tacked on an additional \$11 million, pushing the budget for needed COP funding to \$84 million.

The pro-rata share apportionment of the larger COP *Exit Strategy* project will require approximately \$52.4 million in interest payments, pushing the LHH renovation project portion to a total price tag of \$136.4 million, assuming no cost overruns.

Rather than spending \$136.4 million to renovate the two 90-year-old buildings, wouldn't it make more prudent fiscal sense to demolish both of the two wings completely, and dedicate

that \$136.4 million toward new buildings that could last for another 90 years?

Patrick Monette-Shaw

Columnist

Westside Observer Newspaper

Read more in the attached printer-friendly PDF file.

Please feel free to widely share the printer-friendly version of this article available on my web site, or a link to my web site.

To unsubscribe, send me an e-mail.

September 28, 2020

COP's and Robberies (Bond Measures)

by Patrick Monette-Shaw

No, this article isn't about the uptick in a variety of crime increases and robberies facing the City and West Side residents. And COP's in this article title doesn't refer to police officers.

Instead, the acronym refers to another funding mechanism the City uses wantonly — *Certificates of Participation* (COP's) — that don't require voter approval but adds further principal and interest. Between general obligation bonds and COP's, San Franciscans are essentially held hostage to what amounts to financial robberies.

There have been 16 general obligation bond measures since 2000. If this new bond passes, the 17 bonds will reach \$6.2 billion in principal, plus an estimated \$4.3 billion in interest, for a total of over \$10.5 billion in bond debt service.

Oversight of bond spending was assigned to the Citizens' General Obligation Bond Oversight Committee (CGOBOC) when it first created in March 2002, requiring each City department sponsoring a given bond to present formal status reports to CGOBOC twice annually. The following year, a ballot measure passed creating a City Services Auditor program mandating CGOBOC review all auditor reports in an additional role as the *Citizens' Audit Review Board*, increasing CGOBOC's workload. CGOBOC also performs oversight of the City's employee whistleblower program.

Once again, we're faced with a San Francisco general obligation bond measure purporting to tackle three disparate issues. The November Prop. "A" bond proposes a hybrid \$487.5 million bond for three distinct types of projects, under the claim CGOBOC will provide bond oversight. Tack on \$472.5 million in interest projected by the City Controller. This bond will cost \$960 million, just shy of \$1 billion.

This hodgepodge bond includes \$239 million (49 percent) for parks improvements, \$41.5 million (8.5 percent) for street repaving and curb ramps, and \$207 million (42.5 percent) for a vast spectrum of substance abuse, mental health, and homelessness "facilities." *There oughta be a law prohibiting "ganging" three disparate issues into a single bond measure!*

As for parks, since March 2000 voters passed three parks bonds totalling \$800.5 million in principal and interest. If this new bond passes, the \$239 million parks portion will cost approximately \$470 million in principal and interest, pushing park bonds to approximately \$1.3 billion. Perhaps we have too many parks and playgrounds, given San Francisco's dwindling population of children as their parents flee to lower-cost environs.

Since March 2000, voters passed two bonds for street repaving and improvements totalling 1.2 billion in principal and interest. If this new bond passes, the \$41.5 million street repaving portion will add \$81.7 million in principal and interest, pushing street repaving bonds to a total of \$1.3 billion.

The \$207 million for homeless facilities enumerates 11 distinct types of facilities, including permanent and transitional supportive housing, shelters (currently closed during the COVID pandemic), psychiatric skilled nursing, respite, detox and sobering, and board-and-care facilities, among others. The \$207 million won't go far spread so thinly across 11 facility types.



Four "Finger Wings": LHH's old "K," "L," "M," and "O" finger wings should have been abated of hazardous materials and asbestos; then demolished before 2010. Now, they're being remodeled as offices for 480 additional employees, at a cost of \$136.54 million.

"This article isn't about the uptick in a variety of crimes and robberies facing the City. COP's in this article title doesn't refer to police officers."

"We're facing a hybrid \$487.5 million general obligation bond measure purporting to tackle three disparate issues. Tack on \$472.5 million in interest. The bond will cost just shy of \$1 billion."

There oughta be a law prohibiting "ganging" three disparate issues into a single bond measure!

"This hodgepodge bond includes \$239 million for parks, \$41.5 million for street repaving, and \$207 million for a vast spectrum of substance abuse, mental health, and homelessness 'facilities'."

One problem is voters may be wary of more bond spending on the homeless, since the policy of the Mayor's Office of Housing is to dedicate up to 30% of new affordable housing units for the homeless. Up to \$200 million of the November 2019 \$600 million affordable housing bond will probably go towards the homeless.

For all we know, the City may have suspected voter fatigue might well doom another standalone \$200 million homeless housing bond so soon after the 2019 Bond, and may have deliberately "*ganged*" the street resurfacing and parks projects onto the November 2020 Prop. A bond to avoid voter fatigue killing another homelessness bond. So, the parks and street repairs may have been tacked on to sweeten moods of voters.

Despite its massive workload, CGOBOC changed its processes in late 2019: Beginning in 2020, it now meets only five times annually, and sponsoring Departments present just one formal written status report on their bonds annually. A CGOBOC member assigned as liaison to a bond's sponsoring Department is supposed to make an informal update halfway through each year. As an aside, CGOBOC's liaison to the Mayor's Office of Housing and Community Development (MOHCD) on the 2015 and 2019 Affordable Housing Bonds — Jane Natoli — did not prepare an informal update for CGOBOC's May 19, 2020 meeting, which reasonable people expected she would have prepared and submitted remotely, even though that meeting was cancelled due to COVID.

Problem is, CGOBOC has held only one meeting in 2020, on January 27. Then COVID detonated. Unfortunately, CGOBOC never figured out holding remote meetings accessible to the public. CGOBOC hasn't held meetings since January, and as of September 1 hadn't developed a meeting schedule for the remainder of the fiscal year. As if public transparency regarding bond spending is no longer required.

Only on September 21 did CGOBOC get around to announcing its first remote meeting will finally be held on October 19 (assuming, of course, that the meeting isn't cancelled again due a lack of quorum).

Of the \$10.5 billion in principal and interest on the 17 bonds, over \$1 billion involves Affordable Housing bonds. We've received no information about the spending of either the 2015 or 2019 Affordable Housing bonds since January. This new bond won't receive sufficient oversight from CGOBOC.

Example of Bad COP's: Laguna Honda Hospital

As part of its exit strategy to vacate its seismically-unsafe headquarters building at 101 Grove Street adjacent to City Hall, the Department of Public Health announced in 2018 that it would issue \$60 million in COP's to convert two of LHH's old patient wings into office spaces to accommodate moving 480 DPH employees from the Civic Center area to LHH's campus, identifying the "O" and "M" patient "*finger wings*" at the rear of the old main hospital as the two buildings that would be renovated (which had previously been targeted for complete asbestos and hazard materials abatement before being completely demolished).

Then, a City Controller's memorandum dated August 31, 2020 surfaced, showing the price tag of the COP's for the LHH office conversion project had jumped to at least \$84 million. The increase

" The \$207 million for homeless facilities enumerates 11 distinct types of facilities. It won't go far spread so thinly across 11 facility types. "

" The City may have suspected voter fatigue might well doom another standalone \$200 million homeless housing bond so soon after the 2019 Bond. So, the parks and street repairs may have been tacked on to sweeten moods of voters. "

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" The Public Health Department announced in 2018 it would issue \$60 million in COP's to convert two of LHH's patient wings into office spaces to accommodate moving 480 DPH employees to LHH's campus. "

" A City Controller's memorandum dated August 31, 2020 surfaced, showing the price tag of the COP's for the LHH office conversion project had jumped to at least \$84 million. "

from \$60 million to \$84 million across just two years for the same project represents a 40% change increase since 2018. The August 31 report said the project had been switched to the “K” and “M” finger wings.

A subsequent records request uncovered that during the past two years the City fretted that it would lose a potential new site for future additional development on the campus using the location of the “L” and “O” finger wings. Wanting to preserve the “O” wing for potential demolition for future development or other re-use, the City switched the COP’s to renovating the “K” and “M” wings.

As designs progressed, structural engineering consultants informed the City that seismic renovation of the “M” wing was somehow tied structurally to the “O” wing. So, the City was forced to revert back in September to using the COP funding for renovating the initial “M” and “O” wings, as first envisioned. That delay tacked on \$13 million, pushing costs from \$60 million to \$73 million.

During this two-year delay, Department of Public Works staff also realized the project could not simply replace *selective* windows — apparently included in the initial \$60 million budget — but *all* windows would need to be replaced to meet the goal of a “*natural ventilation*” system. DPW also identified additional seismic upgrades are necessary, and full hazardous abatement is required, rather than localized abatement.

DPW’s concerns tacked on an additional \$11 million, pushing the budget for needed COP funding to \$84 million. The pro-rata share apportionment of the larger COP *Exit Strategy* project will require approximately \$52.4 million in interest payments, pushing the LHH renovation project portion to a total price tag of \$136.4 million, assuming there no cost overruns.

Rather than spending \$136.4 million to renovate the two 90-year-old buildings, wouldn’t it make more prudent fiscal sense to demolish both of the two wings completely, and dedicate that \$136.4 million toward new buildings that could last for another 90 years? This a prime example of why COP-funded projects are so bad for San Franciscans, which should be funded by capital improvement funds from the General Fund.

Vote “No” on Prop. A!

Monette-Shaw is a columnist for San Francisco’s Westside Observer newspaper, and a member of the California First Amendment Coalition (FAC) and the ACLU. He operates stopLHHdownsize.com. Contact him at monette-shaw@westsideobserver.com.

“ The August 31 report said the City switched the COP’s to renovating the ‘K’ and ‘M’ wings, but structural engineering consultants informed the City that seismic renovation of the ‘M’ wing was somehow tied structurally to the ‘O’ wing. So, the City was forced to revert back in September to using the COP funding for renovating the initial ‘M’ and ‘O’ wings, as first envisioned. ”

“ DPW’s concerns tacked on an additional \$11 million, pushing the budget needed COP funding to \$84 million, plus about \$52.4 million in interest payments. The total price tag will be \$136.4 million, assuming there are no cost overruns. ”

“ This a prime example of why COP-funded projects are so bad for San Franciscans, which should be funded by capital improvement funds from the General Fund. ”

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Church St. restaurant closureS
Date: Thursday, October 1, 2020 9:45:00 AM

From: Bob Planthold <political_bob@att.net>
Sent: Wednesday, September 30, 2020 7:33 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Church St. restaurant closureS

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Sent to formally give a wider view of this problem to the public.

Bob Planthold

----- Forwarded Message -----

Subject: Church St. restaurant closureS

Date: Wed, 30 Sep 2020 19:06:10 -0700

From: Bob Planthold <political_bob@att.net>

To: MAYORLONDONBREED@SFGOV.org, MTA Board <mtaboard@sfmta.com>, Tumlin, Jeffrey <jeffrey.tumlin@sfmta.com>, gordon.mar@sfgov.org

CC: sean.elsbernd@sfgov.org, Kennedy, Sean M <sean.kennedy@sfmta.com>, Kirschbaum, Julie B <Julie.Kirschbaum@sfmta.com>, Yee, Norman <norman.yee@sfgov.org>, sandra.fewer@sfgov.org, catherine.stefani@sfgov.org, Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>, Dean Preston <dean@tenantstogether.org>, matt.haney@sfgov.org, rafael.mandelman@sfgov.org, Hillary Ronen <hillary.ronen@sfgov.org>, Walton, Shamann (BOS) <shamann.walton@sfgov.org>, ahsha.safai@sfgov.org, Maybaum, Erica (BOS) <erica.maybaum@sfgov.org>, Low, Jen (BOS) <jen.low@sfgov.org>, caitlin.vejby@sfgov.org, frances.hsieh@sfgov.org, Yu, Angelina (BOS) <angelina.yu@sfgov.org>, ian.fregosi@sfgov.org, Boilard, Chelsea (BOS) <chelsea.boilard@sfgov.org>, jackie.thornhill@sfgov.org, daniel.herzstein@sfgov.org, andrew.mullan@sfgov.org, samuel.bennett@sfgov.org, Frankie.falzon@sfgov.org, Sunny Angulo <Sunny.Angulo@sfgov.org>, Hepner, Lee (BOS) <lee.hepner@sfgov.org>, calvin.yan@sfgov.org, sarah.souza@sfgov.org, daisy.quan@sfgov.org, li.lovett@sfgov.org, edward.w.wright@sfgov.org, prestonstaff@sfgov.org, abigail.rivamontemesa@sfgov.org, Courtney.McDonald@sfgov.org, honey.mahogany@sfgov.org, mandelmanstaff@sfgov.org, tom.temprano@sfgov.org, erin.mundy@sfgov.org, joe.adkins@sfgov.org, Beinart, Amy (BOS) <amy.beinart@sfgov.org>, paul.monge@sfgov.org, jennifer.li-D9@sfgov.org, santiago.lerma@sfgov.org, Bob Planthold <political_bob@att.net>

THIS is an example of the failure of / problems caused by the closure of the 200 block of Church St.

to almost all non-MUNI/ taxi traffic.

Food pick-up services [such as Door Dash] have not been able to get in,

nor have many individuals trying to drive in to pick-up a food order

from the few restaurants that WERE open when this started.

Even owners of small business have not been able to

drive their vehicles in to drop off supplies for their business.

Apart from the closure of Miyabi Sushi,

the owner of Red jade has publicly said his business

[limited to take-out] is down by over 40%.

<https://hoodline.com/2020/09/church-street-s-miyabi-sushi-permanently-closes-after-33-years>

WHEN will MTA, the Mayor, and BoS re-visit this program,

to avoid future such cluster -snafus lsewhere in SF?

Bob Planthold

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Cc: [Mahogany, Honey \(BOS\)](#); [RivamonteMesa, Abigail \(BOS\)](#); [Mcdonald, Courtney \(BOS\)](#); [Zou, Han \(BOS\)](#)
Subject: FW: Crisis re. 988 Howard Street - I'm putting all the negligence in writing (yet again)
Date: Wednesday, September 30, 2020 8:41:00 AM

From: Mary Savannah <westcoastembers@yahoo.com>

Sent: Tuesday, September 29, 2020 2:17 PM

To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Dowling, Teri (DPH) <teri.dowling@sfdph.org>; Rykowski, Maggie (DPH) <maggie.rykowski@sfdph.org>; Bobba, Naveena (DPH) <naveena.bobba@sfdph.org>; Colfax, Grant (DPH) <grant.colfax@sfdph.org>; HSA Webmaster (HSA) <hsawebmaster@sfgov.org>; District Attorney, (DAT) <districtattorney@sfgov.org>; Ethics Commission, (ETH) <ethics.commission@sfgov.org>; DBICUSTOMERSERVICE, DBI (DBI) <dbicustomerservice@sfgov.org>; Thompson, Cordell (HOM) <cordell.thompson@sfgov.org>; Black, Dedria (HOM) <dedria.black@sfgov.org>; Abbott, Kerry (HOM) <kerry.abbott@sfgov.org>; Haddix, Lindsay (HOM) <lindsay.haddix@sfgov.org>; Wohlers, Robert (DBI) <robert.wohlers@sfgov.org>; Arevalo, Roberto (DPH) <roberto.arevalo@sfdph.org>; Huie, Sophia (DPH) <sophia.huie@sfdph.org>; Alfaro, Nancy (ADM) <nancy.alfaro@sfgov.org>; Admin@Conard.org; Anne.Quaintance@Conard.org; ABrown@Conard.org; StateAuditor@DOJ.CA.gov; Centeno, Vicente (CON) <vicente.centeno@sfgov.org>; Plaza Apartments <plaza@jsco.net>

Subject: Crisis re. 988 Howard Street - I'm putting all the negligence in writing (yet again)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To Whom it May Concern:

I respectfully request any correspondence to tenants of 988 Howard Street from The John Stewart Company's Regional Manager, Ron Bowen, first be proofread for accuracy by a responsible City agency. We were told in a letter by Mr. Bowen dated 9/4/2020 that The Plaza Apartments is both designed and run in adherence with the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA). This is patently false, and it's deeply troubling The John Stewart Company is still permitted by the City to lie to disabled, disenfranchised Department of Homelessness and Supportive Housing (HSH) tenants, including in writing. This continues to go on completely unchecked.

Ron Bowen's verbal and written lies constitute abuse of disabled and dependent adults: assuring victims of an unsafe building and unethical property management that we are not, in fact, being deprived of our rights, is disgusting and illegal. You cannot magically make falsehoods true simply by stating them to a group of tenants or putting them in writing.

Indeed, Mr. Bowen, maybe you shouldn't put so much evidence in writing. I will say the same to your co-conspirator employer The John Stewart Company, as well as Conard House, the multiple negligent City agencies, etc.

As for Conard House: I've had endless conversations with an ever-rotating cast of case

managers about how "we are understaffed" and "we cannot do wellness checks over the weekend" because "we are underfunded." Yet the Conard House website now brags Conard House has been "pre-approved by San Francisco!" to take on still more supportive housing accounts. Can the City please stipulate Conard House must meet the life or death needs of *current* neglected tenants *before* being awarded with more accounts?!

Conard House continuing to plead poor to me under these circumstances is hideous. Maybe Conard House can find some funding by closing the gap between the salary of the spin doctor/Director and the peanuts paid to actual frontline staff, so clearly experiencing secondary trauma and even suspected Stockholm Syndrome related to working under the heartless HSH and Department of Public Health. This is especially true at 988 Howard where one staffer no doubt has it seared into their memory when I screamed "if you don't check on (tenant) they could die!" The tenant indeed died, found lifeless inside the building. Just like 54 other tenants. The total number of dead tenants who have died during their tenancy of 988 Howard Street is now 110.

It is still much too hot in my unit and other units, in spite of the Dyson fans The John Stewart Company no doubt felt utterly forced to provide us with. Tenants still do not have regular or obvious access to the community area's "cooling room"; tables continue to block the locked doors. It's no wonder tenants seem unaware we can use that space to try for some heat relief. We are deprived of *accessible* information about the "cooling room" times, as well.

Over the weekend of 9/26- 9/27/2020 my unit never dropped below 83°F, and on Sunday night it remained 87.6°F well past 7PM. Needless to say, I made sure to take regular photographs of my apartment thermometer. I've been well-trained by endless John Stewart Company staff lying to our faces claiming our apartments do not, in fact, overheat.

The only people who checked in on me this weekend are friends.

I woke up Sunday morning with early heat-related illness symptoms. I know what those are because I've suffered from them in the past; twice paramedics had to treat my acute symptoms brought on by the excessive heat at 988 Howard, and bring me to the ER. Another time I had an asthma attack due to the terrible ventilation in my unit, and paramedics had to come take me to the ER again. I will never forget all of the first responders in my unit as I was struggling to breathe.

I am not the only tenant to have required paramedics for heat-related illness symptoms and breathing difficulties, either. Many tenants have been hurt and even killed by this building's conditions.

988 Howard Street is not designed or operated according to ADA or FHA or any other defensible standards whatsoever. To claim otherwise is to gaslight and further abuse the victims of this godforsaken place.

I sincerely hope all of my neighbors are still alive right now. You better hope as much, too.

Sincerely,
Victim-tenant and (current) survivor of 988 Howard Street,
Mary Rogus

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Questions about the CAREN act hearing
Date: Friday, September 25, 2020 2:42:00 PM

From: amber ng <amberbb32@gmail.com>
Sent: Friday, September 25, 2020 1:38 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Questions about the CAREN act hearing

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello SF board of supervisors,

I am a person of color living in the SF Bayview district. While I understand the intent of the "CAREN" act that's being discussed recently, I also feel strongly that the name of the act "CAREN" embodies racial bias toward a certain group of people, ie, middle-aged, white females. It's profiling, insulting, disrespectful, and most important, it's **contradicting what the act is set up against originally**.

It's like calling an anti-drug dealing legislation "TYRONE" act, which is clearly targeted toward a certain racial and gender group, and it will never have the chance to pass with that name.

I ask the supervisors to please consider the intent of the CAREN act, and choose a name that's fair, sensible, and non-judgemental. Otherwise, you are setting yourself up for being poorly informed, racially-biased, and unfit for your job.

Thank you for your consideration.

SF Bayview resident,

Amber Yang

From: [zrants](#)
To: [Calvillo, Angela \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)
Subject: Fwd: YES to Items 60 [file 200903] and 68 [file 201000]
Date: Monday, September 28, 2020 9:06:29 PM
Attachments: [MTA CEQA continuancertf.rtf](#)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

September 28, 2020

President Norman Yee and Members San Francisco Board of Supervisors:

re: Support for either a continuance or support for MTA CEQA appeals as described on Items 60-68 on the September 29. Board of Supervisors Agenda.

PROCEDURAL OBJECTIONS:

BOS FILE 200903"Temporary Emergency Transit Lanes"

BOS FILE 200987 "Panhandle Social Distancing and Safety Project"

BOS FILE 201000 MTA "Emergency Temporary Street Changes Program"

BOS FILE 201024 "Slow Streets -Phase 3"

Reasons for continuance were sent in a letter last week that I will attached below for reference. I believe that the only ways to regain the trust of the public is to treat them and their time with respect you anticipate from them. I will make no rude remarks against people and I hope to receive the same treatment from you.

Procedural problems with the way the CEQA appeals are being packaged into a single appeal were on my list of concerns before I read Mary Miles letter. Even a non-legal professional can see problems with combining multiple appeals in this manner. Not only are the MTA CEQA appeals being bundled in a non-conforming manner, but, there are other non-transit CEQA appeals that are been treated in a similar manner.

We understand the stress everyone is under and the desire to run through what some consider routine objections with haste, but any erratic procedural actions may not look so good if the cases are taken to a higher level at a later date, therefore, we request a continuance on these cases to allow more time to unwrap the complicated issues that are vexing the public.

File 200903: Proposed MTA's Transportation Recovery Plan: COVID-19 Emergency Temporary Transit Lanes and Bikeways Project, re: the closure of Twin Peaks to motor vehicles appears to have been somewhat relaxed if we believe the reports we see in the media. The streets will be re-opened to motor vehicles from 6-10PM. This is the sort of compromise we should be seeing more often. We don't need winners and

losers we need people united around common goals. The number one goal should be peace right now.

File 200987: Municipal Transportation Agency's Panhandle Social Distancing and Safety project:

This project should be subject to the normal public approval process before it is implemented, yet no proper procedure is evident. Feel Street is a major east west artery that connects neighborhoods. There are extensive bike paths inside the parks, but, the major issue we have is the lack of public involvement in the decision-making process. Perhaps there is room for compromise here as well.

File 200987: Statutory exemption from CEQA is claimed by the Planning Department under COVID-19 related emergencies. Yet, some of the projects claiming to be emergencies looks more like pilot projects, as they were announced and developed prior to the pandemic, and they are financed in a manner more reminiscent of a pilot project. We note that the end date for the emergencies extends four months after the emergency, and steps to make some of these changes more permanent are already being discussed. It appears that the Planning and the SFMTA are attempting to create some kind of hybrid between emergency program and pilot project and the public is left out of the entire process.

File 201024: "Slow Streets -Phase 3" Which of the many CEQA claims are being made with regard to the Slow Streets programs? Is this an emergency or a pilot project? How does one tell the difference between one closed street and another?

Not sure which program this one fits but, one of the worst problems the SFMTA has created for everyone is the mess at Church and Market Street. This was mentioned earlier as an example of a planned program that was hastily re-packaged as an emergency to make the trains run faster by re-routing some of the lines. Passengers are forced to transfer between buses trains to make the trains faster. As we all know, the trains are not working now so why is this program that everyone objects to still in place?

By forcing cars off of Church Street, and not allowing anyone to cross Market, and forcing pedestrians to transfer in the middle of market street, the SFMTA has created a nightmare for everyone and managed to close more struggling businesses. I am reiterating what you all know as a reminder that the public blames you for their problems. It may not be your fault, but, if you fail to listen and do what you can to return Market and Church to the public they may retaliate when you ask them for more money.

Please consider a continuance of these matters or accept the appeals and give the public the voice they desperately need right now.

Sincerely,

Mari Eliza

September 24, 2020

Supervisors,

re: Shortened Public Response Time creates a Headache for Everyone.

Yesterday, the public requested a two week or longer continuance to properly prepare for multiple MTA CEQA appeals. As you know we were only granted a week. This hardly seems fair and shows little respect for the public the city officials are elected to serve and staff is hired to support.

We have heard a lot of concern over wasted MTA and government staff time. Where is the concern for the public's time? Where is the support for the public's voice as jobs and security are threatened by changes that confuse and disrupt their lives? The last thing we need is more changes.

The timing and number of appeals filed immediately after MTA plans are approved are directly linked to the shortened response time the public has to file an appeal. The best way to curtail the appeals and save everyone's time is to extend the time limit to file an appeal.

City agencies have months or years to plan their

approach to our futures, but the public has very little time to react when the plans revealed, and even less as they unfold. If we had longer to review and analyze the projects, or, if there were a reliable method to mitigate the damage other than filing an appeal, you might file less appeals.

Why not extend the MTA CEQA appeal time? Allowing a 6 month window of opportunity to give the public time to see how the project works before filing a CEQA complaint. Give businesses 6 months to gather data on the effects the changes have on their businesses before filing an appeal.

Alternately, the rigid requirements and filing limitations under Ordinance 180098, should also be relaxed and explained better in the media. In some cases that method of managing curb space may result in better solutions for everyone. But, we are not there yet. It is up to the Board of Supervisors to amend the ordinance or create better avenues for the public to seek relief from SFMTA projects that results in loss of business or other problems. How, for instance, does the public request the return of a bus stop or a bus route?

The public does not trust MTA to follow their own plans. All businesses look to the the red lanes on Mission Street were not included in the original test zones. The SFMTA put them in anyway, along with forced turns

that killed a thriving commercial community.

Each time we turn around and see plans to remove another bus stop, parking space, or plant an unwanted rental bike stand on our streets, our only option is to file an appeal. So we do.

In November the voters who oppose the SFMTA will have the option to vote against further funding of the public transit systems. Accepting higher cost on anything will not be popular among the recently unemployed and underemployed who are barely able to pay the rent.

Please show some respect for the public request for at least a two week continuance, and consider how this board may allow the public either more time to file MTA CEQA appeals, or establish a new method for fixing the most vexing miscalculations that anger the neighbors and kill the businesses.

Mari

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Shortened Public Response Time creates a Headache for Everyone.
Date: Monday, September 28, 2020 9:13:00 AM

From: zrants <zrants@gmail.com>
Sent: Saturday, September 26, 2020 9:59 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Marstaff (BOS) <marstaff@sfgov.org>; Dean Preston <deanpreston7@gmail.com>; Haney, Matt (BOS) <matt.haney@sfgov.org>; Yee, Norman (BOS) <norman.yee@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Beinart, Amy (BOS) <amy.beinart@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>
Subject: Shortened Public Response Time creates a Headache for Everyone.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

September 26, 2020

Supervisors,

re: Shortened Public Response Time creates a Headache for Everyone.

Recently, the public requested a two week or longer continuance to properly prepare for multiple MTA CEQA appeals. As you know we were only granted a week. This hardly seems fair and shows little respect for the public by the city officials, who are elected to serve and by staff who is hired to support.

We have heard a lot of concern over wasted MTA and government staff time. Where is the concern for the public's time? Where is the support for the public's voice as jobs and security are threatened by these changes that confuse and disrupt their lives? The last thing we need is more changes. The public only wants stability and security right now.

The timing and number of appeals, which are being filed immediately after MTA plans are approved, are directly linked to the shortened response time the public has to file an appeal. The best way to curtail the appeals, and save everyone's time, is to extend the time limit to file an appeal.

City agencies have months or years to plan their approach to our futures, but the public has very little time to react when the plans are revealed. The public has even less time as the staff unfold unannounced changes on the street. If we had longer to review and analyze the projects, or, if there was a reliable method to mitigate the damage – other than filing an appeal immediately without seeing how the changes affect us – we might file less appeals.

Why not extend the MTA CEQA appeal time? Consider allowing a six-month window of opportunity to give the public time to see how the projects work before filing a complaint. Give businesses six months to gather data on the effects the changes have on their businesses before filing an appeal. You recently passed "[Ordinance 180089](#) amending Division I of the Transportation Code to establish a procedure for Board of Supervisors review of certain Municipal Transportation Agency Decisions."

It seemed like a good idea at the time, but the rigid requirements for use of the ordinance have resulted in few if any requests for reviews. Instead you get CEQA appeals.

You might amend the restrictions on Ordinance 180089 reviews to make them more user friendly. A more detailed finely crafted method of managing curb space may result in better solutions for everyone. It is up to the Board of Supervisors to create better avenues for the public to seek relief from SFMTA projects that result in loss of business or other problems.

This review procedure needs to be revised. Requiring multiple district supervisors to sign-off on a review has a chilling effect. It negates the purpose of supervisors not voicing opinions ahead of time. Why would a supervisor refuse to sign-off on an appeal unless they already objected to the motion to reverse the condition of the curb space?

It is obvious that the public does not trust SFMTA. When they suggest red lanes on commercial corridors, businesses and residents look at the red lanes and forced turns on Mission Street that killed a thriving community and they recoil in anger and dismay.

SFMTA claims to be helping businesses with the slow streets program, but, do you think SFMTA knows more about running a business than the owners? Many merchants are just moving out rather than fighting the city. Many are already bleeding and taking on debt. The smart move is to cut losses by closing.

Each time we turn around and see plans to remove another bus stop, parking space, or plant an unwanted rental bike stand on our streets, our only option is to file an appeal. Give us some other options and we will not file appeals.

Please show more respect for the public, and consider how this board may allow more time to file MTA CEQA appeals, or establish a new method for reversing the most vexing miscalculations that anger neighbors and kill businesses in San Francisco.

Soon the we will vote for or against higher taxes and increased costs of living. We will see how people facing massive unemployment, increased health insurance and food costs, and reduced living standards feel about having to pay more to live in the most expensive city.

Sincerely,
Mari Eliza

From: Board of Supervisors, (BOS)
To: [BOS-Supervisors](#)
Subject: FW: Juneteenth as a paid holiday for county workers
Date: Thursday, October 1, 2020 10:37:00 AM

From: Kiki Monifa <kmonifa@postnewsgroup.com>
Sent: Thursday, October 1, 2020 10:19 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Juneteenth as a paid holiday for county workers

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Santa Clara County Board of Supervisors now have Juneteenth as a paid holiday for county workers. Any plans in the works for San Francisco County.

Kiki
Post News Group
510.847.0720
kmonifa@postnewsgroup.com

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Subject: FW: Petition to cancel raising the Chinese flag at City Hall
Date: Tuesday, September 29, 2020 8:09:00 AM

From: Jasmine Wang <defnotjas@gmail.com>
Sent: Monday, September 28, 2020 5:38 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Subject: Petition to cancel raising the Chinese flag at City Hall

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Mayor London Breed ,San Francisco's City Administrator Naomi Maria Kelly and Board of Supervisors:

On the 1st of October, there will be a ceremony for the National Day of the People's Republic of China by raising the Five-Starred Red flag at San Francisco City Hall. The open letter that Fang Zheng sent to request for the cancellation of the ceremony was declined. Therefore, on behalf of all the victims of CCP, we respectfully request again that the San Francisco government cancel this ceremony.

Since the establishment of the Chinese Communist Party 71 years ago, the Five-Starred Red Flag has been propagated and legislated as a symbol - A sign of the CCP. The message of their political ideology is clear in the flag. The red represents the Chinese Communist Revolution. The five stars and their relationships to each other represent the unity of the Chinese people under the leadership of the CCP. However, under the unjust laws violently enforced by the CCP, 80 million Chinese citizens have died of unnatural causes. Countless more people have suffered unfair retribution and persecution under the cruel ruling.

We must emphasize that the Five-Starred Red Flag only represents the CCP, not the Chinese people. CCP took advantage of the flag raising ceremony at City Hall to twist it into an event for the purpose of brainwashing and consolidating their power. Due to the true meaning behind the Five-Starred Red Flag, this ceremony is only a front for the CCP's real ideology - Power above all. The display of dictatorship is a serious discrepancy of the Universal Declaration of Human Rights, the Constitution, along with the independent and free spirit that San Francisco is known for.

As pro-democracy exiles, we can only appeal to the United States in order to avoid retribution and persecution from China. To witness the Five-Starred Red Flag being raised at City Hall in the land of the freedom, it's not only evidence of the CCP's spreading power, but also a serious psychological trauma to all their victims. Fatal deaths from covid 19 reached 170k in the United States in this time of writing, and the numbers are still increasing. They are also victims of CCP for their earlier concealment of the disease.

Therefore, we call on the Mayor of San Francisco, San Francisco City

Administrator, San Francisco's Board of Supervisors, to cancel the Five-Starred Red Flag raising ceremony on October 1st. Uphold human rights, freedom shall never die.

Sincerely,
Xin Wang

Reference:

Law of the People's Republic of China on the National Flag [Revised]

Link:

https://en.wikipedia.org/wiki/Flag_desecration#China

<http://en.pkulaw.cn/display.aspx?cgid=870b486dd68dd7cabdfb&lib=law>

Meaning of Five-Starred Red Flag

Link:

https://en.wikipedia.org/wiki/Flag_of_China

Example of CCP propaganda reports on the ceremony at City Hall

Link:

<http://www.chinaconsulatesf.org/chn/tpxw/t1705173.htm>

http://cn.chinadaily.com.cn/2018-09/29/content_37000917.htm

From: [Board of Supervisors, \(BOS\)](#)
To: [BOS-Supervisors](#)
Cc: [Wong, Linda \(BOS\)](#)
Subject: FW: SF Chamber of Commerce Support of File #201009
Date: Thursday, September 24, 2020 4:03:00 PM
Attachments: [SF Chamber Support of File #201009.pdf](#)

From: Emily Abraham <eabraham@sfchamber.com>
Sent: Thursday, September 24, 2020 2:33 PM
To: Emily Abraham <eabraham@sfchamber.com>
Cc: Jay Cheng <jcheng@sfchamber.com>
Subject: SF Chamber of Commerce Support of File #201009

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

On behalf of the San Francisco Chamber of Commerce and our Cannabis Working Group, I offer our support of File #201009 "Business and Tax Regulations Code - Temporary Suspension of Cannabis Business Tax, and Tax Reduction." Please see attached for our full letter of support.

Thank you for your time and consideration.

Respectfully,

Emily

Emily Abraham

Public Policy Manager
SF Chamber of Commerce



235 Montgomery St., Ste. 760, San Francisco, CA 94104
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sfchamber.com • twitter: @sf_chamber

September 24, 2020

Supervisor Mandelman and Board of Supervisors
San Francisco City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Support File #201009

Dear Supervisors,

I offer our **support of File #201009 Business and Tax Regulations Code - Temporary Suspension of Cannabis Business Tax, and Tax Reduction**. Cannabis businesses are struggling, like so many industries amidst COVID-19. Our Cannabis Working Group, made up of cannabis business owners and advocates, have voiced their financial difficulties due to COVID-19, along with a series of very unfortunate break-ins and robberies that they are still recovering from.

The suspension of the Cannabis Business Tax through December 31, 2021 and increased exemption threshold is exactly the policy and leadership we need right now. This suspension will help cannabis businesses keep their doors open, and start to save for their recovery post-pandemic. With so much uncertainty this year, we have to continue to provide means for our essential local businesses to continue to operate and serve their communities.

On behalf of our members, we thank you Supervisor Mandelman for this imperative legislation. We offer our support of File #201009, and urge the Board of Supervisors' support as well.

Thank you for your time and consideration.

Sincerely,

Rodney Fong
San Francisco Chamber of Commerce

Berner's on Haight

John Delaplane
SF Cannabis Retailers Alliance

Kyndra Miller, Esq.
CannaBusiness Law, Inc.

Lara L. DeCaro
Leland, Parachini, Steinberg, Matzger & Melnick LLP

Nicole Howell
Clark Howell LLP

Tony Bowles
Chair, Bay Area, Americans for Safe Access

CC: Board of Supervisors, Mayor London Breed