

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

BUDGET AND FINANCE COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Sandra Lee Fewer, Chair
Budget and Finance Committee

FROM: Linda Wong, Assistant Clerk

DATE: May 1, 2020

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**
Tuesday, May 5, 2020

The following file should be presented as a **COMMITTEE REPORT** at the Board Meeting on Tuesday, May 5, 2020, at 2:00 p.m. This item was acted upon at the special Committee Meeting on Friday, May 1, 2020, at 9:30 a.m., by the votes indicated.

Item No. 14 File No. 200373

Emergency ordinance to limit the spread of COVID-19 by requiring the City, through service agreements with third parties, to provide, staff, and maintain restrooms equipped with toilets and hand washing facilities, at a ratio of one restroom per 50 unsheltered people, within three weeks of the effective date of this ordinance; waive the requirement under Charter, Section 9.118, that the Board of Supervisors approve the service agreements for restrooms equipped with toilets and hand washing facilities; and affirming the Planning Department's determination under the California Environmental Quality Act.

RECOMMENDED AS COMMITTEE REPORT

Vote: Supervisor Sandra Lee Fewer - Aye
Supervisor Shamann Walton - Aye
Supervisor Matt Haney - Aye
Supervisor Rafael Mandelman - Excused

c: Board of Supervisors
Angela Calvillo, Clerk of the Board
Anne Pearson, Deputy City Attorney
Alisa Somera, Legislative Deputy Director

File No. 200373

Committee Item No. 1

Board Item No. 14

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date May 1, 2020

Board of Supervisors Meeting

Date May 5, 2020

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form |
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OTHER (Use back side if additional space is needed)

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | CEQA Determination |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | COVID-19 Minimum Environmental Cleaning Standards |
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Completed by: Linda Wong

Date April 27, 2020

Completed by: Linda Wong

Date May 1, 2020

1 [Emergency Ordinance - Restroom and Hand Washing Facilities for Unsheltered People]

2
3 **Emergency ordinance to limit the spread of COVID-19 by requiring the City, through**
4 **service agreements with third parties, to provide, staff, and maintain restrooms**
5 **equipped with toilets and hand washing facilities, at a ratio of one restroom per 50**
6 **unsheltered people, within three weeks of the effective date of this ordinance; waive**
7 **the requirement under Charter, Section 9.118, that the Board of Supervisors approve**
8 **the service agreements for restrooms equipped with toilets and hand washing**
9 **facilities; and affirming the Planning Department’s determination under the California**
10 **Environmental Quality Act.**

11
12 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
13 **Additions to Codes** are in *single-underline italics Times New Roman font*.
14 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
15 **Board amendment additions** are in double-underlined Arial font.
16 **Board amendment deletions** are in ~~strikethrough Arial font~~.
17 **Asterisks (* * * *)** indicate the omission of unchanged Code
18 subsections or parts of tables.

19 Be it ordained by the People of the City and County of San Francisco:

20 Section 1. CEQA Findings.

21 The Planning Department has determined that the actions contemplated in this
22 ordinance comply with the California Environmental Quality Act (California Public Resources
23 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of
24 Supervisors in File No. 200373 and is incorporated herein by reference. The Board affirms
25 this determination.

Section 2. Declaration of Emergency under Charter Section 2.107.

1 (a) Section 2.107 of the Charter authorizes passage of an emergency ordinance in
2 cases of public emergency affecting life, health, or property, or for the uninterrupted operation
3 of any City or County department or office required to comply with time limitations established
4 by law. The Board of Supervisors hereby finds and declares that an actual emergency exists
5 that requires the passage of this emergency ordinance.

6 (b) On February 25, 2020, Mayor London Breed proclaimed a state of emergency in
7 response to the COVID-19 pandemic. On March 3, 2020, the Board of Supervisors concurred
8 in the February 25 Proclamation and in the actions taken by the Mayor to meet the
9 emergency.

10 (c) On March 16, 2020, the County Health Officer issued Order No. C19-07, replaced
11 by Order No. C19-07b on March 31, 2020 (March 31 Order), directing San Franciscans to
12 stay in their homes and follow social distancing requirements when outside their residence.
13 The social distancing requirements include a requirement that people frequently wash hands
14 with soap and water for at least 20 seconds, or use hand sanitizer that is recognized by the
15 Centers for Disease Control and Prevention (CDC) as effective in combatting COVID-19.
16 Although the March 31 Order requires governmental agencies to “take appropriate steps to
17 help ensure compliance with social distancing requirements, including adequate provision of
18 hand sanitizer,” it does not go so far as to mandate the provision of bathrooms and
19 handwashing stations. Rather, the March 31 order merely states that government agencies
20 should provide restroom and hand washing or hand sanitation facilities to persons who are
21 unsheltered.

22 (d) The March 31 Order references the CDC Interim Guidance: “Responding to
23 Coronavirus Disease 2019 COVID-19 among People Experiencing Unsheltered Homeless,”
24 which specifically provides that one method of preventing the spread of COVID-19 among
25 those who are unsheltered is to “[e]nsure nearby restroom facilities have functional water

1 taps, are stocked with hand hygiene materials (soap, drying materials) and bath tissue, and
2 remain open to people experiencing homelessness 24 hours per day. If toilets or
3 handwashing facilities are not available nearby, provide access to portable latrines with
4 handwashing facilities for encampments of more than 10 people.”

5 (e) The CDC guidance recommending the provision of restrooms is clear. Given the
6 ever-present spread of COVID-19, individuals without homes should have the opportunity to
7 comply with social distancing requirements, including as to hand washing, to the greatest
8 extent possible. But absent a governmental mandate to provide restrooms equipped with
9 hand washing or hand sanitation facilities, thousands of unsheltered people are unable to
10 maintain proper personal hygiene and to comply with the social distancing requirements to
11 wash their hands frequently and thoroughly. The lack of facilities that enable unhoused
12 people to maintain personal hygiene and to frequently and thoroughly wash their hands,
13 poses a severe and imminent threat to the health, safety, and well-being of themselves and
14 others.

15 (f) This emergency ordinance is necessary to reduce the spread of COVID-19 by
16 enhancing the ability of people experiencing homelessness to comply with social distancing
17 protocols, particularly the ability to maintain personal hygiene and to frequently and thoroughly
18 wash their hands as recommended by the CDC.

19

20 Section 3. Findings and Purpose.

21 (a) The occurrence of COVID-19 is rapidly increasing within the City and County of
22 San Francisco (“City”) and throughout the Bay Area. According to the County Health Officer,
23 there is also “a significant and increasing number of suspected cases of community
24 transmission and likely further significant increases in transmission.” Even if there is a
25 “flattening of the curve” and some stabilization or even decline in the occurrence of COVID-19

1 in the City and/or Bay Area, COVID-19 will remain an extremely serious public health risk
2 locally for the duration of this emergency ordinance.

3 (b) The County Health Officer’s Orders, together with directives from public health
4 experts at the local, state, and national level, recognize that limiting interactions among
5 people as much as possible slows transmission of COVID-19. The CDC has found that “[t]he
6 potential for presymptomatic transmission underscores the importance of social distancing,”
7 including frequently washing hands with soap and water for at least 20 seconds, or using
8 hand sanitizer that is recognized by the CDC as effective in combatting COVID-19, to reduce
9 COVID-19 spread.

10 (c) The approximately 5,180 San Francisco unsheltered residents experiencing
11 homelessness have no realistic way to comply with social distancing and personal hygiene
12 protocols when living in encampments or on the street. Communicable diseases, such as
13 COVID-19, have the potential to spread quickly through the homeless community due in part
14 to the close proximity of people in these settings and the lack of adequate sanitation. Many
15 public restrooms that were accessible to the unsheltered are now closed, making it difficult, if
16 not impossible, for unhoused residents to comply with social distancing guidelines, including
17 frequently and thoroughly washing their hands.

18 (d) The prevalence of underlying health conditions among people experiencing
19 homelessness increases their vulnerability to COVID-19 infection, and therefore increases the
20 likelihood that COVID-19 will spread rapidly through the homeless community. This makes it
21 especially important that unsheltered individuals have access to free, public restrooms with
22 hand washing facilities.

23 (e) In Order No. C19-07b, the County Health Officer requires government agencies
24 and other entities operating shelters and other congregate facilities for the homeless to “take
25 appropriate steps to help ensure compliance with Social Distancing Requirements, including

1 adequate provision of hand sanitizer.” Additionally the Order states that government agencies
2 should provide restroom and handwashing or hand sanitation facilities to persons who are
3 unsheltered.

4 (f) Notwithstanding these requirements, according to the San Francisco Public Works
5 website there are currently only thirty-nine Pit Stop combined toilet and hand washing units in
6 all of San Francisco. This number does not meet the need for restroom and hand washing
7 facilities for San Francisco’s unsheltered residents. The United Nations High Commissioner
8 for Refugees Emergency Handbook establishes standards for the ratio of toilets to individuals
9 at one toilet for 50 people in an emergency. This ratio corresponds to the standards set by
10 Sphere, an international humanitarian organization that provides disaster relief response
11 guidance. To meet the needs of San Francisco’s approximately 5,180 unsheltered individuals
12 at a ratio one restroom for 50 unsheltered persons, the City needs approximately 65 additional
13 restrooms.

14 (g) Having a sufficient number of restrooms equipped with hand washing facilities will
15 allow people experiencing homelessness to maintain proper personal hygiene and to
16 frequently and thoroughly wash their hands, and will help slow community spread of COVID-
17 19.

18
19 Section 4. City Procurement of Restrooms and Hand Washing Facilities to Slow
20 Community Spread of COVID-19.

21 (a) Subject to the budgetary and fiscal provisions of the Charter, by no later than three
22 weeks after the effective date of this ordinance, the City shall procure, through service
23 agreements, restroom units equipped with both a toilet and a hand washing facility, at a ratio
24 of one restroom unit per 50 unsheltered individuals.

1 (b) If an adequate supply of such units is not available to meet the required 1:50 ratio,
2 the City shall procure alternative toilet units sufficient to meet the required ratio, and must
3 accompany them with a corresponding hand washing station.

4 (c) As unsheltered individuals are placed in hotels or other housing, the total number
5 of required restrooms under subsection (a) or, if necessary, toilet units/hand washing stations
6 under subsection (b), may be reduced, consistent with maintaining the required 1:50 ratio.

7 (d) Notwithstanding the requirements of Charter Section 9.118, the service
8 agreements authorized by this emergency ordinance shall not be subject to approval by the
9 Board of Supervisors.

10
11 Section 5. Maintenance and Cleaning of the Restrooms and Hand Washing Facilities.

12 (a) The City shall also procure, through service agreements, adequate staffing,
13 maintenance and cleaning services for each restroom and hand washing facility procured
14 under this ordinance.

15 (b) The maintenance and cleaning of restrooms and hand washing facilities procured
16 under this ordinance shall, at a minimum, conform to the Minimum Environmental Cleaning
17 Standards for Businesses, Schools and SRO Settings (“Minimum Standards”) published by
18 the Department of Public Health on March 9, 2020, and attached to the Order of the Health
19 Officer No. C19-04, on file with the Clerk of the Board of Supervisors in File No. 200373 .
20 Should the Minimum Standards be revised, the maintenance and cleaning of restrooms and
21 handwashing facilities procured under this ordinance shall, at a minimum, conform to the
22 Minimum Standards as revised.

23
24 Section 6. Implementation.

1 The Mayor, as the City’s Chief Executive Officer, is authorized to designate one or
2 more City agencies to develop rules, regulations, guidance, forms, and procedures as
3 necessary and appropriate to effectuate the purposes of this emergency ordinance.
4

5 Section 7. Undertaking for the General Welfare.

6 In enacting and implementing this emergency ordinance, the City is assuming an
7 undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its
8 officers and employees, an obligation for breach of which it is liable in money damages to any
9 person who claims that such breach proximately caused injury. This emergency ordinance
10 does not create a legally enforceable right by any member of the public against the City.
11

12 Section 8. Severability. If any section, subsection, sentence, clause, phrase, or word
13 of this emergency ordinance, or any application thereof to any person or circumstance, is held
14 to be invalid or unconstitutional by a decision of a court of competent jurisdiction, such
15 decision shall not affect the validity of the remaining portions or applications of the ordinance.
16 The Board of Supervisors hereby declares that it would have passed this ordinance and each
17 and every section, subsection, sentence, clause, phrase, and word not declared invalid or
18 unconstitutional without regard to whether any other portion of this ordinance or application
19 thereof would be subsequently declared invalid or unconstitutional.
20

21 Section 9. Effective Date; Expiration.

22 Consistent with Charter Section 2.107, this emergency ordinance shall become
23 effective immediately upon enactment. Enactment occurs when the Mayor signs the
24 ordinance, the Mayor returns the ordinance unsigned or does not sign the ordinance within
25 ten days of receiving it, or the Board of Supervisors overrides the Mayor’s veto of the

1 ordinance. Once enacted, it shall remain in effect for 60 days, unless reenacted as provided
2 by Section 2.107. If not reenacted, it shall expire on the 61st day after enactment.

3
4 Section 10. Supermajority Vote Required. In accordance with Charter Section 2.107,
5 passage of this emergency ordinance by the Board of Supervisors requires an affirmative vote
6 of two-thirds of the Board of Supervisors.

7
8 APPROVED AS TO FORM:
9 DENNIS J. HERRERA, City Attorney

10 By: /s/ Virginia Dario Elizondo
11 VIRGINIA DARIO ELIZONDO
12 Deputy City Attorney

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LEGISLATIVE DIGEST

[Emergency Ordinance - Restroom and Hand Washing Facilities for Unsheltered People]

Emergency ordinance to limit the spread of COVID-19 by requiring the City, through service agreements with third parties, to provide, staff, and maintain restrooms equipped with toilets and hand washing facilities, at a ratio of one restroom per 50 unsheltered people, within three weeks of the effective date of this ordinance; waive the requirement under Charter, Section 9.118, that the Board of Supervisors approve the service agreements for restrooms equipped with toilets and hand washing facilities; and affirming the Planning Department’s determination under the California Environmental Quality Act.

Existing Law

This ordinance does not amend existing law.

Background Information

This emergency ordinance addresses the present high risk of COVID-19 spread through lack of adequate sanitation and hygiene facilities for unsheltered individuals. On March 22, 2020, the Centers for Disease Control (CDC) issued Interim Guidance: “Responding to Coronavirus Disease 2019 COVID-19 among People Experiencing Unsheltered Homeless,” which specifically provides that one method of preventing the spread of COVID-19 among those who are unsheltered is to “[e]nsure nearby restroom facilities have functional water taps, are stocked with hand hygiene materials (soap, drying materials) and bath tissue, and remain open to people experiencing homelessness 24 hours per day. If toilets or handwashing facilities are not available nearby, provide access to portable latrines with handwashing facilities for encampments of more than 10 people.”

The CDC guidance recommending the provision of restrooms is clear. But thousands of unsheltered people are unable to maintain proper personal hygiene and to comply with the social distancing requirements to wash their hands frequently and thoroughly. The lack of restrooms equipped with a toilet and hand washing facility that enable unhoused people to maintain personal hygiene and to frequently and thoroughly wash their hands, poses a severe and imminent threat to the health, safety, and well-being of themselves and others.

The United Nations High Commissioner for Refugees Emergency Handbook establishes standards for the ratio of toilets to individuals at one toilet for 50 people in an emergency. This ratio corresponds to the standards set by Sphere, an international humanitarian organization that provides disaster relief response guidance. To meet the needs of San Francisco’s approximately 5,180 unsheltered individuals at a ratio one restroom for 50 unsheltered persons, the City needs approximately 65 additional restrooms.

The prevalence of underlying health conditions among people experiencing homelessness increases their vulnerability to COVID-19 infection, and therefore increases the

likelihood that COVID-19 will spread rapidly through the homeless community. This makes it especially important that unsheltered individuals have access to free, public restrooms with hand washing facilities.

Having a sufficient number of restrooms equipped with hand washing facilities will allow people experiencing homelessness to maintain proper personal hygiene and to frequently and thoroughly wash their hands, and will help slow community spread of COVID-19.

The Mayor is authorized to designate one or more City agencies to administer the ordinance.

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CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET AND LEGISLATIVE ANALYST

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292
FAX (415) 252-0461

April 29, 2020

TO: Budget and Finance Committee

FROM: Budget and Legislative Analyst



SUBJECT: May 1, 2020 Special Budget and Finance Committee Meeting

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1	20-0373 Emergency Ordinance - Restroom and Hand Washing Facilities for Unsheltered People	1

Item 1 Files 20-0373	Department: Public Works
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p> <ul style="list-style-type: none"> • The proposed emergency ordinance would require the City to increase bathroom and hand washing station access to achieve a ratio of one bathroom per 50 unsheltered persons within three weeks of the effective date of the ordinance. The City is to enter into service agreements with third parties to provide, staff and maintain the restrooms. Under the proposed emergency ordinance, these service contracts would not require Board of Supervisors approval even if they exceed the Charter established thresholds of a contract exceeding \$10 million in expenditures and having a term of ten years or more. Finally, the proposed ordinance would affirm the Planning Department’s determination that this project is exempt from environmental review under the California Environmental Quality Act. <p style="text-align: center;">Key Points</p> <ul style="list-style-type: none"> • The City currently has 62 public toilet sites (including handwashing facilities) with 136 toilets. This includes (a) 24 permanent Pit Stops operated by Public Work with 42 toilets in 13 neighborhoods throughout the City, with a mix of portable, and permanent JC Decaux facilities; (b) seven public restroom facilities with 57 toilets (32 of which are in Dolores Park) operated by the Recreation and Park Department; and (c) 31 new temporary sites with 37 toilets implemented by Public Works in April 2020 in response to the COVID-19 public health emergency. • The 55 Public Works and seven Recreation and Park Department sites (62 total) provide 136 toilets, which exceeds the ratio of 1:50 for the estimated 5,180 unsheltered individuals identified in the January 2019 Point in Time Count. However, only 41 toilets at 34 sites are currently available 24/7. <p style="text-align: center;">Fiscal Impact</p> <ul style="list-style-type: none"> • While the City has sufficient day time public toilets to meet the 1:50 ratio of toilets for the unsheltered population, the City would need to add hours to existing sites to meet the 1:50 ratio during night time or some weekend hours. The estimated cost to increase hours for the 21 Public Works Pit Stop sites that are not currently open 24 hours/7 days per week is \$105,430 per week; through July 3, 2020 this would amount to a total of approximately \$948,867. <p style="text-align: center;">Recommendation</p> <ul style="list-style-type: none"> • Approval of the proposed emergency ordinance is a policy matter for the Board of Supervisors. 	

MANDATE STATEMENT

City Charter Section 2.107 states that the Board of Supervisors may pass emergency ordinances on their first reading with a 2/3 affirmative vote. Emergency ordinances become effective upon approval by the Mayor, the expiration of the ten-day period for the Mayor to approve or veto, or the Board of Supervisors' override of the Mayor's veto. Emergency ordinances expire sixty days after their passage.

BACKGROUND

Health Crisis

To slow the spread of COVID-19, on March 3, 2020 the Department of Public Health issued social distancing recommendations, which states "the best way for all San Franciscans to reduce their risk of getting sick, as with seasonal colds or the flu, is to wash hands with soap and water for at least 20 seconds."

Pit Stop Program

The Department of Public Works' (Public Works) Pit Stop program provides safe and clean public restrooms, along with used-needle receptacles and dog waste stations. Pit Stops are located throughout San Francisco in locations chosen based on proximity to soup kitchens, walking survey of feces, Public Works street cleaner feedback, and 311 human waste requests. All Pit Stop facilities have running water, soap and hand towels. All Pit Stops are monitored by paid attendants who work to ensure the sites remain stocked, tidy and safe as part of their simultaneous participation in a workforce development program.¹

The Pit Stop program began in July 2014 as a six-month pilot with three portable toilets in the Tenderloin. Since then, it has expanded to 24 regular Pit Stop sites with 42 toilets in 13 neighborhoods throughout the City, with a mix of portable, and permanent JC Decaux facilities. Under regular circumstances only three Pit Stops are open 24 hours (the other have daytime hours of operation).

Temporary Expansion of Pit Stop Program

In response to the COVID-19 public health emergency, Public Works has deployed additional Pit Stops to be open and monitored 24-hours a day, seven days a week. These additional Pit Stops are temporary, "porta-potty" design, facilities. The Pit Stops were rolled out in two phases: Phase 1 began on April 7, 2020 with 15 new temporary Pit Stop sites with internal sinks. Portable restroom facilities are rented through a contract with United Site Services, and monitored by Urban Alchemy and Hunters Point Family staff.² Pit Stop monitors are to ensure social distancing

¹ Hunters Point Family runs the workforce development program that employs attendants. San Francisco Public Works entered into a grant agreement with Hunters Point Family, a 501c3 organization, following an RFP process, for \$515,000 for FY 2019-20.

² On April 7, 2020, Urban Alchemy entered into a new grant agreement with the City to staff these sites, for an amount that was amended on April 10, 2020 not to exceed \$1,514,835. Office of the Mayor, News Releases: "Mayor London Breed Announces Rollout of New Staffed Public Toilets and Hand-Washing Stations in High-Need

guidelines are followed and that handwashing stations and restrooms are sanitized, adequately stocked and used for their intended purpose. The contract expires July 3, 2020 unless terminated earlier by the City if the need no longer exists.

For Phase 2, Public Works added 14 new locations plus additional staffing at two existing locations at Zuckerberg San Francisco General Hospital and Trauma Center. On April 20, 2020 the City entered into a new contract with Hunters Point Family to staff these additional temporary Pit Stops, which consist of porta-potties with separate handwashing stations. The contract expires July 3, 2020 unless terminated earlier, for a maximum amount of \$1,177,135. The 16 locations provide 19 toilets and are to be open and staffed 24 hours a day, seven days a week.

Implementation Process

According to Mr. Jeremy Spitz, Policy and Government Affairs Manager at Public Works, launching the additional 31 temporary Pit Stop sites took approximately one month and required securing the additional accessible rental units, scouting appropriate locations, conducting community outreach, and soliciting vendors to staff the toilets.

DETAILS OF PROPOSED LEGISLATION

The proposed emergency ordinance would require the City to increase bathroom and hand washing station access to achieve a ratio of one bathroom per 50 unsheltered persons within three weeks of the effective date of the ordinance. The City is to enter into service agreements with third parties to provide, staff and maintain the restrooms. Under the proposed emergency ordinance, these service contracts would not require Board of Supervisors approval even if they exceed the Charter established thresholds of a contract exceeding \$10 million in expenditures and having a term of ten years or more. Finally, the proposed ordinance would affirm the Planning Department's determination that this project is exempt from environmental review under the California Environmental Quality Act.

Bathroom Requirement

The proposed ordinance's 1:50 ratio criteria is based on the United Nations High Commissioner for Refugees (UNHCR) Emergency Sanitation Standards. The standards advise the ratio of community toilets in the immediate, short term is 1 toilet for 50 persons.³

The most recent Point in Time Count conducted on January 24, 2019 found that there were 5,180 unsheltered persons in San Francisco.⁴ Based on that population estimate, the proposed ordinance would require 104 public bathrooms to be available. As shown in Table 1 below, the

Neighborhoods," April 7, 2020, <https://sfmayor.org/article/mayor-london-breed-announces-rollout-new-staffed-public-toilets-and-hand-washing-stations>

³ UNHCR Emergency Handbook: <https://emergency.unhcr.org/entry/33014/emergency-sanitation-standards>. "No latrine should be used by more than 50 persons during the first phase of an emergency. The count is made per drophole. Only latrines that are cleanable, guarantee privacy, and are structurally safe should be counted." The Handbook continues to advise that a medium-term minimum ratio is 1 per 20 people.

⁴ San Francisco Homeless Count and Survey Comprehensive Report 2019, http://hsh.sfgov.org/wp-content/uploads/2019HIRDReport_SanFrancisco_FinalDraft.pdf

City has 136 toilets currently available at 62 locations. Attachment 1 provides detail on each location and hours of operation.

Table 1: Total Public Bathroom Facilities as of May 1, 2020

Facility	Locations	Toilets
Existing Pit Stops	24	42
Existing Park Stops ⁵	7	57
Subtotal, Existing	31	99
Temporary Phase 1 Pit Stop (internal sink)	15	18
Temporary Phase 2 Pit Stop (external sink)	16	19
Subtotal, Temporary	31	37
Grand Total	62	136

Source: Public Works

The number of units required by the proposed ordinance would go down as the City begins housing the unsheltered.⁶ The temporary bathrooms would be in use for as long as the emergency order is in place; the initial grant agreements extend staffing for temporary units until July 3, 2020.

The proposed emergency ordinance also requires that the facilities be cleaned in a manner that conforms to the Minimum Environmental Cleaning Standards for Businesses, Schools and SRO Settings published by the Department of Public Health.

FISCAL IMPACT

Table 2 below summarizes the costs of the 30 temporary Pit Stops that have been installed in Phase 1 launched on April 7, 2020, and Phase 2 launched on April 22, 2020.

⁵ The Park Stop Program provides public restrooms, toilets and handwashing stations, at seven San Francisco Parks and is run by the Recreation and Parks Department. These sites are open daily 8am-8pm and are staffed by attendants employed through Hunters Point Family.

⁶ As of April 23, 2020, approximately 800 individuals (other than first responders), many of whom may have been unsheltered, were housed in hotels.

Table 2: Total Costs for Temporary Pit Stops, through July 3, 2020

	Monitoring Cost	Rental Cost	Total	Cost per Week
Phase 1	\$1,514,835	\$110,403	\$1,625,238	\$130,766
Phase 2	1,177,135	98,590	1,275,725	123,887
Grand Total	\$2,691,970	\$208,993	\$2,900,963	\$254,653

Source: BLA Analysis of Temporary Pit Stop fiscal data provided by Public Works. Costs include site staff and equipment rentals.

As shown above, the cost of deploying the 31 additional temporary Pit Stops is \$2.9 million through July 3, 2020. According to Public Works, the Department's budget included \$2,871,720 in FY 2019-20 to expand the Pit Stop program. The Department will use a portion of this funding and savings from elsewhere in the budget to fund the COVID-19 Pit Stop expansion; and will seek reimbursement from FEMA and CalOES for costs associated with the Pit Stop expansion.

No Public Works staffing and other City costs are included above.

Cost to Convert All Pit Stops to 24/7 Access

The City has sufficient day time public toilets to meet the 1:50 ratio of toilets for the unsheltered population but would need to add hours to existing sites to meet the 1:50 ratio during night time or some weekend hours. While the 31 temporary Pit Stop locations are open 24 hours/7 days per week, only three of Public Works other 24 Pit Stops and none of the Recreation and Park Department sites are open 24 hours/7 days per week.

The estimated cost to increase hours for the 21 Public Works Pit Stop sites that are not currently open 24 hours/7 days per week is \$105,430 per week; through July 3, 2020 this would amount to a total of approximately \$948,867.^{7,8}

RECOMMENDATION

Approval of the proposed emergency ordinance is a policy matter for the Board of Supervisors.

⁷ Budget and Legislative analysis of temporary Pit Stop fiscal data provided by Public Works. Currently the other 21 Pit Stops are open and staffed 1,224 hours per week cumulatively. 24/7 monitoring costs amount to approximately \$7,700 per site per week, depending on the facility model, equivalent to approximately \$46 per hour. According to this estimate, in order to convert all Public Works facilities to 24/7 service, Pit Stops would need to add 2,304 more hours per week of service across all locations.

⁸ Increasing hours at 21 existing Pit Stop locations would result in a nighttime ratio of 1:66. In order to reach the 1:50 ratio during night time hours, the City would need to consider extending hours at six Recreation and Park Department sites (other than Dolores Park), at an estimated cost of at least \$24,000 per week or approximately \$246,000 through July 3, 2020.

City-wide Restrooms

Location	Type	Type	Toilets	Hours
PitStop Locations				
Mendell Plaza – Mon	Pit Stop	Mobile Trailer	2	Fri – 9am to 5pm
Market and Castro streets	Pit Stop	JCDecaux	1	Open 24 hours
Market and Church streets	Pit Stop	JCDecaux	1	Daily – 9am to 8pm
Grove and Larkin streets	Pit Stop	JCDecaux	1	Daily - 7am to 8pm
Embarcadero Plaza	Pit Stop	JCDecaux	1	Daily - 9am to 8pm
Haight and Buena Vista Ave West	Pit Stop	Mobile Trailer	2	Mon-Fri – 12pm to 7pm
Stanyan and Waller streets	Pit Stop	JCDecaux	1	Daily – 9am to 8pm
Myrtle and Larkin streets	Pit Stop	JCDecaux	1	Daily – 9am to 8pm
Hallidie Plaza	Pit Stop	JCDecaux	1	Daily – 7am to 8pm
U.N. Plaza	Pit Stop	JCDecaux	1	Daily – 9am to 8pm
16th and Capp streets – Mon	Pit Stop	Mobile Trailer	2	Mon-Fri – 11am to 6pm
16th and Mission streets	Pit Stop	JCDecaux	1	Daily – 9am to 8pm
18th and Mission streets – Mon	Pit Stop	Mobile Trailer	2	Mon-Fri – 12:30pm to 7:30pm
24th and Mission streets	Pit Stop	JCDecaux	1	Daily – 9am to 8pm
Washington Square at Union St.	Pit Stop	JCDecaux	1	Daily – 9am to 8pm
Great Highway near Beach Chalet	Pit Stop	Mobile Trailer	2	Mon-Fri – 12 noon to 7 pm
Judah and La Playa streets	Pit Stop	Rec Park	8	Daily – 9am to 4pm
6th and Jessie streets	Pit Stop	Mobile Trailer	2	Open 24 hours
Victoria Manalo Draves Park	Pit Stop	Rec Park	2	Mon-Fri – 8am to 4pm; Sat-Sun – 9am to 5pm
133 Golden Gate Ave.	Pit Stop	Mobile Trailer	2	Mon-Fri – 2pm to 9pm; Sat – 9am to 4pm
101 Hyde St.	Pit Stop	Mobile Trailer	2	Mon-Fri – 1:30pm to 8:30pm; Sat – 9:30am to 4:30pm
Eddy St. and Jones St.	Pit Stop	JCDecaux	1	Open 24 hours
388 Ellis St.	Pit Stop	Mobile Trailer	2	Mon-Fri – 9am – 4pm; Saturday 9am to 4pm
Eddy St. and Larkin St.	Pit Stop	Mobile Trailer	2	Mon-Sat – 9:30am - 4:30pm
			Pit Stop Total	42
COVID Response				
Willow between Polk and Larkin	COVID Response	Solar 2-stall restroom trailer; each stall with inside sink	2	Open 24 hours
145 Leavenworth	COVID Response	Solar 2-stall restroom trailer; each stall with inside sink	2	Open 24 hours
439 O'Farrell	COVID Response	Solar 2-stall restroom trailer; each stall with inside sink	2	Open 24 hours
2111 Jennings	COVID Response	Portable restroom with inside sink	1	Open 24 hours
245 Bayshore	COVID Response	Portable restroom with inside sink	1	Open 24 hours
1133 Mission	COVID Response	Portable restroom with inside sink	1	Open 24 hours
1266-1270 Mission	COVID Response	Portable restroom with inside sink	1	Open 24 hours
251 Napoleon (across the street from 222 Napoleon)	COVID Response	Portable restroom with inside sink	1	Open 24 hours
23rd & Treat (by the park Parque Ninos Unidos)	COVID Response	Portable restroom with inside sink	1	Open 24 hours
Selby & McKinnon Intersection	COVID Response	Portable restroom with inside sink	1	Open 24 hours
344 14th Street (Stevenson/14th street)	COVID Response	Portable restroom with inside sink	1	Open 24 hours
1661 Fifteenth (15th) Street (15/Julian)	COVID Response	Portable restroom with inside sink	1	Open 24 hours
1100 Thomas Ave (Thomas/Griffith)	COVID Response	Portable restroom with inside sink	1	Open 24 hours
148 6th Street (6/Natoma)	COVID Response	Portable restroom with inside sink	1	Open 24 hours
1900 Evans Street (Selby/Evans)	COVID Response	Portable restroom with inside sink	1	Open 24 hours
Larch Street between Van Ness & Franklin	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
Willow Street between Van Ness & Franklin	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
1600 Haight Street	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
Market St. & 16th St.	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
Turk St & Taylor St	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
1550 Bryant St.	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
17th St. & Florida St.	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
15th St. & San Bruno Ave.	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
26th St. & Harrison St. (Park)	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
Cesar Chavez & Potrero Ave. (Park)	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
18th St. & Geary St. (in front of Alexandria Theatre)	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
48th St. & Fulton St. (behind Safeway)	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
24th Ave. and Balboa St.	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
45 Hyde	COVID Response	ADA compliant Portable Restroom; external ADA hand washing station	1	Open 24 hours
SFGH Building 80/90	COVID Response	Unit rented by DPH	3	Open 24 hours
SFGH Building 25	COVID Response	Unit rented by DPH	2	Open 24 hours
			Pit Stop Total	37
Park Stop Program				
Portsmouth Square Park	Park Stop Program	Rec Park	8	Daily – 8am to 8pm
Kimball Park	Park Stop Program	Rec Park	3	Daily – 8am to 8pm
Rolph Playground Picnic Area	Park Stop Program	Rec Park	3	Daily – 8am to 8pm
Dolores Park	Park Stop Program	Rec Park	32	Daily – 8am to 8pm
Bay View Park K.C. Jones Playground	Park Stop Program	Rec Park	2	Daily – 8am to 5:30pm
Jackson Park	Park Stop Program	Rec Park	4	Daily – 8am to 8pm
Alamo Square Park	Park Stop Program	Rec Park	5	Daily – 8am to 8pm
			Park Stop Total*	57
			GRAND TOTAL	136

*Toilet counts for Park Stop locations provided by RecPark



Attachment A

COVID-19 Minimum Environmental Cleaning Standards For Businesses, Schools, and SRO Settings

March 9, 2020

This guidance provides confirmation of the cleaning and disinfection standards for rooms or common areas of businesses, schools, and SRO settings. It aims to limit the survival of novel coronavirus in key environments. These recommendations are based on what is currently known about the (COVID-19) and will be updated as needed and as additional information becomes available.

Intended audience: These guidelines are focused on community, non-healthcare facilities (e.g., schools, institutions of higher education, offices, daycare centers, businesses, community centers) that do and do not house persons overnight.

Highlights of Public Health Order and Attachment A

The Order applies only to common areas of residential hotels.

1. On a daily basis or more frequently when needed, clean and disinfect surfaces like doorknobs, tables, desks, bathroom and kitchen surfaces, handrails, elevator controls, light switches, and other frequently touched surfaces.
2. Maintain a compliance log for all common areas—a log that records areas cleaned, date, time, and cleaning staffs' initials.
3. Provide hand sanitizers in all common gathering areas, such as the kitchen, bathroom, computer lounge.
4. Provide soap in a dispenser at all communal sinks.

Always wear disposable gloves when cleaning and use disinfectants according to the manufacturing instructions on the product label!

How does the COVID-19 spread?

The virus spreads from person-to-person through close contact (within about 6 feet).

Can COVID-19 spread by contaminated surfaces?

There is still so much to learn about the virus, but the spreading of the virus from surfaces to people has not been documented yet. Current evidence suggests that the virus may remain infectious for hours to days on surfaces made from a variety of materials.

How can I clean to protect myself and others?

Practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks) with household cleaners. Clean on a daily basis, increasing frequency if surfaces are found to be dirty during spot-checks performed throughout the day.

Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Is it necessary to use a disinfectant?

If surfaces are dirty, clean them first using a detergent and water and then disinfect them.

Which types of disinfectants will kill the COVID-19?

A list of products suitable for use against COVID-19, prepared by the American Chemistry Council's Center for Biocide Chemistries is attached. It is not complete or exhaustive; any disinfectant which the manufacturer states meet the EPA's Emerging Viral Pathogens (EVP) requirement can be used. Manufacturer's statements are most commonly found on the manufacturer's website or in letters issued by the manufacturer. When no such products are available, a dilute household bleach solution can be made from:

- 5 tablespoons (1/3rd cup) bleach added to one gallon of water or
- 4 teaspoons bleach added to one quart of water

Are there any precautions I should take when using disinfectants?

1. Make sure there is good ventilation during the use of the product when cleaning. Open available windows or doors to the outside.
2. Always use disinfectants according to the label instructions.
3. Use the safety equipment specified on the label.
4. Even if not required by the label wear gloves.
 - a. Fresh disposable gloves should be used for cleaning. Gloves should be changed immediately after using disinfectants. Do not attempt to reuse disposable gloves.
 - b. Clean the outside of reusable gloves immediately after using disinfectants. You can use your disinfectant to clean the gloves. **Always wash your hands immediately after removing your gloves. If running water is not available use hand sanitizer.**
5. Wear eye protection (goggles or safety glasses) if spraying cleaning chemicals above shoulder height.
6. For concentrated products requiring dilution, do not use more of the product than is specified on the label. Using more product does not improve cleaning, but it may cause problems for the user and room occupants. Make sure there is good ventilation during the use of the product.
7. Do not use alcohol for cleaning, it is a fire hazard.

Are there additional instructions for facilities that house people overnight (including SROs)?

- Follow Interim Guidance for [US Institutions of Higher Education](#) on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
- It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- In areas where ill persons are being housed in isolation. This includes focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons, but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as needed.
- In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.

How should surfaces be cleaned and disinfected?

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, see "*Which types of disinfectants will kill the COVID-19?*" above.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claim that are suitable for porous surfaces

How should linens, clothing, and other laundered items be managed?

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

What are the instructions for handling trash?

- Wear gloves.
- Only handle trash bags by their empty upper sections. Do not hold the trash bag against your body.
- Tie the trash bag off before placing it into the conventional (municipal) waste.

How can cleaning and disinfecting staff protect themselves?

- Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash. If there is the possibility of body contact with an infected person or contaminated surfaces, gowns or disposable suits should be worn.
- Gloves and protective garments should be removed carefully inside out to avoid contamination of the wearer and the surrounding area. Be sure to [clean](#) hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](#) immediately after gloves are removed.
- Cleaning staff and others should [clean](#) hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
 - After blowing one’s nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g., a child)

Resources:

[Environmental Cleaning and Disinfection Recommendations - Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus \(March 6, 2020\)](#)

[Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019.](#)

Interim Guidance for [US Institutions of Higher Education](#)



SAN FRANCISCO PLANNING DEPARTMENT

CEQA Categorical Exemption Determination

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address		Block/Lot(s)
BOS: Emergency Ord - Restroom and Hand Washing Facilities for Unshel		
Case No.		Permit No.
2020-004534ENV		
<input type="checkbox"/> Addition/ Alteration	<input type="checkbox"/> Demolition (requires HRE for Category B Building)	<input type="checkbox"/> New Construction
<p>Project description for Planning Department approval. Emergency Ordinance - Restroom and Hand Washing Facilities for Unsheltered People</p> <p>Emergency ordinance to limit the spread of COVID-19 by requiring the City, through service agreements with third parties, to provide, staff, and maintain restrooms equipped with toilets and hand washing facilities, at a ratio of one restroom per 50 unsheltered people, within three weeks of the effective date of this ordinance; waive the requirement under Charter, Section 9.118, that the Board of Supervisors approve the service agreements for restrooms equipped with toilets and hand washing facilities; and affirming the Planning Department's determination under the California Environmental Quality Act.</p>		

STEP 1: EXEMPTION CLASS

The project has been determined to be categorically exempt under the California Environmental Quality Act (CEQA).	
<input type="checkbox"/>	Class 1 - Existing Facilities. Interior and exterior alterations; additions under 10,000 sq. ft.
<input type="checkbox"/>	Class 3 - New Construction. Up to three new single-family residences or six dwelling units in one building; commercial/office structures; utility extensions; change of use under 10,000 sq. ft. if principally permitted or with a CU.
<input type="checkbox"/>	<p>Class 32 - In-Fill Development. New Construction of seven or more units or additions greater than 10,000 sq. ft. and meets the conditions described below:</p> <p>(a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.</p> <p>(b) The proposed development occurs within city limits on a project site of no more than 5 acres substantially surrounded by urban uses.</p> <p>(c) The project site has no value as habitat for endangered rare or threatened species.</p> <p>(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.</p> <p>(e) The site can be adequately served by all required utilities and public services.</p> <p>FOR ENVIRONMENTAL PLANNING USE ONLY</p>
<input checked="" type="checkbox"/>	<p>Class _____</p> <p>Class 4 - Minor Alterations to Land: Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc;</p>

STEP 2: CEQA IMPACTS

TO BE COMPLETED BY PROJECT PLANNER

<input type="checkbox"/>	<p>Air Quality: Would the project add new sensitive receptors (specifically, schools, day care facilities, hospitals, residential dwellings, and senior-care facilities within an Air Pollution Exposure Zone? Does the project have the potential to emit substantial pollutant concentrations (e.g., backup diesel generators, heavy industry, diesel trucks, etc.)? (refer to EP_ArcMap > CEQA Catex Determination Layers > Air Pollution Exposure Zone)</p>
<input type="checkbox"/>	<p>Hazardous Materials: If the project site is located on the Maher map or is suspected of containing hazardous materials (based on a previous use such as gas station, auto repair, dry cleaners, or heavy manufacturing, or a site with underground storage tanks): Would the project involve 50 cubic yards or more of soil disturbance - or a change of use from industrial to residential?</p> <p>Note that a categorical exemption shall not be issued for a project located on the Cortese List if the applicant presents documentation of enrollment in the San Francisco Department of Public Health (DPH) Maher program, a DPH waiver from the Maher program, or other documentation from Environmental Planning staff that hazardous material effects would be less than significant (refer to EP_ArcMap > Maher layer).</p>
<input type="checkbox"/>	<p>Transportation: Does the project involve a child care facility or school with 30 or more students, or a location 1,500 sq. ft. or greater? Does the project have the potential to adversely affect transit, pedestrian and/or bicycle safety (hazards) or the adequacy of nearby transit, pedestrian and/or bicycle facilities?</p>
<input type="checkbox"/>	<p>Archeological Resources: Would the project result in soil disturbance/modification greater than two (2) feet below grade in an archeological sensitive area or eight (8) feet in a non -archeological sensitive area? If yes, archeo review is required (refer to EP_ArcMap > CEQA Catex Determination Layers > Archeological Sensitive Area)</p>
<input type="checkbox"/>	<p>Subdivision/Lot Line Adjustment: Does the project site involve a subdivision or lot line adjustment on a lot with a slope average of 20% or more? (refer to EP_ArcMap > CEQA Catex Determination Layers > Topography). If yes, Environmental Planning must issue the exemption.</p>
<input type="checkbox"/>	<p>Slope = or > 25%: Does the project involve any of the following: (1) square footage expansion greater than 500 sq. ft. outside of the existing building footprint, (2) excavation of 50 cubic yards or more of soil, (3) new construction? (refer to EP_ArcMap > CEQA Catex Determination Layers > Topography) If box is checked, a geotechnical report is required and Environmental Planning must issue the exemption.</p>
<input type="checkbox"/>	<p>Seismic: Landslide Zone: Does the project involve any of the following: (1) square footage expansion greater than 500 sq. ft. outside of the existing building footprint, (2) excavation of 50 cubic yards or more of soil, (3) new construction? (refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones) If box is checked, a geotechnical report is required and Environmental Planning must issue the exemption.</p>
<input type="checkbox"/>	<p>Seismic: Liquefaction Zone: Does the project involve any of the following: (1) square footage expansion greater than 500 sq. ft. outside of the existing building footprint, (2) excavation of 50 cubic yards or more of soil, (3) new construction? (refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones) If box is checked, a geotechnical report will likely be required and Environmental Planning must issue the exemption.</p>
<p>Comments and Planner Signature (optional): Joy Navarrete</p>	

**STEP 3: PROPERTY STATUS - HISTORIC RESOURCE
TO BE COMPLETED BY PROJECT PLANNER**

PROPERTY IS ONE OF THE FOLLOWING: (refer to Property Information Map)	
<input type="checkbox"/>	Category A: Known Historical Resource. GO TO STEP 5.
<input type="checkbox"/>	Category B: Potential Historical Resource (over 45 years of age). GO TO STEP 4.
<input checked="" type="checkbox"/>	Category C: Not a Historical Resource or Not Age Eligible (under 45 years of age). GO TO STEP 6.

**STEP 4: PROPOSED WORK CHECKLIST
TO BE COMPLETED BY PROJECT PLANNER**

Check all that apply to the project.	
<input type="checkbox"/>	1. Change of use and new construction. Tenant improvements not included.
<input type="checkbox"/>	2. Regular maintenance or repair to correct or repair deterioration, decay, or damage to building.
<input type="checkbox"/>	3. Window replacement that meets the Department's <i>Window Replacement Standards</i> . Does not include storefront window alterations.
<input type="checkbox"/>	4. Garage work. A new opening that meets the <i>Guidelines for Adding Garages and Curb Cuts</i> , and/or replacement of a garage door in an existing opening that meets the Residential Design Guidelines.
<input type="checkbox"/>	5. Deck, terrace construction, or fences not visible from any immediately adjacent public right-of-way.
<input type="checkbox"/>	6. Mechanical equipment installation that is not visible from any immediately adjacent public right-of-way.
<input type="checkbox"/>	7. Dormer installation that meets the requirements for exemption from public notification under <i>Zoning Administrator Bulletin No. 3: Dormer Windows</i> .
<input type="checkbox"/>	8. Addition(s) that are not visible from any immediately adjacent public right-of-way for 150 feet in each direction; does not extend vertically beyond the floor level of the top story of the structure or is only a single story in height; does not have a footprint that is more than 50% larger than that of the original building; and does not cause the removal of architectural significant roofing features.
Note: Project Planner must check box below before proceeding.	
<input type="checkbox"/>	Project is not listed. GO TO STEP 5.
<input type="checkbox"/>	Project does not conform to the scopes of work. GO TO STEP 5.
<input type="checkbox"/>	Project involves four or more work descriptions. GO TO STEP 5.
<input type="checkbox"/>	Project involves less than four work descriptions. GO TO STEP 6.

**STEP 5: CEQA IMPACTS - ADVANCED HISTORICAL REVIEW
TO BE COMPLETED BY PROJECT PLANNER**

Check all that apply to the project.	
<input type="checkbox"/>	1. Project involves a known historical resource (CEQA Category A) as determined by Step 3 and conforms entirely to proposed work checklist in Step 4.
<input type="checkbox"/>	2. Interior alterations to publicly accessible spaces.
<input type="checkbox"/>	3. Window replacement of original/historic windows that are not "in-kind" but are consistent with existing historic character.
<input type="checkbox"/>	4. Façade/storefront alterations that do not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	5. Raising the building in a manner that does not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	6. Restoration based upon documented evidence of a building's historic condition, such as historic photographs, plans, physical evidence, or similar buildings.

<input type="checkbox"/>	7. Addition(s) , including mechanical equipment that are minimally visible from a public right-of-way and meet the <i>Secretary of the Interior's Standards for Rehabilitation</i> .
<input type="checkbox"/>	8. Other work consistent with the <i>Secretary of the Interior Standards for the Treatment of Historic Properties</i> (specify or add comments):
<input type="checkbox"/>	9. Other work that would not materially impair a historic district (specify or add comments): (Requires approval by Senior Preservation Planner/Preservation Coordinator)
<input type="checkbox"/>	10. Reclassification of property status. (Requires approval by Senior Preservation Planner/Preservation <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Reclassify to Category A a. Per HRER or PTR dated b. Other (specify): </div> <div style="width: 45%;"> <input type="checkbox"/> Reclassify to Category C (attach HRER or PTR) </div> </div>
Note: If ANY box in STEP 5 above is checked, a Preservation Planner MUST sign below.	
<input type="checkbox"/>	Project can proceed with categorical exemption review. The project has been reviewed by the Preservation Planner and can proceed with categorical exemption review. GO TO STEP 6.
Comments (optional):	
Preservation Planner Signature:	

**STEP 6: CATEGORICAL EXEMPTION DETERMINATION
TO BE COMPLETED BY PROJECT PLANNER**

<input checked="" type="checkbox"/>	No further environmental review is required. The project is categorically exempt under CEQA. There are no unusual circumstances that would result in a reasonable possibility of a significant effect.	
	Project Approval Action: Board of Supervisors Ordinance adoption	Signature: Joy Navarrete 04/14/2020
	<p>Once signed or stamped and dated, this document constitutes a categorical exemption pursuant to CEQA Guidelines and Chapter 31 of the Administrative Code.</p> <p>In accordance with Chapter 31 of the San Francisco Administrative Code, an appeal of an exemption determination can only be filed within 30 days of the project receiving the approval action.</p> <p>Please note that other approval actions may be required for the project. Please contact the assigned planner for these approvals.</p>	

STEP 7: MODIFICATION OF A CEQA EXEMPT PROJECT

TO BE COMPLETED BY PROJECT PLANNER

In accordance with Chapter 31 of the San Francisco Administrative Code, when a California Environmental Quality Act (CEQA) exempt project changes after the Approval Action and requires a subsequent approval, the Environmental Review Officer (or his or her designee) must determine whether the proposed change constitutes a substantial modification of that project. This checklist shall be used to determine whether the proposed changes to the approved project would constitute a "substantial modification" and, therefore, be subject to additional environmental review pursuant to CEQA.

MODIFIED PROJECT DESCRIPTION

Modified Project Description:

DETERMINATION IF PROJECT CONSTITUTES SUBSTANTIAL MODIFICATION

Compared to the approved project, would the modified project:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Result in expansion of the building envelope, as defined in the Planning Code; |
| <input type="checkbox"/> | Result in the change of use that would require public notice under Planning Code Sections 311 or 312; |
| <input type="checkbox"/> | Result in demolition as defined under Planning Code Section 317 or 19005(f)? |
| <input type="checkbox"/> | Is any information being presented that was not known and could not have been known at the time of the original determination, that shows the originally approved project may no longer qualify for the exemption? |

If at least one of the above boxes is checked, further environmental review is required.

DETERMINATION OF NO SUBSTANTIAL MODIFICATION

- | | |
|--------------------------|---|
| <input type="checkbox"/> | The proposed modification would not result in any of the above changes. |
|--------------------------|---|

If this box is checked, the proposed modifications are categorically exempt under CEQA, in accordance with prior project approval and no additional environmental review is required. This determination shall be posted on the Planning Department website and office and mailed to the applicant, City approving entities, and anyone requesting written notice. In accordance with Chapter 31, Sec 31.08j of the San Francisco Administrative Code, an appeal of this determination can be filed within 10 days of posting of this determination.

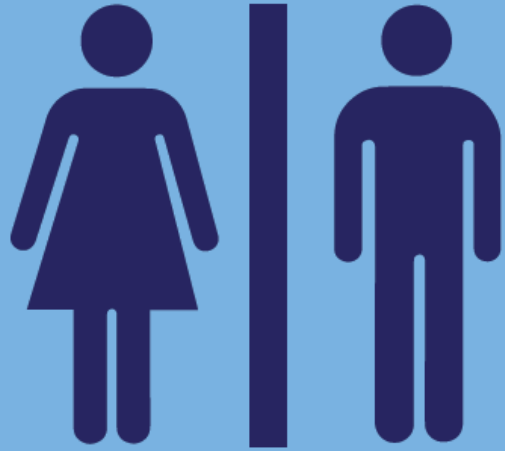
Planner Name:

Date:

SAN FRANCISCO PIT STOP



Where neighborhood challenges meet civic pride.



**toilets
and sinks**



**needle
disposal**



**dog waste
station**



toilets and sinks



needle disposal



dog waste station

Where neighborhood challenges meet civic pride.

OCEAN BEACH PIT STOP

GUIDELINES



www.sfpbublicworks.org/pitstop



You are allowed 5 minutes inside the bathroom. When time is up, you will be asked to vacate.



Please keep your belongings with you; the attendant will not watch them.



NO Smoking allowed inside the bathroom stall.



Help us keep the bathroom clean. Dispose of any trash, recyclables and needles in the proper bins outside of the stall.



Respect

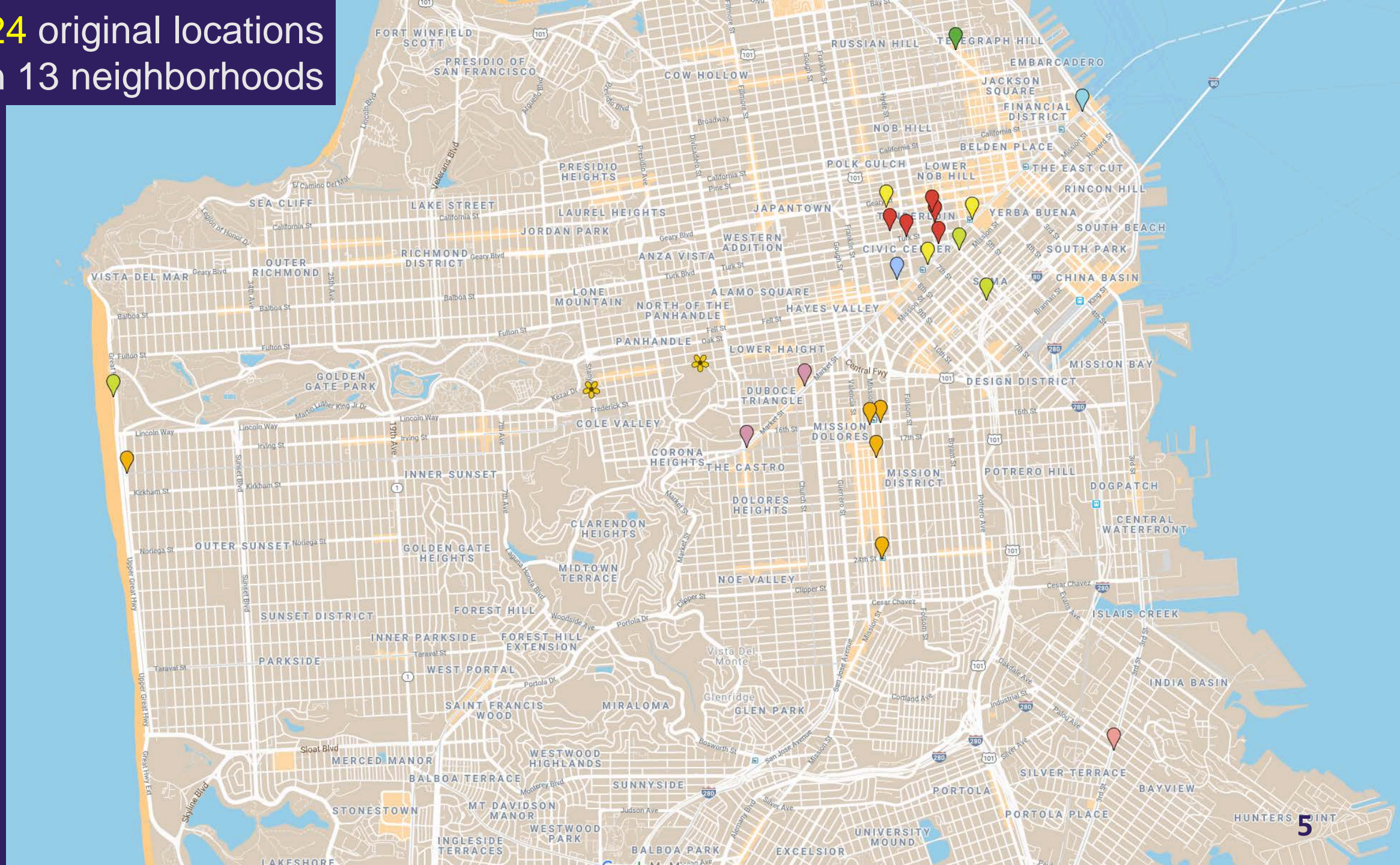
Monday - Friday
10 am - 7 pm



Three locations
in the Tenderloin
in 2014



24 original locations in 13 neighborhoods



24-hour locations



300,000+ uses per year

One flush every two minutes

8,700 used hypodermic needles collected

Attendants:

- Keep Pit Stop units and surrounding area **clean**
- **Save lives** by responding to overdoses
- **Record** total number of uses at each location
- Work closely with **Public Works** personnel
- Interact with and assist members of the **public**

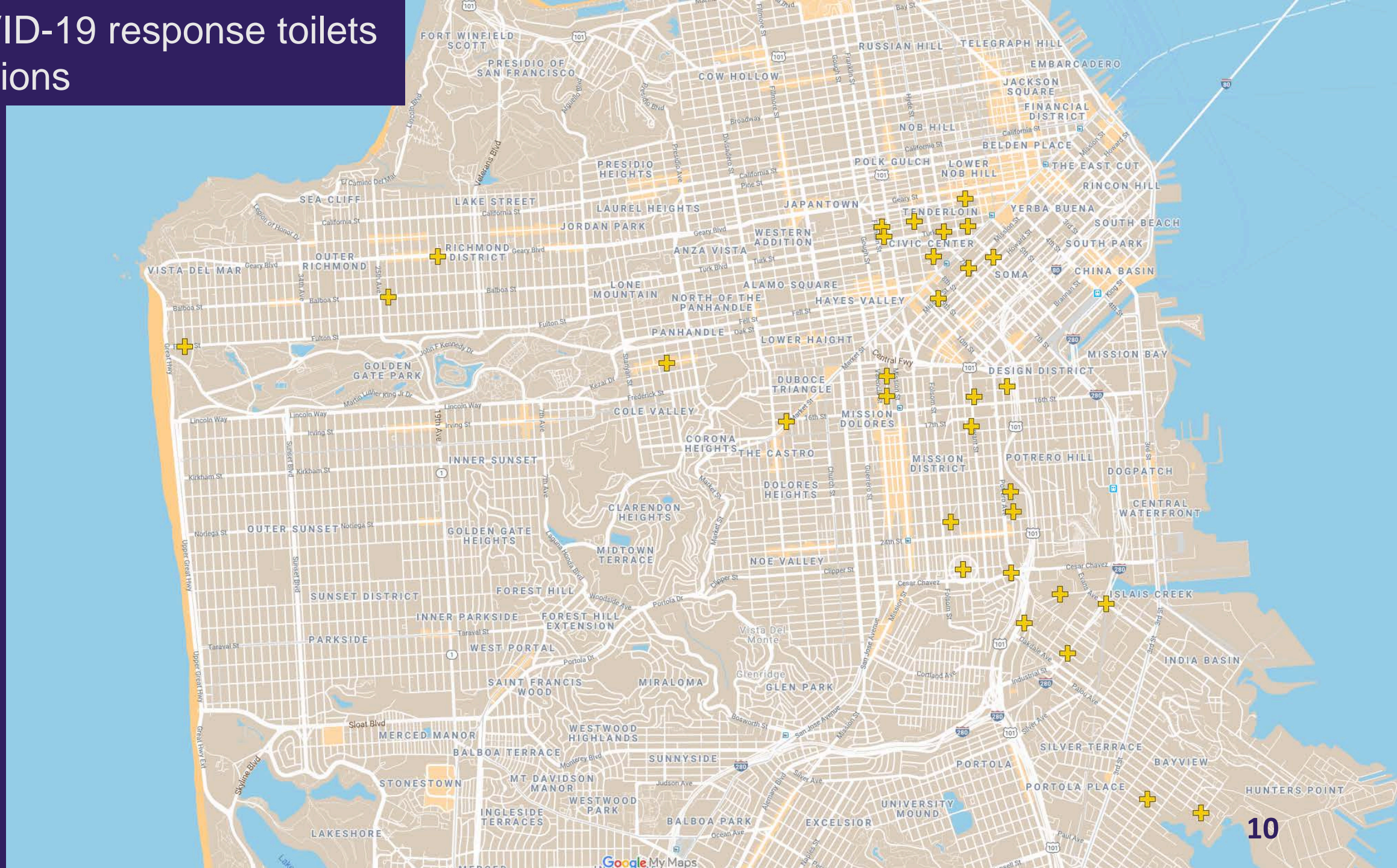




COVID-19
response
Pit Stop toilets

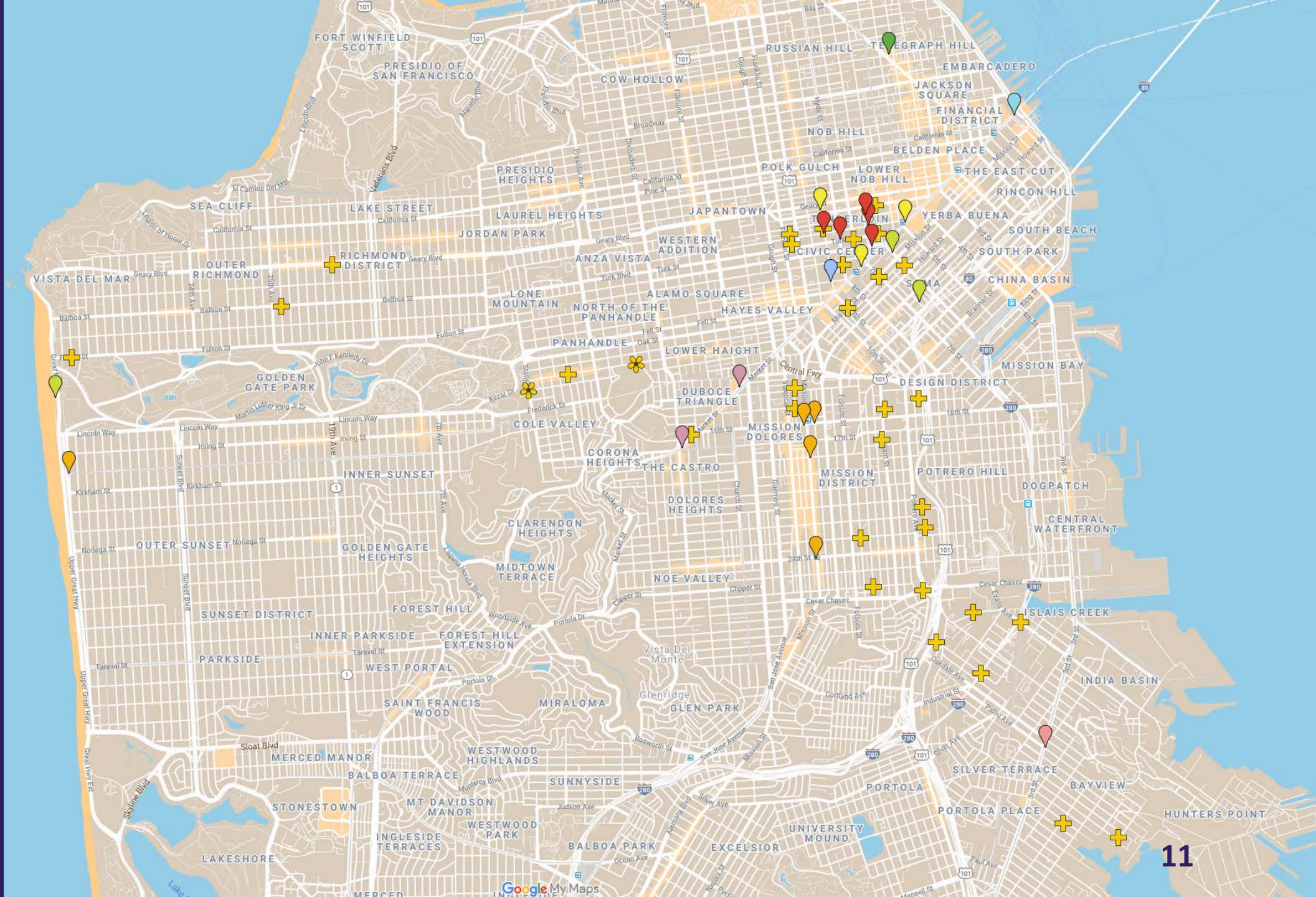
37 COVID-19 response toilets

31 locations



136 staffed toilets

62 total locations



Monitor usage and track population shifts in high-need areas to revise locations, if necessary



Operating Costs

Fiscal Year 2019-20	Regular Pit Stop Program	COVID-19		Total
		Wave 1	Wave 2	
Monitoring Grants	\$ 4,492,736	\$ 1,514,835	\$ 1,177,135	\$ 7,184,706
Facility Rental	\$ 69,312	\$ 110,403	\$ 98,590	\$ 278,305
Total	\$ 4,562,048	\$ 1,625,238	\$ 1,275,725	\$ 7,463,011
Weekly Cost	\$ 87,496	\$ 130,766	\$ 123,887	
*Public Works costs not included in amounts above				

SAN FRANCISCO PIT STOP



Where neighborhood challenges meet civic pride.

Member, Board of Supervisors
District 1



City and County of San Francisco

SANDRA LEE FEWER

李麗嫦市參事

DATE: April 27, 2020

TO: Angela Calvillo
Clerk of the Board of Supervisors

FROM: Supervisor Fewer
Chairperson

RE: Budget and Finance
COMMITTEE REPORT

Pursuant to Board Rule 4.20, as Chair of the Budget and Finance Committee, I have deemed the following matter is of an urgent nature and request it be considered by the full Board on Tuesday, May 5th, as a Committee Report:

200373: Emergency Ordinance - Restroom and Hand Washing Facilities for Unsheltered People

This matter will be heard in the Budget and Finance Committee on May 1st, at 9:30am.

Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor [redacted] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [redacted] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. [redacted]
- 9. Reactivate File No. [redacted]
- 10. Topic submitted for Mayoral Appearance before the BOS on [redacted]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.

Sponsor(s):

Haney, Walton, Preston, Mar

Subject:

Emergency Ordinance - Restroom and Hand Washing Facilities for Unsheltered People

The text is listed:

Emergency ordinance to limit the spread of COVID-19 by requiring the City, through service agreements with third parties, to provide, staff, and maintain restrooms equipped with toilets and hand washing facilities, at a ratio of one restroom per 50 unsheltered people, within three weeks of the effective date of this ordinance; waive the requirement under Charter, Section 9.118, that the Board of Supervisors approve the service agreements for restrooms equipped with toilets and hand washing facilities; and affirming the Planning Department's determination under the California Environmental Quality Act.

Signature of Sponsoring Supervisor: MATT HANEY